



## WNCC Administrative Procedure

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| <b>Title:</b>            | Refund of Tuition and Fees - Credit                    |
| <b>Division:</b>         | Administrative Services                                |
| <b>Category:</b>         | Income and Investments                                 |
| <b>Reference:</b>        | BP-320 Student Tuition Fees, and Other Revenue Sources |
| <b>Number:</b>           | AP-320.02  |
| <b>Date of Approval:</b> | May 19, 2023   |
| <b>Approval:</b>         | John Marrin, Interim President                         |

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### Definitions

*Credit Courses* – A course which can be applied toward a certificate, diploma, or associate degree and is transcribed with a letter grade by the Office of the Registrar on an official WNCC transcript.

*Day* – Refers to the number of days classes are in session and excludes days the College is officially closed to recognize a federal holiday or fall or spring break.

*Drop* – An action taken by a student to remove a class or classes from their schedule before the published last date to drop a class. This action results in the course not being recorded on the student’s transcript. (Also referred to as a “x-drop” at WNCC.)

*Drop Day* – Equal to 12.5% of the length of a course, the last day a student may remove a class or classes from their schedule and not be responsible for tuition and fees.

*Fees* – As used in this procedure, refers to both mandatory and course-level fees.

*First Day of Class* – The first day of the term, session, or semester.

*Withdrawal* – An action taken by a student to remove a class or classes from their schedule after the published last date to drop a class. This action results in the course appearing on the student’s transcript with a grade of “W” assigned.

### Procedure

This procedure establishes a policy for refunding tuition and fees, if applicable, for credit courses at Western Nebraska Community College.

## A. Refund Schedule

The refund schedule for all academic courses at WNCC is as follows:

| Refund | Time Elapsed<br>(% of<br>semester) | 16-Week<br>Course | 10-Week<br>Course | 8-week<br>Course | 5-week<br>Course | Less than<br>5-week<br>Course |
|--------|------------------------------------|-------------------|-------------------|------------------|------------------|-------------------------------|
| 100%   | 0 - 12.5%                          | Day 10            | Day 7             | Day 5            | Day 3            | Pro-rated                     |
| 50%    | 12.6% -<br>18.75%                  | Day 15            | Day 10            | Day 7            | Day 5            | Pro-rated                     |
| 25%    | 18.76% - 25%                       | Day 20            | Day 12            | Day 10           | Day 6            | Pro-rated                     |
| 0%     | > 25%                              | Day 21            | Day 13            | Day 11           | Day 7            | Pro-rated                     |

## B. Refund Conditions for Credit Courses

### 1. *Initial Registration*

Students are responsible for the payment of tuition and fees on or before the first day of classes unless arrangements have been made with Financial Aid and/or the Business Office for the deferral of payment until federal aid or scholarship funds are available or the student has entered into an authorized payment plan with the College.

Students who cancel their registration prior to the first day of classes for any academic term will be refunded all tuition and fee charges.

### 2. *Dropping a Course*

After the start of the academic term, students may drop a course with no penalty (the course will not appear on the student's transcript) up to the period when 12.5% (drop day) of the term has elapsed. Students will be refunded all tuition and fee charges during this time period.

If students drop a class and simultaneously add a class before the add period, no refund will be given for the dropped class since full tuition and fees will be charged for the added class.

### 3. *Withdrawing from a Course, Courses, or the College*

Students who officially withdraw from a course, courses, or the College prior to the last day to withdraw as established in the annual academic calendar are eligible for a refund of prorated tuition and fees as indicated in the refund schedule in Section A above.

4. *Failure to Officially Drop or Withdraw*

Students who stop attending a course or some or all courses but do not officially drop or withdraw from the course, courses, or College continue to be financially responsible for all tuition and fees and will receive a failing grade or grades.

5. *Process*

Students should contact the Office of the Registrar regarding the process for dropping or withdrawing from courses.

**C. Course Cancellation**

If the College cancels a credit class, enrolled students will be provided a full refund of related tuition and fees paid, regardless of the date of cancellation.

**D. Refund Delivery**

Refunds resulting in a credit balance on the student's account will be reimbursed to the student or the sponsoring agency via a check sent to the permanent mailing address of record.

**Revising this Procedure**

This Administrative Procedure supersedes any prior WNCC policy, procedure, guideline, or handbook on this subject matter.

WNCC reserves the right to revise this procedure, as necessary, and for the changes to become effective immediately.

**Original Adoption Date:** May 17, 2023

**Revision Date:**

**Sponsoring Division:** Administrative Services