

**BLUE RIDGE COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS
POLICY 7**

TITLE: ASSESSMENT, PAYMENT, and REFUND OF FEES

SECTION 1. GENERAL

- 1.1 Scope - This policy governs the assessment, payment and refund of fees.
- 1.2 Authority - West Virginia Code § 18B-1-6, 18B-10-8, 18B-10-1
- 1.3 Effective Date - , Amending the January 10, 2002 Version of the Policy.

SECTION 2. GENERAL RULES

- 2.1 No financial credit of any type shall be extended to any individual, either student or other, except as authorized herein. The institution 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. Fees include all required enrollment 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 upon authorization from the Financial Aid Office.

SECTION 3. FEE CHARGES

- 3.1 Students enrolled for twelve or more credit hours pay the maximum charges in each basic fee category.
- 3.2 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 rule.
- 3.4 Students other than high school students enrolled in courses offered at off-campus locations shall pay an off-campus instruction fee, which shall be used solely for the support of off-campus courses offered by the institution. Off-campus location is defined as any location other than the main campus.
- 3.5 Whenever a bonding obligation exists as any facility, the applicable fee(s) should be prorated based on the requirements of the bond covenant.
- 3.6 The institution shall collect certain additional special fees, as may be approved from time to time by the Board of Governors, for designated purposes separate from and above those identified in the regular fee schedule.

- 3.7 All regular and special fees charged by the Blue Ridge CTC shall be identified separately and published so as to be readily available to all students.
- 3.8 All fees charged to students, both regular and special, must have approval by the Board of Governors prior to assessment and collection.
- 3.9 Fees shall be established and charged for all noncredit community service courses in an amount to insure that the offering is self-supporting, including any indirect cost assessment when appropriate.

SECTION 4. REFUND OF REGULAR FEES

- 4.1 Continuing Students. Except for first-time enrollees, as specified in Section 4.2 of this rule, students who officially withdraw during a semester in the academic year shall receive a refund of regular fees in accordance with the following schedule.

- 4.1.1 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

- 4.1.2 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.

- 4.2 First time enrollees. Students who officially withdraw before or during their first period of enrollment at Blue Ridge CTC shall have their refund calculated as follows, in accordance with the provisions contained in the 1992 amendments to the federal Higher Education Act.

- 4.2.1 Academic Year (Semester)

- During the first and second weeks - 90% refund
- During the third week - 80% refund
- During the fourth and fifth weeks - 70% refund
- During the sixth week - 60% refund
- During the seventh and eighth weeks - 50% refund
- During the ninth week - 40% refund
- Beginning the tenth week - No refund

- 4.2.2 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 14% of the terms - 90% refund
- From 15% to 20% of the term - 80% refund
- From 21% to 30% of the term - 70% refund
- From 31% to 40% of the term - 60% refund
- From 41% to 50% of the term - 50% refund
- From 51% to 60% of the term - 40% refund
- After 60% of the term - No refund

- 4.3 Refunded fees must be returned in accordance with the requirements of the federal Higher Education Act whenever Title IV funds are involved.
- 4.4 A withdrawal fee may be charged by the institution not to exceed five percent (5%) of the total student fees charged for the term or one hundred dollars (\$100.00), whichever is less.

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 policy. In addition, a late registration period may be established. A late fee as established by the Board of Governors shall be imposed on all late registrants. The President 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 two class meetings shall be considered the regular registration period for 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 as set by the Board of Governors shall be imposed on all late registrants.

SECTION 6. INSTALLMENT PAYMENT PLANS

- 6.1 Student fee deferred payment plans will be offered for fall, spring, summer and non-traditional terms.
- 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, sixty percent (60%) of the balance of student fees must be paid prior to the start of classes.

- 6.4 The remaining balance, including interest, must be paid prior to the end of the sixth week of classes.
- 6.5 Interest on the deferred amount may be charged at a rate of 10%.
- 6.6 Non-course related charges may be divided into installments.

SECTION 7. USE OF CREDIT CARDS

- 7.1 The use of credit cards for payment of student fees is authorized under the statewide contract initiated by the State Board of Investments or under any alternate program approved by the Board of Governors.
- 7.2 To the extent allowed by law or policy of the credit card company, the institution shall 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 IN EXCESS COURSE LOAD

Special permission shall be required for any student to register for more than nineteen (19) credit hours in one semester.

SECTION 9. DEFERRAL OF FEES DURING A LEGAL WORK STOPPAGE

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 President.