

## **GLENVILLE STATE UNIVERSITY POLICIES**

### **TUITION AND FEES POLICY 43**

#### **ASSESSMENT, PAYMENT, AND REFUND OF FEES**

##### **43.1. General**

1.1. Scope - This policy governs the assessment, payment and refund of fees.

1.2. Authority - W. Va. Code § 18B-1-6, 18B-10-8, 18B-10-1, and WV Higher Education Policy Commission Series 32.

1.3. Effective Date – June 10, 2020

1.4. Revision of Former Policy - Repeals and replaces Series 22 of Title 131 Legislative Rule of the Board of Directors of the State University System of West Virginia effective March 28, 1994 and Glenville State University Policy 43 – Assessment, Payment, and Refund of Fees [2004].

##### **43. 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 are comprised of tuition, regular and special fees. Tuition includes tuition, registration, and faculty improvement fees. Regular fees include institutional (operations and technology), activity, intercollegiate athletic, lab 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. Exceptions may be granted where a student has made arrangements to pay her or his account using a payment plan approved by the University.

##### **43.3. Fee Charges, for Undergraduate, “On-Campus” (as defined) students**

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

3.2. Fees for students enrolled in summer terms or other nontraditional time periods shall be prorated, where appropriate.

3.3. Students enrolled in undergraduate courses offered at off-campus locations may be charged an off-campus instruction fee, which shall be used solely for the support of off-campus courses offered by the institution, and may not pay a fee which pertains to the campus. Certain fees for off-campus students may be waived as determined appropriate by the President.

3.4. 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.

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

3.6. All fees charged to students, both regular and special, must have approval by the Board of Governors.

3.7. Fees shall be established and charged for all noncredit courses in an amount to ensure that the offering is self-supporting.

#### **43.4. 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 policy set forth annually in the University catalog.

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

#### **43.5. Refund of Room and Board**

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

5.2. Board: Refund, if any, shall be prorated based upon the date of official withdrawal. All refunds are calculated in accordance with the policy set forth annually in the University catalog.

#### **43.6. Registration Period – 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. In addition, a late registration period may be established.

6.2. 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.

#### **43.7. Installment Payment Plans**

7.1. Deferred payment plans for student account balances may be offered for fall and spring terms.

7.2. All available financial aid for the term must be applied (or pending) 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, the remaining balance, including interest (if any), must be paid prior to the end of the semester.

7.4. Interest on the deferred amount may be charged at a rate of up to 10%.

7.5. Room and board and other non-course related charges may be divided into installments.

#### **43.8. Use of Credit Cards**

8.1. 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.

8.2. To the extent allowed by law or policy of the credit card company, the institution 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. The institution may contract with a third party to process credit cards at no cost to the institution.

#### **43.9. Deferral of Fees During a Legal Work Stoppage**

9.1. Any student adversely, financially affected by a legal work stoppage that commenced on or after January 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.