

West Virginia Northern Community College

TUITION AND FEES--ASSESSMENT, PAYMENT AND REFUNDS

Effective Date: March 24, 2005

Date Approved by President: March 24, 2005

Date Approved by Chancellor: April 8, 2005

Date Approved by WVNCC Board of Governors: March 24, 2005

Authority Reference: WV Code Sections 18B-1-6, 18B-3-4, 18B-10-1, Federal Perkins Loan Program, Section 6, Due Diligence; Fair Debt Collection Practices Act, 15 U.S.C. 160-2 et. seq.

Replaces previous policy dated:

Rule: The West Virginia Northern Community College Board of Governors establishes tuition and fee rates and rules and processes related to assessment, payment and refunds which are uniformly applied and consistent with all applicable state and federal laws and the rules and guidelines of the Council for Community and Technical College Education.

Assessment of Fees: Regular fees for credit courses include tuition, course fees, and any other institutional fees. The College reserves the right to establish and collect certain special fees for designated purposes separate from and above those identified in the regular fee schedule, consistent with the Council for Community and Technical College Education and State laws. The College publishes the schedule of all rates in a manner readily available to all students. For fee purposes, a full-time student is one enrolled for twelve or more credit hours in a regular term, with the full-time rate the maximum charged. Students taking fewer than twelve credit hours in a regular or summer term are charged a pro-rated rate based upon one twelfth of the full-time rate per credit hour.

Rates are established for those who qualify for "in-state" rates and "out-of-state" rates for others. "In-state" credit course rates are charged for persons who document WV residency according to WV requirements. Consistent with a reciprocity agreement, residents of Belmont, Harrison, Jefferson, and Monroe counties in Ohio are eligible to attend at the West Virginia "in-state" rate, following the same residency requirements as

West Virginians. Distance learning courses offered through the Southern Region Education Board's Electronic Campus (SREC) are assessed at the "in-state" tuition rates for those eligible for that rate. Distance learning courses which are not part of the SREC are assessed the same as regular course offerings.

Special rates are provided to two groups of students enrolled in credit courses: students attending West Virginia high schools and West Virginia residents aged 65 or older. West Virginia high school students pay a reduced rate established annually following Council for Community and Technical College Education guidelines while they are attending high school. West Virginia senior citizens pay half of the tuition/fees rate per credit hour for classes on a space available basis but may pay the full rate to assure a seat in the class. *[See Code 18B-10-7a]*

Assessment of non-credit course fees is on an individual course basis in an amount to insure that the offering is self-supporting, including indirect costs. Charges for non-credit courses are unrelated to the number of courses taken, whether the individual is also taking credit courses, and without regard to residency, age, or other status.

Payment: The College operates on a strictly cash basis with all payments and obligations being collected prior to the start of classes except as provided in this rule. Payment in the form of cash, check, or designated credit cards are accepted. The College may charge the students for the reasonable and customary charges incurred in accepting credit cards and other methods of payment. Checks returned due to "insufficient funds" will result in a cancellation of registration and declaration that fees are unpaid until the check has been redeemed and the established penalty fee paid, unless the returned check is documented to be in error by the bank.

Consistent with West Virginia law, no financial credit of any type shall be extended to any individual, either student or other, except as authorized herein:

Exceptions may be granted where a bona fide third-party agency has provided authorization in writing that payment will be made for the student.

Exceptions may be granted for approved financial aid disbursements and for similar administrative situations at no fault of the student.

Exceptions may be granted for students participating in the College authorized payment option, Academic Management Services (AMS), so long as payments are made in accordance with the agreement. Failure to make payments according to the agreement will result in notification to students of cancellation of registration. Obligation for payment during the time registered for classes is not

waived, whether withdrawal is voluntary or involuntary. All fees must be paid prior to the awarding of course credit at the end of the academic term.

Exceptions may be granted on a case-by-case basis by the authorized College officer in instances in which a student documents that finances are affected adversely by a legal work stoppage. Exceptions thus granted will result in an extension of payment due date no more than six months for any academic term.

A formal registration period is established and published with the schedule for each term. During an "early registration" period, students may reserve or hold a space in a class and defer payment until the published "last day to pay for early registration." After that date only paid students may hold a space and registration is not complete without payment. After the "last day to register without a late fee," which is established based upon the beginning of classes, payment of a late fee will be required for registration, unless the President's designee authorizes a waiver due to administrative processes related to the delay through no fault of the student.

An exception to the registration period may be granted to an individual under rare circumstances when there is evidence that the student has a reasonable opportunity to complete successfully all course work, following established College procedures and approvals.

All students who register incur a financial obligation to the College. Unmet financial obligations to the College will result in the withholding of all College services until payment is made. Such services include, but are not limited to, registration in classes and processing of official transcripts and records.

Refunds: Refunds are automatically processed and paid at the full rate (100% refund) to students if a class paid for is cancelled (and the fees are not transferred to cover a student-selected alternate class) or if the student withdraws from a credit or non-credit class prior to the first day of the semester or term or prior to the first day of classes with a delayed start time.

Students who totally withdraw from the College will have their tuition and fees obligations adjusted according to the schedules for continuing and first-time credit students. Those eligible to receive refunds for credit courses are those students who officially withdraw from all credit courses for which they had registered, leaving the student with zero hours attempted for that semester or term and students who officially withdraw from a portion of the classes for which they had registered before or during the first week of classes.

Refunds are automatically processed for students who withdraw from all courses during the refund period, according to the schedules for continuing students and for first-time students. *Students who withdraw from a portion of their courses during the first week of classes are responsible for requesting a refund from the Business Office through the Campus Service Center.*

Refunds paid directly to students are calculated in relation to the amount paid by other sources. If payment was made with a credit card, the credit card account will be credited. Financial aid students will have their aid adjusted according to the Federal Return of Funds Policy. All refunds are calculated from the first day of classes of a given semester or term. Refund checks are issued as soon as possible, normally mailed within thirty days of the official withdrawal date.

Exceptions to this rule resulting from extenuating circumstances must be approved by the Dean of Business and Finance.

Refund Schedule

<u>Academic Year Semester</u>	<u>Summer Terms & Non-Traditional Periods</u>	<u>% Refund</u>
Prior to first day	Prior to first day	100%
During first & second weeks	During first 13% of term	90%
During third & fourth weeks	From 14% to 25% of term	70%
During fifth & sixth weeks	From 26% to 38% of term	50%
Beginning with seventh week	After 38% of term	No Refund