

# PIEDMONT VIRGINIA COMMUNITY COLLEGE

## VII. FISCAL POLICIES AND PROCEDURES

### VII – 1.2 Tuition Refunds

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<b>Policy #:</b>	<b>VII – 1.2</b>
<b>Effective:</b>	
<b>Revised:</b>	<b>1/31/07</b> <b>5/20/09</b>
<b>Responsible Dept.:</b>	<b>Business Office</b>

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#### 1. PURPOSE

This policy outlines college policy and procedures for refunds of tuition and fees for credit and non-credit courses.

#### 2. POLICY

Refunds will be made for withdrawal from a course up to the published deadline for withdrawing with a refund. There will be no refunds after the date listed. Partial or pro-rated refunds are not authorized.

The college does not issue refunds directly. All refunds are made through the State Treasurer's Office in Richmond. The college is not responsible if a refund is seized by the state debt set-off program.

#### 3. CREDIT AND NON-CREDIT COURSES

Students must go to MyPVCC (Student Information System) and officially drop a course in order to be eligible for a refund. Students will be granted a refund for a course dropped prior to the published deadline for dropping the course.

Refunds are payable to the enrolled student and not the person who originally paid, if different from the student. Refunds are mailed to the student's address on file for those that pay in person. If payment was made using MyPVCC, your credit card will be refunded. Refunds of tuition and fees paid from college financial aid accounts will be made to the appropriate financial aid accounts.

#### 4. EXCEPTIONS

Only the most extraordinary circumstances can justify the granting of a refund after the deadline has passed. If a student or course participant believes that such circumstances exist, a written request should be made to the Vice President for Finance and Administrative Services (VPFAS) explaining the circumstances of the request and including appropriate documentation. The request and appropriate documentation should be made no later than the end of the semester in which the refund is being requested.

The Vice President for Finance and Administrative Services is the sole approving authority for such requests. If the request involves an instructional or student services issue, the VPFAS will confer with the Vice President for Instruction and Student Services and/or appropriate instructional or student services officials prior to rendering a decision.

Exceptions will not be granted for circumstances that involve the convenience of the student or course participant.

Exceptions will be granted for requests that involve the activation of reserve military personnel or the deployment of active duty military personnel during times of national emergency. Documentation must be provided in the form of written military orders or a letter from the student's commanding officer.

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*VPFAS Reviewed 1/31/07*