# 600.128 REFUND POLICY

The Wenatchee Valley College Board of Trustees authorizes cashiers to refund fees when a student withdraws from college or course(s) and to determine a pro-rated refund for courses with varying start and end dates. The chief academic officer and chief financial officer have the authority to make judgments regarding refunds in extraordinary circumstances. A student who is requested to withdraw for disciplinary reasons will not be eligible for a refund. Refund provisions for students receiving Title IV federal aid will comply with Title IV requirements.

Refunds are granted only when a student withdraws. Students are responsible for dropping classes they are not attending.

## A. FALL, WINTER AND SPRING QUARTERS

Tuition and related fees for fall, winter, and spring quarters are refunded upon withdrawal from college or a course or courses as follows:

### 1. Tuition and fees will be refunded at 100% through the fifth instructional day of the quarter.

### 2. Tuition and fees will be refunded at 50% from the sixth instructional day through the twentieth business day of the quarter.

### 3. Tuition and fees will not be refunded after the twentieth business day of the quarter.

## B. SUMMER QUARTER

Tuition and related fees for summer quarter are refunded upon withdrawal from college or a course or courses as follows:

### 1. Tuition and fees will be refunded at 100% through the fifth instructional day of the quarter.

### 2. Tuition and fees will be refunded at 50% from the sixth instructional day through the sixteenth business day of the quarter.

### 3. Tuition and fees will not be refunded after the sixteenth business day of the quarter.

## C. REFUND EXCEPTION RULES

No checks will be processed for refunds that are less than or equal to $25. Refund balances may be applied to future quarters of attendance, refunded to credit cards, or paid out in cash, according to established procedures. Any refund balances remaining after eight quarters will be forfeited.

Self-support programs may, with institutional approval, develop different refund policies for programmatic reasons. Refund policies pertaining to these programs will be described in program materials.

Students with unpaid tuition and fees may be administratively dropped from classes. Any partial payments will be forfeited. The chief financial officer has authority to make exceptions in unusual situations.

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Policy contact: Administrative Services

Related policies and procedures

None identified at this time