

 Wharton County Junior College		ADMINISTRATIVE PROCEDURE MANUAL	
WCJC Title: Refund Policy for Noncredit Courses		Section: Students	Page(s): 2
BASED ON BOARD OF TRUSTEES POLICY			
Policy Title: Tuition and Fees		Policy: FD (Legal)	
Subtitle: None		Date Adopted: 8-01-20	

Purpose

Provides procedure for refunding tuition and fees for noncredit courses and programs offered through the Division of Continuing Education (CE).

Procedure

1. No refund of tuition or fees shall be issued for requests received fewer than three full business days prior to the class start date, unless a different refund date is published for an individual noncredit offering.
2. In rare circumstances and under extraordinary conditions, an exception to the three-day limit for refunds may be made by the Director of Continuing Education, upon approval by the Dean of Vocational Instruction (DVI).
3. All CE refund requests require the student to fill out and submit the CE Drop Form. Students may receive a copy of the form in person at all WCJC Business Offices or download the form from the CE webpage.
4. Students may submit the CE Drop Form in person at all WCJC Business Offices or email the form to the CE Office. If the form is received via email, the CE administrator responsible for the course will call and speak directly to the student to verify the request.
5. If the student is dropping a course and not requesting a refund, standard course drop procedures will apply, and no refund is given.
6. If the student submits the CE Drop Form to the Business Office in person and additionally requests a refund, the student will be referred to the CE Office.
7. The CE administrator responsible for the course will calculate the refund due and the form will be forwarded to the Business Office for final processing. The Business Office normally completes refund checks within seven to 10 business days and mails the

refund to the student's official mailing address. Additionally, the student has the option to apply a refund to another noncredit CE course within the same semester.

8. For rare exceptions to the refund policy, the Director of Continuing Education will approve or deny the refund. If a request for a refund is not approved, the Director of Continuing Education notifies the student and forwards the form to the Business Office. If the Director approves the refund, the Director will sign the form and forward it to the DVI for approval or denial. The DVI will forward the completed form to the Business Office for final processing.
9. All paid participants registered for a noncredit course receive a 100% refund of tuition and fees if the College cancels the course.

Date Prepared: 7-14-23 (DB)

Revised Date:

Continuing Education Registration Form

Student Registration Information

Last Name (Current Full Legal)	First Name	Middle Name	Suffix (Jr, II)
Social Security Number(SSN) or Student ID Number	Date of Birth (MM/DD/YYYY)	Gender: Male	Female
Current Physical Address – Street	City	State	Zip Code
Mailing Address (if different from above)	City	State	Zip Code
Email Address	Home Phone	Cell Phone	
Emergency Contact	Relationship	Phone Number	

Residency: US Citizen: Yes No Permanent Resident Card#/VISA: _____ Type: _____

WCJC uses the Social Security Number for compliance with federal and state reporting requirements. We ensure confidentiality of student records and will not disclose without your consent for any purpose as allowed by law.

Demographic Questionnaire

Required for federal/state reporting purposes only; used in a nondiscriminatory manner under applicable civil rights laws.

Race/Ethnicity: Hispanic (Check one)	Check all that apply: American Indian/Alaskan Native Asian/Pacific
Yes No	Islander Black/African American White

Course Section

Term	CRN	Course Title	Date Begins	Cost

Payment Method

Payment Method: (Check one)

 Cash *Credit Card Check
Payment is due at the time of registration.

*Online payment option available upon registration

 Make checks payable to: *Wharton County Junior College*
Business Office Hours: 8:00 AM – 4:00 PM
 Richmond, Sugar Land and Wharton

Students may request a refund in writing at **least three (3) full business days prior** to the start date of class. Once the class has begun, refunds are unavailable. If a class is canceled, students will be issued a full refund. Refunds will be mailed to the student or the student may request the refund be applied toward the tuition of another non-credit class.

Student Initials:
Date:

The information I have provided is complete and correct to the best of my knowledge. I agree to abide by the policies, rules, and regulations of Wharton County Junior College. I authorize the college to verify the information I have provided.

Student Signature:
Date:
Staff Signature:
Date:
Mail: Wharton County Junior College, Continuing Education Department, 5333 FM 1640, Richmond, Texas 77469

Online Registration is available: [WCJC Continuing Education](#)



Continuing Education Drop Form

WCJC Student ID _____

Last Name (Current Legal) _____

First Name _____

WCJC Student Email Address _____

Preferred Phone Number _____

Term: Fall Spring Summer 20____

CRN	Subject (e.g. NURA)	Course # (e.g. 1000)	Reason for Drop	
			Medical	Work Schedule
			Family Member	Military Leave
			Death of a Family Member	Not Applicable/Other

If you selected "Not Applicable/Other", please state your explanation for dropping your course(s).

Before the start date of class, you may visit your campus in person or download and email the form to drop a course or change from one class to another. Students may request a refund at least three (3) full business days prior to the start date of class. Refunds will be mailed to the students or the students may request the refund be applied toward the tuition of another non-credit class. Once the course has begun, refunds are unavailable.

In signing this form, I acknowledge my understanding that dropping courses will result in not being awarded the completion certificate or CEU's that are awarded by the above courses.

Student Signature

Date

Email completed form to ce@wcjc.edu. Please remember to use your WCJC email for all correspondence with the college; non-WCJC email addresses may be blocked.

Office Use Only

Processed by: _____ Date: _____ Term Code: _____

Refund Exception Approval

CE Director Signature: _____ Date: _____ Approved Denied

Dean of VI Signature: _____ Date: _____

Explanation: _____