

TUITION REFUNDS

Policy Number: 611

Categorized: [Student Services](#)

Responsible Office: VP Finance

Subject: Tuition refunds

Related Policies: [Student Grievances](#)

Procedures: [611P](#)

Additional Information:

Effective Date:

Last Reviewed Date: 10/01/2019

1. Scope

This policy applies to all students.

2. Policy

Tuition refunds are not automatic, except for courses canceled by the College. Students will receive a refund for credit courses dropped by the Census Date or “last day to drop with tuition refund or change to audit” as published in the Schedule of Classes each semester.

Students will be issued a refund for courses or sections canceled by the College unless another course or section carrying the same number of credits has been added prior to the processing of the refund. In this case, the refund will be applied to the tuition cost of the added course or section. In order to avoid financial responsibility, students must drop classes they decide not to attend. Students should never assume their courses will be dropped automatically, or by someone else; it is the student’s responsibility to make sure their course is dropped.

Approval of a refund for classes dropped after the drop deadline (Census Date) is not guaranteed. All requests must meet specific criteria for special circumstances as established by the State Board of the Virginia Community College System (VCCS) and Northern Virginia Community College.

3. Definitions

Census date: last day to drop with tuition refund or change to audit, as published in the Schedule of Classes each semester. For special session classes (dynamic session classes), the census date is individually set.

4. Procedures

See [611P](#).

5. Authority

VCCS Policy 4.3.2