



SUBJECT: **Assessment, Payment, and Refund of Fees**

REFERENCE: **West Virginia Code §18B-1-3**
 Transferred from Higher Education Policy Commission to Governing Boards
 September 21, 2001
 Previous BOD Series 22, Title 131, *Assessment, Payment and Refund of Fees*

1. PURPOSE

To establish policy relating to the assessment, payment and refund of fees.

2. SCOPE AND APPLICABILITY

This policy applies to all students in matters related to payment of tuition and/or fees in credit and non-credit courses, training sessions, or other activities where tuition or fees are assessed.

3. DEFINITIONS

None.

4. POLICY

No financial credit of any type shall be extended to any individual, either student or other. The College shall operate on a strictly cash basis with all payments and obligations being collected prior to the start of classes except as provided in this rule.

5. BACKGROUND OR EXCLUSIONS

- A. Exceptions may be granted where a bona fide third-party agency has provided authorization in writing that payment will be made for the student.
- B. Exceptions may be granted for late financial aid disbursements for situations at no fault of the student.
- C. All exceptions to this policy must be approved by the Vice President for Student Affairs or such other College officer that may be designated by the President before a refund may be processed. Any decision to reduce or deny a refund may be appealed through the established process for appeals.

6. GENERAL PROVISIONS

A. FEE CHARGES

- 1. Students enrolled for twelve or more credit hours pay the maximum charges in each basic fee



category.

2. Students taking fewer than twelve credit hours in a regular term shall have their fees reduced pro rata based upon one-twelfth of the full-time rate per credit hour.
3. Fees for students enrolled in summer terms or other nontraditional time periods shall be prorated based upon the number of credit hours for which the student enrolls.
4. 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.
5. All regular and special fees charged by the College shall be identified separately and published so as to be readily available to all students.
6. Fees shall be established and charged for all non-credit community service courses in an amount to insure that the offering is self-supporting, including indirect cost.

B. REFUND OF REGULAR FEES

1. The following schedule for calculating refunds shall be adhered to for those students who withdraw from the institution via the official withdrawal process and who are eligible to receive funds.

All Students:

1. Fall and Spring Semester
 1. 90% — First and second week of classes
 2. 70% — Third and fourth week of classes
 3. 50% — Fifth and sixth week of classes
2. Summer Term and Non-Traditional Periods
 1. 90% — First and second day of classes
 2. 70% — Third and fourth day of classes
 3. 50% — Fifth and sixth day of classes
2. Should the percentage calculation identify a partial day, the entire day should be included in the higher refund period.
3. All refunds will be calculated from the first day of classes of a given semester or non-traditional period.
4. Refunded fees must be returned in accordance with the requirements of the Higher Education Act whenever Title IV funds are involved.
5. A withdrawal fee may be charged by the institution not to exceed five percent (5%) of the total student fees charged for the term or one hundred dollars (\$100.00), whichever is less.



C. REGISTRATION PERIOD — LATE FEE

1. A formal registration period shall be established at the beginning of each semester or term at which time fees are due and payable in accordance with the provisions of this rule. In addition, a late registration period may be established. A late fee not to exceed thirty dollars (\$30) shall be imposed on all late registrants. The President or a designee shall have the authority to waive the fee in cases where evidence indicates the delay occurred through no fault of the student. An exception to the registration time period may be granted to an individual under rare circumstances and then only when there is evidence that the student has a reasonable opportunity to complete successfully all course work. The President or a designee must approve the exception with the evidence documented and held on file supporting the decision.
2. A formal registration period shall be established for registering into nontraditional courses such as evening, Saturday, off-campus, extension and other special classes. Due to the differing duration of these courses, the registration and late registration period should be considered and established on a case-by case basis. A late fee of not to exceed thirty dollars (\$30) shall be imposed on all late registrants.

D. INSTALLMENT PAYMENT PLANS

1. Student fee deferred payment plans will be offered for fall and spring terms. All available financial aid for the term must be credited to the student's account prior to determining the amount available for deferral. After all financial aid is applied to the student's account, sixty percent (60%) of the balance of student fees must be paid prior to the start of classes. The remaining balance, including interest, must be paid prior to the end of the sixth week of classes. Interest on the deferred amount may be charged at a rate not to exceed the legal limit.

E. USE OF CREDIT CARDS

1. The use of credit cards for payment of student fees is authorized under the statewide contract initiated by the State Board of Investments or under an alternate program that may be approved by the Board of Governors. To the extent allowed by law or policy of the credit card company, the College may impose a surcharge on credit card payments equal to any amount that may be imposed by the credit card company as a vendor discount or service fee.

7. RESPONSIBILITIES AND PROCEDURES

As outlined in Section 6, *General Provisions*.

8. CANCELLATION

This policy shall be reviewed on a three-year cycle by the President or the President's designee. Upon such review, the President or the President's designee may recommend to the Board that the policy be amended or repealed.



9. SIGNATURE

Board Chairman	Date
President	Date

Attachments: None

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Revision Note: November 29, 2005 (Three-year Review — Technical corrections made to comply with Federal and State Refund Regulations.)