



**NORTHERN
PENNSYLVANIA
REGIONAL COLLEGE**

Assessment, Payment, and Refund of Academic Tuition and Fees

1. PURPOSE

This policy establishes guidelines for the assessment, payment, refund of tuition and fees at Northern Pennsylvania Regional College (“NPRC” or the “College”), and responsibilities for academic courses and programs.

2. SCOPE AND APPLICABILITY

This policy is applicable to students enrolled in academic programs and credit-bearing course(s) at NPRC.

3. REFERENCES

3.1 CLDR-1110: Policy Review Schedule

3.2 INDX-1110: Master Policy Index

3.3 Code of Federal Regulations, Title 34-Education, Section 668.22-Treatment of Title IV funds when a student withdraws, <https://www.gpo.gov/fdsys/pkg/CFR-2013-title34-vol3/xml/CFR-2013-title34-vol3-sec668-22.xml>

3.4 The Pennsylvania Code, Chapter 35 Community Colleges, Section 35.30 Refund policy, <https://www.pacode.com/secure/data/022/chapter35/s35.30.html>

3.5 The Pennsylvania Code, Chapter 35 Community Colleges, Section 35.61 Full-time equivalent enrollment, <https://www.pacode.com/secure/data/022/chapter35/s35.61.html>.

4. DEFINITIONS

4.1 Tuition is a sum of money charged for teaching or instruction by a college, school, or university.

4.2 Academic Term includes the period commencing with the first day of class and concluding with the last day of the final exam period as communicated by the academic calendar.

4.3 Financial Aid is any grant, scholarship, loan, or paid employment offered to help a student meet college expenses. Such aid may be provided by a variety of sources, including, but not limited to, federal and state agencies, foundation, and corporations.

- 4.4 The Academic Calendar defines the landmark dates that drive the day-to-day business of the College and establishes significant enrollment and academic progress reporting dates.
- 4.5 An Academic Student is any individual enrolled in any credit-bearing course(s) of instruction offered by the College.
- 4.6 A full-time student is a student enrolled in 12 or more credit hours.
- 4.7 Third Party Payor is an entity or individual, other than a student or family member of the student, who or that provides payment of tuition. Common third-party payors include employers, community organizations, and state-related agencies.

5. POLICY

- 5.1 Assessment, payment, and refund of tuition and fees for enrollment in academic courses will occur in alignment with all applicable state and federal regulations.
- 5.2 Tuition is assessed based on residency status, student type, and the total number of credit hours enrolled in an academic term.
 - 5.2.1 For enrollment in up to 11 credit hours, tuition is assessed per credit hour.
 - 5.2.2 For enrollment in 12 to 18 credit hours, tuition is assessed at a full-time rate of 12 credit hours.
 - 5.2.3 For enrollment in 19 or more credit hours, tuition is assessed at the full-time rate plus an additional established rate per credit hour for all credits of enrollment greater than 18 credit hours.
 - 5.2.4 Tuition rates based on residency status and student type are found in the current academic catalog.
- 5.3 Student billing notifications are released on the 10th of each month. The billing cycle runs from the 11th of the current month to the 10th of the subsequent month.
 - 5.3.1 Students are eligible to participate in a payment plan allowing up to six (6) monthly installment payments for fall and spring academic terms and up to three (3) monthly installment payments for the summer academic term. The number of installment payments available depends upon the date of enrollment. Installment payments are due by the end of the business day on the 5th of each month.
- 5.4 Financial aid, scholarships, grants, and loans from all sources will apply to the student account and reduce the balance due. Anticipated aid also reduces the student account balance temporarily until aid is disbursed to the student account. Financial aid is considered when calculating the amount of the payment plan installments. Charges less anticipated aid, or aid that has been disbursed and applied to the student account, will reduce the overall student account balance that is then divided by the number of installments remaining to determine the amount of each payment plan installment.

- 5.4.1 Installment payment plan schedules are found in the current academic catalog.
- 5.5 All student account balances must be paid in full prior to the last date of the enrolled academic term or a hold will be placed. Failure to make payment in full on a student account balance by the last date of the term will result in an administrative withdrawal from enrolled courses for the next term 10 business days prior to the commencement of the upcoming term.
- 5.6 Holds will be placed on student accounts with overdue balances five (5) days prior to the date that registration begins for the next term as published on the Academic Calendar.
- 5.7 Students anticipating payment from a bona fide third-party payor must provide written notice to the Office of Student Billing prior to the end of the schedule adjustment period that payment will be made on a student's behalf.
- 5.8 Refunds for academic courses will be granted as follows:
- 5.8.1 NPRC will refund 100% of tuition and eligible fees for students who drop classes before the start of the term.
 - 5.8.2 Beginning on the start date for a term, students who withdraw from some or all courses in which they are enrolled and are eligible to receive refunds of tuition and fees as follows:
 - 5.8.2.1 Refunds are limited to the amount paid directly by the student.
 - 5.8.2.1.1 Students who add and/or drop courses during the schedule adjustment period resulting in an overpayment of tuition and fees will be refunded the amount of overpayment provided the student remains enrolled in at least one course.
 - 5.8.2.1.2 Students who drop all enrolled courses prior to the end of business on the last day of schedule adjustment will be refunded 80% of tuition.
 - 5.8.2.1.3 Students who withdraw from all enrolled courses after the end of business on the last day of schedule adjustment and before the twelfth (12) business day of the fall or spring term will be refunded 50% of the applicable tuition and fees.
 - 5.8.2.1.4 Students who completely withdraw from the thirteenth (13) through the fifteenth (15) business day of the fall or spring term will be refunded 10% of applicable tuition and fees.
 - 5.8.2.1.5 Students registered exclusively for course(s) scheduled to meet for fewer than 12 weeks who withdraw completely by the end of the business day on the second (2) day of the term will be refunded 80% of the applicable tuition and fees. Students who withdraw completely on the third (3) through fourth (4) business day will be

refunded 50% of applicable tuition and fees. Students who withdraw completely on the fifth (5) business day or after will not be refunded tuition and fees.

5.8.2.1.6 Students who are administratively withdrawn for non-disciplinary reasons shall be granted a refund of the percentage of tuition and fees equivalent to the percentage of instructional time remaining in the course(s) in which they were enrolled.

5.8.2.1.7 Students on academic leave due to activation as a member of the Armed Forces of the United States or National Guard will receive a refund of 100% of tuition and fees.

5.9 Course fees may be assessed and will be published for services including, but not limited to, materials, clinical services, clearances, and testing.

5.10 Additional fees may be assessed and will be published for projects or services, including but not limited to, a convenience fee for the use of credit cards or issuance of official transcripts.

5.11 Any overpayment of tuition and fees paid resulting from course cancellation(s) will be refunded.

5.12 A financial hold will be placed on the records of students with overdue accounts. Students whose records have a financial hold are not eligible for reenrollment or transcript release until the balance is paid in full, at which time the hold will be released.

5.13 Participation in a payment plan does not reduce the financial obligation incurred by enrollment and may result in a balance owed after the refund calculation.

5.14 Students who are administratively withdrawn due to disciplinary action or academic misconduct are ineligible for a refund.

5.15 Refunds for financial aid recipients must be calculated according to federal and state refund regulations, as applicable. Institutional aid is not refundable.

6. RESPONSIBILITIES AND TIMELINES

6.1 Students are responsible for payment of all charges upon registering for a course.

6.2 The Office of Business Operations is responsible for assessment, collection of payments, and issuance of refunds of academic tuition and fees.

6.3 The Vice President of Finance and Operations is responsible for the administration of this policy.

7. REVIEW STATEMENT

Review of this policy will occur in alignment with CLDR-1110: Policy Review Schedule.

8. SIGNATURES

Signature on File

Chairperson, Board of Trustees Date

Signature on File

President Date

Revision Notes: Final Approved Policy