

BRIDGEVALLEY COMMUNITY & TECHNICAL COLLEGE

OPERATING POLICY

Effective Date	Subject	Number	Page
July 26, 2014	TUITION AND FEES	E-OP-9-14	1 of 2
Supersedes/Supplements:	N/A		
Reference:	BOG E-5 and E-9; BC E-OP-2-09, BC E-OP-8-12; West Virginia Code §18B-10-1		

POLICY STATEMENT

BridgeValley Community and Technical College (College) will apply consistent treatment to all students regarding payment of tuition and fees.

PROCEDURES

Tuition and fees must be assessed, waived or refunded in accordance with all applicable West Virginia State statute. All tuition and fees and obligations must be collected prior to the first day of classes except as provided in BOG Policy E-5. Exceptions may be granted where a bona fide third-party agency has provided authorization in writing that payment will be made for the student. Exceptions to payment will be granted for pending financial aid disbursements jointly through the financial affairs and financial aid offices.

In order to ensure consistent treatment of students, the following procedures are required:

1. Student bills shall include charges for tuition and fees approved by the Board of Governors. The amount due (less any approved or pending financial aid) must be paid by the payment due date unless the student has signed up for a College approved installment plan. Payment due dates will be as follows:
 - a. Fall semester– the first business day in August
 - b. Spring semester – the first business day in January
 - c. Summer semester – one week prior to the start of classes
2. Acceptable forms of payment for student bills include: cash, cashier checks, personal checks, money orders, debit / credit cards (American Express, Visa, MasterCard, and Discover) and authorized third party. Additionally, participation in one of the College approved installment plans is also an acceptable form of payment. All payments other than cash require proper identification.

3. Students may elect to participate in the Installment Payment Plan by making an initial payment of at least sixty percent (60%) of the current balance due. The remaining balance must be paid prior to the end of the sixth week of classes.
4. Failure to pay by the due date will result in a \$50 late fee and if not paid by the end of the semester, the student's account will be turned over to the collection agency.
5. The College offers an additional installment plan managed by an outside vendor. Students must sign up prior to the payment due date and continue to make payments within the required time frame.
6. To ensure that all students have made payment of their tuition and fees by the deadline or made arrangements to pay using the above guidelines, the College will follow the drop procedures as noted below:
 - a. A first drop will be done at least one week prior to start of classes. Students who have not paid, or have not signed up for a deferred payment plan or for financial aid will be dropped. Note students who are dropped may register for classes up through the last day to register and any late fees will apply.
 - b. A second drop will occur one week after the first proof of attendance is due. Students who have not paid, or have not signed up for a deferred payment plan or for financial aid will be dropped.
7. Failure to fully pay all financial obligations will result in a hold placed on the student's account which prevents receiving a diploma, transcripts, and/or registering for subsequent terms.

Approved by: Cabinet **Date:** 7/26/2014