



## Spring 2023 Tuition & Refund Policy

### Tuition Late Fee:

**The due date for spring 2023 tuition is January 6<sup>th</sup>.** If tuition has not been paid by the due date, or a payment plan has not been set up online, students will be assessed a \$50.00 late fee of as prescribed in 2.2-4805 of the Code of Virginia. Students who fail to pay their tuition may be dropped from their registered courses. **Failure to receive a bill does not waive the requirement for payment when due and will not prevent the application of the late fee.** If a student wishes to register for a new class after January 6<sup>th</sup>, tuition must be secured through financial clearance within three days from the Financial Aid or Bursar offices, or a late fee will be assessed and/or classes dropped.

### Refunds for Course Drops or Withdrawal from College:

Students are responsible for a percentage of the tuition and fees based on when the class drop or withdrawal occurs. Students shall be entitled to a refund of a portion of tuition paid for the semester in which they are currently enrolled.

Official withdrawal from college must be in writing to avoid receiving failing grades for registered courses. Students withdrawing from the College must complete the “Official Withdrawal Form,” obtain applicable signatures, and submit it to the Records & Registration Office by the penalty drop date. The form is available on the College website and in the Records & Registration Office. All student accounts with the College must be settled before the withdrawal process can be completed.

Students withdrawing from a current semester will also be withdrawn from any upcoming semesters for which they are preregistered. Students desiring to return to the College must apply for readmission. Students who withdraw in good standing shall be entitled to a refund of a portion of tuition charged or paid for the semester in which they are currently enrolled.

Students may not be eligible for any refund of charges if required to withdraw by the College. The college will follow the tuition refund schedule below:

<u>Refund</u>	<u>Date of Course Drop/Withdrawal</u>
100%.....	Through January 23, 2023
75%.....	January 24 – January 30, 2023
50%.....	January 31 – February 13, 2023
0%.....	After February 13, 2023

### Refunds for Housing & Meal Cancellations:

Housing and meal charges begin the first day of move in, which begins January 13<sup>th</sup>. Students may cancel housing assignments to receive a percentage refund, however students are responsible for any daily proration charges up to the cancellation date through January 24<sup>th</sup>. After which, the college will follow the refund schedule below:

<u>Refund</u>	<u>Date of Completed Exit Form</u>
100%.....	Prior to January 14, 2023
Daily proration.....	January 14- January 25, 2023
75%.....	January 26 – February 1, 2023
50%.....	February 2 – February 15, 2023
0%.....	After February 15, 2023

*Tuition, mandatory fees, and all other related college fees paid by students are non-refundable after February 15, 2023, except at the discretion of the College. If the College modifies or disrupts programs and services due to circumstances beyond the College’s control, such as acts of God, war, government regulations, pandemics, disaster, or civil disorder - to the extent that such circumstances make it illegal, impossible, or unsafe to allow students to continue with programs or services at or in their initial form- issuance of any refunds, credits or waivers may be subject to regulatory or statutory review and will be administered at the College’s discretion.*

Updated 9/15/2022

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