

MARSHALL UNIVERSITY BOARD OF GOVERNORS

Policy No. FA-10

ASSESSMENT, COLLECTION, AND REFUND OF STUDENT TUITION AND FEES

1 General Information

- 1.1 Scope: The purpose of this policy is to govern the assessment, the collection and the refund of student Tuition and Fees at Marshall University and Marshall Community and Technical College.
- 1.2 Authority: West Virginia State Code §18B-1-6, 18B-10-1, 18B-10-7a, 18B-10-7b, 18B-10-8, 18B-10-15
- 1.3 Passage Date: June 28, 2006
- 1.4 Effective Date: June 28, 2006
- 1.5 Controlling Over: Marshall University and Marshall Community and Technical College
- 1.6 History
 - 1.6.1 This policy replaces Board of Trustees Series 22, Assessment, Payment, and Refund of Fees, dated May 5, 1994.

2 Enrollment and Tuition Fees – WV State Code 18B-10-1

- 2.1 The Governing Board shall fix tuition and other fees for each school term for the different classes or categories of students enrolling at the institution and may include (WV State Code 18B-10-1)
 - 2.1.1 Tuition and required educational and general fees
 - 2.1.2 Auxiliary and auxiliary capital fees
 - 2.1.3 Required education and general capital fees
 - 2.1.4 Special Equity Fee
- 2.2 The schedule of all tuition and fees, and any changes therein, shall be entered in the minutes of the Board of Governor's meeting and the Board shall file with the Commission and the Council and the legislative auditor a Certified Copy of such schedule and changes.
- 2.3 The Governing Board shall establish the rates to be charged to full time students, being defined as twelve or more credit hours for undergraduate students and nine or more credit hours for graduate students.

- 2.3.1 Undergraduate students enrolled for twelve or more credit hours and graduate students enrolled for nine or more credit hours will be assessed the maximum charges in each basic fee category. Special Service and Program Fees will be in addition to the Enrollment and Tuition Fees as authorized by 18B-10-15 of the West Virginia State Code.
- 2.3.2 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 pro rata based upon one-ninth of the full-time rate per credit hour.
- 2.3.3 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.

3 Special Service and Program Fees

3.1 In accordance with State 18B-10-15 the Governing Board may provide special services and special programs and may fix and collect special fees or charges to fund these services and/or programs. These special fees include, but are not limited to:

- Electronic Course Fees (E Course Fees)
- Lab Fees
- Program Fees
- Parking Fees
- Library Fines
- Computing Services Fees
- Graduation Fees
- Deposit Fees
- Application Fees
- Various Clinic Fees
- Late Fees

4 Payment of Fees – WV State Code 18B-10-1

- 4.1 All fees are due and payable by the student upon enrollment and registration for classes except as provided in this subsection:
- 4.1.1 The Governing Board permits fee payments to be made in installments over the course of the academic term. All fees shall be paid prior to the awarding of course credit at the end of the academic term.
- 4.1.1.1 Student fee deferred payment plans will be offered for fall and spring terms.
- 4.1.1.2 All available financial aid for the term must be credited to the student's account prior to determining the amount available for deferral.
- 4.1.1.3 After all financial aid is applied to the student's account, one-third of the balance of student fees, including room and board, must be paid prior to the start of classes. The remaining balance, including any interest or participation fees, must be paid prior to the end of the eighth week of classes.

- 4.1.1.4 Interest on the deferred amount may be charged at a rate not to exceed the legal limit.
- 4.1.2 The governing board authorizes the acceptance of credit cards for the payment of fees in accordance with WV State Code 18B-10-1
 - 4.1.2.1 The use of credit cards for payment of student fees is authorized at University System institutions under the statewide contract initiated by the State Board of Investments.
 - 4.1.2.2 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 discount or service fee.

5 Refund Policy of Student Tuition and Fees

5.1 Except for students receiving Title IV financial assistance, students who officially withdraw during a semester in the academic year shall receive a refund of regular fees in accordance with the following schedule.

5.1.1 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

5.1.2 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.

5.1.3 **Students Receiving Financial Assistance.** Students receiving financial assistance covered by Title IV of the 1992 Higher Education Act, who officially withdraw shall receive a refund in accordance with the Higher Education Amendments of 1998. The institution will determine how much Title IV aid a student has received and not earned at the time of total withdrawal. The amount of aid earned is calculated on a pro rata basis through 60% of the payment period for the session/term in which the student is enrolled.

6 Refund Policy of Room and Board

- 6.1 Room: Refund, if any, shall be based on the housing contract signed by the student,
- 6.2 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.

7 Registration Period – Late Fee

- 7.1 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 set by the Board of Governors each year 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 indicated the delay occurred through a fault of the institution or upon a showing of good cause by the student for the delay of the registration.
- 7.2 An exception to the registration time period may be granted to an individual for the above reasons and then only when there is evidence that the student has a reasonable opportunity to complete successfully all course work. The president or his/her designee must approve the exception from the evidence documented and held on file supporting the decision.

8 Deferral of fees during a legal work stoppage

- 8.1 Pursuant to WV State Code 18B-10-1, if a governing board determines that a student's finances are affected adversely by a legal work stoppage, it may allow the student an additional six months to pay the fees for any academic term. The governing board shall determine on a case-by-case basis if the finances of a student are affected adversely.

9 Special Equity Fee

- 9.1 Pursuant to WV State Code 18B-10-1b, the Special Equity Fee
 - 9.1.1 The fee shall be used solely for the purpose of complying with the athletic provisions of 20 U.S.C. 1681, *et seq.*, known as Title IX of the Education Amendment of 1972.
 - 9.1.2 The fee may not be used by an institution to advance its classification of participation in its athletics governing body.
 - 9.1.3 The fee may not be imposed upon part-time students or students enrolled in an administratively linked community and technical college.

10 Resident tuition rates for National Guard members.

- 10.1 Pursuant to WV State Code 18B-10-1a, the term "resident" or "residency" or any other term or expression used to designate a West Virginia resident student, when used to determine the rate of tuition to be charged students attending Marshall University or Marshall Community and Technical College shall be construed to include members of the national guard who are not residents of West Virginia but who are active members of a national guard unit in West Virginia who are participating in the national guard education services program.
- 10.2 Students shall be considered active members of a national guard unit in West Virginia upon submission of a completed Certificate of Eligibility, approved by the Unit's commanding officer.

- 10.3 In addition, any student whose tuition payment is being provided through the Office of the Adjutant General Education Encouragement Program will be considered a West Virginia resident student.

11 Definitions

- 11.1 For the purpose of this policy, the following words have the meanings specified unless the context clearly indicates a different meaning.
- 11.1.1 “*Auxiliary capital fees*” means charges levied on students to support debt service, capital projects and campus maintenance and renewal for the auxiliary facilities of the institutions;
- 11.1.2 “*Auxiliary fees*” means charges levied on all students to support auxiliary enterprises or optional charges levied only on students using the auxiliary service. Auxiliary fees include sales and service revenue from entities that exist predominately to furnish goods or services to students, faculty or staff such as residence halls, faculty and staff housing, food services, intercollegiate athletics, student unions, bookstores, parking and other service centers;
- 11.1.3 “*Full-time graduate student*” means a graduate student who is enrolled for nine or more credit hours in a regular term;
- 11.1.4 “*Full-time undergraduate student*” means an undergraduate student who is enrolled for twelve or more credit hours in a regular term;
- 11.1.5 “*Required educational and general capital fees*” means:
- 11.1.5.1 Charges levied on all students to support debt service of system-wide bond issues; and
- 11.1.5.2 Charges levied on all students to support debt service, capital projects and campus maintenance and renewal for an institution’s educational and general educational facilities;
- 11.1.6 “*Tuition and required educational and general fees*” means:
- 11.1.6.1 Charges levied on all students of that class or category to support educational and general program services; and
- 11.1.6.2 Optional charges levied for education and general services collected only from students using the service or from students for whom the services are made available. Educational and general expenditures are categorized as instruction, research, academic support, student services, institutional support, operation and maintenance of plant and scholarships and fellowships. Education and general expenditures do not include expenditures for auxiliary enterprises, hospitals or independent operations.