

**Williamsburg Technical College
STATEMENT OF POLICY**

SECTION B – ADMINISTRATION AND FINANCE

Title REFUND POLICY	Number B-14
Division of Responsibility Administration and Finance	Date Page 9/14/20 1 of 1
Approval President _____ Commission Chair _____	Supersedes Policy No. B-14 Date 5/5/08

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

It is the policy of Williamsburg Technical College that students receive a fair and equitable refund of tuition and other institutional charges upon withdrawal.

Institutional charges for a semester term will be funded at the rates listed in WTC Procedure B-14.1.

Full refunds will be made for classes cancelled by the College.

The policy applies even if the student does not attend class, and the number of school days applies regardless of the student's class schedule.