

**BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS**

**POLICY E-5**

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

**Section 1. General**

- 1.1. Scope — This rule establishes general policies related to assessment, payment, and refund of fees at BridgeValley Community and Technical College (BridgeValley).
- 1.2. Authority — W. Va. Code §§ 18B-1-6, 18B-10-1, 18B-10-8, West Virginia Council for Community and Technical College Education Title 135 Legislative Rule, Series 32, Tuition and Fees
- 1.3. Effective Date — July 12, 2013

**Section 2. General Rules**

- 2.1. Tuition and fees must be assessed, waived or refunded in accordance with any applicable West Virginia State statute. Fees include those where Board of Governors' approval is required as specified in the West Virginia State Code and other special user fees.
- 2.2. All tuition and fees and obligations must be collected prior to the first day of classes (for regular semester registrations) except as provided in this policy.
- 2.3. All tuition and fees must be collected prior to the first class session for non-traditional course registrations except as provided in this policy.
- 2.4. Exceptions may be granted where a bona fide third-party agency has provided authorization in writing that payment will be made for the student.
- 2.5. Exceptions may be granted for financial aid disbursements for situations with no fault to the student.
- 2.6. Exceptions shall be granted for deferred payment plans that shall be offered.
- 2.7. The use of credit cards and other electronic payment options may be offered. Processing fees may be assessed for such options assuming the credit card vendor allows.
- 2.8. All tuition and fees charged to students must have approval by the BridgeValley Board of Governors (Board) and published so as to be readily available to students.

**Section 3. Fee Charges**

- 3.1. Students enrolled during traditional time periods (semesters) for twelve (12) or more hours pay maximum tuition and fee charges in each basic fee category.

- 3.2. Students taking fewer than twelve (12) credit hours in a regular time period (semester) shall have their tuition and fees reduced pro rata based upon one-twelfth of the full-time rate per credit hour.
- 3.3. Tuition and 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 registers in accordance with the pro rata formula established in the previous paragraph and with the exception of capital and auxiliary capital fees may not be limited to the total fees assessed during a traditional semester.
- 3.4. Tuition and fees may be established and charged for all non-credit community service courses in an amount to ensure that the offering is self-supporting, including indirect costs.

#### **Section 4. Refund of Tuition and Fees**

- 4.1. Only students who officially withdraw from all classes at the College shall be eligible for a refund. The schedule shall be noticed on the BridgeValley web site and published in the BridgeValley course catalog. In accordance with Series 32, the refund schedule is as follows:
  - 4.1.1. A student who begins a term and withdraws after completing up to one (1) week or ten percent (10%) of the term is entitled to a refund of ninety percent (90%) of the charges;
  - 4.2.2. A student who withdraws after completing more than ten percent (10%) through twenty-five percent (25%) of the term is entitled to a refund of seventy-five percent (75%) of the charges;
  - 4.2.3. A student who withdraws after completing more than twenty-five percent (25%) through fifty percent (50%) of the term is entitled to a refund of fifty percent (50%) of the charges;
  - 4.2.4. A student who withdraws after completing more than fifty percent (50%) of the term is not entitled to a refund.
- 4.2. Refunded tuition and fees must be returned in accordance with the requirements of the Higher Education Act whenever Title IV funds are involved.

#### **Section 5. Late Payment and Registration Fees**

- 5.1. A late registration fee shall be imposed on students who register for class(es) after the prescribed registration period.
- 5.2. Late payment fees shall be imposed periodically on students who do not pay tuition and fees by the prescribed due date.
- 5.3. These tuition and fees shall be approved annually by the Board of Governors. Tuition and fees shall be posted on appropriate BridgeValley web site. Due dates for fees must be published in advance.

