



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 enrolled academic students.

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](#)

3.6 NPRC-8520: Payor Financial Rights and Responsibilities

4. DEFINITIONS

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

4.2 Fees are charges assessed in addition to tuition.

4.3 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.

4.4 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.

- 4.5 Student Billing Hold is a restriction placed on a student account for non-payment of tuition and fees to the College within the expected payment timeframe, preventing the student from registering and obtaining a certificate or diploma.
- 4.6 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.
- 4.7 An Academic Student is any individual enrolled in any credit-bearing course(s) of instruction offered by the College.
- 4.8 A full-time academic student is a student enrolled in 12 or more credit hours during an academic term.
- 4.9 Third-Party Payor is an entity or individual, other than a student or family member of the student, who provides payment.
- 4.10 Payor is the individual or the third-party entity who has accepted financial responsibility for enrolled services through NPRC.
- 4.11 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).
- 4.12 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.
- 4.13 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).
- 4.14 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.
- 4.15 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).
- 4.16 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.

- 4.17 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 within 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 Payor is subject to NPRC-8520: Payor Financial Rights and Responsibilities.
- 5.3 Tuition is assessed based on residency and student type as defined in the Academic Catalog and the total number of credit hours enrolled in an academic term.
- 5.3.1 For enrollment in up to 11 credit hours, tuition is assessed per credit hour.
- 5.3.2 For enrollment in 12 to 18 credit hours, tuition is assessed at a full-time rate of 12 credit hours.
- 5.3.3 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.
- 5.4 The billing cycle runs from the 11th of the current month to the 10th of the subsequent month.
- 5.4.1 Student statement notifications are sent on the 10th of each month.
- 5.5 Financial aid, scholarships, grants, and loans from all sources are disbursed to the student account after the schedule adjustment period to reduce the balance due.
- 5.5.1 Anticipated aid refers to financial assistance that a student is expected to receive but has not yet been received by the College. This amount is reflected on the student's bill during the schedule adjustment period or until the aid is received by the College.
- 5.6 Students who are unable to pay their full bill prior to the first day of the term must enroll in a payment plan through the Student Payment Center.
- 5.6.1 Monthly and bi-weekly installments are available for enrollment.

- 5.6.1.1 For fall and spring academic terms, students may participate in a payment plan with a duration not to exceed six (6) months.
- 5.6.1.2 For the summer academic term, students may participate in a payment plan with a duration not to exceed three (3) months.
- 5.6.1.3 Payment plans outside of the standard fall, spring, and summer terms are available only at the discretion of the Vice President of Finance and Operations (VPFO) or designee.
- 5.6.1.4 The number of installments available depends upon the date of enrollment in the payment plan.
- 5.6.2 Deferred payment plans are available for students whose employers require submission of final grades before providing payment.
 - 5.6.2.1 Full payment is due thirty (30) days after the end of the enrolled term.
 - 5.6.2.2 To request a deferred plan, students must, in conjunction with their employer, submit a Deferred Student Billing Agreement to the Business Office no later than the end of the schedule adjustment period of the enrolled term.
 - 5.6.2.2.1 The acceptance of a Deferred Student Billing Agreement is at the discretion of the Business Office.
 - 5.6.2.2.2 Students remain responsible for any additional charges to their student account not referenced within an accepted Deferred Student Billing Agreement.
 - 5.6.2.2.3 A new Deferred Student Billing Agreement must be submitted if there is a change in the amount a student's employer will cover.
- 5.6.3 Payment plan installments may adjust based on anticipated or disbursed financial aid.
- 5.6.4 Students are responsible for monitoring their account status and ensuring timely payments according to their plan schedule.
- 5.6.5 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.
- 5.6.6 A payment plan is considered in default if any scheduled installment is not paid in full by the due date. Upon default, actions may include, but are not limited to:
 - 5.6.6.1 Administratively removing the student from the payment plan,
 - 5.6.6.2 Demanding immediate payment of the full outstanding balance, or
 - 5.6.6.3 Placing a financial hold on the student's account.
- 5.7 Student billing holds will be placed on student accounts with outstanding balances five (5) days prior to the date registration opens for the next term.

- 5.7.1 Students placed under a student billing hold are ineligible for enrollment in future terms until the balance is paid in full, at which time the hold will be released.
- 5.7.2 Student accounts placed under a student billing hold are ineligible to receive their diplomas or certificates and may not participate in College commencement.
- 5.7.3 Student billing holds can be approved by the Vice President of Finance and Operations in conjunction with the Financial Aid Director or designee.
- 5.8 Students who are placed on a student billing hold will be administratively dropped from all enrolled courses ten (10) business days prior to the start of the upcoming term.
- 5.9 Adjustment of tuition and fee charges for academic courses will be granted as follows:
 - 5.9.1 Students who drop any courses prior to the start of the term or during the schedule adjustment period will have their student account fully adjusted for all applicable charges.
 - 5.9.2 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.
 - 5.9.3 The effective date of the withdrawal is determined by NPRC-9415: Withdrawal and the adjustments are as follows:
 - 5.9.3.1 After the schedule adjustment period, a student who requests an institutional withdrawal will have their tuition and fees for the term prorated daily based on the number of days completed, up to 60% of term completion.
 - 5.9.3.2 Any student requesting an institutional withdrawal after 60% of term completion will have no adjustment to tuition or fees.
 - 5.9.3.3 Students who are administratively withdrawn due to disciplinary action or academic misconduct are not eligible for any adjustments to tuition charges
 - 5.9.4 Students who have interruptions for military services who can provide Deployment Request or Orders which results in a withdrawal will have their tuition and fees adjusted for the term.
- 5.10 Course fees may be assessed and will be published for services including, but not limited to, materials, clinical services, clearances, and testing.
- 5.11 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 or student IDs.
- 5.12 Any credit balance resulting from course cancellations will be refunded promptly.

- 5.13 All refunds will be processed promptly and in accordance with federal, state, and financial aid guidelines. Tuition assistance is non-refundable.

6. RESPONSIBILITIES AND TIMELINES

- 6.1 Payors are responsible for payment of all charges upon registering for a course unless the contractual agreement states otherwise.
- 6.2 The Business Office 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

_____	_____
Chairperson, Board of Trustees	Date

_____	_____
President	Date

Revision Notes: Policy in revision