

Policy can be found in the student handbook and online at wvact.net

REFUND POLICY

I. For Classes Canceled by ACT

Students will be refunded 100% of tuition and fees.
This refund will be made within 45 days of the planned start date.

II. For Students Who Withdraw On or Before the First Day of Class

Students will be refunded 100% of tuition and all fees except the \$100 Application fee.
This refund will be made within 45 days of the planned start date.

III. For Students Who Enroll Prior to Visiting ACT

This is not applicable to ACT as students must register in person.

IV. For Students Who Withdraw After the Start of Class

Students are charged tuition and fees by enrollment periods. If a student withdraws during the first enrollment period, tuition and fees will be refunded as follows:

WITHDRAWAL DATE (last date of attendance)	Tuition	Fees
Before the first day of class	100%	All fees except \$100 Application
During the first five days	100%	0%
On day 6 or by day 10	50%	0%
After day 10	0%	0%

If a student withdraws during the second enrollment period there is No refund.

Refunds will be processed within 45 days of withdrawal.

V. For Students Enrolled in Professional Development, Continuing Education, or Limited Contract Instruction

If class is canceled by ACT, the student will be refunded 100% of tuition and fees.
Otherwise there is no refund or transfer.

**All Refunds will be processed within 45 days with or without the student's request.