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**TITLE 131
INTERPRETIVE RULES
WEST VIRGINIA BOARD OF DIRECTORS**

**SERIES 22
POLICY REGARDING ASSESSMENT, PAYMENT AND
REFUND OF FEES**

§131-22-1. General.

1.1. Scope. -- This rule establishes assessment, payment and refund of fees.

1.2. Authority. -- W. Va. Code §18-26

1.3. Filing Date. -- December 2, 1982

1.4. Effective Date. -- February 2, 1982

§131-22-2. 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.

§131-22-3. Fee Charges.

3.1. Undergraduate students enrolled for twelve (12) or more credit hours and graduate students enrolled for nine (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 twelve (12) hours and graduate students taking less than nine (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 seven (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 seven (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.

3.8. All fees charged to students, both regular and special, must have approval by the Board of Directors 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.

§131-22-4. 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. ACADEMIC YEAR (Semester)

Amount of Refund	
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

4.2. 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>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

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

§131-22-5. 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.

§131-22-6. 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 addition, a late registration period may be established which shall not exceed the tenth (10th) day of regularly scheduled classes. A late fee of fifteen dollars (\$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 (2) 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 (\$15.00) shall be imposed on all late registrants.