

NEW RIVER COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
POLICY NO. 7

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

SECTION 1. GENERAL

- 1.1 Scope – This rule establishes policy regarding assessment, payment and refund of fees. This rule applies to New River credit programs only.
- 1.2 Repeal of Former Rule – Revises and replaces Series 22 dated March 28, 1994.
- 1.3 Replaces Title 131, Legislative Rule, Series 22.
- 1.4 Filing Date: May 2012
- 1.5 Effective Date – August 3, 2012
Revised Date –April 4, 2013, October 4, 2018

SECTION 2. GENERAL RULES

- 2.1 No financial credit of any type shall be extended to any individual, either student or other, at New River Community and Technical College. 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. Enrollment charges include tuition special fees and other course related fees.
- 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 for situations at no fault of the student.
- 2.4 The Chief Financial Officer (CFO) will sign-off as final authority for all tuition and/or fee waivers for New River Community and Technical College (In the absence of the CFO the Controller will approve). The Vice President for Academic Affairs and Vice President of Administrative Services can approve provisionally (Vice President for Academic Affairs for faculty; Vice President for Administrative Services for Staff). No other employee (except the President) can officially authorize the waiving of tuition and/or fees.

SECTION 3. TUITION AND FEE CHARGES

- 3.1 Students enrolled for twelve or more credit hours pay the maximum charges for tuition and required fees.
- 3.2 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 Charges 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 rule.
- 3.4 The College shall be permitted to establish and collect certain program and special fees for designated purposes separate from and above those identified in the regular fee schedule.
- 3.5 All program and special fees charged by the College shall be identified separately and published so to be readily available to all students.
- 3.6 All fees charges to students, both program and special, must have approval by the New River Community and Technical College Board of Governors prior to assessment and collection.
- 3.7 Fees shall be established and charged for all noncredit community service courses in an amount to insure that the offering is self-supporting, including indirect cost.

SECTION 4. REFUND OF TUITION AND REGULAR FEES

- 4.1 A College refund schedule will be established and published at the beginning of each year. The published schedule will provide date ranges and percentages of refunds to be received during each range. This schedule will include Summer Terms, Fall Term, and Spring Term.
- 4.2 The established refund schedule will be determined based on the return of Title IV Federal Student Aid regulations.
- 4.3 Students receiving Title IV Federal Student Aid are eligible for refunds up to 40% of tuition paid. A student receiving Title IV Federal Student Aid may be required to repay a portion of the Title IV aid received. Most fees are non-refundable.
- 4.4 Refunds for students not receiving Federal Student Aid are only eligible for refund up to 50% of tuition paid. Most fees are non-refundable.

SECTION 5. REGISTRATION PERIOD - LATE FEE

- 5.1 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 of fifty dollars (\$50) shall be imposed on all late registrants. The president of the institution or a designee shall have the authority to waive the fee in cases where evidence indicates the delay occurred through a fault of the institution.
- 5.2 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 a designee must approve the exception with the evidence documented and held on file supporting the decision.
- 5.3 The first week of classes shall be considered the regular registration period for non-traditional students registering for evening, Saturday, off-campus, extension and other special classes. In addition, a late registration period may be established which shall not exceed the second week of class meetings. A late fee of fifty dollars (\$50.00) shall be imposed on all late registrants.

SECTION 6. INSTALLMENT PAYMENT PLANS

- 6.1 Deferred payment plans will be offered for all terms to assist students with financing the cost of tuition and fees.
- 6.2 All available financial aid for the term must be credited to the student's account prior to determining the amount available for deferral.
- 6.3 After all financial aid is applied to the student's account; the remainder of the balance will be divided into equal installments to be paid in full before the end of the term.
- 6.4 The first payment must be made before the start of classes.
- 6.5 If a student fails to make any scheduled payments a hold will be placed on their account, which will prevent them from receiving a final grade or register for future courses.
- 6.6 Based on the approved fee schedule, all students who elect to enroll in the payment plan will be charged accordingly.

SECTION 7. USE OF CREDIT CARDS

- 7.1 The use of credit cards for payment of student fees is authorized at New River Community and Technical College.
- 7.2 To the extent allowed by law or policy of the credit card company, New River Community and Technical 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.

SECTION 8. ENROLLMENT ABOVE THE NORMAL FULL-TIME COURSE LOAD

- 8.1 The College shall 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 New River Community and Technical College Board of Governors.