



WNCC Administrative Procedure

Title:	Refund of Tuition and Fees – Non-Credit
Division:	Administrative Services
Category:	Income and Investments
Reference:	BP-320 Student Tuition Fees, and Other Revenue Sources
Number:	AP-320.03
Date of Approval:	May 19, 2023
Approval:	John Marrin, Interim President

Definitions

Day – Refers to the number of days classes are in session.

Drop – An action taken by a student to remove or cancel their registration for a class or classes.

Fees – As used in this procedure, the term fees includes both course and user fees.

First Day of Class – The first day of the term or session.

Non-credit Courses – Short-term classes offered through Lifelong Learning or Workforce Development that are designed for professional or personal growth and development.

Procedure

This procedure establishes a policy for refunding of tuition and fees, if applicable, for Lifelong Learning and Workforce Development (non-credit) courses and certifications programs at Western Nebraska Community College.

A. Refund Process for Lifelong Learning and Workforce Development (Non-Credit) Courses or Programs

1. Different refund schedules may apply to some conferences, programs, and special event dependent upon contractual agreements with third-party training providers. Any variation from the policy will be noted in the publicized course or program description.
2. For all non-credit courses and programs, refunds are based on the date the College receives notification of registration cancellation or withdrawal or other valid circumstances.

3. To initiate a course or certification program cancellation or withdrawal, a student must contact the location – Scottsbluff, Alliance, or Sidney – with which they are registered.
4. Students who drop a non-credit course or program one business day prior to the start time and date of the class will receive a 100% refund of tuition and fees unless indicated otherwise in publicized course or program description.
5. Students who drop a non-credit course or program after the start time and date of the first meeting of a class will receive a prorated tuition only refund unless otherwise specified in item 1 above. No refund is allowed if cancellation or withdrawal is after the start time and date for classes that meet for one session.
6. Students who do not show up for a noncredit or certification course will not receive a refund.
7. Tuition and fees are automatically refunded at 100% if registration and payment are received after the class or program is full.

B. Course Cancellation

If the College cancels a Lifelong Learning or Workforce Development class or program, enrolled students will be provided a full refund of tuition and course fees regardless of the date of cancellation.

C. Refund Delivery

Refunds resulting in a credit balance will be reimbursed to the student or the sponsoring agency.

Revising this Procedure

This Administrative Procedure supersedes any prior WNCC policy, procedure, guideline, or handbook on this subject matter.

WNCC reserves the right to revise this procedure, as necessary, and for the changes to become effective immediately.

Original Adoption Date: May 19, 2023

Revision Date:

Sponsoring Division: Administrative Services