Tuition Refund Request

WASHINGTON UNIVERSITY *of* VIRGINIA

Student ID   Name

Program   E-mail   Contact Number

Reason for Request	
Memo	
Scholarship	$
Financial Aid	$
Refund period	☐ **100%** ☐ **75%** ☐ **50%** ☐ **25%**

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.

☐ **Mail (an address for receiving checks)**

_____
Street   City   State   Zip
Any cost associated with canceling or voiding, WUV will issue a new check at the requester's expense.

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

Bank Name _____   Account Holder _____

Routing Number _____   Account Number _____

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. 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.

Signature _____   Date _____

Please submit the completed form to the Student Account office of WUV via email: student-accounts@wuv.edu

<OFFICE USE ONLY>

APPROVAL		
Financial Aid: _____	**Date:** _____	
Financial Manager: _____	**Date:** _____	
Cancel Benefit $ _____		
Paid Amount: $ _____	**Deduct Amount:** $ _____	**Refund Amount:** $ _____