

Tuition Refund Request



Washington University of Virginia

Request

Name _____ <small>Last Family Name</small>	_____ <small>First Given Name</small>	<input type="checkbox"/> Male <input type="checkbox"/> Female
DOB (mm/dd/yy) _____	Year of Admission _____	<input type="checkbox"/> Spring <input type="checkbox"/> Spring-Flex <input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Fall-Flex <input type="checkbox"/> Winter
<input type="checkbox"/> Degree Program <input type="checkbox"/> Non-Degree Program		
<input type="checkbox"/> ESL <input type="checkbox"/> Undergraduate _____	<input type="checkbox"/> Graduate _____	<input type="checkbox"/> Doctor _____
Student ID No. _____	Contact Phone Number _____	
Reason(s) for request _____		

I hereby ask for the refund of tuition from the Washington University of Virginia. I am aware that proof of payment is required before the refund will be made. I also understand that the refund will be made according to the regulations prescribed in the Student Handbook and the School Catalog.

Approval

Applicant: _____ Date: _____

Financial Aid: _____ Date: _____

Financial Manager: _____ Date: _____

Paid Amount: \$ _____ **Deduct Amount: \$** _____ **Refund Amount: \$** _____

Refund and Cancellation Policy

WUV follows the minimum refund policy for a school that financially obligates the student for a semester, which is set by the State Council of Higher Education for Virginia (SCHEV) 8 VAC 40-31-160 (N) (6). Full refunds, minus non-refundable registration fee (\$100), will be made up to 72 hours after midnight of the date of acceptance. Other refunds are based on the following schedule:

1. A student who enters the school but withdraws or is terminated during the first quartile (25%) of the program shall be entitled to a minimum refund amounting to 75% of the cost of the program.
2. A student who withdraws or is terminated during the second quartile (more than 25% but less than 50%) of the program shall be entitled to a minimum refund amounting to 50% of the cost of the program.
3. A student who withdraws or is terminated during the third quartile (more than 50% but less than 75%) of the program shall be entitled to a minimum refund amounting to 25% of the cost of the program.
4. A student who withdraws after completing more than three quartiles (75%) of the program shall not be entitled to a refund. All refunds will be made within 15 business days from the official notification of withdrawal.

Add & Drop refund

A student who withdraws during the add/drop period shall be entitled to 100% refund for the period.

Cancellation Refund

WUV shall provide three business days, excluding weekends and holidays, during which a student applicant may cancel his enrollment without financial obligation other than the nonrefundable fee.