



**NORTHERN
PENNSYLVANIA
REGIONAL COLLEGE**

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

Origination: 10-18-2018

Approved: 12-14-2018

Effective: 12-14-2018

Reviewed: 07.10.2020

Last Updated: 07.10.2020

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

1. PURPOSE

This policy establishes guidelines for the assessment, payment, and refund of tuition and fees.

2. SCOPE AND APPLICABILITY

This policy is applicable to all students.

3. REFERENCES

- 3.1 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>
- 3.2 The Pennsylvania Code, Chapter 35 Community Colleges, Section 35.30 Refund policy, <https://www.pacode.com/secure/data/022/chapter35/s35.30.html>
- 3.3 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 - None

5. POLICY

Academic Programs

- 5.1 Tuition is assessed by the credit hour for 1 to 11 credit hours. For enrollment of 12 to 18 credit hours, tuition is assessed for 12 credit hours. For enrollment in 19 or more total credit hours during a semester, tuition shall be charged at the established per credit hour rate for each credit hour of enrollment greater than 18.

- 5.2 All payments and obligations will be collected or rectified prior to end of business on the last business day before the first day of the semester.
- 5.3 Delayed payment may be granted to those enrolled in academic courses as follows:
- 5.3.1 Students who have applied and are waiting for financial aid to be processed and have an estimated family contribution (EFC) that is less than half the total tuition and fees may submit 50% of the balance due prior to the end of business on the due date for midterm grades. The remaining balance must be paid prior to the end of business on the deadline for withdrawal. If financial aid is not awarded for any reason or the amount of financial aid awarded is less than the amount of tuition and fees due, any remaining balance is the responsibility of the student and must be submitted prior to the end of business on the deadline for withdrawal.
 - 5.3.2 Students may complete payment in three installments. The first 20% of the account balance is due by the end of business on the last date prior to the first day of the semester. The second 40% of the starting account balance is due prior to the end of business on the deadline for midterm grade submission. The remaining balance is due prior to the end of business on the deadline for withdrawal.
 - 5.3.3 Delayed payment may be granted for students anticipating 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.
- 5.4 Refunds for academic program courses will be granted as follows:
- 5.4.1 NPRC will refund 100% of tuition and eligible fees for students who drop classes before the start of the term
 - 5.4.2 100% of any tuition paid will be refunded to any student who is administratively dropped for nonattendance when they have not attended any classes during the first two weeks of a semester. Fees are not refunded unless there are special circumstances and approval is authorized by Dean of Curriculum and Instruction.
 - 5.4.3 Beginning on the start date for a semester, students who withdraw from some or all courses in which they are enrolled and are eligible to receive refunds qualify for a partial refund of tuition and fees as follows:
 - 5.4.3.1 Refunds are limited to the amount paid directly by the student.

- 5.4.3.1.1 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.
- 5.4.3.1.2 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.
- 5.4.3.1.3 Students who withdraw from all enrolled courses after the end of business on the last day of schedule adjustment and before the end of business on the due date for four-week progress grades are refunded 50% of tuition.
- 5.4.3.1.4 Students who withdraw after the due date for four-week progress grades are not eligible for refund.
- 5.4.3.1.5 Students registered exclusively for course(s) scheduled to meet for fewer than 12 weeks who withdraw completely on or after the start date and prior to the end of business before completion of 25% of the instructional contact time will be refunded 50% of the tuition and/or fees.
- 5.4.3.1.6 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.
- 5.4.3.1.7 Students on academic leave due to activation as a member of the military reserve or National Guard will receive a refund of 100% of tuition and fees.

Workforce Development Programs

- 5.5 The tuition charged for each course varies.
- 5.6 All payments and obligations will be collected before the end of business on the last business day before the first meeting of a course with the following exceptions for students enrolled in courses whose scheduled training period is more than 80 hours:
 - 5.6.1 Delayed payment may be granted for students enrolling in Workforce Development programs for anticipated payment from a bona fide third-party agency that has provided written notice within 15 business days of the first meeting that full payment will be made.
 - 5.6.2 Students may choose to submit payment in three installments. One-third of the course fee is due before the first day of class. The second installment will be due at the one-third completion point of the program, and the third installment will be due at the two-thirds completion point of the program.

Example Installment Schedule

	<u>Resident</u>	<u>Non-Resident</u>
1 st installment due before class starts	\$621.50	\$689.50
2 nd installment due after week 3	\$621.50	\$689.50
3 rd installment due after week 5	\$621.50	\$689.50
4 th payment Licensure Exam Fee due last week	\$102.00	\$102.00
Total	\$1,966.50	\$2,170.50

5.7 Refunds for workforce development courses will be granted as follows:

- 5.7.1 100% will be refunded upon cancellation of a course by the College.
- 5.7.2 100% will be refunded provided a written notice from the student of intent to withdraw from one or more courses has been received by the Office of the Registrar at least 10 business days prior to the start date of the class. Otherwise, a withdrawal fee of \$50.00 will be deducted from the refundable amount.
- 5.7.3 No refunds are issued if students withdraw from one or more courses after the third class session.
- 5.7.4 The percentage of fees equivalent to the percentage of instructional time remaining in a course will be refunded to students who are administratively removed for non-disciplinary reasons.
- 5.7.5 With the exceptions outlined in 5.7.1 and 5.7.2, no refunds will be issued for courses with fewer than 15 instructional hours or with two or fewer meetings.

All Programs

- 5.8 Course fees may be assessed for services including, but not limited to, materials, clinical services, clearances, certification testing, and medical testing.
- 5.9 Additional fees may be 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.
- 5.10 Any overpayment of tuition and fees paid resulting from course cancellation(s) will be refunded.
- 5.11 A penalty of 10% of any balance owed will be assessed on overdue accounts.

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.

5.13 All fees charged by the College shall be identified separately and published so that they are readily available to all students prior to enrollment.

5.14 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.

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

6. RESPONSIBILITIES AND TIMELINES

6.1 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 as set forth in the College's policy governing policy review.

8. SIGNATURES



Chair, Board of Trustees



Date



President



Date