



# H.L. STOUTT COMMUNITY COLLEGE

## REGISTRAR'S OFFICE

Paraquita Bay, Tortola, British Virgin Islands

Tel: 1(284) 494-4994; Fax 1 (284) 494-7249

## **REFUND POLICY**

Please be aware that the College has a refund policy in place. The refund applies to **paid tuition ONLY** - as fees are NON-REFUNDABLE.

Students who follow the College's withdrawal Process and complete the necessary documents are eligible for a refund according to the following schedule.

90%	1 <sup>st</sup> WEEK
75%	2 <sup>nd</sup> WEEK
50%	3 <sup>rd</sup> WEEK
25%	4 <sup>th</sup> WEEK
0%	AFTER 4 <sup>th</sup> WEEK <b>NO REFUND</b>

### REFUND SCHEDULE **FALL SEMESTER 2021**

<b>90% REFUND</b>	<b>25<sup>th</sup> August – 31<sup>st</sup> August</b>
<b>75% REFUND</b>	<b>1<sup>st</sup> September – 7<sup>th</sup> September</b>
<b>50% REFUND</b>	<b>8<sup>th</sup> September - 14<sup>th</sup> September</b>
<b>25% REFUND</b>	<b>15<sup>th</sup> September - 21<sup>st</sup> September</b>
<b>0% REFUND</b>	<b>After 21<sup>st</sup> September NO REFUND</b>

### **STUDENTS SHOULD ALSO NOTE THE FOLLOWING:**

- The refund percentage will correspond with the date on which the form was processed at the Registrar's Office.
- Even after the end of the refund period, students will be required to follow the official withdrawal process.
- If the student wishes to discontinue a course, the withdrawal process must still be followed – as failure to do so will result in a grade of 'F' on the student's official transcript.

### **FALL 2021**

Last Day to Add Classes

31st August 2021

Last Day for Regular Withdrawal

22nd September 2021

Last Day for Late Withdrawal

26th October 2021



# H. LAVITY STOUTT COMMUNITY COLLEGE

## REGISTRAR'S OFFICE

Paraquita Bay, Tortola, British Virgin Islands

### HLSCC STUDENT WITHDRAWAL POLICY

Following the add/drop period and ending on the last day of the fifth week of classes during the fall and spring semesters, or a comparable time during a shorter term, students may elect to withdraw from any class by following the established procedures. The date of withdrawal for all purposes, including tuition adjustment, shall be the date of official withdrawal. A withdrawal during this period will be reflected by a "W" on the student's official transcript.

If a student withdraws during the sixth through tenth weeks of the fall and spring semesters, or a comparable period during a shorter term, a grade of "WP" or "WF" will be recorded on the official transcript.

"WP" indicates that the student was doing work that qualifies or will qualify for a passing grade at the time of withdrawal.

"WF" indicates that the student was doing failing work at the time of withdrawal.

There will be no withdrawals after the tenth week of classes during the fall and spring semesters, or a comparable time during a shorter term. Any student who experiences unusual hardship such as a serious medical condition may seek special consideration through a written petition to the President. Petitions should, where possible, be documented with supporting statements from a doctor, counselor, or a family member who has knowledge of the situation.

If, in the opinion of the President, the request is justified, a grade of "Q" (dropped by the President's permission) will be recorded on the student's official transcript.

**Students are reminded that they MUST follow the official withdrawal process if they do not wish to complete a course. Failure to do so will result in a grade of "F" on the student's official transcript.**