

**Williamsburg Technical College
PROCEDURE**

SECTION B – ADMINISTRATION AND FINANCE

Title REFUNDS	Number B-14.1
Division of Responsibility Administration and Finance	Approval Date Page 1/21/2021 1 of 1
Approval Vice President _____ President _____	Supersedes Procedure No. B-14.1 Date 5/24/10

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Written withdrawal notification must be submitted to the Student Affairs Office during the add/drop period. Refunds are made by check and take approximately 30 days to process. Late registration fees are not refundable.

Refunds for veterans and other eligible persons enrolled in nondegree programs will be made subject to limitations set forth in Code of Federal Regulations 21455.

Refund Percentage

100%
0%

Withdrawal Before

First seven calendar days of the semester
Eighth calendar day after start of term