

West Virginia University Parkersburg Board of Governors

POLICY E-39
ASSESSMENT, PAYMENT AND REFUND OF FEES

Section 1. General

- 1.1 Scope – This document establishes general policies related to assessment, payment, and refund of fees at West Virginia University Parkersburg.
- 1.2 Authority – W.Va. Code §§ [18B-1-6](#), [18B-10-1](#), [18B-10-8](#)
- 1.3 Effective Date – November 17, 2023
(Replaces version dated August 10, 2021)

Section 2. General Rules

- 2.1 Tuition and fees must be assessed, waived, or refunded in accordance with W. Va. Code § 18B-10-1, et seq. and the Council's legislative rule 135 C.S.R. 32, *Tuition and Fees*. The rates of tuition and fees as those terms are defined in W. Va. Code § 18B-10-1c, shall be approved by the Board of Governors.
- 2.2 All tuition and fees shall be collected prior to the first day of classes for regular semester and nontraditional course registrations, except as provided in this policy.
 - 2.2.1 The Chief Financial Officer may grant exceptions where a bona fide third-party agency has provided authorization in writing that payment will be made for the student.
 - 2.2.2 The Chief Financial Officer may grant exceptions for late financial aid disbursements for situations at no fault to the student.
 - 2.2.3 The Chief Financial Officer may grant exceptions for deferred payment plans that shall be offered.
 - 2.2.4 The Chief Financial Officer may grant exceptions for dual enrollment courses offered at local high schools where the first day of classes begins later than West Virginia University Parkersburg's first day of classes.
- 2.3 The College may allow the use of credit cards or other electronic payment options and assess students processing fees for such options.
- 2.4 All fees charged to students shall be approved by the West Virginia University at Parkersburg Board of Governors and published so as to be readily available to students.

Section 3. Fee Charges

- 3.1 Undergraduate students enrolled during traditional semesters for twelve or more hours pay maximum tuition and fee charges in each basic tuition and fee category.

- 3.2 The College shall reduce on a pro rata basis the tuition and fees of undergraduate students taking fewer than twelve credit hours in a regular semester based upon one-twelfth of the full-time rate per credit hour.
- 3.3 The College shall pro rate tuition and fees for students enrolled in summer terms or other nontraditional time periods based upon the number of credit hours for which the student registers in accordance with the pro rata formula established in the previous paragraph and with the exception of capital and auxiliary capital fees, which may not be limited to the total tuition and fees assessed during a traditional semester.
- 3.4 Upon approval by the Board of Governors, the college may establish and charge tuition and fees for all non-credit community service courses in an amount that ensures that the offering is self-supporting, including indirect costs.

Section 4. Refund of Tuition and Fees

- 4.1 Only students who officially withdraw from all classes at the college shall be eligible for a refund in accord with an established schedule (as defined in the college's Answer Book Policy #VI-10C). For courses offered as part of the regular fall and spring semesters, the schedule shall be noticed on appropriate WVU Parkersburg website(s) and published in the WVU Parkersburg course catalog. For other course offerings that do not follow the regular semester schedule, the refund schedule shall be established by the Chief Financial Officer, and shall be noticed at appropriate WVU Parkersburg website(s).
- 4.2 Whenever Title IV funds are involved, the college shall refund tuition and fees in accordance with the requirements of the federal Higher Education Act.

Section 5. Late Payment and Registration Fees

- 5.1 The college shall impose a late registration fee on students who register for class(es) after the prescribed registration period.
- 5.2 The college shall impose late payment fees at a reasonable time on students who do not pay fees by the prescribed due date associated with a registration period.
- 5.3 Late payment and registration fees shall be approved annually by the Board of Governors. Fees shall be posted on appropriate WVU Parkersburg website(s).
- 5.4 The college shall publish the due dates for tuition and fees at a reasonable time in advance of the deadlines.

Section 6. Dual Enrollment Courses Offered at High School Campuses

- 6.1 Dual enrollment students who are taking courses at their high school campuses will have a separate penalty schedule to allow for the additional time required for communication between the high school instructor, high school counselor, and the college regarding student registration.
 - 6.1.1 This penalty schedule for the dual enrollment courses offered at the high school campus will be published on the appropriate WVU Parkersburg website(s) following the same process for and in alignment with other penalty schedules.

- 6.2 The dual enrollment tuition rate applies only to dual enrollment students who are timely registered for the course or courses. Dual enrollment students who are not enrolled in course(s) at the beginning of the term who request and are approved to be added at the end of the term will be charged tuition for the course at the full regular student rate for the course, effective Fall 2021.