

CONCORD UNIVERSITY BOARD OF GOVERNORS

Policy No. 19

Policy on Assessment, Payment, and Refund of Fees

Effective Date: 03/30/2006

Section 1. GENERAL

1.1 Scope:

This policy and procedure provides direction for assessment, payment, and refund of fees in compliance with the following state codes:

18B-1-6

18B-10-1

18B-10-7

18B-10-8

Section 2. ASSESSMENT OF FEES

2.1 Undergraduate students enrolled for twelve or more credit hours and graduate students enrolled for nine or more hours pay full charges for tuition and required education and general fees, auxiliary and auxiliary capital fees, and education and general capital fees.

2.2 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, and graduate students taking fewer than nine credit hours, in a regular term, shall have their fees reduced pro rata based upon one-ninth of the full-time rate per credit hour.

2.3 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.

2.4 Students enrolled in undergraduate courses offered at off-campus locations shall pay an off-campus instruction fee in lieu of campus, athletic, and activity fees. The off-campus fee shall be used solely for the support of off-campus courses offered by the institution, and shall not pay the athletic fee and the student activity fee. Off-campus location for a four-year university is defined as any location other than the main campus.

2.5 Concord University shall provide a basis for establishing nonresident tuition and fees.

2.6 Residents that are at least sixty-five years of age and attend undergraduate or graduate courses without receiving credit have tuition and fees assessed at a charge of fifty dollars. Residents that are at least sixty-five years of age and attend undergraduate or graduate courses and receive credit have tuition and fees assessed at fifty percent of the current tuition fee rate.

2.7 The Concord University Board of Governors may impose different tuition

and fees charges for different programs or for different categories of students.

2.8 In view of potential bonding obligations at Concord University, it may be necessary to establish different rates regarding student fees. The fee will be prorated based upon the requirements of the bond covenant.

2.9 Concord University shall be permitted to establish and collect certain special fees for designated purposes separate from and above those identified in the regular fee schedule.

2.10 All regular and special fees charged by Concord University shall be identified separately and published so as to be readily available to all students.

2.11 All fees charged to resident students, both regular and special, must have approval by the Concord University Governing Board. The West Virginia Higher Education Policy Commission must approve residential fees prior to assessment and collection of both regular and special fees.

Section 3. PAYMENT POLICY

3.1 No financial credit of any type shall be extended to any individual, either student or other, at Concord University. Concord University 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.

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

3.3 Exceptions may be granted for late financial aid disbursements.

Section 4. INSTALLMENT PAYMENT PLANS

4.1 Student fee deferred payment plans will be offered for fall and spring terms.

4.2 All available financial aid for each term must be credited to the student's account prior to determining the amount available for deferral.

4.3 After all financial aid is applied to the student's account, sixty percent (60%) of the balance of student fees must be paid prior to the start of classes.

4.4 The remaining balance, including interest, must be paid prior to the end of the sixth week of classes.

4.5 Interest on the deferred amount may be charged at a rate not to exceed the legal limit.

4.6 In no case will fees for a given semester be accepted following the end of that semester.

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 not to exceed thirty dollars (\$30) 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 Concord University.

5.2 The period through the first two class meetings shall be considered the

regular registration period for nontraditional 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 third and fourth class meetings. A late fee not to exceed thirty dollars (\$30) shall be imposed on all late registrants.

Section 6. USE OF CREDIT CARDS

6.1 The use of credit cards for payment of student fees is authorized at Concord University under the statewide contract initiated by the State Board of Investments or under an alternate program approved by the Higher Education Policy Commission.

6.2 To the extent allowed by law or policy of the credit card company, each institution 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 service fee.

Section 7. REFUND OF REGULAR FEES

7.1 Students who officially withdraw during a semester in the academic year shall receive a refund of regular fees in accordance with the following schedule.

7.1.1 Academic Year (Semester)

During the first and second weeks

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

7.1.2 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 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.

7.3 Refunded fees must be returned in accordance with the requirements of the Higher Education Act whenever Title IV funds are involved.

7.4 A student who is asked to withdraw for disciplinary reasons forfeits all rights to a refund.

Section 8. REFUND OF ROOM AND BOARD

8.1 Room: Refunds shall be pro-rated based upon the date of official withdrawal (date check-out procedure and withdrawal from the University must be completed). All refunds are calculated from the first day of regular registration.

8.1.1 Academic Year (Semester)

During the first and second weeks

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

8.2 Board: Refund shall be prorated based upon the date of official withdrawal. All refunds are calculated from the first day of the formal registration period.

8.2.1 Academic Year (Semester)

During the first and second weeks

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

Section 9. DEFERRAL OF FEES DURING A LEGAL WORK STOPPAGE

9.1 Any student adversely, affected financially by a legal work stoppage that commenced on or after the first day of January, one thousand nine hundred ninety three (1993) 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 President of the University or a designee. The Concord University Board of Governors shall determine on a case-by-case basis if the finances of a student are affected adversely.