

Expenses

Tuition

Current tuition information can be obtained from the Admissions Office and is printed in the Schedule of Classes.

Student tuition is paid on a credit-hour basis. The typical full-time academic load is between 15–17 credits. College approval is required to enroll for more than 18 credits per semester. (Exception: 18 credits plus one credit for orientation does not require approval.)

Payment of tuition enables the student to use the Bookstore and other facilities of the College.

The State Board approves all tuition and fees for community colleges and has the authority to change any and all tuition and fees without prior notice.

Student Responsibility to Avoid Tuition Obligation Related to Dropped Course

Students who enroll for courses after the official last date to pay for the term must pay their tuition at the time of enrollment. Failure to pay tuition does not guarantee that the student will be automatically dropped from the course. It is the student's responsibility to officially drop all unpaid courses prior to the beginning date of the course. Failure to do so may cause the student's record to be incorrectly flagged with an outstanding financial obligation. Outstanding financial obligations will prevent enrollment for future terms.

Tuition Refunds

Students shall be eligible for a refund for those credit hours officially dropped during the drop period for the session. The refund will be at the full credit rate for those credits dropped. After the drop period for the session has passed, there will be no refund.

Students may drop a class by telephone at (540) 857-7827 or online at <https://vw.my.vccs.edu>. Students may also drop in person during the refund/drop period by submitting an add/ drop form to the Admissions Office. The refund/drop deadline for regular session classes is published in the Schedule of Classes. The refund/drop deadline for all other session classes is available by calling (540) 857-8922. If the refund/drop

deadline for a class falls on a non-business day and the student prefers to drop the class in person, the drop must be submitted to the Admissions Office during normal operating hours prior to the refund/drop deadline. For hours of operation, call (540) 857-8922. Most refunds are processed after the last day to drop, and it normally takes 2–4 weeks for refunds to be processed through the state treasurer in Richmond. Refunds are mailed directly to the student.

Eligibility for In-State Tuition

For purposes of in-state tuition, a Virginia resident is defined by state law as one who has lived in Virginia, with the intent to remain a Virginian, for a period of at least one year prior to the beginning of the first official day of class within the semester or term of the program for the institution for which he/she is enrolling. The burden of proving eligibility for in-state tuition rates rests with the applicant. All applicants to the College who claim entitlement to Virginia in-state tuition rates must complete the domiciliary items included with the application form and provide whatever documentation may be deemed necessary.

The appeals process for applicants determined ineligible for in-state tuition rates is as follows:

1. A member of the admissions staff will make initial determination.
2. Intermediate review will be conducted, upon appeal, by the College Domicile Officer.
3. Final administrative review will be made by an appeals committee.

Students classified as out-of-state who can provide clear and convincing evidence that they were eligible for Virginia domicile on the first day of class for a term may have their status changed for the current term. Students should follow the domicile appeal policy noted above.

In the event that a student's circumstances change after a term has begun, the student's status may be eligible for reclassification. This reclassification shall be effective for the next academic term or the term following the date of the application for reclassification.

It is the responsibility of the student to submit a petition for reclassification in status to the college's Admissions Office. The college will not assume responsibility for initiating such an inquiry independently.

Books and Materials

Students are expected to obtain their own books, supplies, and consumable materials needed in their studies. It has been estimated that the cost of these items will average approximately \$450.00 per semester for the full-time student. This cost can vary with the curriculum and is subject to change since it is based on publishers' and suppliers' listed prices.

The Bookstore sells textbooks, school supplies, art material, computer software, and general merchandise.

Rules for Bookstore Refunds

The Bookstore Managers are the only authorized persons who may accept books for refund. Books returned for refund are subject to inspection and must be in mint condition. If the books were purchased in shrink-wrap, the books must still be in the unopened original wrap with no markings or other damage. The

books must be presented to the Bookstore Manager within the first two weeks of fall or spring semester to receive a refund. The return period for summer semester is the first week. Refunds or credits are made according to original payment. No refunds are issued without a receipt. All software sales are final.

Suspension of Student for Nonpayment

A student's continued attendance at the college is dependent upon proper settlement of all debts owed the institution. Should the student fail to satisfy all amounts due for tuition and fees, college loans, college fines, or other debts owed the college, the student may be suspended. If suspended, the student will not be allowed to register in any succeeding semester until all current debts owed to the college have been satisfied.

Students who damage or lose school property are expected to pay charges for such losses.

No transcripts, certificates, diplomas, or degrees will be issued, nor will students be permitted to complete registration, until accounts are satisfied with the Business Office, Bookstore, Library, and other college offices as appropriate.