



**NORTHERN
PENNSYLVANIA
REGIONAL COLLEGE**

Policy: NPRC-8015: Assessment, Payment, and Refund of Tuition and Fees
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Reviewed:
Last Updated:

Subject: Assessment, Payment, and Refund of Tuition and Fees

1. PURPOSE

This policy statement establishes guidelines for governing the assessment, payment, and refund of tuition and/or fees for students enrolled in credit-bearing and/or non-credit-bearing course(s) or program(s) of study at Northern Pennsylvania Regional College.

2. SCOPE AND APPLICABILITY

This policy is applicable to all students enrolled in a credit-bearing course(s) and/or non-credit-bearing course(s) or program(s) of study at Northern Pennsylvania Regional College (NPRC or the College) for which tuition and/or fees are assessed.

3. REFERENCES

- 3.1 INDX-0010 Master Policy Index
- 3.2 NPRC-3245 Assignment of Grades
- 3.3 NPRC-3415 Administrative Withdrawal
- 3.4 NPRC-3430 Academic Leave for Students
- 3.5 NPRC-4245 Appraisal of Learning
- 3.6 NPRC-4415 Administrative Removal
- 3.7 NPRC-8000 Financial Aid Eligibility and Verification
- 3.8 NPRC-8005 Standards of Academic Progress for Financial Aid
- 3.9 NPRC-8010 Financial Aid Standards for Non-Credit Offerings

- 3.10 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>
- 3.11 The Pennsylvania Code, Chapter 35 Community Colleges, Section 35.30 Refund policy, <https://www.pacode.com/secure/data/022/chapter35/s35.30.html>
- 3.12 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 A full academic term is the longest duration for the meeting of class sessions for credit-bearing courses during fall and spring as defined by the academic calendar.
- 4.2 A full abbreviated academic term is the longest duration for the meeting of class sessions for credit-bearing courses during the summer as defined by the academic calendar.
- 4.3 A part of academic term is a timeframe that falls within a full or full abbreviated academic term but is of shorter duration for the meeting of class session(s) for credit-bearing courses than that of the full or full abbreviated academic term.
- 4.4 A training period is the timeframe encompassing all instructional meetings for individual non-credit-bearing course(s). Training periods are of varying lengths of time, may overlap for individual courses, and are not governed by the academic calendar.
- 4.5 A business day is any Monday through Friday that does not fall on a date designated by the College as a holiday.
- 4.6 Complete withdrawal is the withdrawal of a student from all credit-bearing courses for which the student is enrolled in an academic term, including course(s) scheduled within a full, full abbreviated, or part of academic term.
- 4.7 Administrative drop is the process by which the College removes the student from enrollment in credit-bearing course(s) or a program of study and whereby no grade is assigned.
- 4.8 Administrative withdrawal is the process by which the College removes the student from enrollment in one or more credit-bearing courses or a program of study during a given full or part of academic term and whereby a grade of W is assigned as the course grade(s).

- 4.9 Administrative removal is the process by which the College removes the student from enrollment in one or more non-credit-bearing courses or program(s) of study during a given training period and whereby an appraisal indicating non-completion is awarded or the registration record is purged.
- 4.10 The roster verification period is the time beginning with the first day of instruction for an academic term and concluding prior to the date by which 15% of the academic term has occurred.
- 4.11 Non-attendance of a course is the situation in which a student is enrolled and fails to attend any class meetings for courses with live instruction or actively engage in the teaching-learning process for courses with fully-online instruction prior to the conclusion of the roster verification period.
- 4.12 Tuition is the charge levied for enrollment in credit-bearing course(s).
- 4.13 Regular fees are charges levied for
- 4.13.1 Enrollment in non-credit course(s) or program(s). These fees are assessed for services including, but not limited to, instruction, materials, clinical services, clearances, certification testing, and medical testing.
 - 4.13.2 Enrollment in credit-bearing courses or programs. These fees are assessed for costs associated with delivery of instruction and include, but are not limited to, materials, clinical services, clearances, assessment, and medical testing.
- 4.14 Special fees are charges levied for projects or services, including but not limited to, a convenience fee for the use of credit cards for submission of payments due or for designated purposes separate from and above those identified in the regular fee schedule.
- 4.15 A payment plan provides students enrolling in at least one credit-bearing course for a full academic term or in some non-credit-bearing courses with options for submitting the total tuition and/or fees due to the College through partial payments with established deadlines for payment submission and includes provision for deferment of payment for students with documented evidence of anticipated federal, state, local, or institutional financial aid as a source of partial or full payment of all tuition and/or fees associated with enrollment.
- 4.16 Written notice is communication by an individual or the College issued electronically or via U.S. mail.

5. POLICY

5.1 The College shall operate on a strictly cash basis with all payments and obligations collected prior to end of business on the last business day before the first day of classes for an academic term for credit-bearing courses and the end of business on the last business day before the first meeting of any non-credit-bearing course with the following exceptions:

5.1.1 Delayed payment may be granted for students enrolling in non-credit-bearing courses for anticipated payment from a bona fide third-party agency that has provided written notice that full payment will be made within 15 business days of the first meeting for courses whose scheduled training period is more than 20 business days.

5.1.2 Delayed payment may be granted for students enrolling in credit-bearing courses for anticipated payment from a bona fide third-party agency that has provided written notice that full payment shall be made prior to the end of business on the date midterm grades are due as stated on the academic calendar. Commitments for partial payments for tuition and fees from bona fide third-party agencies shall be annotated to the student's account in the same manner as that of other anticipated financial aid.

5.1.3 Delayed payment may be granted to students who elect to participate in a payment plan. Payment plan options are as follows:

5.1.3.1.1 For enrollment in credit-bearing course(s) for a full term, students who have initiated the financial aid application process, including, but not limited to, completion of the Free Application for Federal Student Aid (FAFSA), and have an estimated family contribution (EFC) that is less than half the total tuition and fees due to the College but who may be unable to proceed to award prior to the first day of class for the academic term of enrollment for reasons including, but not limited to, selection for submission of verification documentation, may choose to submit payment for tuition and fees in two installments. To provide time for completion of the financial aid award process, the first installment of 50% of the total tuition and fees due shall be submitted to the College prior to the end of business on the date midterm grades are due for the full academic term. The remaining balance shall be submitted to the College prior to the last date for withdrawal for a full or full abbreviated academic term with a grade of W. If the student's financial aid is not awarded for any reason or if the amount of financial aid awarded is less than the amount of tuition and fees due to the College, any remaining

balance is the responsibility of the student and must be submitted per the established timeline. A penalty of 10% of any balance owed shall be added to the amount due to the College on the next business day after the final payment deadline and a hold shall be placed on the student's record to prevent enrollment in future credit-bearing and non-credit-bearing course(s) and to prevent the release of the student's credit-bearing and/or non-credit-bearing transcript(s).

5.1.3.1.2 For enrollment in credit-bearing course(s) for a full academic term, any student may choose to submit payment in three installments. The first 20% of the total tuition and fees owed shall be due by the end of business on the last date prior to the first day of class for the full or full abbreviated academic term. The second 40% of the starting total tuition and fees owed shall be due prior to the end of business on the date midterm grades are due for the full academic term. The remaining balance due shall be paid in full prior to the end of business on the last date to withdraw from class(es) with a grade of W for the full academic term. A penalty of 10% of any balance owed shall be added to the amount due to the College on the next business day after the final payment deadline and a hold shall be placed on the student's record to prevent enrollment in future credit-bearing and non-credit-bearing course(s) and to prevent the release of the student's credit-bearing and non-credit-bearing transcript(s).

5.1.3.1.3 For enrollment in a non-credit bearing course scheduled for a training period longer than 20 business days, students may choose to submit payment in two installments. The first installment of at least 50% of the total fee for the course must be submitted prior to the last business day prior to the first course meeting and may be composed of a combination of payment sources, including, but not limited to third-party payment for anticipated payment from a bona fide third-party agency and institutional financial aid. The remaining balance of payment must be submitted within 15 business days of the first meeting date for the course. A penalty of 10% of any balance owed shall be added to the amount due to the College on the next business day after the final payment deadline and a hold shall be placed on the student's record to prevent enrollment in future credit-bearing and non-credit-bearing course(s) and to prevent the release of the student's credit-bearing and/or non-credit-bearing transcript(s).

- 5.2 Tuition shall be incurred per credit hour for up to 12 credit hours of enrollment in credit-bearing courses during an academic term. For enrollment of more than 12 credit hours but less than 19 credit hours during an academic term, no additional tuition shall be charged. For enrollment in 19 or more total credit hours during an academic term, tuition shall be charged at the established per credit hour rate for each credit hour of enrollment greater than 18.
- 5.3 Institutional, program, and/or course fees for credit-bearing offerings are assessed independently from tuition.
- 5.4 Fees are charged for all non-credit course offerings. The amount charged for non-credit-bearing course(s) and/or programs shall be established in accordance with the costs associated with the implementation of the offerings and in alignment with the mission and vision of the College.
- 5.5 The College reserves the right to establish and collect special fees, some of which may be non-refundable.
- 5.6 All regular and special fees charged by the College shall be identified separately and published so that they are readily available to all students prior to enrollment.
- 5.7 All refunds are calculated based upon submission of full payment of tuition and/or fees due to the College. Participation in a payment plan does not reduce the financial obligation incurred by enrollment in credit-bearing and/or non-credit bearing courses and may result in a balance owed after the refund calculation.
- 5.8 Refunds shall not be granted other than as specified by this policy statement.
- 5.9 Refunds for non-credit-bearing course(s) shall be granted as follows:
 - 5.9.1 A refund of 100% of any fees paid shall be granted upon cancellation of a course by the College.
 - 5.9.2 A student shall be refunded 100% of any fees paid provided a written notice from the student of intent to not participate has been received by the Office of the Registrar prior to the end of the last business day before the date of the first meeting of the course.
 - 5.9.3 With the exceptions outlined in 5.9.4 and 5.9.5, no refund shall be issued for a course that meets for fewer than 15 total hours of instruction or has two or fewer instructional meetings after the end of the last business date prior to the start date for instruction.

- 5.9.4 A refund of the percentage of fees equivalent to the percentage of instructional time remaining in the course(s) shall be granted to students who are administratively removed for non-disciplinary reasons.
- 5.9.5 In alignment with NPRC 4430 Leave for Non-Credit Programs, a refund of 100% of any fees paid for enrollment shall be granted to students awarded leave due to activation as a member of the military reserve or National Guard.
- 5.10 Refunds for credit-bearing course(s) shall be granted as follows:
- 5.10.1 A refund of tuition and fees paid shall be granted upon cancellation of course(s) by the College if such a cancellation results in an overpayment of tuition and fees by the student based upon any remaining course(s) in which the student is enrolled.
- 5.10.2 A student registered for at least one course within a full academic term or exclusively in course(s) scheduled for a part of academic term shall be refunded 100% of any tuition and fees paid provided a written notice from the student of intent to not attend the College has been received by the Office of the Registrar prior to the end of the last business day before the date of the first day of classes for the academic term or part of academic term.
- 5.10.3 A student registered for at least one course in a full academic term or exclusively for course(s) scheduled for a part of academic term who is administratively dropped for nonattendance from 100% of their courses at the conclusion of the roster verification period shall have their registration voided. A refund of 100% of any tuition and fees paid shall be granted.
- 5.10.4 As defined by the academic calendar, after classes begin for a full academic term or part of academic term in which a student is enrolled, students who withdraw from some or all of the course(s) in which they are enrolled via the official withdrawal process and who are eligible to receive refunds qualify for a partial refund of tuition and fees as follows:
- 5.10.4.1.1 A student registered for at least one course within a full academic term who add(s) and/or drop(s) course(s) during the schedule adjustment period defined by the academic calendar that results in an overpayment of tuition and fees by the student based upon any remaining course(s) in which the student is enrolled shall be granted a refund of the amount of overpayment not to exceed 90% of the total tuition and fees incurred by the student prior to the start of the schedule adjustment period.

- 5.10.4.1.2 A student registered for at least one course within a full academic term who withdraws from 100% of the courses in which they are enrolled after the end of the schedule adjustment period and prior to the end of business on the last day of the first full week of the full academic term shall be granted a refund of 90% of tuition and fees.
- 5.10.4.1.3 A student registered for at least one course within a full academic term who withdraws from 100% of the courses in which they are enrolled after the end of business on the last day of the first full week of the full academic term and before the end of business on the last day prior to the start of the fourth full week of the full academic term shall be granted a refund of 50% of tuition and fees.
- 5.10.4.1.4 A student registered exclusively for course(s) which have two or fewer class meetings scheduled within a part of academic term who provides written notice by email or phone message of intent to withdraw to the Registrar or designee prior to the start time of the second instructional meeting for a course shall be granted a refund of 50% of the tuition and fees for that course.
- 5.10.4.1.5 A student registered exclusively for course(s) which have more than two instructional meetings and fall within a full or full abbreviated academic term or part of academic term longer than 5 weeks but less than 13 weeks in duration who withdraws from 100% of the courses in which they are enrolled after classes begin but and prior to the end of business on the last day of the third full week of the academic term shall be granted a refund of 50% of the tuition and/or fees.
- 5.10.4.1.6 A student registered exclusively for course(s) which have more than two instructional meetings and fall within a part of term of 5 or fewer weeks who withdraws from 100% of the courses in which they are enrolled after classes begin and prior to the end of business on the last day of the first full week of classes shall be granted a refund of 50% of tuition and fees.
- 5.10.4.1.7 A student who is 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 the student is enrolled.
- 5.10.4.1.8 In alignment with NPRC-3430 Academic Leave for Students, a refund of 100% of tuition and fees paid for enrollment shall be

granted to students awarded academic leave due to activation as a member of the military reserve or National Guard.

5.11 Any student who is administratively withdrawn due to disciplinary action based upon a violation of NPRC-3235 Behavioral Code of Conduct or NPRC-3225 Academic Code of Conduct shall be ineligible for a refund.

5.12 For recipients of federal, state, third-party, and/or institutional financial aid, calculation and processing of all refunds are subject to the criteria of NPRC-8005 Standards of Academic Progress for Financial Aid and NPRC-8010 Financial Aid Standards for Non-Credit Offerings.

5.13 Overpayments of tuition and/or fees shall be refunded to students.

5.14 All exceptions to this policy must be approved in writing by the Vice President for Finance and Administration or other designee of the President.

6. RESPONSIBILITIES AND TIMELINES

6.1 Students are expected to complete all documents associated with the payment of tuition and/or fees and to fulfill all financial obligations associated with participation in the activities of the College per established deadlines.

6.2 Students are expected to seek assistance and advice from appropriate college personnel, including, but not limited to, financial aid personnel, Student Success Specialists, and the Registrar, as needed for help including, but not limited to, identifying sources of funding; completing the FAFSA; completing scholarship applications for credit-bearing and non-credit-bearing courses; and any other issues associated with the financial obligations of college attendance.

6.3 The Vice President of Finance and Administration or designee is responsible for the administration of this policy and the approval of any exceptions granted to this policy.

7. REVIEW STATEMENT

This policy shall be reviewed on a regular basis at least once every five years per the Policy Review Schedule established by the President or his designee. A review of the policy may be requested prior to the timeframe outlined by the policy review schedule by any student, faculty, staff, administrator, or board member. Such a request must be submitted in writing to the office of the President and must address specific concerns. Upon receipt of such a request, a complete review of the policy will be conducted within three months. Upon review, the President or President's designee may recommend to the Board of Trustees that the policy be amended or repealed.

8. SIGNATURES

Signature on file

Chair, Board of Trustees

Date

Signature on file

President

Date

Attachments: None

Distribution: Board of Trustees; regionalcollegepa.org

Revision Notes: Policy in Origination