



Assessment, Payment, and Refund of Workforce Development Course Fees

1. PURPOSE

This policy establishes guidelines for the assessment, payment, refund, and responsibilities for workforce development course fees at Northern Pennsylvania Regional College (“NPRC” or the “College”).

2. SCOPE AND APPLICABILITY

This policy is applicable to students enrolled in workforce development course(s) or program(s) at NPRC.

3. REFERENCES

3.1 CLDR-1110: Policy Review Schedule

3.2 INDX-1110: Master Policy Index

3.3 NPRC-9715: Administrative Removal

4. DEFINITIONS

4.1 A Course Fee is assessed by the College to students enrolled in a specific workforce development course or program.

4.2 A workforce development course is a course taken in a personal or professional nature, and with no college credit assigned.

4.3 Administrative removal is the process by which the College removes a student from enrollment in one or more workforce development courses or a program of study during a given training period and whereby an evaluative rating of non-completion is assigned for the course.

4.4 Third Party Payor is an entity or individual, other than a student or family member of the student, who provides payment.

5. POLICY

5.1 Course fees assessed for each workforce development course vary.

- 5.1.1 Textbooks are included in course fees when applicable.
- 5.1.2 Course fees are assessed for services including, but not limited to, materials/supplies, clinical services, clearances, certification testing, and medical testing.
- 5.1.3 Additional fees may be charged for projects or services, including but not limited to, credit card processing charges, late payment fees, or for designated purposes separate from and above those identified in the regular fee schedule.
- 5.2 Payments to the College are expected to be collected prior to the first day of class, with the following exceptions, for participants enrolled in courses that are more than 80 hours.
 - 5.2.1 A payment plan is coordinated with the Office of Business Operations;
 - 5.2.2 Payment from a third-party payor is coordinated with the Office of Business Operations;
 - 5.2.3 Accounts not paid in full prior to the completion of the course will be placed on hold for non-payment and will be ineligible to receive a certificate or course completion document. Students with unpaid balances will not be able to register for future courses until the account is paid in full.
- 5.3 Refunds for workforce development courses will be issued to the payor via the same method payment was received based on the parameters below:
 - 5.3.1 100% of course fees and all additional fees will be refunded upon cancellation of a course by the College.
 - 5.3.2 100% of course fees will be refunded provided a written notice from the student of intent to drop from one or more courses has been received by the Office of the Registrar prior to the start date of the class.
 - 5.3.3 80% of course fees less textbook and supply costs will be refunded if a student provides written notice to the Office of the Registrar prior to the end of the third course session.
 - 5.3.4 No refunds will be issued for courses after the third course session or courses less than 15 instructional hours.
 - 5.3.5 Students who are administratively removed as outlined in NPRC-9715: Administrative Removal are ineligible for a refund.

6. RESPONSIBILITIES AND TIMELINES

- 6.1 Students are responsible for payment of all charges upon registering for a course.
- 6.2 Students are also expected to contact the Business Office to set up a payment plan or to complete the process for third-party payment, if necessary.
- 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