



Assessment, Payment, and Adjustment of Workforce Development Tuition and 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 workforce development 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: Workforce Development Administrative Removal and Administrative Drop

3.4 NPRC-8520: Payor Financial Rights & Responsibilities

4. DEFINITIONS

4.1 A Course Fee is any charge related to a workforce development course or program delivery.

4.2 Fees are charges assessed in addition to tuition.

4.3 Financial 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.

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

4.5 A workforce development student is any individual enrolled in any non-credit class or non-credit training experience sanctioned by the College at the start of the course.

4.6 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.

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

4.8 Payor is the individual or the third-party entity who has accepted financial responsibility for enrolled services through NPRC.

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, returned check fees, or for designated purposes separate from and above those identified in the regular fee schedule.

5.2 Payment to the College must be collected prior to the start date of an enrolled course, 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 Business Office.

5.2.1.1 Students may request a payment plan with a duration not to exceed six (6) months.

5.2.1.1.1 Payment plans outside of this standard are available only at the discretion of the Vice President of Finance and Operations (VPFO) or designee.

5.2.1.2 Students are responsible for monitoring their account status and ensuring timely payments according to their plan schedule.

5.2.1.3 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.

5.2.1.4 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:

5.2.1.4.1 Revoking the student's payment plan agreement,

5.2.1.4.2 Demanding immediate payment of the full outstanding balance, or

5.2.1.4.3 Placing a financial hold on the student's account.

5.2.2 Payment from an employer or third-party payor is coordinated through a contract with the Business Office.

- 5.2.2.1 Students remain responsible for any additional charges to their student account not referenced within the contract.
- 5.2.2.2 Exceptions may be granted through the Business Office and VPFO.
- 5.3 Financial holds will be placed on student accounts with outstanding balances after the start date of an enrolled course.
 - 5.3.1 Students placed under a financial hold are ineligible for enrollment in future courses until the balance is paid in full, at which time the hold will be released.
 - 5.3.2 Students placed under a financial hold are ineligible to receive a certificate or course completion document.
- 5.4 Adjustment of tuition and fee charges for Workforce Development courses will be granted as follows:
 - 5.4.1 All course and additional fees will be refunded upon cancellation of a course by the College.
 - 5.4.2 All 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.
 - 5.4.3 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.
 - 5.4.4 No refunds will be issued for courses after the third course session or courses less than 15 instructional hours.
 - 5.4.5 Students who are administratively removed as outlined in NPRC-9715: Workforce Development Administrative Removal and Administrative Drop are ineligible for a refund.
- 5.5 Course fees may be assessed and will be published for services including, but not limited to, materials, clinical services, clearances, and testing.
- 5.6 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.
- 5.7 Any credit balance resulting from course cancellations will be refunded.
- 5.8 All refunds will be processed promptly and in accordance with federal, state, and financial aid guidelines.

6. RESPONSIBILITIES AND TIMELINES

- 6.1 Payor is 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 communication with the payor regarding outstanding balances and collection actions.

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