

REFUNDS

I. Procedure

A. The procedures for a refund are as follows:

1. Students who withdraw completely from Western Dakota Tech (WDT) will be eligible for refunds (excluding non-refundable fees) according to the following based on the last date of attendance (LDA) at WDT:
 - i. Full (100%) refund of tuition and refundable fees for courses that are not past the Add Period for said course.
 - ii. Half (50%) refund of tuition and refundable fees for courses that are past the Add Period and up to 20% of the term for said course.
 - iii. No refund of tuition and refundable fees for courses that are past 20% of the term for said course.
2. Students who do not withdraw completely from WDT will be eligible for a 100% refund of tuition and refundable fees for a course dropped before the end of the scheduled Drop Period. Students must complete and submit proper paperwork with authorized signatures to the Registrar's Office no later than the close of business on the last day of the Drop Period to be eligible for a refund. Class schedule changes made after the Drop Period are not eligible for a refund.
3. Students who withdraw completely from WDT are responsible for any outstanding charges on their account not paid by Title IV or other funding sources.
4. WDT will follow the U.S. Department of Education's Return to Title IV Funds requirements as described in Section 668.22 and Section 668.164 of the Code of Federal Regulations and in applicable guidance such as DCL GEN-11-14 provided by the U.S. Department of Education.
5. The professional judgment of the Vice President for Finance and Operations may be applied to a refund based on special circumstances.

II. Definitions

- A. Last Date of Attendance (LDA) means the last day a student attended or engaged in any course.

- B. Add Period means the period allowed by WDT for a student to add a course to a student's schedule in a given term. Add Periods are posted on the academic calendar on the WDT website.
- C. Term means the period of time a course is scheduled. Courses are scheduled either for a semester or for a block/module. All terms are posted on the academic calendar on the WDT website.
- D. Drop Period means the period allowed by WDT to drop a course from a student's schedule in a given term. Drop Periods are posted on the academic calendar on the WDT website.

Legal References:

Section 668.22 and Section 668.164 of the Code of Federal Regulations (CFR)
U.S. Department of Education Dear Colleague Letter GEN-11-14

Board Approved 6/26/2018; Committee Reviewed 5/13/2020