



## ADMINISTRATIVE PROCEDURE

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**TITLE: Tuition and Fees**

**ADMINISTRATIVE PROCEDURE # 5030**

**RELATED TO POLICY # 5030 TUITION AND FEES**

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The Board retains final authority to review and approve all tuition and fees charged to students for degree credit instruction, including but not limited to tuition, program fees, course fees, service and activity fees, charges for services, other fees/charges as determined by the discretion of the Board.

Tuition and fees for degree credit instruction must be approved by the Board of Education by April 30th for the following year. All tuition and fees will be updated on the College's web site.

### **A. Tuition**

1. Required Tuition include, as applicable:
  - a. Oregon Resident Tuition per credit;
  - b. Out of State Tuition per credit; or
  - c. International Tuition per credit
2. The Board may approve differential tuition for certain academic programs that carry extraordinary cost of offering the academic program (e.g. need for specialized equipment and supplies; accreditation standards; delivery methods) or a desire to incent enrollment in a specific program.

### **B. Common Fees**

1. Each student shall be charged a fee for enrolling in credit courses in accordance with applicable law. Student enrollment into credit courses may include any combination of the following fees:
  - a. Per Credit Fee – Per credit fees are applied to each credit a student enrolls in.

- b. Term Fee – Term fees are applied every term that a student enrolls for credit coursework.
- c. Course Fee – All students who are enrolled in a course with a course fee will be charged the applicable fee. Course fees pay for the materials and supplies associated with the class the student is taking (i.e.: lab supplies for a Science class or liability insurance for Nursing). For more information see 5031 AP Instructional Materials Fee.
- d. Other student fees could be charged to recover costs, either partially or fully. Examples of the fees are: Graduation Application Fee (non-refundable), placement assessments, etc.

### **C. Fees for non-credit instruction and public services**

- 1. The review and approval of fees and charges is delegated by the Board to the President for the fees necessary to recover in full, or part, the costs of community education, auxiliary educational activities, sporting events and other auxiliary enterprises and self-sustaining programs which provide services to students, other campus programs, or the general public.

### **D. Payments and Refunds**

- 1. All tuition and fees must be paid by the deadline listed by each term on the published Academic Calendar.
- 2. The College will begin collections process on student accounts with balances after 90 days from payment due date if accounts remain unpaid or have not established a repayment agreement. Students will have 30 days from the date of the final notice to make payment in full. If payment is not made in full, the student's account will be assessed a collection fee and the account will be submitted to a third-party collection agency. The collection agency will use all legal means available to collect the debt including, but not limited to garnishments, and submission of debt to credit bureaus.
- 3. Tuition and fees charged on a student's account in error will be credited for the entire amount of the error.
- 4. All tuition and fees will be refunded if the College cancels classes.
- 5. All tuition and fees will be refunded due to changes in law or regulation authorizing and establishing a waiver or prohibiting a fee.
- 6. Tuition and fees will be refundable with the exception of non-refundable fees when a student withdraws from class(es), if the student does so during the established withdrawal period. Please refer to the online academic calendar or class schedule for specific dates and Administrative Policy and Procedure 5075, Course Adds and Drops.

7. Returns related to Federal Title IV assistance will be calculated and disbursed in accordance with all applicable Federal Requirements.

### **E. Third Party Agency Payments**

Third party agency payments on student's behalf will be accepted and posted to the student account upon the receipt of the agency authorization contract/letter. Students are responsible for the balance on their student account until payment is received from the agency. The agency will have 30 days from the date of the invoice to submit payment to the college. After 30 days, the third party authorization will be removed, requiring the student to pay the remaining balance. Student is subject to the non-payment penalty, late fees, and collection proceedings if the agency does not pay within the specified time frame.

### **F. Installment Plan –Tuition and Fees**

1. Eligible students may opt to pay their tuition and fees through an installment payment plan. The payment plan has a service fee per student, per term. The payment plan will include a specific amount and the due date for each installment. All payments will be completed within the term for which the enrollment is made. Failure to make timely payments will subject the student to late and/or non-sufficient funds fee per installment due date. Please refer to the website for specific due dates and amounts.
2. A student is eligible for the installment plan if their account is in good standing and the student's status is "currently attending" at the time of application.

### **G. Financial Appeals**

Students may appeal their account balance due to extraordinary circumstances by contacting Student Accounts. Recipients of Title IV financial aid funds are subject to the federal regulations for withdrawals from all classes for a term.

### **REFERENCES:**

NWCCU Standard 2.D.5 2.G.2  
ORS 341.290(8)

### **RESPONSIBILITY:**

The Chief Financial Officer is responsible for implementing and updating this procedure.

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### **NEXT REVIEW DATE:**

**DATE OF ADOPTION: 12/9/2020**

**DATE(S) OF REVISION:**

**DATE(S) OF PRIOR REVIEW:**