

## SECTION III

# Tuition & Financial Aid

## TUITION AND FEES

The following tuition and fees are effective with the Fall 2014 semester and are subject to change without notice.

**Tuition/Fee Schedule - Certificate/Associate.** Students enrolled in certificate/associate programs will be assessed tuition/fees according to the schedule below. If a student opts to enroll in a junior- or senior- level course, either because the student's program may require the course, or because the student chooses to do so, those courses will be assessed at the baccalaureate rate.

### Tuition/Fee Schedule – Certificate/Associate, 2014-2015

| Credit Hour | In-State   | Out-of-State |
|-------------|------------|--------------|
| 1           | \$122.00   | \$434.00     |
| 2           | \$244.00   | \$868.00     |
| 3           | \$366.00   | \$1,302.00   |
| 4           | \$488.00   | \$1,736.00   |
| 5           | \$610.00   | \$2,170.00   |
| 6           | \$732.00   | \$2,604.00   |
| 7           | \$854.00   | \$3,038.00   |
| 8           | \$976.00   | \$3,472.00   |
| 9           | \$1,098.00 | \$3,906.00   |
| 10          | \$1,220.00 | \$4,340.00   |
| 11          | \$1,342.00 | \$4,774.00   |
| 12          | \$1,464.00 | \$5,208.00   |

**Tuition/Fee Schedule - Baccalaureate.** Students enrolled in junior- or senior-level courses will be assessed tuition/fees according to the following schedule:

### Tuition/Fee Schedule - Baccalaureate, 2014-2015

| Credit Hour | In-State   | Out-of-State |
|-------------|------------|--------------|
| 1           | \$168.00   | \$443.25     |
| 2           | \$336.00   | \$886.50     |
| 3           | \$504.00   | \$1,329.75   |
| 4           | \$672.00   | \$1,773.00   |
| 5           | \$840.00   | \$2,216.25   |
| 6           | \$1,008.00 | \$2,659.50   |
| 7           | \$1,176.00 | \$3,102.75   |
| 8           | \$1,344.00 | \$3,546.00   |
| 9           | \$1,512.00 | \$3,989.25   |
| 10          | \$1,680.00 | \$4,432.50   |
| 11          | \$1,848.00 | \$4,875.75   |
| 12          | \$2,016.00 | \$5,319.00   |



*\*If a student elects to enroll for more than twelve (12) hours, there is no additional cost; however, penalty points will be assessed for hours dropped above 12 hours, which will impact the amount of refund as defined in the refund/penalty policy.*

**Tuition Payment Options.** Tuition may be paid by cash, check, credit card (American Express, Discover, MasterCard or Visa) or an installment payment plan. Additional information is available from the Business Office or the Jackson County Center Office.

### Fees

\*Special fees are non-refundable.

Assessment Fee

### FEES 2014-2015

|   |          |
|---|----------|
| Art Fee (per course) (ART 240, 241, 242, 243, 244, 245, 251, 340, 343, 351)   | \$35.00  |
| Blended Course Technology Fee (per credit hour)   | \$5.00   |
| BOG AAS Portfolio Evaluation Fee  | \$300.00 |
| BOG AAS Posting Fee (per credit hour)   | \$10.00  |
| CAPOT Program Fee (per course) (ATPT 131)   | \$5.00   |
| CAPOT Program Fee (per course) (ATPT 130, 131, 132, 140, 141, 242, 244, 260)  | \$85.00  |
| Capstone Course Assessment Fee (per course)   | \$35.00  |
| CIT Fee (per credit hour)   | \$25.00  |
| CLEP Test Fee   | \$15.00  |
| CNA Course Fee (per course) (CNA 101)   | \$140.00 |
| Communication Studies Mass Media Database Fee (per course) (COMM 111, 112, 281, 282, 283, 303, 304, 306, 308, 316, and 404) | \$15.00  |
| Computer Lab Fee (per credit hour)  | \$7.00   |
| COOP Education Assessment Fee (per course)  | \$25.00  |
| Credit by Examination Fee (each examination)  | \$25.00  |
| CJ Adv Crime Scene Photography Fee (CJ 410)   | \$65.00  |
| CJ Background Check Fee (CJ 291)  | \$36.00  |
| CJ Background Check Fee - Admission to the BAS Program  | \$37.00  |
| CJ Course Fee (CJ 310, CJ 405, LS 210, LS 220) (per credit hour)  | \$30.00  |
| CJ Lab Fee (CJ 150, 321, 330, 331, 341, 355, 375, 388, 410) (per credit hour)   | \$30.00  |
| CJ Pre-Assessment Exam Fee (CJ 111)   | \$25.00  |
| CJ Report Beam Fee (CJ 150)   | \$25.00  |
| Culinary Arts Fee (per course) (CUL 101, 102, 105, 120, 130, 205, 225, 235, 245, 275)                                       | \$250.00 |

|  |          |
|--|----------|
| Developmental English Laboratory Fee   | \$35.00  |
| Developmental Mathematics Laboratory Fee (MATH 100L, 107L, and 111L)   | \$35.00  |
| Developmental Reading Fee (READ 079, 090)  | \$35.00  |
| Diploma Replacement Fee  | \$20.00  |
| Distributed Learning Fee (per course)  | \$25.00  |
| Drug Testing Fee (NURS 134 and PTEC 101)   | \$45.00  |
| Drug Testing Fee (NURS 213 and 234)  | \$45.00  |
| Drug Testing Fee (ST 100, ST211, CNA 101)  | \$45.00  |
| ECE Field Placement (Practicum) Fee (ECE 150, 250, 251) (per credit hour)  | \$20.00  |
| Education Database Fee (EDUC 100)  | \$120.00 |
| Education Field Placement Fee (per credit hour) (EDUC 100, 200, 230, 250, 255, 300, 302, 330L, 350, 351, 401L, 402, 403, 404, 405, 406, 407, 408, 409, 411, MATH 301, 302, 303, Social Studies 316, Science 302, LA 302, and ENGL 350) | \$25.00  |
| Education Test (PLATO) Fee   | \$20.00  |
| Education Test (PREPACK) Fee   | \$30.00  |
| Electricity & Instrumentation Course Fee (per course) (ELEC 102, 103, 104, 202, 203, 204)  | \$85.00  |
| HESI Exam Fee  | \$35.00  |
| HPER - CPR Certification Fee (HPER 172)  | \$20.00  |
| HVAC/R Capstone Course Fee (HVAR 260)  | \$150.00 |
| Industrial Maintenance Course Fee (per course) (IM 101, 102, 103, 201, 202, 203)   | \$85.00  |
| Late Registration Fee  | \$15.00  |
| Late Tuition Payment Fee (per each payment deadline)   | \$25.00  |
| Legal Studies Pre-Assessment Fee (LS 111)(per course)  | \$25.00  |
| LPN Competency Exam  | \$50.00  |
| Machining Course Fee (per course) (MACH 101, 102, 103, 104, 201, 202, 254, 255)  | \$85.00  |
| Multi-Craft Course Fee (per course) (MTEC 102, 103,)   | \$85.00  |
| Music Fee (12 private 45-minute lessons ) (MUSI 171-190)   | \$300.00 |
| NABCEP Exam  | \$170.00 |
| NCCER Assessment Fee (MTEC, IM, ELEC, SET 154, SET 158, EAMT 128)  | \$35.00  |
| Nursing Fee (NURS 112, 134, 144, 213, 216, 234, and 244)   | \$200.00 |
| Nursing Lab Fee (NURS 134)   | \$200.00 |

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|---|----------|
| Nursing Lab Fee (NURS 112 and 144)  | \$165.00 |
| Nursing Lab Fee (NURS 213 and 234)  | \$125.00 |
| Nursing Lab Fee (NURS 216 and 244)  | \$165.00 |
| Nursing Testing Fee (NURS 112, 134, 144, 213, 216, 234, and 244)                                    | \$215.00 |
| Parking Permit (per semester)   | \$20.00  |
| Parking Permit Replacement  | \$5.00   |
| Pearson Online Fee (per course)   | \$100.00 |
| Pharmacy Tech Fee (PHAR 101)  | \$40.00  |
| Pharmacy Tech Certification Fee (PTEC 121) (per course)   | \$160.00 |
| Phlebotomy Fee (Phlebotomy 101) (per course)  | \$450.00 |
| Placement Retesting Fee   | \$10.00  |
| Placement Testing Fee   | \$10.00  |
| PLATO Fee for STEPS Program (per course)  | \$75.00  |
| Proctor Exam Fee  | \$25.00  |
| RBA Portfolio Evaluation Fee  | \$300.00 |
| RBA Posting Fee (per credit hour)   | \$10.00  |
| RBA Degree Evaluation   | \$100.00 |
| Research Fee (per credit hour)<br>(COMM 111, 112, 281, 282, 283, 303, 304, 306, 308, and 404)       | \$5.00   |
| Residential and Commercial Electricity Certification (per course)<br>(ELEC 101, 115, 116, 117, 118) | \$85.00  |
| Returned Check Service Fee  | \$25.00  |
| Science Lab Fee   | \$20.00  |
| Solar Energy (SET) Capstone (SET 170)   | \$170.00 |
| Student ID Card Replacement   | \$10.00  |
| Surgical Technology Fee (ST 211)  | \$250.00 |
| Surgical Technology Lab Fee (ST 100)  | \$125.00 |
| Surgical Technology Lab Fee (ST 212)  | \$160.00 |
| Surgical Technology Lab and Testing Fee (ST 211)  | \$100.00 |
| Transcript Fee (after first)  | \$6.00   |
| Transcript Fee (faxed)  | \$8.00   |
| Transcript Fee (on demand)  | \$10.00  |
| Tuition Payment Plan Processing Fee   | \$10.00  |
| Welding Course Fee (per course)<br>(WELD 111, 113, 121, 131, 132, 133, 134, 135, 160, 171)          | \$100.00 |

|   |          |
|---|----------|
| Welding Advanced Course Fee (per course)<br>(WELD 221, 260, 261, 279, 281, 291) | \$150.00 |
| WVU Parkersburg Online Program Fee (per course)                                 | \$135.00 |

**Tuition Refund Schedule.** The Tuition Refund Schedule lists corresponding dates and penalty assessment percentages. It is available online or by contacting the Business Office.

Refund schedules apply to tuition only and do not apply to special fees. Refunds are issued only on complete withdrawals from the college. No refund will be issued for dropping individual courses until registered credit hours are zero. Tuition refunds will be issued for complete withdrawals to students according to the penalty schedule.

**Note:** The amount of refund is adjusted by the amount of unpaid tuition for students paying tuition under the installment payment plan. Students must withdraw from classes in the On-Line Student Information System (OLSIS) or in the Records Office before he/she can receive a refund for withdrawing from the college. The refund schedule is subject to change without notice.

**Financial Aid.** Most WVU at Parkersburg students are eligible for some type(s) of financial aid. Forms of financial aid include but are not limited to: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Federal Direct loans, Federal College Work Study, Higher Education Assistance for Part-time Students (HEAPS) and the West Virginia Higher Education Grant Program. Students interested in financial aid must file the Free Application for Federal Student Aid (FAFSA) located at **[www.fafsa.ed.gov](http://www.fafsa.ed.gov)**.

Students using the FAFSA website for the first time will need to visit **[www.pin.gov](http://www.pin.gov)** to apply for a pin number to sign their application. \*If the student is a dependent student and must provide parental information on the FAFSA, the parent must have his/her own pin number to sign the FAFSA. The FAFSA should be completed on or before April 15 of each year to ensure priority consideration for all available types of federal and state financial aid. For more information on West Virginia's state financial aid programs, students may visit **[www.cfww.com](http://www.cfww.com)**.

Students must be fully admitted as a regular student at WVU at Parkersburg, must hold a secondary school diploma or equivalent from an accredited institution or a valid high school equivalency exam such as the GED or TASC certificate, and must be enrolled in an eligible degree program to be eligible for federal financial aid. Students who are eligible to receive financial aid at WVU at Parkersburg must remain in good academic standing and otherwise meet the required Standards of Satisfactory Progress. A copy of these standards is available online at **[www.wvup.edu](http://www.wvup.edu)**. A review of each student's academic progress will be made prior to each semester and upon the initial processing of the student's FAFSA. Students who do not meet the standards of academic progress are not eligible to receive any form of financial aid.

Students who are approved for financial aid and/or selected for scholarships will receive an electronic award notification advising them that they may log in to their OLSIS account to view their financial aid award. Students who have been awarded financial aid and/or scholarships for both the fall and spring semesters of an academic year will normally receive only one award notification for the entire academic year. When financial aid is fully processed (normally 4-5 weeks after the first day of classes), refunds will be disbursed to students through WVU at Parkersburg's refund servicer, Higher One. It is each student's responsibility to choose one of the following options to receive their refund:

1. Higher One debit card
2. Direct deposit into a bank account that's already been established; or
3. Paper check. If a student does not make any choice, the default refund option is a paper check.

WVU at Parkersburg also participates in the Federal Direct loan program and students will be notified of their loan eligibility on their award notification. To be eligible for student loan funding, a student must be enrolled in a minimum of six (6) credit hours, and must be in class for a minimum of thirty (30) days. First time borrowers at WVU at Parkersburg will not receive their loan proceeds until thirty (30) days after their first day of class. Loan amounts are based on grade level; those criteria are as follows:

- Grade level 1 (Freshman): 0-32 credits completed
- Grade level 2 (Sophomore): 33-65 credits completed
- Grade level 3 (Junior): 66-98 credits completed
- Grade level 4 (Senior): 99+ credits completed

**Financial Aid and Attendance.** Due to the requirements of federal financial aid policy, the college takes attendance in all college courses. The amount of financial aid a student receives each semester will depend on that student's class attendance record for that semester. Failure to attend college courses may result in being deregistered from class and will result in less financial aid.

**NOTE:** It is the student's responsibility to withdraw from classes if they do not wish to receive a grade or bill. Fees are not refundable.

Students who have been reported by any instructor as "not attending" will receive a warning through the WVUP student email system. The student will have a chance to confirm attendance status with his /her professor before being deregistered. The attendance confirmation process takes four weeks. Financial aid refunds to students will not be disbursed until after this period. Students are allowed to charge books and supplies against their financial aid at the bookstore on campus. Students may do so from the week before classes begin until the end of the fourth week of class.

**Financial Aid Repayment Policy.** When a student withdraws from school before completing the period of enrollment, federal regulations require that West Virginia University at Parkersburg determine whether any of the student's financial aid must be repaid to the various federal financial aid programs.

A student earns Title IV federal student aid based on the length of time he/she remained enrolled during an enrollment period. If the student has completed more than 60% of the enrollment period, all Title IV funds are considered earned, and no funds have to be repaid. If charges over and above the amount of retainable Title IV financial aid are not covered by other funds, West Virginia University at Parkersburg will bill the student to make up the difference.

A student owing a repayment to any federally sponsored student aid program cannot receive any federally supported student financial assistance for future enrollment periods until repayment arrangements have been made with either the West Virginia University at Parkersburg Business Office or the U.S. Department of Education.

**Ineligibility and Holds on Student Records.** Students in the following circumstances will have their records frozen and/or be ineligible to receive financial aid:

1. Students in default of student loans that were received while attending West Virginia University at Parkersburg or any other educational institution that reports to the US Department of Education and the National Student Loan Data System.
2. Students who do not meet WVU at Parkersburg's Standards for Satisfactory Academic Progress.
3. Students who owe a repayment on any federal aid program.
4. Students who have an outstanding bill with WVU at Parkersburg.

## STANDARDS OF SATISFACTORY PROGRESS FOR FINANCIAL AID RECIPIENTS

**Satisfactory Academic Progress.** Students who receive financial aid from WVU Parkersburg must remain in good academic standing and must make satisfactory progress toward the completion of their academic goals. This policy applies to all students who apply to receive assistance from any federal or state financial aid program, as well as any programs administered by the college that require determination of academic progress for eligibility.

The federal government defines satisfactory academic progress as: maintaining a minimum quantitative (hours attempted and completion rate) and qualitative (grade point average) standards. West Virginia University at Parkersburg's specific standards are as follows:

- a) **Grade Point Average** All students receiving financial aid must maintain a minimum of a 2.0 grade point average on a 4.0 scale.
- b) **Completion Rate** All students receiving financial aid must maintain a minimum 75% completion rate. This means a student must complete at least 75% of all credit hours attempted. Grades that will be counted towards attempted hours include F, W, FIW, I, and R. Any previous grades at WVU Parkersburg or other institutions will be included when calculating this rate.
- c) **Credit Hours** Students are also limited to the number of credit hours for which they can receive financial aid.

Eligible Certificates (CERT): Students are expected to complete their program within attempting 45 credit hours.

Two-Year Degrees (AAS, AA, or AS): Students are expected to complete their program within attempting 90 credit hours.

Four-Year Degrees (Bachelor's level): Students are expected to complete their program within attempting 180 credit hours.

**Financial Aid Warning and Suspension Process.** Maintenance of satisfactory academic progress will be monitored at the close of each semester, immediately after grades are processed and posted. Students who fail to meet one or more of the standards will be sent an email (to their assigned WVUP account) notifying them of their failure to meet the requirements to continue receiving financial aid. The email will contain a contract that the student has the opportunity to read, sign and return to the Financial Aid office to continue receiving financial aid on a semester-by-semester warning basis. The contract will state the terms that the student must meet to continue receiving financial aid based on their eligibility problem. This contract must be returned to the Financial aid Office by the posted deadline which appears in red on the form. As long as the student successfully meets the terms of his or her financial aid agreement, then the student can continue to receive financial aid.

The first semester that a student on financial aid warning fails to meet the terms of his or her financial aid agreement, that student will be **SUSPENDED from receiving any further financial aid at WVU at Parkersburg**. In order to regain eligibility for financial aid, the student would have to pay completely out of pocket for all expenses related to twelve (12) successfully passed credit hours or until he or she earned enough credits to meet the stated standards of satisfactory academic progress, whichever occurs first. There is no opportunity for appeal at this point.

**Scholarships.** First-year scholarships awarded by WVU at Parkersburg are based primarily on academic achievement, potential or need; an applicant is not required to demonstrate financial need to apply. The Division of Student Services and the Scholarship Committee make decisions on the granting of first-year scholarships. Students must apply for admission and provide all necessary admissions documentation to be considered for scholarship.

To be eligible for a first-year college scholarship, the applicant must have completed no more than 24 hours of college credit or be a recent high school graduate with a 2.5 high school GPA or higher, or exhibit leadership or cultural talent. Significant scholarship funds for adult students based on placement test scores and for General Education Diploma (GED) students also are available.

ACT scores are not required for first-year scholarship, but may be considered. Returning students may apply for scholarships beyond the first academic year by completing a WVU Parkersburg Foundation Scholarship application, which may be obtained in the Financial Aid Office. The term of scholarship will be determined on a case-by-case basis, dependent upon funding.

Foundation scholarships and final approval of scholarship selection will be made by the WVU at Parkersburg Foundation Scholarship Committee. For returning college students (i.e. those who have completed 12 or more WVU at Parkersburg credit hours), the criteria will be a 3.2 cumulative grade point average. The cumulative grade point average used for this standard will be taken from the official WVU at Parkersburg transcript, and all credits (including credits transferred in) will be considered. High school GPA and ACT scores will not be a factor in determining eligibility for returning college students. In cases where these criteria are not met, the Scholarship Committee may take into consideration other factors in awarding scholarships. The student may be asked to submit information to help the Scholarship Committee assess the student's potential.

All scholarships are awarded on a first come-first served basis at the decisions of the appropriate scholarship committee. Students will normally become ineligible for scholarships when the total cumulative credit hours reflected on their official WVU at Parkersburg grade transcript exceeds 80 credit hours (for two-year degrees) or 180 credit hours (for bachelor's degrees).

To apply for a scholarship, first-time students must apply for admission and submit a completed high school transcript (or a partial transcript if the student is a graduating senior) to the Admissions Office by April 1. Students should also submit all required and supporting information to the Admissions Office by the **April 1** deadline.

To apply for returning student scholarships, student must have completed and turned in the foundation scholarship application by **April 1**. Additional information is available on the WVU at Parkersburg Foundation, Inc., web page at **[www.wvup.edu/alumni-giving/scholarships/](http://www.wvup.edu/alumni-giving/scholarships/)**.

**Tuition Reciprocity for Ohio Residents.** Under terms of a tuition reciprocity agreement between WVU at Parkersburg and Washington State Community College (Marietta, OH), special conditions apply for West Virginia and Ohio residents pursuing specific programs at the respective institutions. Contact the Admissions Office for additional information. Details are available at **[www.wvup.edu/future-students/costs-scholarships-financial-aid-2/ohio-residents/](http://www.wvup.edu/future-students/costs-scholarships-financial-aid-2/ohio-residents/)**.

**Affordable Tuition Program.** Out-of-state students qualify for the Affordable Tuition Program if the student is a resident of Athens, Guernsey, Meigs, Monroe, Morgan, Noble, or Washington Counties in Ohio; or the student enrolls in one of these programs:

## BACHELOR PROGRAMS

### Bachelor of Applied Science (BAS)

Business Administration  
Child Development  
Criminal Justice  
Legal Studies

### Bachelor of Applied Technology (BAT)

**Bachelor of Arts (BA)**

- Elementary Education
- Multidisciplinary Studies

**Bachelor of Science (BS)**

- Business Administration
- Nursing

**Regents Bachelor of Arts**

**ASSOCIATE PROGRAMS**

- 3-D Modeling and Simulation Design
- Board of Governors
- Culinary Arts
- Computer Science
- Diversified Agriculture
- Energy Assessment and Management
- Machining Technology
- Multi-Craft Technology
- Residential and Commercial Electricity
- Surgical Technology
- Technical Studies
- Welding Technology

**CERTIFICATE PROGRAMS**

- Culinary Arts
- Industrial Maintenance
- Pharmacy Technician
- Welding Technology

**Affordable Tuition Program Rates for 2014-2015**

| Type of Program       | Affordable Tuition Rate Regular               | Out-of-State Rate                             |
|-----------------------|---|---|
| Certificate/Associate | \$2,820/semester*<br>(\$235.00/credit hour)   | \$5,208.00/semester<br>(\$434.00/credit hour) |
| Bachelor              | \$2891.00/semester*<br>(\$240.92/credit hour) | \$5,319.00/semester<br>(\$443.25/credit hour) |

*\*Students must be registered for at least nine hours per semester and have a 2.0 GPA or above.*

SECTION IV

Student Information

The following section includes a listing of campus services, policies, student organizations and activities and other information of interest to students.

**GENERAL INFORMATION**

**Admissions and Records.** The Office of Admissions, located in the Student Welcome center, coordinates the admissions process and oversees the recruitment and outreach strategies of the college. The Records Office maintains records of the student grades and enrollment.

**Assessment.** The College derives many benefits from its campus-wide assessment program. Academic departments have the opportunity to reflect on what the program mission is, and what a graduate from that program will know, value, and be able to do. Students find it helpful to know the goals of their academic program and how courses in their program relate to those goals. Faculty use the assessment results to determine if program goals are being met. Academic support services, such as the library, student affairs, academic advisement and financial aid, make a tremendous contribution to student learning on campus. Thus, all areas of the institution can assess how they contribute to the learning environment and what changes they might make to maximize learning experiences.

**Assessment Participation.** WVU Parkersburg requires student participation in assessment tests and surveys. The results enable the College to monitor its programs and services, to assist students in fulfilling their academic goals, and to fulfill reporting requirements to accrediting and government agencies. The Senior Vice President for Academic Affairs, the Outcomes Assessment Committee, and the Institutional Research Officer oversee development and reporting of assessment activities. Academic and administrative departments throughout the College require student input about their functions periodically.

Students will be notified when they are expected to participate in assessments. Assessment of general education outcomes will be undertaken regularly. In addition, each program conducts its own assessments of student learning. Other assessments will be conducted as needed. Generally, these assessments can be completed in a modest period of time and results will be available to students and the campus community. Failure to participate may result in administrative action including withholding of grades and/or restriction from registration until the requirements are met.

**Bookstore.** The campus bookstore carries textbooks and classroom materials as well as imprinted items and sundries.