# Refund Request

WASHINGTON UNIVERSITY *of* VIRGINIA

Student ID | Name

Program | E-mail | Contact Number

| | |
|---|---|
| **Reason for Request** | |
| **Memo** | |

## REFUND METHOD

☐ **Electronic Check (ACH Payment)** ☐ Saving ☐ Checking

Bank Name _____ Account Holder _____

Routing Number _____ Account Number _____

☐ **Credit Card**

**REFUND AND CANCELLATION POLICY**

WUV follows the minimum refund policy for a school that financially obligates the student for a semester, which is set by the State Council of Higher Education for Virginia (SCHEV) 8 VAC 40-31-160 (N) (6). Full refunds, minus non-refundable registration fee ($100), will be made up to 72 hours after midnight of the date of acceptance.

**WUV will issue a refund to the original method of payment used at time of paying tuition by students.**

**Direct Deposit (ACH): All refunds will be made within 15 business days from the official notification of withdrawal.**

**Credit Card Payments: If you paid your tuition with a credit card, it will be refunded to the credit card used for the original payment.**

**Verify Your Information: Students are responsible for notifying WUV of their latest information, including their mailing address, name, and financial information. If the refund process is unsuccessful or declined due to incorrect information provided by the student, WUV may impose fees associated with such returns or declines, and WUV will not take any responsibility for them.**

Other refunds are based on the following schedule:

1. A student who enters the school but withdraws or is terminated during the first quartile (25%) of the program shall be entitled to a minimum refund amounting to 75% of the cost of the program.
2. A student who withdraws or is terminated during the second quartile (more than 25% but less than 50%) of the program shall be entitled to a minimum refund amounting to 50% of the cost of the program.
3. A student who withdraws or is terminated during the third quartile (more than 50% but less than 75%) of the program shall be entitled to a minimum refund amounting to 25% of the cost of the program.
4. A student who withdraws after completing more than three quartiles (75%) of the program shall not be entitled to a refund. All refunds will be made within 15 business days from the official notification of withdrawal.

**Add & Drop refund**

A student who withdraws during the add/drop period shall be entitled to 100% refund for the period.

**Cancellation Refund**

WUV shall provide three business days, excluding weekends and holidays, during which a student applicant may cancel his enrollment without financial obligation other than the nonrefundable fee.

I hereby ask for the refund of tuition from the Washington University of Virginia. I am aware that proof of payment is required before the refund will be made. I also understand that the refund will be made according to the regulations prescribed in the Student Handbook and the school Catalog.

**s-Signature: /s/**_____**(Enter as: /s/ Your Full Name) Date:**_____ (MM/DD/YYYY)

Please indicate the name in the signature field in the form of **/s/[Signer's Name]**. Typing a name after /s/ signifies agreement with the sSignature. When signed in the form of /s/ [Signer's Name], it holds the same legal effect as a handwritten signature under the Electronic Signatures in Global and National Commerce Act (ESIGN Act) and the Uniform Electronic Transactions Act (UETA).

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**<OFFICE USE ONLY>**

## APPROVAL

☐ **Tuition** Tuition Refund Period: ☐ 100% ☐ 75% ☐ 50% ☐ 25%

Scholarship: $_____ Promotion: $_____ Financial Aid: $_____

Paid Amount: $_____ Deduct Amount: $_____ Refund Amount: $_____

☐ **Others:** _____ Refund Amount: $_____

**Student Accounts:** _____ **Date:** _____

**Financial Manager:** _____ **Date:** _____