

# Current Policy

## Title 4 – Codification of Board Policy Statements

### Chapter 17 – Fees and Expenses

#### Section 8 – Refund Policies

6. The following policy is effective for WNCC:
  - a. The refund for all students, in all programs with the exception of summer session, for withdrawal of net credit load shall be:
    - i. One hundred percent (100%) if initiated by the end of eighth (8<sup>th</sup>) calendar day of the semester. (B/R 1/00)
    - ii. Fifty percent (50%) if initiated after the eighth (8<sup>th</sup>) calendar day through the Friday of the third week of the semester. (B/R 1/00)
    - iii. No refund after the end of the third week of the term.
    - iv. No refund shall be given for the application for admission fee.

(B/R 5/93)

- b. The refund for summer session shall be:
  - i. One hundred percent (100%) if withdrawal or net credit reduction is initiated before second class meeting;
  - ii. Fifty percent (50%) if withdrawal or net credit reduction is initiated during the first twenty percent (20%) of a summer term or an intensive course of 12 weeks duration or less.
  - iii. No refund after twenty percent (20%) of the term has elapsed.

(B/R 6/02)

- c. Nonresident tuition shall be refunded in conformity with the above schedule for load reduction to six credits or less and for withdrawal.
- d. No refund shall be given for health and accident insurance premiums.

(B/R 3/86)

# **Proposed Policy**

## Title 4 – Codification of Board Policy Statements

### Chapter 17 – Fees and Expenses

#### Section 8 – Refund Policies

##### 6. The following policy is effective for WNCC:

The following refund policy, established by the Board of Regents, is applicable to all students, in all divisions, in all programs and all course registration fees, except for zero credit courses. The application fee is not refundable and cannot be transferred to another person or another fee.

1. The refund policy for the Fall, Spring and Summer semesters' withdrawal or net credit load reduction shall be:
  - a. One hundred percent (100%) if withdrawal is completed prior to the first day of the semester.
  - b. Ninety percent (90%) if withdrawal is completed by the end of late registration (5 working days into semester).
  - c. No refund shall be given after the period outlined above.
  - d. Courses that are scheduled to begin at a date different from the regular semester and/or after the beginning of the semester must be dropped prior to the first class session for a 100% refund. Once the class has started, no refund of any amount will be given.
2. Upon written approval of the Dean of Student Services, a full (100%) or partial (90%) refund of all registration fees and tuition shall be given upon official withdrawal at any time during the first eight weeks of the semester, for the following circumstances:
  - a. Induction or activation of a student into the United States Armed Forces.
  - b. Death of a spouse, child, parent or legal guardian of the student.
  - c. Death of the student.
  - d. Verifiable error on the part of the institution; or
  - e. Verifiable incapacitating illness or injury which prevents the student from returning to school for the remainder of the semester.
3. In general, no refund is made if withdrawal is after the first half of the semester.
4. Nonresident tuition shall be refunded in conformity with the above schedule for load reduction to six credit hours or less and for withdrawal during refund period.
5. Questions regarding refunds should be referred to the Office of Admissions and Records.