



INSTITUTIONAL POLICY: F-06

Category: Finance
Subject: Refund of Tuition and Fees
Effective Date: March 22, 2006
Update: N/A

F 06-1. Authority

W. Va. Code § 18B-1-6

F 06-2. Refund Schedule

The following refund schedule will pertain to:

2.1 First Time Enrollees. Students who officially withdraw before or during their first period of enrollment at the enrolling institution shall have their refund calculated as follows, in accordance with the provisions contained in the 1992 amendments to the federal Higher Education Act.

Academic Year (semester)

- During the first and second weeks 90% refund
- During the third week. 80% refund
- During the fourth and fifth weeks 70% refund
- During the sixth week 60% refund
- During the seventh and eighth weeks 50% refund
- During the ninth week 40% refund
- During the tenth week No refund

2.2 Continuing Students. Students who officially withdraw from school during a regular period.

- During the first and second weeks 90% refund
- During the third and fourth weeks 70% refund
- During the fifth and sixth weeks 50% refund
- Beginning with the seventh week No Refund

2.3 Students in Special Academic Programs. Students enrolled or participating in special academic programs.

- During the first 13% of the program 90% refund
- From 14% to 25% of the program 70% refund
- From 26% to 38% of the program 50% refund
- After 38% of the program No Refund

F 06-3. Refund Fees

Refunded fees must be returned in accordance with the requirements of the Federal Higher Education Act whenever Title IV funds are involved.