

# WESTERN NEBRASKA COMMUNITY COLLEGE

## Administrative Procedure

<b>TITLE:</b>	Tuition and Fees: Delinquent Accounts and Refund Procedure
<b>DIVISION:</b>	Administrative and Fiscal Services
<b>CATEGORY:</b>	Income and Investments
<b>REFERENCE:</b>	BP-320 (Student Tuition, Fees, and Other Revenue Sources)
<b>NUMBER:</b>	AP-320
<b>DATE OF REVIEW:</b>	December 3, 2019
<b>APPROVAL:</b>	John Harms, Interim President

---

### **Purpose**

This procedure defines delinquent accounts and the College's refund procedure.

### **Scope**

This shall apply to the accounts of all Western Nebraska Community College students.

---

### **Procedure**

#### *Registration*

A student has not completed the registration process until he or she has properly registered for courses and paid their tuition and fees or arranged to defer payment. Arrangements must be made with the Business Office for deferral of payment.

#### *Delinquent Accounts*

A student must meet all financial obligations to the College in order to qualify for continued enrollment. Students that have current outstanding bills with the College shall not be allowed to enroll, graduate, or acquire academic transcripts. Such students shall have an "administrative hold" placed on their account until such outstanding bill is paid in full.

#### *Refund Procedure*

The Board shall, at such times as may be deemed necessary, establish and set an appropriate refund schedule. The President, whenever deemed appropriate, shall recommend changes in the refund schedule for the College. The Board reserves the right to change the refund schedule without notice.

Tuition refunds shall be provided in accordance with the appropriate refund schedule and AP-502 (Return of Title IV). Material fees are nonrefundable. To be eligible for a refund, students must complete an official drop form. The Registrar shall authorize exceptions to this procedure.

**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:** December 3, 2019  
**Revision Date:**  
**Sponsoring Division:** Administrative Services