

Davis & Elkins College™

STUDENT ACCOUNT POLICY

Student Accounts – Davis & Elkins College – 100 Campus Drive – Elkins, WV 26241 – 304.637.1323

In order to help clarify mutual expectations between the College and its students, the following student account guidelines are provided:

- Provision for the payment of a student account balance must be arranged prior to the start of classes each semester.
- Semester grade reports, transcripts of grades and diplomas will be withheld until all outstanding financial obligations to the College have been satisfied.
- Any student on a deferred payment plan must be current on payments in order to register for subsequent terms.
- All student financial statements, invoices and other related communications are sent to both the responsible party and the student.
- A past due account will be charged a flat fee of \$35 per month until the balance is resolved.
- For those on a deferred payment plan or working with a payment plan group (such as AMS), should the service be terminated, or should the payment plan go into default, a one-time fee of \$250 will be assessed by the College.
- Every student and his or her financially responsible party must complete a Responsible Party Agreement prior to, or upon, initial registration for classes. This form must be completed or updated annually.
- Should a student who has enrolled at the College decide – for whatever reason – that he or she does not wish to begin the semester at D&E, they must notify the Office of the Registrar (304-637-1224) prior to the start of the semester in order to receive a full refund. Students who withdraw on or following the first day of classes will receive a refund according to the following schedule:

Class Day	Tuition Refunded
1 through 5	60%
6 through 15	40%
16 through 25	20%
26 and after	0%

Your cooperation in abiding by these financial guidelines is appreciated.

It is important to understand that net tuition and fees at Davis & Elkins College represent only a portion of the educational and general expenses of the College. The balance is covered by gifts, grants, endowment income and other revenue sources.

Davis & Elkins College is committed to helping students and their families successfully address the costs of a college education. This commitment is not only financial in nature, but demonstrates our dedication to the College's mission of *preparing and inspiring students for success and for thoughtful engagement in the world.*