



## INSTITUTIONAL POLICY: F-06

Category: Finance  
Subject: Refund of Tuition and Fees  
Effective Date: February 1, 1990  
Last Revision Date: March 22, 2006

### F 06-1. Authority

- 1.1 WV Code §18B-1-6
- 1.2 WV CSR §133-4

### 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.