



## Registration and Tuition & Fees Refund Policy

By registering for classes at West Virginia Northern Community College, I agree to assume financial responsibility for all charges billed to my account including, but not limited to, tuition, course fees, general fees, late fees, and parking fines. If my payment is not received by the last day to pay, my registration will be cancelled.

It is my responsibility to officially withdraw from classes online, in writing, or by verbally notifying a College designated official as listed in the College Catalog during the 100% refund period if I decide not to attend this semester. I agree to pay all tuition and fees assessed and will abide by the following refund Policy:

- Classes cancelled by the college: 100%
- Prior to the first day of the semester: 100%

The following refund schedule applies if I **officially** and **totally** withdraw from **all** classes.

- During the first week or 10% of the term: 90% refund
- Students completing 11%-25% of the term: 75% refund
- Students completing 26%-50% of the term: 50% refund
- Students completing 51% or more of the term: NO REFUND

By submitting my registration online, I understand that West Virginia Northern Community College will submit my information to a collection agency if I fail to meet my financial obligation to the College. I understand that I will be responsible for any collection costs or legal fees associated with my WVNCC account for any third-party collection or legal efforts. I agree that the terms of my responsibility in this regard will be enforced according to West Virginia law.

A prorated schedule is used for nontraditional courses. Fees are refundable only during the 100% refund period. Partial withdrawals from school will not be refunded, but may be offset against added classes, if done at the same time.

My class registration will be maintained if I am eligible for federal or institutional financial aid and have a completed financial aid file. If my federal or institutional financial aid is either not received by West Virginia Northern Community College or I later lose eligibility to retain the financial aid for the semester, I assume responsibility for paying all of my obligations.

My class registration will be maintained if a third-party sponsor agrees to pay all or part of my costs and documentation on file at West Virginia Northern Community College. If my third-party sponsor (private employer, governmental agency, etc.) fails to pay West Virginia Northern Community College by the end of the term, I assume responsibility for paying the amount the sponsor originally promised to pay on my behalf.

I agree to pay all costs, expenses, late fees, and attorney fees related to the collection of my obligations, to the full extent permitted by law. A "HOLD" will be placed on my records if my obligations remain unpaid. If I have a HOLD on my records, I will not be able to receive college services. I will not be able to register for future semesters, receive an official transcript, graduate, etc.