

# **WEST VIRGINIA STATE UNIVERSITY BOARD OF GOVERNORS**

## **West Virginia State University**

### **BOG Policy #20**

#### **Title: Assessment, Payment and Refund of Fees**

#### **Section 1. General**

1.1 Scope: This rule establishes policy regarding assessment, payment and refund of fees.

1.2 Authority: West Virginia Codes §18B-1-6, 18B-10-1, 18B-10-7a, 18B-10-8 and HEPC Series 19.

1.3 Replaces Series 22, Title 133 of the State University System.

1.4 Effective Date: January 21, 2005

#### **Section 2. General Rules**

2.1 No financial credit of any type shall be extended to any individual, either student or other, at West Virginia State. The 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 policy. Fees include Educational and General Capital Fees, Tuition and required Educational and General Fees, Auxiliary and Auxiliary Capital Fees, laboratory and other course related fees;

2.1.1 Exceptions may be granted where a bona fide third-party agency has provided authorization in writing that payment will be made for the student;

2.1.2 Exceptions may be granted for late financial aid disbursements for situations at no fault of the student;

2.1.3 A deferred payment plan is provided as specified in Section 7.

#### **Section 3. Fee Charges**

3.1 Undergraduate students enrolled for twelve or more credit hours shall pay the maximum charges in each basic fee category;

3.1.1 Graduate students enrolled for nine or more hours shall pay the maximum charges in each basic fee category;

3.1.2 In accordance with WV Code, West Virginia State provides a 50% discount to all persons aged 65 or older.

3.2 Undergraduate students taking fewer than twelve credit hours in a regular term shall have their fees reduced based upon one-twelfth of the full-time rate per credit hour;

3.2.1 Graduate students taking fewer than nine credit hours in a regular term shall have their fees reduced based upon one-ninth 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 Students from other institutions taking courses at West Virginia State shall pay an off-campus instruction fee, which shall be used solely for the support of off-campus courses offered by the respective institution;

3.4.1 These students shall not pay the athletic fee and the student activity fee components of the Tuition and Education and General Fees;

3.4.2 The Auxiliary Capital Fee for these students may be waived at the discretion of the appropriate institution.

3.4.2.1 However, if there are existing bonding obligations at the University, the fee shall be prorated based on the requirements of the bond covenant;

3.5 The University may establish and collect other special fees for designated purposes separate from and in addition to those identified in the regular fee schedule;

3.6 All regular and special fees charged by the University 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, will have been approved by the West Virginia State University Board of Governors and the Higher Education Policy Commission prior to assessment and collection;

3.7.1 The credit hour charge for university courses taught in local high schools is at a reduced level consistent with HEPC Series 19;

3.8 Fees charged for contracted courses are determined on a case-by-case basis.

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 all indirect costs.

#### **Section 4. Refund of Regular Fees**

4.1 Students who officially withdraw (i.e., drop all classes) during a semester or other specified teaching session in the academic year shall receive a refund of regular fees calculated on a sliding scale based on the percentage of the session which has been completed. (Note that a student must withdraw from all classes to receive any type of refund.)

4.1.1 The refund percentage is determined in accordance with the provisions contained in the year 1998 amendments to the federal Higher Education Act and is calculated using:

$$[ 100\% - (\text{percent of session completed})]$$

which is utilized until the percentage of a completed session exceeds 60%, at which point the refund drops from 40% to zero.

4.2 A withdrawal fee may be charged by the University 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. Refund of Room and Board Charges**

5.1 Room: The refund, if any, shall be based on the housing contract signed by the student;

5.2 Board: The refund shall be prorated based upon the date of official withdrawal;

5.2.1 All refunds are calculated from the first day of the formal registration period.

## **Section 6. Registration Period and the Late Fee**

6.1 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;

6.1.1 In addition, a late fee, not to exceed twenty-five dollars (\$25) shall be imposed on all registrants during the late registration period;

6.1.1.1 The President, or his/her designee, shall have the authority to waive the late registration fee in cases where evidence indicates the delay occurred through a fault of the University;

6.2 The President, or his/her designee, may approve an exception to the observation of the formal registration time period for an individual under rare circumstances;

6.2.1 Such exception may be granted when there is evidence that the student has a reasonable opportunity to complete successfully all course work;

6.2.1.1 Written documented evidence in support of the exception must be held on file in support of the decision.

6.3 The first two class meetings shall be considered the regular registration period for nontraditional students registering for Saturday, off-campus, extension and other special classes;

6.3.1 A late registration period may be established which shall not exceed the third and fourth class meetings;

6.3.1.1 A late fee, not to exceed twenty-five dollars (\$25), shall be imposed on all late registrants.

### **Section 7. Installment Payment Plans**

7.1 Student fee deferred payment plans will be available for the Fall and Spring terms;

7.2 All available financial aid for the term must be credited to the student's account prior to determining the amount available for deferral;

7.3 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;

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

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

7.6 Room, board, and other non-course related charges may be divided into appropriate installments as specified by the University.

### **Section 8. Use of Credit Cards**

8.1 The use of credit cards for payment of student fees is authorized at West Virginia State by the West Virginia State University Board of Governors;

8.2 To the extent allowed by law or policy of the credit card company, the University may 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 9. Deferral of Fees During a Legal Work Stoppage**

9.1 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 term during the academic year in which the work stoppage began.