

**EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE**

**BOARD OF GOVERNORS**

**POLICY NO. BP-7.2**

**TITLE: ASSESSMENT, PAYMENT, AND REFUND OF TUITION**

**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        | February 17, 2021; March 29, 2006; April 19, 2004                                |
| 1.4 | Repeal of Former Rule | Repeals and replaces Policy Bo. BP-7.2 effective March 28, 1994                  |

**SECTION 2. PAYMENT OF TUITION**

- 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 TUITION AND PRORATION**

- 3.1 Undergraduate students enrolled for twelve or more credit hours pay the maximum charges in each basic tuition category.
- 3.2 Undergraduate students taking fewer than twelve credit hours in a regular term shall have their tuition reduced pro rata based upon one-twelfth of the full time rate per credit hour.
- 3.3 Tuition 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 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.

Approved by IET: 12/19/19

Approved by President's Cabinet: 1/26/21

Approved by the Board of Governors: 2/17/21

- 3.7 All fees charged to students both regular and special, must have approval by the WV Council for Community and Technical College Education prior to assessment and collection.

#### **SECTION 4. PAYMENT OF TUITION**

##### **4.1 INSTALLMENT PAYMENT PLANS**

- 4.1.1 EXTERNAL SERVICING AGREEMENTS. Student tuition 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.
- 4.1.2 All available financial aid for the term must be credited to the student's account prior to determining the amount available for deferral.
- 4.1.3 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 tuition & fees must be paid prior to the start of classes.
- 4.1.4 The remaining balance must be paid prior to the end of the sixth week of classes.
- 4.1.5 Other non-course related charges may be divided into installments as determined by the College.
- 4.1.6 The above-listed provision only applies to academic courses. All Workforce tuition falls under the guidelines of the Workforce department. The Dean of Community Engagement and Partnerships is responsible for setting and enforcing these guidelines.

##### **4.2 USE OF CREDIT CARDS**

- 4.2.1 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.
- 4.2.2 To the extent allowed by the 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.

##### **4.3 TUITION WAIVERS**

- 4.3.1 Tuition 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.

##### **4.4 DEFERRAL OF TUITION DURING A LEGAL WORK STOPPAGE**

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4.4.1 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 tuition for any academic term, in accordance with procedures established by the College.

**SECTION 5. REFUND OF REGULAR TUITION**

5.1 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.

5.2 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 tuition in accordance with the following schedule.

5.2.1 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

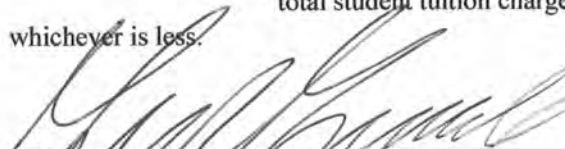
Should the percentage calculation identify a partial day, the entire day should be included in the higher refund period. This schedule does not apply to the summer semester or non-traditional periods.

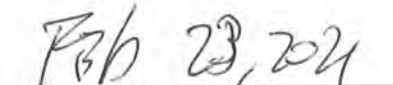
5.3 BROKERED COURSES. Students who are enrolled in brokered courses shall be subject to the Refund Policy and Schedules of the originating institution.

**SECTION 6. WITHDRAWAL PENALTY FEES**

6.1 The College may adopt penalties for student who routinely withdraw from classes after 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 and Technical College Education.

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

  
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Chair, Board of Governors

  
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Date

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