

**WEST VIRGINIA
SECRETARY OF STATE
KEN HECHLER
ADMINISTRATIVE LAW DIVISION**

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FILED

Dec 13 1 07 PM '93

OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

Form #3A

**NOTICE OF AGENCY APPROVAL OF A PROPOSED RULE
AND
FILING WITH THE LEGISLATIVE OVERSIGHT COMMISSION ON
EDUCATIONAL ACCOUNTABILITY**

AGENCY: University System of West Virginia Board of Trustees TITLE NUMBER: 128

CITE AUTHORITY: WV Code §188-1-6, 188-10-8, 188-10-1

AMENDMENT TO AN EXISTING RULE: YES ^{xx} NO

IF YES, SERIES NUMBER OF RULE BEING AMENDED: Series 22

TITLE OF RULE BEING AMENDED: Assessment, Payment and Refund of Fees.

IF NO, SERIES NUMBER OF RULE BEING FILED PROPOSED: _____

TITLE OF RULE BEING PROPOSED: _____

THE ABOVE PROPOSED LEGISLATIVE RULE HAVING GONE TO A PUBLIC HEARING OR A PUBLIC COMMENT PERIOD IS HEREBY APPROVED BY THE PROMULGATING AGENCY FOR FILING WITH THE SECRETARY OF STATE AND THE LEGISLATIVE OVERSIGHT COMMISSION ON EDUCATIONAL ACCOUNTABILITY FOR THEIR REVIEW.

Pamela G. Steelhammer
Signature

600

TITLE 128
LEGISLATIVE RULE
STATE UNIVERSITY SYSTEM OF WEST VIRGINIA
SERIES 22

FILED
DEC 13 1 07 PM '93
OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

TITLE: ASSESSMENT, PAYMENT, and REFUND OF FEES

SECTION 1. GENERAL

- 1.1 Scope - This rule establishes policy regarding assessment, payment and refund of fees.
- 1.2 Authority - West Virginia Code § 18B-1-6, 18B-10-8, 18B-10-1
- 1.3 Filing Date -
- 1.4 Effective Date -

SECTION 2. GENERAL RULES

- 2.1 No financial credit of any type shall be extended to any individual, either student or other, at any state college. All colleges shall operate on a strictly cash basis with all payments and obligations being collected ~~in advance, prior to the start of classes 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.~~ as provided in this rule. Fees include tuition registration, HERF, faculty improvement, activity, lab and other course related fees.
- 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.
- 2.3 Exceptions may be granted for late financial aid disbursements for situations at no fault of the student.

SECTION 3. FEE CHARGES

- 3.1 Undergraduate students enrolled for twelve or more credit hours and graduate students enrolled for nine 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 twelve hours and graduate students taking less than nine hours are prorated according to the number of credit hours for which the student is enrolled.~~ 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.
- 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 in accordance with the provisions of Section 3.2 of this rule.
- 3.34 ~~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.~~ Students enrolled in undergraduate courses offered at off-campus locations shall pay an off-campus instruction fee, which shall be used solely for the support of off-campus courses offered by the institution, and shall not pay the athletic fee and the student activity fee. The student union fee for off-campus students may be waived at the discretion of the institution. Off-campus location for four-year colleges is defined as any location other than the main campus. For Southern West Virginia Community College and West Virginia Northern Community College, all instruction is defined as on-campus instruction.
- 3.45 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 seven 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 seven hours have the option of paying these basic fees.~~

- 3.6 Colleges 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 shall be identified separately and published so as to be readily available to all students.
- 3.8 All fees charged to students, both regular and special, must have approval by the State College System Board prior to assessment and collection.
- 3.9 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.
- 3.10 A fee not to exceed \$50 per course may be charged for student initiated adding or dropping after the first five class days in a regular term. This does not apply to courses cancelled due to low enrollment or other institutional decisions.

SECTION 4. REFUND OF REGULAR FEES

- 4.1 Academic Year Continuing Students. Except for first-time enrollees, as specified in Section 4.2 of this rule, students who officially withdraw during a semester in the academic year shall receive a refund of regular fees in accordance with the following schedule.

4.1.1 Academic Year (Semester)

During the first and second weeks	90% refund
During the third and fourth weeks	70% refund
During the fifth and sixth weeks	50% refund
Beginning with the seventh week	No refund

4.1.2 Summer Terms and Nontraditional Periods

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.

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

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

4.2 First time enrollees. Students who officially withdraw before or during their first period of enrollment at the enrolling institution shall have their refund calculated as follows, in accordance with the provisions contained in the 1992 amendments to the federal Higher Education Act.

4.2.1 Academic Year (Semester)

<u>During the first and second weeks</u>	<u>90% refund</u>
<u>During the third week</u>	<u>80% refund</u>
<u>During the fourth and fifth weeks</u>	<u>70% refund</u>
<u>During the sixth week</u>	<u>60% refund</u>
<u>During the seventh and eighth weeks</u>	<u>50% refund</u>
<u>During the ninth week</u>	<u>40% refund</u>
<u>Beginning the tenth week</u>	<u>No refund</u>

4.2.2 Summer Terms and Nontraditional Periods

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>During the first 14% of the terms</u>	<u>90% refund</u>
<u>From 15% to 20% of the term</u>	<u>80% refund</u>
<u>From 21% to 30% of the term</u>	<u>70% refund</u>
<u>From 31% to 40% of the term</u>	<u>60% refund</u>
<u>From 41% to 50% of the term</u>	<u>50% refund</u>
<u>From 51% to 60% of the term</u>	<u>40% refund</u>
<u>After 60% of the term</u>	<u>No refund</u>

4.3 Refunded fees must be returned in accordance with the requirements of the Higher Education Act whenever Title IV funds are involved.

- 4.4 A withdrawal fee may be charged by the institution not to exceed five percent (5%) of the total student fees charged for the term or one hundred dollars (\$100.00), whichever is less.

SECTION 5. REFUND OF ROOM AND BOARD

- 5.1 Room: Refund, if any, shall be based on the housing contract signed by the student.
- 5.2 Board: Refund shall be prorated based upon the date of official withdrawal. All refunds are calculated from the first day of the formal registration period.

SECTION 6. 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 accordance with the provisions of this rule. In addition, a late registration period may be established ~~which shall not exceed the tenth day of regularly scheduled classes.~~ A late fee of ~~fifteen (\$15) dollars~~ not to exceed thirty dollars (\$30) 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 nontraditional 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 ~~fifteen dollars (\$15)~~ not to exceed thirty dollars (\$30) shall be imposed on all late registrants.

SECTION 7. INSTALLMENT PAYMENT PLANS

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

- 7.2 All available financial aid for the term must be credited to the student's account prior to determining the amount available for deferral.
- 7.3 After all financial aid is applied to the student's account, sixty percent (60%) of the balance of student fees must be paid prior to the start of classes.
- 7.4 The remaining balance, including interest, must be paid prior to the end of the sixth week of classes.
- 7.5 Interest on the deferred amount may be charged at a rate not to exceed the legal limit.
- 7.6 Room and board and other non-course related charges may be divided into installments as determined by the institution.

SECTION 8. USE OF CREDIT CARDS

- 8.1 The use of credit cards for payment of student fees is authorized at State College System institutions under the statewide contract initiated by the State Board of Investments or under an alternate program approved by the State College System Board of Directors.
- 8.2 To the extent allowed by law or policy of the credit card company, each institution 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.

SECTION 9. ENROLLMENT ABOVE THE NORMAL FULL-TIME COURSE

- 9.1 Each institution shall adopt penalties for students who routinely withdraw from classes after a semester has begun, with special emphasis on students who initially register for more than eighteen (18) credit hours and who routinely withdraw from classes after the semester has begun. The policy setting such penalties at each institution shall be submitted to the chancellor.

SECTION 10. DEFERRAL OF FEES DURING A LEGAL WORK STOPPAGE

- 10.1 Any student adversely, financially affected by a legal work stoppage that commenced on or after the first day of January, one thousand nine hundred

ninety three (1993) may be allowed, on a case-by-case basis, an additional six months to pay the fees for any academic term, in accordance with procedures established by the board.

UNIVERSITY SYSTEM OF WEST VIRGINIA BOARD OF TRUSTEES

1018 KANAWHA BOULEVARD, EAST
SUITE 700
CHARLESTON, WEST VIRGINIA 25301 - 2827

TELEPHONE (304) 558-2736
FAX (304) 558-3264

John R. Hoblitzell
Chairman

Charles W. Manning
Chancellor

December 13, 1993

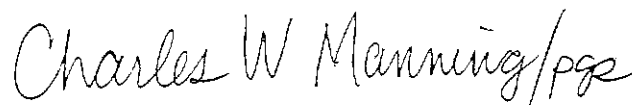
The Honorable Ken Hechler
Secretary of the State of West Virginia
Capitol Building
Charleston, West Virginia 25305

Dear Secretary Hechler,

On behalf of the University System of West Virginia Board of Trustees I am filing the following rule with the Legislative Oversight Commission of Educational Accountability:

Series 22: *Assessment, Payment, and Refund of Fees.*

Sincerely,



Charles W. Manning
Chancellor

Enclosures:

Copy of letter from Secretary of Education and the Arts, November 8, 1993
Form #3A
Series 22: *Assessment, Payment, and Refund of Fees*
Fiscal Note
Summary of Rule
Comments

Memorandum from Terry R. Ondreyka to Charles W. Manning, 10/28/93
Memorandum from James R. Sutherland to Pamela Steelhammer. 12/8/93

Marshall University
University of West Virginia College of Graduate Studies
West Virginia School of Osteopathic Medicine
West Virginia University
Potomac State College of West Virginia University
West Virginia University at Parkersburg

DEPARTMENT OF EDUCATION AND THE ARTS
Office of the Secretary

State Capitol, Bldg. 1, R-151
Charleston, West Virginia 25305
Telephone: (304) 558-2440
Fax No.: (304) 558-1311

Gaston Caperton
Governor

Barbara Harmon-Schamberger
Cabinet Secretary

November 8, 1993

The Honorable Ken Hechler
Secretary of State
State Capitol Building
Charleston, WV 25305

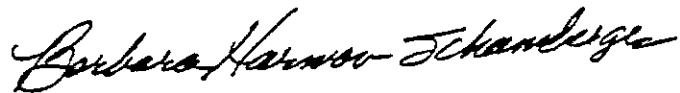
Dear Secretary Hechler,

I hereby grant consent as required pursuant to WV Code §5F-2-2 for the promulgation of the following amended legislative rule of the University System of the West Virginia Board of Trustees.

Title 128, Series 22: Assessment, Payment, and Refund of Fees

A copy of the rule is attached.

Sincerely,



Barbara Harmon-Schamberger
Secretary

BHS:mc

Attachment

cc: Dr. Charles Manning
~~Dr. John Firalls~~

FISCAL NOTE FOR PROPOSED RULES

Rule Title: Title 128 Series 5 Resource Allocation Policy

Type of Rule X Legislative Interpretive Procedural

Agency University of West Virginia Board of Trustees

1. Effect of Proposed Rule	ANNUAL		FISCAL YEAR		
	Increase	Decrease	Current	Next	Thereafter
Estimated Total Cost	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Personal Services					
Current Expense					
Repairs and Alterations					
Equipment					
Other					

2. Explanation of above estimates

No Fiscal Impact

3. Objectives of these rules

This rule establishes the Resource Allocation Policy for distribution of State general revenue funds within the University System.

4. Explanation of Overall Economic Impact of Proposed Rule

A. Economic Impact on State Government

None

B. Economic Impact on Political Subdivisions; Specific Industries; Specific groups of citizens.

This policy will impact each state University System institution, excluding the medical schools, according to the formula contained therein.

C. Economic Impact on Citizens/Public at Large

None

Date: December 13, 1993

Pamela G. Steelhammer
Signature of Agency Head or Authorized Representative

UNIVERSITY SYSTEM OF WEST VIRGINIA BOARD OF TRUSTEES

1018 KANAWHA BOULEVARD, EAST
SUITE 700
CHARLESTON, WEST VIRGINIA 25301 - 2827

TELEPHONE (304) 558-2736
FAX (304) 558-3264

John R. Hobtitzell
Chairman

Charles W. Manning
Chancellor

SERIES 22: ASSESSMENT, PAYMENT, AND REFUND OF FEES

Amendments to the federal Higher Education Act require a specific policy for refund of tuition and fees to first-time enrollees at post-secondary institutions which receive federal funds. The proposed revisions to Series 22 of the University System Rules shown with strikeouts and underlines on the following pages are designed to bring the refund policy for institutions in the University System into compliance with the new federal requirements. The other changes are proposed in response to provisions enacted by the West Virginia Legislature during the 1993 regular legislative session in Senate Bill 377.

Marshall University
University of West Virginia College of Graduate Studies
West Virginia School of Osteopathic Medicine
West Virginia University
Potomac State College of West Virginia University
West Virginia University at Parkersburg



Associate Vice President for Finance

West Virginia University

October 28, 1993

Charles Manning, Chancellor
WV Higher Education Central Office
1018 Kanawha Blvd., East
Suite 700
Charleston, WV 25301

Dear Chancellor Manning:

Attached is a copy of Policy Bulletin 22 that has been revised to include comments from West Virginia University. Many of the comments are simply clarification and suggested wording changes. Please note the following substantive changes:

- 2.3 Grants exceptions for late financial aid for situations at no fault of the student.
- 3.10 Allows institutions to charge a fee not to exceed \$50 per course that is added or dropped after the first five days of class.
- 5.1 Imposes a late registration fee of \$20 (rather than \$15). WVU currently charges \$20 as approved and on file with the Legislative Auditor's Office (see Academic Year 1993/94 Student Fee Schedule).
- 6.3 See comments on section 6.1 above.
- 9.1 Provides for penalties for students who routinely withdraw from classes after a semester has begun, including students initially enrolled in more than 18 credit hours.

I hope these comments are helpful and would be glad to discuss any of them further should you need additional information.

Sincerely,

A handwritten signature in black ink, appearing to read 'Terry R. Ondreyka'.

Terry R. Ondreyka
Associate Vice President
for Finance

Attachment

cc: James Sutherland
Scott Ludlow
Marion Dearnley
Russ Dean

BOT
9/22/93

WEST VIRGINIA UNIVERSITY
RECOMMENDED REVISIONS TO BOT SERIES 22

2. GENERAL RULES

- 2.1 No financial credit of any type shall be extended to any individual, either student or other, at any University System institution(s). All University System institutions shall operate on a strictly cash basis with all payment and obligations being collected in advance prior to the start of classes, except as provided in this rule. Fees include tuition registration. HERE, faculty improvement, activity, lab and other course related fees.
- 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.
- 2.3 Exceptions may be granted for late financial aid disbursements for situations at no fault of the student.

3. FEE CHARGES

- 3.1 Undergraduate student enrolled for twelve or more credit hours and graduate students enrolled for nine or more hours pay the maximum charges in each basic fee category.
- 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.
- 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 in accordance with the provisions of Section 3.2 of this rule.
- 3.4 Students enrolled in undergraduate courses offered at off-campus locations shall pay an off-campus instruction fee, which shall be used solely for the support of off-campus courses offered by the institution, and shall not pay the athletic fee and the student activity fee. The student union fee for off-

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campus students may be waived at the discretion of the institution.

- 3.5 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.
- 3.6 University System institutions 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 University System institutions shall be identified separately and published so as to be readily available to all students.
- 3.8 All fees charged to students, both regular and special, must have approval by the University System Board prior to assessment and collection.
- 3.9 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.
- 3.10 A fee not to exceed \$50 per course may be charged for student initiated adding or dropping after the first five class days in a regular term. This does not apply to courses canceled due to low enrollment or other institutional decisions.

4. REFUND OF REGULAR FEES

4.1 ~~Except for first time enrollees, as specified in Section 4.2 of this rule,~~ Students who officially withdraw during a semester in the academic year shall receive a refund of regular fees in accordance with the following schedule. See exception Section 4.2.

4.1.1 Academic Year (Semester)

During the first and second weeks	90% refund
During the third and fourth weeks	70% refund
During the fifth and sixth weeks	50% refund
Beginning with the seventh week	No refund

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9/22/93

4.1.2 Summer Terms and Nontraditional Periods

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.

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

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

4.2 ~~First-time enrollees.~~ Students who received Title IV aid and officially withdraw before or during their first period of enrollment at the enrolling institution shall have their refund calculated as follows, in accordance with the provisions contained in the 1992 amendments to the federal Higher Education Act.

4.2.1 Academic Year (Semester)

During the first and second weeks	90% refund
During the third week	80% refund
During the fourth and fifth weeks	70% refund
During the <u>fifth and sixth</u> week	60% refund
During the seventh and eighth weeks	50% refund
During the ninth week	40% refund
Beginning the tenth week	No refund

4.2.2 Summer Terms and Nontraditional Periods

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.

During the first 14% of the term	90% refund
From 15% to 20% of the term	80% refund
From 21% to 34% 30% of the term	70% refund
From 35% <u>31%</u> to 40% of the term	60% refund
From 41% to 54% 50% of the term	50% refund
From 55% <u>51%</u> to 60% of the term	40% refund
After 60% of the term	No refund

4.3 Refunded fees must be returned in accordance with the requirements of the Higher Education Act whenever Title IV funds are involved.

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4.4 A withdrawal fee may be charged by the institution not to exceed five percent (5%) of the total student fees charged for the term or one hundred dollars (\$100.00), whichever is less.

5. REFUND OF ROOM AND BOARD

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

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

6. REGISTRATION PERIOD - LATE FEE

6.1 A formal registration period shall be established ~~at~~ prior to the beginning of each semester or term at which time fees are due and payable in accordance with the provisions of this rule. In addition, a late registration period may be established ~~which shall not exceed the tenth day of regularly scheduled classes.~~ A late fee of ~~fifteen (\$15)~~ twenty (\$20) dollars 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 exceptions 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 nontraditional 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 ~~fifteen dollars (\$15)~~ twenty (\$20) dollars shall be imposed on all late registrants.

7. INSTALLMENT PAYMENT PLANS

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

BOT
9/22/93

- 7.2 All available financial aid for the term must be credited to the student's account prior to determining the amount available for deferral.
 - 7.3 After all financial aid is applied to the student's account, sixty percent (60%) of the balance of student fees must be paid prior to the start of classes.
 - 7.4 The remaining balance, including interest, must be paid prior to the end of the sixth week of classes.
 - 7.5 Interest on the deferred amount may be charged at a rate not to exceed the legal limit.
 - 7.6 Room and board and other charges may be divided into installments as determined by the institution.
8. USE OF CREDIT CARDS
- 8.1 The use of credit cards for payment of student fees is authorized at University System institutions under the statewide contract initiated by the State Board of Investments or under an alternate program approved by the University System Board of Trustees.
 - 8.2 To the extent allowed by law or policy of the credit card company, each institution 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.
9. ENROLLMENT ABOVE THE NORMAL FULL-TIME COURSE
- 9.1 Each institution shall adopt penalties for students who routinely withdraw from classes after a semester has begun, with special emphasis on students who initially register for more than eighteen (18) credit hours and who routinely withdraw from classes after a semester has begun, to provide a disincentive for students to register for classes in excess of eighteen (18) credit hours and then to withdraw from such excess classes after the semester has begun. The policy setting such penalties at each institution shall be submitted to the chancellor.
10. DEFERRAL OF FEES DURING A LEGAL WORK STOPPAGE
- 10.1 Any student adversely, financially affected by a legal work stoppage that commenced on or after the first day of January, on thousand nine hundred ninety three (1993) may be allowed, on a case-by-case basis, an additional six months to pay the fees for any academic term, in accordance with procedures established by the Board.

*State College and University Systems
of West Virginia*

Central Office


Paul Marion, Chancellor
State College System of West Virginia

Charles W. Manning, Chancellor
University System of West Virginia

MEMORANDUM

DATE: December 8, 1993

TO: Pamela Steelhammer
Assistant to the Chancellor

FROM: James R. Sutherland
Director of Finance and Facilities 

SUBJECT: Comments on Series 22

The only comments received on this rule came from one letter from West Virginia University. The following is a listing of comments and actions:

- Paragraph 2.1 Strike "in advance" and insert "prior to the start of classes" in its place. This was incorporated.
- Paragraph 2.1 Add "Fees include tuition, registration, HERF, faculty improvement, activity, lab and other course related fees". This was incorporated.
- Paragraph 2.3 Add this as a new paragraph. This was incorporated.
- Paragraph 3.10 Add this as a new paragraph. This was incorporated.
- Paragraph 4.1 Strike "Except for first time enrollees, as specified in section 4.2 of this rule" and add "See exception Section 4.2". This was not incorporated because it would have changed the intent of the Board to have all first time enrollees treated the same.
- Paragraph 4.2 Strike "first time enrollees" and add "received Title IV aid and" this was not incorporated because it would have changed the intent of the Board to have all first time enrollees treated the same.

- Paragraph 4.2.1 Strike "and fifth" at the 70% refund level and add "fifth and" at the 60% refund level. This was not incorporated because it would not have complied with federal requirements.
- Paragraph 4.2.2 Strike "34%" and add "30%""", strike "35%" and add "31%", strike "54%" and add "50%" and strike "55%" and add "51%". these changes were incorporated.
- Paragraph 6.1 Strike "at" in line one and add "prior to". This was not incorporated because it would be too limiting. Strike "which shall not exceed the tenth day of regularly scheduled classes." This was incorporated. Strike "fifteen (\$15)" and add "twenty (20)". This was not incorporated, instead "of fifteen (\$15)" was stricken and "not to exceed thirty (\$30)" was added in order to recognize the increased administrative costs.
- Paragraph 6.3 Strike "fifteen (\$15)" and add "twenty (\$20)". This was not incorporated, instead "of fifteen (\$15)" was stricken and "not to exceed thirty (\$30)" was added in order to recognize the increased administrative costs.
- Paragraph 7.6 Add "and other". This was not incorporated instead "and other non-course" was added.
- Paragraph 9.1 Strike "to provide a disincentive for students to register for classes in excess of eighteen (18) credit hours and then to withdraw from such excess classes after the semester has begun." and insert "for students who routinely withdraw from classes after a semester has begun, with special emphasis on students who initially register for more than eighteen (18) credit hours and who routinely withdrawal from classes after a semester has begun". This was incorporated.