

## Role of the Student

The role you play in your educational plan must be dynamic. Being proactive to maximize the advising process will provide a solid foundation for your educational experience. Advising is a shared responsibility, and builds on the strengths of your faculty adviser and your willingness to be involved. As a student, it is your responsibility to:

- Read the college catalog and all student policies on the college website and in the student handbook.
- Have all transcripts from other institutions evaluated by the transcript evaluator, with classes noted that relate to the certificate or degree.
- Develop a current student plan and bring that to the quarterly advising meeting with your adviser.
- Set and keep quarterly advising appointments with your faculty adviser.
- Know what placement tests have been taken and include the results in the student plan.
- Know deadlines and dates as they pertain to advising, registration and graduation.
- Learn the transfer entrance requirements at potential transfer institutions.

## Paying for College

### Tuition and Fees

All fees may be changed at any time by the state legislature or the Wenatchee Valley College Board of Trustees. Current tuition and fee schedules can be found under Tuition and Fees in the Site Index on the college website, [www.wvc.edu](http://www.wvc.edu), or by contacting the WVC Business Office at 509.682.6500 (Wenatchee) or 509.422.7803 (Omak). Typical tuition and fees for a resident student in fall 2015 for 15 credits were \$1,317.

Tuition due dates and payment options are on the WVC website, [www.wvc.edu](http://www.wvc.edu). Tuition is normally due two weeks before the first day of the quarter. Payment plans are available.

### Refund Policy

A refund of tuition and fees, exclusive of any registration fee, will be made in compliance with the following policy, except where federal regulations supercede, when you withdraw from college or class(es). You should apply for any refund through the admissions/registration office. This policy is subject to change without notice by the WVC Board of Trustees.

For classes that begin the first week of the quarter:

100% refund

Withdrawal on or before the fifth business day of the quarter.

50% refund (fall, winter, spring quarters)

Withdrawal after the fifth day and through the 20th business day of the quarter.

50% refund (summer quarter)

Withdrawal after the fifth day and through the 16th business day for summer quarter only.

100% refund

Classes or programs cancelled by WVC.

100% refund

Withdrawal from a continuing education course before class begins.

*Note: After a continuing education class begins, any requests for a refund must be made in writing to the continuing education director.*

### Classes with irregular instructional starting days

Refunds will be based on the published starting date of the class and follow the schedule outlined above.

### Refund Payments

Once the refund has been calculated, and if you paid with check or cash, you can choose to receive a check for the amount or have it credited to your WVC account. If you

paid by credit card, the refund will be credited back to that card.

Please note that WVC will not print refund checks for less than \$25. Any refund under \$25 will automatically be credited to your WVC account.

If it is determined that you have outstanding charges with WVC (tuition, library fines, etc.), the amount can be deducted from any refund you may receive.

If your tuition was paid by financial aid, the type of aid you received will determine how any refunds are processed. Please contact the financial aid office at 509.682.6810 if you have any questions.

***You have until the fifth business day of the academic quarter to withdraw from credit courses and still get a 100% tuition refund. More information about refunds can be found on our website.***

#### Insurance Fees

- A 100% refund is available through the first week of the quarter.
- No refund will be made after the first week.
- No refund is available if an insurance claim has been filed.

#### Financial Aid

WVC participates in a broad range of federal and state aid programs designed to assist students who are unable to pay their college expenses. Financial assistance through grants, work study and subsidized loans require determination of financial need. Unsubsidized student loans are available for students that do not qualify for need-based financial aid. Information and applications for both merit- and need-based scholarships are available online at [www.wvc.edu/scholarships](http://www.wvc.edu/scholarships). Financial aid and most need-based scholarships require a student to complete the Free Application for Federal Student Aid (FAFSA). The college also offers programs such as Work-Based Learning Tuition Assistance, WorkFirst and Worker Retraining funding.

You may contact the WVC Financial Aid Office for financial aid eligibility requirements, visit the WVC Financial Aid website at [www.wvc.edu/financialaid](http://www.wvc.edu/financialaid) or call 509.682.6810. You may also refer to the U.S. Department of Education Student Guide. The guide is available in the financial aid office and online (<https://studentaid.ed.gov/sa/sites/default/files/funding-your-education.pdf>).

Federal and state student financial aid regulations require you to be in a program of study that leads to an eligible

degree or certificate offered at WVC, maintain satisfactory academic progress and be enrolled in at least six credits per quarter. (In some cases, you may take fewer than six credits and still receive financial aid. Check with the financial aid office before enrolling for less than six credits to find out how it will affect your financial aid award.) The satisfactory academic progress policy is available under Forms on the financial aid website ([www.wvc.edu/financialaid](http://www.wvc.edu/financialaid)) and in the financial aid office.

On-time applicants have first priority for grant funding. To be considered an on-time applicant for financial aid for the coming academic year, you need to complete the FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) by March 15. You may apply for financial aid after the priority deadline; however, only limited funding may be available. You will need to list the WVC Federal School Code on your FAFSA form, which is **003801**. You should also complete an admissions application to the college as well as follow up on all requested information by the financial aid office.

#### Washington Application for Financial Aid (WASFA)

State law has expanded eligibility for the Washington State Need Grant (SNG) to low income, non-citizen students who meet the program's eligibility requirements and also satisfy the following residency criteria:

- Have graduated (or will do so before beginning college) from a Washington state high school, or obtained a GED
- Have lived in Washington state for three years prior to and continuously since earning the high school diploma or equivalent.

To apply for the SNG, students who are unable to file a FAFSA due to immigration status may instead complete the free Washington Application for State Financial Aid (WASFA).

Visit the website to apply: [www.ReadySetGrad.org/WASFA](http://www.ReadySetGrad.org/WASFA).

Financial aid staff members are available at the Wenatchee and Omak campuses during normal business hours Monday through Thursday. You may contact the financial aid office by e-mail at [financialaid@wvc.edu](mailto:financialaid@wvc.edu) or call 509.682.6810 (Wenatchee) or 509.422.7803 (Omak). The fax number for the Wenatchee office is 509.682.6811. If you are unable to contact the financial aid office during normal business hours,

***The WVC Financial Aid Office corresponds with students through their school-issued e-mail address. Check your WVC e-mail on a regular basis. To find more information on how to access and use your WVC e-mail account, go to Student Tech Info under Site Index on our website, [www.wvc.edu](http://www.wvc.edu).***

you may request an evening appointment, Monday through Thursday, by calling the office.

## Veterans

If you are a veteran, have served or are currently serving in the military, are the spouse or child of a veteran, and are seeking eligibility for benefits, contact the WVC Veterans Office at 509.682.6817 or [veterans@wvc.edu](mailto:veterans@wvc.edu). The office is located on the Wenatchee campus in Wenatchi Hall 2136.

The veterans office serves as a liaison between WVC and the U.S. Department of Veterans Affairs. A representative is available to assist veterans and dependents with activating VA educational benefits, as well as provide information and additional school funding resources.

WVC programs of study are approved by the Washington Student Achievement Council's State Approving Agency (WSAC/SAA) and the Workforce Training and Education Coordinating Board (WTECB) for enrollment of persons eligible to receive educational benefits under Title 38 and Title 10 USC.

Individuals using VA educational benefits must submit their class schedule to the WVC Veterans Office each quarter. Omak students can submit schedules and other documents to the Omak student services office. Additional guidelines and requirements for accessing and using benefits can be found on the WVC website at [www.wvc.edu](http://www.wvc.edu). Select "Veterans" from the Quick Jump menu. Reduced tuition and fee waivers are available for eligible veterans, military service members and dependents.

## Residency Requirements

### Residency Requirements for Tuition Paying Purposes

To be classified as a Washington resident for educational purposes and to qualify for resident tuition rates, you are required by state law to be either:

1. Financially Independent Student:

Have established a bona fide domicile in the state of Washington primarily for purposes other than education for a period of one year immediately before the first day of the quarter for which you have registered at any institution and be financially independent.

**OR**

2. Financially Dependent Student:

Be a dependent student with one or both of your parents or legal guardians having maintained a bona fide domicile in the state of Washington for at least one year immediately before the first day of the quarter for which you have registered at any institution.

**OR**

3. Active Duty Military and Washington National Guard: active duty military stationed in Washington, your spouse and dependents; Washington National Guard

members; and spouse or dependent of National Guard if residence is in Washington, are eligible to pay resident tuition. Must submit copy of orders to Washington and military ID.

**OR**

4. A student who is on active duty or a member of the National Guard who entered service as a Washington resident and has maintained Washington as their domicile but is not stationed in the state; a student who is a spouse or a dependent of a person who is on active duty or a member of the National Guard who entered service as a Washington resident and has maintained Washington as their domicile but is not stationed in the state; a student who has separated from the military under honorable conditions after at least two years of service, enters an institution of higher education in Washington within one year of the date of separation, and meets criteria regarding a connection or intended connection to Washington (veteran must list Washington as home of record on DD214 paperwork); a student who is the spouse or a dependent of an individual who has separated from the military under honorable conditions after at least two years of service.

If a veteran separates from the military under honorable conditions, moves to Washington and establishes a domicile as outlined in RCW 28B.15.013, and enters an institution of higher education in Washington within three years of the date of separation, then they as of that date of establishing Washington as their official domicile may be considered a resident for tuition purposes.

To apply for residency reclassification, you must submit the residency questionnaire and provide the required documentation to the admissions/registration office. Residency questionnaires are available online or at the admissions/registration office.

Proof of residency is your responsibility. Reclassification will take place in the quarter the change is approved, provided the updated residency questionnaire is submitted within 30 calendar days following the first day of the quarter. Acceptable evidence of Washington state residency for one year before enrollment can include:

- Valid Washington state driver's license
- Voter registration card
- Washington registration of motor vehicles
- Purchase of property in Washington
- Rent receipts
- Verification of not having received financial aid from another state

International students attending WVC who have been granted an F-1 student visa are classified as nonresident regardless of their length of residency in Washington state.

### **Nonresident waiver for United States citizens and INS Permanent Residents**

The Washington State Board for Community and Technical Colleges has authorized the colleges to waive a portion of the nonresident tuition rate for United States citizens and INS permanent residents who have not met the above criteria for in-state residency. WVC honors this automatic waiver at the time the students apply.

### **Resident Tuition for Washington High School Graduates Who Are Not United States Citizens**

Effective July 1, 2003, Washington state law was changed (House Bill 1079) to make certain students who are not permanent residents or citizens of the United States eligible to pay resident tuition rates when they attend public colleges and universities in this state. To qualify for resident tuition rate, you must complete an affidavit/declaration/certification if you are not a permanent resident or citizen of the United States, but have met the following conditions:

- Resided in Washington state for the three years immediately prior to receiving a high school diploma and completed the full senior year at a Washington high school,
- OR**
- Completed the equivalent of a high school diploma and resided in Washington state for the three years immediately before receiving the equivalent of the diploma,
- AND**
- Continuously resided in the state since earning the high school diploma or its equivalent.

If you meet the above criteria, once you have an application for admission on file, submit a signed affidavit to the admissions/registration office. Please note that only affidavits with an original signature can be accepted. Do not fax or e-mail a copy to WVC.

## **Policies**

Academic and student policies are published on the college website at [www.wvc.edu](http://www.wvc.edu). Look for Policies (Student Handbook) under the Site Index. ***It is your responsibility as a student to read and know these policies.***

### **Nondiscrimination and Harrassment**

WVC is committed to a policy of equal opportunity in employment and student enrollment. All programs are free from discrimination on the basis of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran or Vietnam-era veteran, in accordance with state and federal laws. Harrassment is a form of discrimination.

Racial harassment is defined as physical or verbal conduct that is maliciously intended to harass, intimidate or humiliate a person or persons on account of race, color or national origin and that causes severe emotional distress, physical injury, or damages or destroys the property of another, or threatens and places a specific person or group of persons in reasonable fear of harm.

Sexual harassment is a form of sex discrimination which involves the inappropriate introduction into the work or learning situation of sexual activities or comments that demean or otherwise diminish one's self worth on the basis of gender or sexual preference.

Copies of the WVC affirmative action, discrimination and harassment policies and the procedure for resolution of discrimination or harassment complaints may be obtained from the vice president of administrative services at 509.682.6515, a representative of the Omak campus at 509.422.7850, the executive director of human resources at 509.682.6445, or on our website at [www.wvc.edu](http://www.wvc.edu).

If you feel that you are being harassed, you should report it to the vice president of administrative services, the administration office of the Omak campus or the executive director of human resources. Resolution options may include mediation through a liaison between parties, a face-to-face meeting between parties, or filing a formal complaint with the vice president of administrative services or the executive director of human resources. Information on the formal complaint process is available from either of these administrators.

### **Student Records (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended (also sometimes referred to as the Buckley Amendment), is a federal law regarding the privacy of student records and the obligations of the institution, primarily in the areas of release of the records and the access provided to these records. Any educational institution that receives funds under any program