

EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS
POLICY NO. BP- 7.2

TITLE: ASSESSMENT, PAYMENT, and REFUND OF FEES

SECTION 1. GENERAL

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| 1.1 | Scope | This policy establishes rules regarding assessment, payment, and refund of fees. |
| 1.2 | Authority | West Virginia Code Section 18B-10-1. |
| 1.3 | Effective Date | April 19, 2004; revised March 29, 2006 |
| 1.4 | Repeal of Former Rule | Repeals and replaces Policy No. BP-7.2 effective March 28, 1994 |

SECTION 2. PAYMENT of FEES

- 2.1 No financial credit of any type shall be extended to any individual, either student or other, by the College. All academic credit and programs of 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 policy.
- 2.2 Exceptions may be granted where a bona fide third-party agency has provided authorization in writing that payment will be made for the student.
- 2.3 Exceptions may be granted for late financial aid disbursements and for similar administrative situations at no fault of the student.

SECTION 3. GENERAL ASSESSMENT of FEES and PRORATION

- 3.1 Undergraduate students enrolled for twelve or more credit hours pay the maximum charges in each basic fee category.
- 3.2 Undergraduate 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.
- 3.3 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 in accordance with the provisions of Section 3.2 of this policy.
- 3.4 Student union fees shall be prorated based on the requirements of any bond covenant.

- 3.5 The College shall be permitted to establish and collect certain special fees for designated purposes separate from and above those identified in the regular fee schedule.
- 3.6 All regular and special fees charged by the College shall be identified separately and published so as to be readily available to all students.
- 3.7 All fees charged to students, both regular and special, must have approval by the WV Council for Community & Technical College Education prior to assessment and collection.
- 3.8 Fees shall be established and charged for all noncredit community service courses in an amount to insure that the offering is self-supporting, including direct cost. Further, non-credit programs require separately developed course fee and refund schedules, in accordance with college regulations.

SECTION 4. REGISTRATION PERIOD – LATE FEE

- 4.1 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 policy. 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 designee shall have the authority to waive the fee in cases where evidence indicates the delay occurred through an action of the College, rather than the student.
- 4.2 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 designee must approve the exception with the evidence documented and maintained in file supporting the decision.
- 4.3 The first two class meetings shall be considered the regular registration period for students registering for evening, week-end, off-campus, and other special classes. In addition, a late registration period may be established which shall not exceed the third and fourth class meetings. A late fee of not to exceed thirty dollars (\$30) shall be imposed on all late registrants.

SECTION 5. PAYMENT of FEES

5.1 INSTALLMENT PAYMENT PLANS

- 5.1.1 EXTERNAL SERVICING AGREEMENTS. Student fee deferred payment plans will be offered for fall and spring terms, and may be offered by the College itself or through an external servicing agreement.

- 5.1.2 All available financial aid for the term must be credited to the student's account prior to determining the amount available for deferral.
- 5.1.3 INTERNAL INSTALLMENT PAYMENT PLAN. After all financial aid is applied to the student's account; a minimum of sixty percent (60%) of the remaining balance of student fees must be paid prior to the start of classes.
- 5.1.4 The remaining balance must be paid prior to the end of the sixth week of classes.
- 5.1.5 Other non-course related charges may be divided into installments as determined by the College.

5.2 USE of CREDIT CARDS

- 5.2.1 Use of credit cards for payment of student fees is authorized at the College under the statewide contract initiated by the State Board of Investments or under an alternate program approved by the WV Council for Community & Technical College Education.
- 5.2.2 To the extent allowed by law or policy of the credit card company, the College is authorized to 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.

5.3 FEE WAIVERS

- 5.3.1 Fee waivers policies and procedures may be established by the Board of Governors which will implement the permissible waivers as permitted under Chapter 18B, Article 10 of the State Code.

5.4 DEFERRAL of FEES DURING a LEGAL WORK STOPPAGE

- 5.4.1 Any student adversely, financially affected by a legal work stoppage may be allowed, on a case-by-case basis, an additional six months to pay the fees for any academic term, in accordance with procedures established by the College.

SECTION 6. REFUND of REGULAR FEES

- 6.1 FULL REFUND. Students who officially withdraw from all courses or a course for which they have registered during a semester in the academic year would be eligible for a full refund if they withdraw prior to the start of the semester, prior to the first day of class with a delayed start, or during the first week of classes designated as the initial Add-Drop Period. Official withdrawal action requires that the student complete and sign the designated form. Any other course(s) for which the student is registered during the semester or term shall not be affected by this action.

6.2 PARTIAL REFUND. Students, who officially withdraw from all courses after the “full refund” period described in Section 6.1, shall be eligible to receive a refund of regular fees in accordance with the following schedule.

6.2.1 Academic Year (Semester)

During the second week:	90% refund
During the third and fourth weeks:	70% refund
During the fifth and sixth weeks:	50% refund
Beginning with the seventh week:	No refund

6.2.2 Summer Terms and Nontraditional Periods

Refunds for summer sessions and nontraditional periods shall be established based upon the refund rate for the academic year and calculated using the following schedule.

During the first 7% of the term:	100% refund
From 8% to 13% of the term:	90% refund
From 14% to 25% of the term:	70% refund
From 26% to 38% of the term:	50% refund
After 38% of term is completed:	No refund

Should the percentage calculation identify a partial day, the entire day should be included in the higher refund period.

6.3 BROKERED COURSES. Students who are enrolled in brokered courses shall be subject to the Refund Policy and Schedules of the originating institution.

SECTION 7. WITHDRAWAL PENALTY FEES

7.1 The College may adopt penalties for students who routinely withdraw from classes after a semester has begun, with special emphasis on students who initially register for more than eighteen (18) credit hours and who routinely withdraw from classes after the semester has begun. The policy setting such penalties shall be submitted to the Chancellor of the WV Council for Community & Technical College Education.

7.2 A withdrawal fee may be charged by the College not to exceed five percent (5%) of the total student fees charged for the term or one hundred dollars (\$100), whichever is less.

BOARD OF GOVERNORS, CHAIR

DATE