

**BRIDGEVALLEY COMMUNITY & TECHNICAL COLLEGE****TUITION AND FEES**

**Date approved by cabinet: March 8, 2023**

**Effective date: April 20, 2023**

**Expiration date (5 years from effective date if not renewed): April 20, 2028**

**Section 1. Policy Statement**

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

**Section 2. Procedures**

- 2.1. 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:
- 2.1.1. 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:
- 2.1.1.a. Fall semester– the first business day in August
- 2.1.1.b. Spring semester – the first business day in January
- 2.1.1.c. Summer semester – one week prior to the start of classes
- 2.1.2. 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.
- 2.1.3. 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 in

addition to a \$50 payment plan fee.

- 2.1.4. The student's account will be turned over to the collection agency if the semester balance is not paid in full by the end of the semester. Additionally, a hold preventing registration in subsequent semesters will be placed on the student's account.
- 2.1.5. The College offers an additional installment plan. The monthly plan is payable in four monthly installments. The first monthly payment and the \$50 payment plan fee is due by the semester due date.
- 2.1.6. 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:
  - 2.1.6.a. A drop will be completed immediately following the last day of course registration. Students who have not paid or have not signed up for a deferred payment plan or qualify for financial aid to cover their full balance will be dropped. Note: students who are dropped may register for classes up through the last day to register.
  - 2.1.6.b. Additional drops may be scheduled as needed. Students who have not paid, or have not signed up for a deferred payment plan or for financial aid will be dropped.