



**Title: #VI-11E. Refunds of Tuition and Fees**

**Date: February 11, 2025** (Replaces version dated January 18, 2024)

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**Refunds.**

The Fall, Spring and Summer refund schedules apply to tuition only and do not apply to special fees. Refunds are issued only on complete withdrawals from the college. No refund will be issued for dropping individual courses until registered credit hours are zero. Tuition refunds will be issued for complete withdrawals to students according to the following schedule:

**Fall or Spring Semester**

100% refund will be provided for complete withdrawals by the student within the first three weeks of classes.

75% refund will be provided on complete withdrawals during the 4<sup>th</sup> week of classes.

50% refund will be provided on complete withdrawals during the 5<sup>th</sup> through 8<sup>th</sup> weeks of classes.

No tuition refunds will be provided beginning with the 9<sup>th</sup> week of classes.

**Summer Sessions and Nontraditional Periods**

100% refund will be provided for classes canceled or dropped within the first 19% of the term.

75% refund will be provided on complete withdrawals within the period of 20% to 25% of the term.

50% refund will be provided on complete withdrawals within the period of 26% to 50% of the term.

No tuition refunds will be provided after 50% of the term is completed.

**Notes:**

- Refunded tuition must be returned in accordance with the requirements of the Higher Education Act whenever Title IV funds are involved.
- Reduced refunds are given for students making installment payments. Refunds are reduced by the applicable outstanding balance owed.

**Reduced Tuition and Fee Program**

In accordance with WV Code [§18B-10-7a](#) and Board of Governors [Policy E-14](#), WVU at Parkersburg offers reduced tuition rates for West Virginia residents 65 years of age and older. Students may register under one of the following options. Only one option can be chosen each semester and both options cannot be combined in the same term.

**Credit Option.** The total charges for a class taken for credit will be calculated at 50% of in-state tuition. Students will earn credits and grades for courses taken under this option.

**No Credit Option.** The total tuition charges for each course will be limited to \$50.00 excluding lab fees. Students will not earn credits and grades for courses taken under this option. Registration under this option may not be changed to the Credit Option once regular registration is closed for the semester.

All students will be issued reports at the conclusion of each semester listing courses completed under both options.

### **Eligibility Requirements**

- Participants will be subject to all institutional rules governing students.
- Students must meet course pre-requisites or have instructor permission to enter the class.
- Students will be permitted to register on a space-available basis. For the purposes of this policy, space is available once priority registration is concluded.
- Students will be required to provide proof of their age before they may register for courses under either option. A valid driver's license may be used for this purpose.
- Students taking courses under either option will provide an abbreviated application form.

### **High School Students.**

WVU at Parkersburg participates in a state-wide dual enrollment pilot program that allows high school students to enroll in qualified courses in the education, nursing, welding/manufacturing, or social sciences pathways at no cost to the participating student.

High school students may also enroll in other college-level courses that are not included in the pilot program pathways and the student is charged tuition at a rate of \$50 per credit hour.

### **Return Policy for Department of Defense Tuition Assistance (TA) Funds**

West Virginia University at Parkersburg's TA return policy aligns with the U.S. Department of Education Federal Student Aid rules for unearned financial aid and our institutional Refunds of Tuition and Fees policy. Students who formally withdraw or are formally withdrawn from all classes will be subject to the refund policy above for tuition and other fees. This policy decreases the amount of refund available at regular intervals during the term.

For more information on Military Withdrawal, please review [WVUP Answer Book policy VI-1: Students Called to Active Military Duty](#), or reach out to our Veterans' Advocate at 304-424-8337.

**Responsible Administrator: Executive Director of Finance & Administration, 304-424-8262**