

Central Virginia Community College Policies
III – Financial Services
Revenue Refunds



Policy #:	CVCC0059
Effective:	__/__/__
Last Reviewed/Revised:	09/09/2022
Responsible Dept.:	Financial and Administrative Services
Other Policy References:	NA

Revenue refunds are generally related to tuition and fee refunds to students and calculated pro-rata refunds to student financial aid programs. The majority of tuition and fee refunds are processed as an automated job from SIS and interfaces with AIS. Some credit refunds are processed manually by the Head Cashier and keyed into AIS. The Business Manager approves and reviews the batch headers and supporting documentation. Pro-rata refunds are identified and calculated by the Financial Aid Office.