***Western Nevada College Policies***

**Policy 7-5-4: Fee Refund**

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| WNC Policy 7-5-4 |
| **Procedure:** | **Fee Refund** |
| **Policy No.:** | 7-5-4 |
| **Department:** | Controller's Office |
| **Contact:** | Controller |
| **Policy:** | The refund policy, established by the Board of Regents, is applicable to all students, in all divisions, in all programs, and all course registration fees, except for zero credit courses. The application fee is not refundable and cannot be transferred to another person or another fee. |

* [**Refund**](http://www.wnc.edu/policymanual/7-5-4.php#7-5-4Section1)
* [**Circumstances**](http://www.wnc.edu/policymanual/7-5-4.php#7-5-4Section2)

**Section 1: Refund**

1. The refund policy for classes that meet the entire fall, spring or summer semester:

1. One hundred percent (100%) if withdrawal is completed within the first week of instruction.

2. Fifty percent (50%) if withdrawal is completed within the third week of instruction.

3. No refund shall be given after the period outlined above.

1. The refund policy for short-term classes (5 days or longer) is:
2. One hundred percent (100%) if withdrawal is completed prior to the second day of class.
3. Fifty percent (50%) if withdrawal is completed during the first twenty percent of a class (20%) but after the 100% period.
4. No refund shall be given after the period outlined above.
5. The refund period for short-term classes (less than five days) is:
6. One hundred percent (100%) if withdrawal is completed prior to the first day of instruction.
7. No refund shall be given after the period outlined above.

**Section 2: Circumstances**

1. Upon approval of the Appeals Committee , an exception can be made to grant a full (100%) or partial (50%) refund of all registration fees and tuition upon official withdrawal at any time during the semester, for the following circumstances:
2. Induction or activation of a student into the United States Armed Forces.
3. Death of a spouse, child, parent or legal guardian of the student.
4. Death of the student.
5. Verifiable error on the part of the institution; or
6. Verifiable incapacitating illness or injury which prevents the student from returning to school for the remainder of the semester.
7. Nonresident tuition shall be refunded in conformity with the above schedule for load reduction to six credit hours or less and for withdrawal during refund period.
8. Questions regarding refunds should be referred to the Office of Admissions and Records.

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| Date Adopted and Dates Revised |
| **Date Adopted** | March 18, 2004 | **Dates Revised** | March 15, 2011; September 2, 2008 |
| NSHE and NRS Codes |
| **NSHE Code** | [Title 4, Chapter 17, Section 8 (6)](http://system.nevada.edu/Board-of-R/Handbook/TITLE-2---/index.htm) |

WNC College Catalog

Please direct comments about this page to the Assistant to the President
URL: <http://www.wnc.edu/policymanual/7-5-4.php>
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