

WEST VIRGINIA BOARD OF REGENTS

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*Title 128
Legis. Fee Rule*

~~POLICY BULLETIN NO.~~

Series 22

~~FEBRUARY 2, 1982~~

~~(Replaces Policy Bulletin No. 22, dated April 11, 1972)~~

POLICY REGARDING ASSESSMENT, PAYMENT AND REFUND OF FEES

BE IT RESOLVED, That the West Virginia Board of Regents hereby establishes the following regulations regarding the payment and refund of fees and rescinds all previous regulations of the Board of Governors of West Virginia University and of the West Virginia Board of Education regarding the payment and refund of fees.

Section 2 ~~2~~ General Rules

2.1 No financial credit of any type shall be extended to any individual, either student or other, at any State university or college. All universities and colleges shall operate on a strictly cash basis with all payments and obligations being collected in advance, except that room and board charges may be divided into installments, as determined by the institution. A student is not considered registered until full fee payment has been made.

2.2 Exceptions may be granted where a bona fide third-party agency has provided authorization in writing that payment will be made for the student.

Section 3

III. Fee Charges

- 3.1. Undergraduate students enrolled for 12 or more credit hours and graduate students enrolled for 9 or more hours pay the maximum charges in each basic fee category.
- 3.2. Tuition, registration, and higher education resource fees charged to undergraduates taking less than 12 hours and graduate students taking less than 9 hours are prorated according to the number of credit hours for which the student is enrolled.
- 3.3. Full- or part-time students taking all courses off campus may be exempted from all or certain institutional activity, student union, and intercollegiate athletic fees at the discretion of the institution.
- 3.4. In view of existing bonding obligations at most institutions, it is necessary for institutions to establish different rates regarding student union fees. The fee should be prorated based on the requirements of the bond covenant.
- 3.5. Institutional activity and athletic fees will be paid in full by students taking 7 or more credit hours per semester on campus (except for students at community colleges, where the activity fee for students enrolled less than full-time will be prorated according to the number of credit hours taken each semester). Students enrolled for less than 7 hours have the option of paying these basic fees.
- 3.6. Colleges and universities shall be permitted to establish and collect certain special fees for designated purposes separate from and above those identified in the regular fee schedule.
- 3.7. All regular and special fees charged by colleges and universities shall be identified separately and published so as to be readily available to all students.

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- 7.8. All fees charged to students, both regular and special, must have approval by the Board of Regents prior to assessment and collection.
- 7.9. Fees shall be established and charged for all noncredit community service courses in an amount to insure that the offering is self-supporting, including indirect cost.

Adopted: West Virginia Board of Regents
February 2, 1982

Section 4 II. Refund of Regular Fees

4.1 Students who officially withdraw from any college or university under the jurisdiction of the Board shall receive a refund of regular fees in accordance with the following schedule.

1. <u>ACADEMIC YEAR (Semester)</u>	<u>Amount of Refund</u>
During the first and second weeks . . .	90%
During the third and fourth weeks . . .	70%
During the fifth and sixth weeks . . .	50%
Beginning with the seventh week . . .	No Refund
2. <u>SUMMER TERMS AND NONTRADITIONAL PERIODS</u>	

4.2 Refunds for summer sessions and nontraditional periods shall be established based upon the refund rate for the academic year and calculated using the following schedule.

<u>TERM</u>	<u>Refund</u>
During the first 13% of the term	90% refund
From 14% to 25% of the term.	70% refund
From 26% to 38% of the term.	50% refund
After 38% of term is completed	No refund

4.3 Should the percentage calculation identify a partial day, the entire day should be included in the higher refund period.

Section 5 II. Refund of Room and Board

5.1. ROOM

Refund, if any, shall be based on housing contract signed by the student.

5.2. BOARD

Refund shall be prorated based upon date of official withdrawal. All refunds are calculated from the first day of the formal registration period.

Section 6
III.

Registration Period - Late Fee

- 6.1. A formal registration period shall be established at the beginning of each semester or term at which time fees are due and payable. In addition, a late registration period may be established which shall not exceed the 10th day of regularly scheduled classes. A late fee of \$15.00 shall be imposed on all late registrants. The President of the institution or a designee shall have the authority to waive the fee in cases where evidence indicates the delay occurred through a fault of the institution.
- 6.2. An exception to the registration time period may be granted to an individual under rare circumstances and then only when there is evidence that the student has a reasonable opportunity to complete successfully all course work. The President or a designee must approve the exception with the evidence documented and held on file supporting the decision.
- 6.3. The first two class meetings shall be considered the regular registration period for non-traditional students registering for evening, Saturday, off-campus, extension and other special classes. In addition, a late registration period may be established which shall not exceed the third and fourth class meetings. A late fee of \$15.00 shall be imposed on all late registrants.