

**West Virginia Northern Community
College**

**NC-5005 Tuition and Fees –
Assessment, Payments & Refunds**

Rule Number: NC-5005

Effective Date: February 7, 2024

Date Approved by WVNCC Board of Governors: January 25, 2024

Date Approved by WVCTCS: February 6, 2024

Authority Reference: WV Code 18B-10-1 and WV Council for Community and Technical College System, Series 32, Tuition and Fees

Replaces previous policy dated: ~~March 24, 2005~~

Purpose:

WV Code 18B-10-1 states that each governing board shall

1. Fix tuition and other fees for each academic term for the different classes or categories of students enrolling at the state institution of higher education under its jurisdiction;
2. Record tuition and fees in the minutes of the Board meeting and file with the CTCS
3. Require all fees due no later than the end of the term and provide measures for collecting past due fees
4. Provide students the ability to arrange;
 - a. Installment plans
 - b. Payment by credit cards and other methods
5. Address
 - a. Providing a basis for establishing nonresident tuition & fees;
 - b. Allowing governing boards to charge different tuition and fees for different programs;
 - c. Authorizing a governing board to propose to the commission, a mandatory auxiliary fee;
 - d. Ensuring tuition and fees is comparable with peer institutions.

Rule:

The Board of Governors authorizes College personnel to create policies and procedures to comply with WV Code 18B-10-1 concerning the establishment of tuition and fees, the appropriate approvals, and record keeping.