



Assessment, Payment, and Adjustment of Academic Tuition and Fees

1. PURPOSE

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

2. SCOPE AND APPLICABILITY

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

3. REFERENCES

3.1 CLDR-1110: Policy Review Schedule

3.2 NPRC 9415: Withdrawal

3.3 INDX-1110-01: Master Policy Index

3.4 INDX-1110-02: Document Naming Key

3.5 Title IV of Higher Education Act of 1965 (HEA): [Withdrawals and the Return of Title IV Funds](#)

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, foundations, 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 academic 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, that or who provides payment of tuition. Common third-party payors include employers, community organizations, and state-related agencies.
- 4.8 Schedule Adjustment is the timeframe for each academic term (fall, spring, summer) denoted on the academic calendar during which a currently registered student may change their course(s) of enrollment for the current term by adding or dropping course(s).
- 4.9 Administrative Drop is the process by which the College removes a student from enrollment in an academic term for non-attendance and whereby no grade is assigned.
- 4.10 Administrative withdrawal is the process by which the College removes a student from enrollment in one or more credit-bearing courses during a given academic term and whereby a grade of W is assigned as the course grade(s).
- 4.11 Institutional Withdrawal is the process by which a student voluntarily requests and is granted removal from all credit-bearing courses in which the student is enrolled during a given academic term by the established date listed in the Academic Calendar, communicates the intent to permanently separate from the College, and whereby a grade of W is assigned for all course grades.
- 4.12 Withdrawal is the process by which a student voluntarily requests and is granted removal from enrollment in one or more credit-bearing courses of enrollment during a given academic term by the established date listed in the Academic Calendar and whereby a grade of W is assigned as the course grade(s).
- 4.13 Academic engagement is active participation by a student in an instructional activity related to the student's course of study that is defined by the institution in accordance with any applicable requirements of its State or accrediting. Activities include attending asynchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students; submitting an academic assignment; taking an assessment or an exam; participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction; participating in a study group, group project, or an online discussion that is assigned by the institution; interacting with an instructor about academic matters.
- 4.14 Residency is categorized by three terms: Resident (In-Region) a tuition identification type applies to a student with a permanent physical living address within one of the ten counties in the College's service region (Cameron, Crawford, Elk, Erie, Forest, McKean, Potter, Tioga, Venango and Warren) for the 12 months preceding an academic term of enrollment; Non-Resident (Out-of-Region) tuition identification type applies to a student with a permanent physical living address outside one of the ten counties in the College's service region (Cameron, Crawford,

Elk, Erie, Forest, McKean, Potter, Tioga, Venango, and Warren) but still lives with Pennsylvania for the 12 months preceding an academic term of enrollment; Out-of-State tuition identification type applies to a student with a permanent physical living address outside of the Commonwealth of Pennsylvania during the 12 months preceding the date classes begin for an academic term of enrollment.

5. POLICY

- 5.1 Assessment, payment, and adjustment 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 and student type as defined in the Academic Catalog 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 tuition statements 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.
 - 5.3.2 Information on installment payment plan schedules is found in the current academic catalog.
- 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.
- 5.5 Financial holds will be placed on student accounts with overdue balances, five (5) days prior to the date that registration for the next term begins. Registration dates are published on the Academic Calendar. Students whose records have a financial hold are

not eligible for reenrollment until the balance is paid in full, at which time the hold will be released.

- 5.6 Failure to make payment in full on a student account balance by the last date of the term will result in an administrative drop from enrolled courses for the next term 10 business days prior to the commencement of the upcoming term.
- 5.7 Students anticipating payment from a 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 Adjustment of tuition and fee charges for academic courses will be granted as follows:
 - 5.8.1 Students who drop all courses before the start of the term will not be charged tuition or fees.
 - 5.8.2 Students who drop all courses before the end of the schedule adjustment period will not be charged tuition or fees.
 - 5.8.3 Students who add or drop courses prior to the end of the schedule adjustment period will have their tuition and fees adjusted for the term to reflect these changes. Any credit balance created on the student bill will result in a timely refund. Refunds are processed in accordance with all federal, state, and aid payment guidelines.
 - 5.8.4 After the schedule adjustment period, a student who withdraws from one or more courses, but not all enrolled courses, will have no adjustment to tuition or fees.
 - 5.8.5 After the schedule adjustment period, a student who requests an institutional withdrawal will have their tuition and fees adjusted for the term.
 - 5.8.5.1 The effective date of the withdrawal determines the adjustment to tuition and fees charged.
 - 5.8.5.2 The effective date of institutional withdrawal is considered the last date of confirmed academic engagement.
 - 5.8.5.3 Adjustments to tuition and fees are processed according to days completed in the term by the following chart:

Days of Term Completed	Percentage of Tuition and Fees Refunded
0 to 7 days	100%
8 -12 days	90%
13 to 24 days	80%
25 to 36 days	70%
37 to 48 days	60%
49 to 51 days	50%
Day 52 and beyond	No adjustment/refund to tuition and fees

5.8.6 Students who request an institutional withdrawal during a session will have their tuition and fees adjusted for the term based on the effective date of withdrawal. Adjustments to tuition and fees are processed according to days completed by the following session charts:

4 Week Session

Days of Term Completed	Percentage of Tuition and Fees Refunded
0 to 2 days	100%
3 to 4 days	50%
5 to 6 days	25%
Day 7 and beyond	No adjustment/refund to tuition and fess

8 Week Session

Days of Term Completed	Percentage of Tuition and Fees Refunded
0 to 4 days	100%
5 to 9 days	50%
10 to 15 days	25%
Day 16 and beyond	No adjustment/refund to tuition and fess

5.8.7 Students who are administratively withdrawn due to disciplinary action or academic misconduct are not eligible for any adjustments to tuition charges.

5.8.8 Students enrolled in a branch of the Armed Forces of the United States or National Guard who are able to provide written proof of activation that results in the need to withdraw from all classes in a term will be institutionally withdrawn and their accounts will be adjusted to reflect no tuition charges and fees assessed.

5.8.8.1 Should the adjustment of tuition and fees result in an overpayment on the student bill, the monies will be refunded to payments received.

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, return check fee, or issuance of official transcripts.

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

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

5.13 Refunds for financial aid recipients must be calculated according to federal and state refund regulations, as applicable. Tuition Assistance and Book Grants are 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 Enrollment and Student Services and Vice President of Finance and Operations are jointly 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: Policy approved