
Revision Responsibility: Vice President for Business Affairs
Responsible Executive Officer: Vice President for Business Affairs

Source/Reference: TBR Guideline B-060: Fees, Charges, Refunds and Fee Adjustments

Approved by: 

PURPOSE

To document Walters State’s policy regarding financial aid refunds and institutional refunds.

POLICY

Refundable Fees are in-state tuition, out-of-state tuition, technology access fee, and international educational fee; all other fees are non-refundable.

WSCC classifies student refunds into two categories: **Financial Aid Refunds and Institutional Refunds.**

Financial Aid Refunds

Financial aid refunds occur when the total amount of a student’s financial aid (scholarships, grants, and loans) for the semester is greater than total tuition/fees and book/supply advances for the semester. This creates a credit balance on the student account if there is no preexisting account balance.

WSCC currently issues a financial aid book/supply advance of funds approximately seven days prior to the official start date of a semester for eligible financial aid recipients (only includes assistance awarded by the Financial Aid Office). The financial aid book/supply advance of funds is the lesser of the student account balance or \$600. Eligible recipients for book/supply advances are students whose accounts have a credit balance as of 10 days prior to the official first day of the semester. Students issued book/supply advances who withdraw or do not attend are subject to repayment requirements as defined by federal, state, and institutional policies. All remaining credit balances after the disbursement of book/supply advances and credit balances occurring thereafter are disbursed within 14 days from the official start date of the semester. Credit balances occurring on or after the official first day of the semester are disbursed within 14 days from the date the award is posted to the student account. Financial Aid refunds are disbursed by direct deposit or checks mailed to the student’s permanent address on file with the Admissions Office.

The Cashier’s Office assists the Financial Aid Office in the disbursement of financial aid refunds electronically or by check. Upon approval from Financial Aid that students meet all eligibility criteria (including attendance), the Cashier’s Office posts transactions which creates a direct deposit or generates a check to be printed and mailed the next business day. Once a student’s financial aid refund has been processed, the student is sent an electronic notification through STARMAIL. This process begins approximately 14 days after the official start date of a semester.

Institutional Refunds

Institutional refunds occur when a student drops or withdraws from a course and results in the student payment being greater than the adjusted tuition/fee calculation which creates a credit balance on the student account. Institutional refunds also include third party reimbursements, fee waivers/discounts, and dual enrollment grants. Institutional refunds are processed approximately two weeks after the conclusion of each respective refund period. Additionally, these refunds are disbursed in the following priorities: 1) credit/debit cards from which tuition/fees were paid, 2) direct deposit, or 3) check mailed to student’s permanent address on file.

Students are to assume full responsibility for specific course selections, and the institution assumes no responsibility for refunding in situations whereby class conflicts or errors in scheduling occur as a result of

the student's action. Refunds occur when a student drops a course or courses which result in an adjusted cost associated with the course(s) dropped.

Situations which may result in an adjusted cost and a corresponding refund:

- Dropping a course(s) which results in a class load of fewer hours and results in a lower cost.
- Withdrawing from the college.
- Canceled classes by WSCC. Not subject to prior notification.
- Withdrawals due to being called to active military duty or National Guard service during the term.
- Death of a student during the term.
- Withdrawals related to a student being academically ineligible for enrollment; certification of ineligibility must be submitted in writing and approved by designated officials.
- Drops/withdrawals occurring before the official start date for a session starting at a later date than the first day of the semester, as publicized in the timetable.

Fee adjustment calculation (cost adjustments):

- Fees are adjusted 100% up to the first official day of the semester.
- Fees are adjusted 100% due to canceled classes.
- Fees are adjusted 100% due to withdrawals as a result of being called to active military duty or National Guard service during the term.
- Fees are adjusted 100% due to the death of a student during the term (any indebtedness is offset against the refund).
- Course(s) dropped or student withdrawals during the 75% and 25% refund periods may result in an adjusted cost.

Costs are re-calculated based on adjusted enrollment:

- Courses still enrolled are charged 100% for all required costs **plus**
- 25% or 75% of costs associated with course(s) dropped and dates the course(s) were dropped.

A refund is the difference between the cost of originally enrolled hours and the adjusted cost as calculated above. Refunds will only occur if the newly re-calculated costs are less than the original charges/costs. Not all drops/withdrawals will result in a fee adjustment. Swapping courses on or after the official start date of the semester may result in additional penalties/tuition/fees being charged to a student's account especially when miscellaneous, non-refundable fees are involved.

Military Considerations

Special procedures are in place to allow military reserve and National Guard personnel who are ordered to active military service during a semester to receive a refund. A 100% refund of refundable fees may be made when a student withdraws from college due to their being called to extended active duty. A copy of the official military orders must be provided with the student's withdrawal form. Questions pertaining to these procedures may be directed to the vice president for Academic Affairs, the vice president for Student Affairs or the vice president for Business Affairs.

Non-Credit Course Refunds

A student registered for a non-credit class may cancel his/her registration up to two weeks prior to the class starting to receive a full refund. After that period, there will be no refunds for any non-credit classes.

If WSCC cancels a class, the student is entitled to a full refund.