

**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:** June 17, 2025

**REVIEWED:** February 7, 2025

**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 a term other than a standard semester/term.
- 3.3 Installment Payment Plan Option – A payment plan option is 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.
- 3.6 Full-Time Student – A full-time student is any academic student who is registered for twelve or more credit hours in an academic term.

**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 Chief Finance Officer 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 The College will establish rates to be charged to full-time students.
- 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 within the refund schedule dates set for the 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 Continuing students who officially withdraw during a semester shall at a minimum receive a refund of regular fees in accordance with the following refund schedule:

- 6.2.1.2.1 A student who begins a term and withdraws after completing up to (1) week or 10 percent (10%) of the term is entitled to a refund of 90 percent (90%) of the charges;
- 6.2.1.2.2 A student who withdraws after completing more than 10 percent (10%) through 25 percent (25%) of the term is entitled to a refund of 75 percent (75%) of the charges;
- 6.2.1.2.3 A student who withdraws after completing more than 25 percent (25%) through 50 percent (50%) of the term is entitled to a refund of 50 percent (50%) of the charges;
- 6.2.1.2.4 A student who withdraws after completing more than 50 percent (50%) of the term is not entitled to a refund.

### 6.3 Registration Period – Late Fee

- 6.3.1 A formal registration and late registration periods shall be established for registering into all classes. A late fee not to exceed the amount approved by the Board of Governors and listed on the schedule of tuition and fees shall be imposed on all late registrants.

### 6.4 Installment Payment Plans

- 6.4.1 The Board of Governors permits fee payments to be made in installments over the course of the academic term. Installment payment plans will be offered primarily for the fall and spring semesters. All available financial aid for the term must be credited to the student's account prior to determining the amount available for deferral. The Chief Finance Officer shall develop the installment payment plans and the procedures to implement the plans. A late payment fee may be charged not to exceed the amount approved by the Governing Board and listed on the schedule of tuition and fees. Students who default or fail to pay their payment plan will be prohibited from using the payment plan option in the future.

### 6.5 Use of Credit Cards

- 6.5.1 The use of credit cards for payment of student tuition and fees are authorized 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

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**Board of Governors Chair**

**Date**

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**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.

June 2020 – Changes were made to allow charging late fees for all possible types of registration. Changes were also made to include charging the late fee on the installment plan.

August 2020 – Revisions were made to reflect changes in titles and management responsibilities due to reorganization.

February 2025 – Revisions have been made that provide clarity in offering students payment plan options and to bring the policy up-to-date with the W. Va. State Code.