

III:00:03 APPEAL PROCESS FOR REFUND OF REGISTRATION FEES

Policy

This policy establishes an appeal process for the refund of registration fees after the established refund period ends. Credit students finding it necessary to drop a course or withdraw from the College past any refund period may appeal to the Vice President for Student Services for an exception to the refund policy. A student may appeal for a refund due to an administrative or advising error on the part of the college, personal serious illness, death in the family, military obligations or extreme circumstances that are unusual and verifiable. Death of the student is an automatic 100% refund to an immediate family member.

Procedure

A student may appeal for a higher refund during the fee adjustment period if one of the refund percentage dates has ended or if all refund dates have ended. A student requesting a refund should submit their appeal in writing to the Vice President for Student Services and include documentation supporting the reason stated in the appeal.

The Vice President for Student Services or designee will review the appeal. In those cases where the Vice President for Student Services approves the request, it will be recommended to the Vice President for Business and Finance for either approval or denial. If the Vice President for Student Services denies the initial request for refund the student has the right to appeal to the Vice President for Business and Finance for consideration of the request. The Vice President for Business and Finance makes the final decision to approve or deny the refund request.

Exceptions

The President of the College may grant exceptions to this policy.

VSCC Source: Former III:00:04, February 24, 1999, President; December 16, 2008, President's Cabinet; August 14, 2017, President's Cabinet