

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-5050**

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

REFERENCE: West Virginia Code §18B- 10-1; West Virginia Higher Education Policy Commission, Title 133 Legislative Rule, Series 32, *Tuition and Fee Policy*; SCP - 4192, *Administrative Withdrawal and Administrative Drop of Students*

ORIGINATION: January 15, 2002

EFFECTIVE: May 19, 2016

REVIEWED: January 6, 2016

SECTION 1. PURPOSE

1.1 To establish policy relating to the assessment, payment, and refund of tuition and/or fees.

SECTION 2. SCOPE AND APPLICABILITY

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

SECTION 3. DEFINITIONS

3.1 Traditional Term – The standard fall, spring, and summer semester/term.

3.2 Non-traditional Term – Any term or part of term other than a standard semester/term

3.3 Installment Payment Plan Option – A payment plan option provided to assist students in paying tuition and fees over a specified period of time.

3.4 Complete Withdrawal – To receive a refund a student must withdraw from all courses, both traditional and non-traditional, leaving zero hours registered for the semester/term.

3.5 Administrative Withdrawal – A decision by the college to withdraw a student from an academic credit-based course or courses for emergency reasons, or disciplinary reasons.

SECTION 4. POLICY

4.1 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.

SECTION 5. BACKGROUND OR EXCLUSIONS

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

- 5.2 Exceptions may be granted for late financial assistance disbursements for situations at no fault of the student.
- 5.3 Exceptions may be granted for students who enroll in the College's Installment Payment Plan Option.
- 5.4 All exceptions to this policy must be approved by the Vice President for Finance and Administration or 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.

SECTION 6. GENERAL PROVISIONS

6.1 Tuition and Fees

- 6.1.1 Students enrolled for twelve or more credit hours pay the maximum charges in the tuition and fee category.
- 6.1.2 Students enrolled for less than twelve credit hours in a traditional semester/term shall have their fees reduced pro rata based upon one-twelfth of the full-time rate per credit hour.
- 6.1.3 Fees for students enrolled in a traditional summer term or any non-traditional term shall be prorated based upon the number of credit hours for which students enroll.
- 6.1.4 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. Some of these fees may not be refundable.
- 6.1.5 All regular and special fees charged by the College shall be identified separately and published so they are readily available to all students.
- 6.1.6 Fees shall be established and charged for all non-credit economic, workforce, and community development courses in an amount to ensure that the offering is self-supporting, including indirect cost.

6.2 Refund of Regular Fees

- 6.2.1 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 refunds. Students qualify for a full refund (100%) of tuition/fees, if they drop any or all of their courses prior to the start of classes for the semester/term. Once classes begin for the semester/term, there are only two ways a student may qualify for a tuition/fee refund. The first is to completely withdraw from the institution for the semester/term (this means carrying zero credit hours for the-semester/term). This includes any courses that have not started for the semester/term, including all non-traditional courses. The second way to qualify for a refund is if the institution cancels a course. The student will get a 100 percent (100%) refund for any course that is canceled.
 - 6.2.1.1 Any student who has received an administrative withdrawal due to disciplinary action will not be eligible for a refund at any time during the semester.
 - 6.2.1.2 Refund Schedule – A student who begins a term and withdraws after completing up to (1) week or ten percent (10%) of the term is entitled to a refund of ninety (90%) of the charges;

6.2.1.3 A student who withdraws after completing more than ten percent (10%) through twenty-five percent (25%) of the term is entitled to a refund of seventy-five percent (75%) of the charges;

6.2.1.4 A student who withdraws after completing more than twenty-five percent (25%) through fifty percent (50%) of the term is entitled to a refund of fifty percent (50%) of the charges;

6.2.1.5 A student who withdraws after completing more than fifty percent (50%) of the term is not entitled to a refund.

6.3 Registration Period – Late Fee

6.3.1 A formal registration period shall be established for registering into non-traditional courses such as evening, weekend, off campus, extension and other special classes. Due to the differing duration of these courses, the registration and late registration periods 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.

6.4 Installment Payment Plans

6.4.1 Installment payment plans will be offered for fall and spring traditional semesters/terms. After all financial aid is applied to the student's account, at least 60 percent (60%) of the student tuition and fees must be paid prior to the start of classes. The remaining balance (40%), including interest, must be paid prior to the end of the sixth week of classes. Failure to do so will prohibit a student from having this payment option in the future. Interest and/or a service fee, on the remaining 40 percent (40%) may be charged at a rate not to exceed the legal limit.

6.5 Use of Credit Cards

6.5.1 The use of credit cards for payment of student tuition and fees are 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 a 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 service fee.

SECTION 7. RESPONSIBILITIES

7.1 The Finance Unit is responsible for this policy.

SECTION 8. CANCELLATION

8.1 None.

SECTION 9. REVIEW STATEMENT

9.1 This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the policy be amended or repealed.

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None.

Distribution: Board of Governors (12 members)
www.southernwv.edu

Revision Notes: January 11, 2011 – Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities.

 May/June 2011 – Policy revisions provide clarity and reflect changes in management responsibilities.

 November 2015 – This policy was revised to comply with *West Virginia Higher Education Policy Commission, Title 133, Legislative Rule, Series 32 Tuition and Fee Policy*.

 January 2016 – Policy revisions provide clarity and reflect changes in management titles.