

# VCCS Policy 4.3.2.2

## Policy on Tuition Refunds in Exceptional Cases

The college is authorized to issue a tuition refund based on the following: (1) administrative error, (2) documented extenuating circumstances (e.g., major medical emergency, extreme financial hardship, death of an immediate family member, etc.); or (3) a national emergency or mobilization declared by the President of the United States and in accordance with [Section 23-9.6.2 of the Code of Virginia](#). In the latter case, there will be a full refund. If a tuition refund is required as a result of actions of the college, the student may be granted a tuition refund notwithstanding earlier provisions of the section. In addition, if a tuition refund is required due to a highly unusual emergency or extenuating circumstance, any such refund must be approved in writing by the president or his/her designee.

a. Student Records

Should a student defined in subsection 4.3.2.2 be approved to withdraw from the college with a tuition refund after the add/drop period is passed, the student will be assigned a grade of "W." Under no circumstances shall a student's course(s) be deleted after the add/drop period is passed.

b. Federal Student Financial Aid Recipients

Tuition refunds for students defined in subsection 4.3.2.3 who are recipients of Federal Student Financial Aid must be awarded in compliance with subsection 4.3.2.4.