

# MARSHALL UNIVERSITY BOARD OF GOVERNORS

## Rule No. FA-4

### ASSESSMENT, COLLECTION, AND REFUND OF STUDENT TUITION AND FEES

#### 1. General Information

- 1.1. Scope: The purpose of this policy is to govern the assessment, the collection and the refund of student Tuition and Fees at Marshall University.
- 1.2. Authority: West Virginia State Code §18B-1-6
- 1.3. Passage Date: June 18, 2012
- 1.4. Effective Date: June 18, 2012
- 1.5. Controlling Over: Marshall University
- 1.6. History
  - 1.6.1. This policy amends Policy FA-10 (effective October 15, 2009), which amended Policy FA-10 (effective June 28, 2006), which replaced Board of Trustees Series 22, Assessment, Payment, and Refund of Fees, dated May 5, 1994.

#### 2. Enrollment and Tuition Fees

- 2.1. The Board of Governors shall fix tuition and other fees for each school term for the different classes or categories of students enrolling at Marshall University.
- 2.2. The schedule of all tuition and fees, and any changes therein, shall be entered in the minutes of the Board of Governors meeting and the Board shall file with appropriate state entities a copy of such schedule and changes.
- 2.3. The Board of Governors shall establish the rates to be charged to full time students, being defined as twelve or more credit hours for undergraduate students and nine or more credit hours for graduate students.
  - 2.3.1. Undergraduate students enrolled for twelve or more credit hours and graduate students enrolled for nine or more credit hours will be assessed the maximum charges in each basic fee category. Special Service and Program Fees will be in addition to the Enrollment and Tuition Fees.
  - 2.3.2. Undergraduate students taking fewer than twelve credit hours in a regular term shall have their fees reduced pro rata based upon one-twelfth of the full-time rate per credit hour, and graduate students taking fewer than nine credit hours in a regular term shall have their fees reduced pro rata based upon one-ninth of the full-time rate per credit hour.
  - 2.3.3. Fees for students enrolled in summer terms or other nontraditional time periods shall be prorated based upon the number of credit hours for which the student enrolls.

#### 3. Special Service and Program Fees

- 3.1. The Board of Governors may provide special services and special programs and may fix and collect special fees or charges to fund these services and/or programs. These special fees include, but are not limited to:
  - Electronic Course Fees (E Course Fees)

- Lab Fees
- Program Fees
- Parking Fees
- Library Fines
- Computing Services Fees
- Graduation Fees
- Deposit Fees
- Application Fees
- Various Clinic Fees
- Late Fees

#### **4. Payment of Fees**

4.1. All fees are due and payable by the student upon enrollment and registration for classes except as provided in this subsection:

4.1.1. The Board of Governors permits fee payments to be made in installments over the course of the academic term. All fees shall be paid prior to the awarding of course credit at the end of the academic term.

4.1.1.1. Student fee deferred payment plans will be offered for fall and spring terms.

4.1.1.2. All available financial aid for the term must be credited to the student's account prior to determining the amount available for deferral.

4.1.1.3. After all financial aid is applied to the student's account, one-third of the balance of student fees, including room and board, must be paid prior to the start of classes. The remaining balance, including any interest or participation fees, must be paid prior to the end of the eighth week of classes.

4.1.1.4. Interest on the deferred amount may be charged at a rate not to exceed the legal limit.

4.1.2. The Board of Governors authorizes the acceptance of credit cards for the payment of fees.

4.1.2.1. To the extent allowed by law or policy of the credit card company, the University is authorized to impose a surcharge on credit card payments equal to any amount that may be imposed by the credit card company as a vendor discount or service fee.

#### **5. Refund Policy of Student Tuition and Fees**

5.1. Except for students receiving Title IV financial assistance, students who officially withdraw during a semester in the academic year shall receive a reduction of tuition and fees in accordance with the following policies and schedules.

5.1.1. Schedule Adjustments - Students who drop one or more classes through the end of the Late Registration period shall be eligible for a full reduction of tuition and fees of the dropped course(s), provided that the remaining tuition and fee assessment falls below twelve credit hours for undergraduate students or nine credit hours for graduate students.

5.1.2. Complete Withdrawals - Students initiating a complete withdrawal from the University shall receive a reduction in tuition and fees calculated using the following schedule, in accordance with Title 133 Legislative Rule, Series 32, Section 6.1:

5.1.2.1. During the first 10% of the term, 90% reduction,

5.1.2.2. From 11% to 25% of the term, 75% ,

5.1.2.3. From 26% to 50% of the term, 50%,

- 5.1.2.4. After 50% of the term is completed, no reduction in tuition and fees will occur.
- 5.1.2.5. Should the percentage calculation identify a partial day, the entire day should be included in the higher refund period

### 5.1.3. Course Withdrawals after Late Registration

- 5.1.3.1. Effective with Fall 2013 semester, students who do not officially withdraw from all classes at the University shall not be eligible for a reduction in tuition and fees, except for flight lab courses.

- 5.1.3.2. For semesters commencing Fall 2012 through Summer 2013, students who withdraw from one or more individual classes after the end of the Late Registration period shall receive a partial reduction of tuition and fees, provided that the remaining tuition and fee assessment falls below twelve credit hours for undergraduate students or nine credit hours for graduate students. The schedule for the tuition reduction is the same as in Section 5.1.2 above.

- 5.2. Students receiving financial assistance covered by Title IV, who officially withdraw shall receive a refund in accordance with the Higher Education Act.

5.3. An overriding authority, such as state or federal law, which requires a specific refund schedule for certain students, may result in inconsistencies with the schedule provided in Section 5.1.2 of this policy. In such instances, the Bursar shall create an administrative procedure to resolve any inconsistency between this policy and the overriding authority.

5.3-5.4. Students who withdraw from a flight lab course shall be eligible for a pro-rated refund of the flight lab fee for the course based on the proportion of hours included in the flight lab fee which the student has used prior to withdrawal.

## 6. Refund Policy of Room and Board

- 6.1. Room and Board: Refund, if any, shall be based on the housing contract signed by the student.

## 7. Deferral of fees during a legal work stoppage

- 7.1. Pursuant to WV Code §18B-10-1, if The Board of Governors determines that a student's finances are affected adversely by a legal work stoppage, it may allow the student an additional six months to pay the fees for any academic term. The Board of Governors shall determine on a case-by-case basis if the finances of a student are affected adversely.

## 8. Special Equity Fee

- 8.1. The Board of Governors may require students to pay a Special Equity Fee.

- 8.1.1. The fee shall be used solely for the purpose of complying with the athletic provisions of 20 U.S.C. 1681, et seq., known as Title IX of the Education Amendment of 1972.

- 8.1.2. The fee may not be used by an institution to advance its classification of participation in its athletics governing body.

- 8.1.3. The fee may not be imposed upon part-time students.

## 9. Resident tuition rates for National Guard members.

- 9.1. Pursuant to WV State Code 18B-10-1a, the term "resident" or "residency" or any other term or expression used to designate a West Virginia resident student, when used to determine the rate of tuition to be charged students attending Marshall University shall be construed to include members of the national guard who are not residents of West Virginia but who are active

members of a national guard unit in West Virginia who are participating in the national guard education services program.

- 9.2. Students shall be considered active members of a national guard unit in West Virginia upon submission of a completed Certificate of Eligibility, approved by the Unit's commanding officer.
- 9.3. In addition, any student whose tuition payment is being provided through the Office of the Adjutant General Education Encouragement Program will be considered a West Virginia resident student.

## 10. Definitions

- 10.1. For the purpose of this policy, the following words have the meanings specified unless the context clearly indicates a different meaning.
  - 10.1.1. "*Auxiliary capital fees*" means charges levied on students to support debt service, capital projects and campus maintenance and renewal for the auxiliary facilities of the institutions;
  - 10.1.2. "*Auxiliary fees*" means charges levied on all students to support auxiliary enterprises or optional charges levied only on students using the auxiliary service. Auxiliary fees include sales and service revenue from entities that exist predominately to furnish goods or services to students, faculty or staff such as residence halls, faculty and staff housing, food services, intercollegiate athletics, student unions, bookstores, parking and other service centers;
  - 10.1.3. "*Full-time graduate student*" means a graduate student who is enrolled for nine or more credit hours in a regular term;
  - 10.1.4. "*Full-time undergraduate student*" means an undergraduate student who is enrolled for twelve or more credit hours in a regular term;
  - 10.1.5. "*Required educational and general capital fees*" means:
    - 10.1.5.1. Charges levied on all students to support debt service of system-wide bond issues; and
    - 10.1.5.2. Charges levied on all students to support debt service, capital projects and campus maintenance and renewal for an institution's educational and general educational facilities;
  - 10.1.6. "*Tuition and required educational and general fees*" means:
    - 10.1.6.1. Charges levied on all students of that class or category to support educational and general program services; and
    - 10.1.6.2. Optional charges levied for education and general services collected only from students using the service or from students for whom the services are made available. Educational and general expenditures are categorized as instruction, research, academic support, student services, institutional support, operation and maintenance of plant and scholarships and fellowships. Education and general expenditures do not include expenditures for auxiliary enterprises, hospitals or independent operations.