

**BOARD OF EDUCATION
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON**

Information Item

Action Item

Subject: First Reading of Policies

Date: Nov. 10, 2020

The following policies are coming to the Board for a first reading:

Old #	New #	Title	Addendum Page #
N/A	1100	The Name of the College	1-2
N/A	1200	Umpqua Community College Mission	3-5
N/A	2100	Board of Education Elections	6-7
718	4040	Library	8-9
710	5030	Tuition and Fees	14-17

The associated administrative procedures are being shared as an information item:

Old #	New #	Title	Addendum Page #
N/A	4040	Library	10-13
N/A	5030	Tuition and Fees	18-24
N/A	5031	Instructional Materials Fees	25-29

See Board Packet Addendum for 1st reading policies and procedures

Recommendation by:

Approved for Consideration:





BOARD POLICY

TITLE: THE NAME OF THE COLLEGE

BOARD POLICY # 1100

The College has been named Umpqua Community College.

The name is the property of Umpqua Community College. No person shall, without the permission of the Board of Education or the College President as the Board's designee, use this name or the name(s) of other facilities of Umpqua Community College, or any abbreviation of them, to imply, indicate, or otherwise suggest that an organization, product, or services is connected or affiliated with, or is endorsed, favored, supported, or opposed by Umpqua Community College.

Umpqua Community College operates the following education centers:

- Apprenticeship Training Center
- Harold Woolley Adult Basic Education Center
- Truck Driving Center
- UCC South County Center

REFERENCE: ORS 341.415

RESPONSIBILITY:

The Board of Education is responsible for implementing and updating this policy.

NEXT REVIEW DATE:
DATE OF ADOPTION:
DATE(S) OF REVISION:
DATE(S) OF PRIOR REVIEW:

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

<p>TITLE: The Name of the College</p> <p>New BP #: 1100 Old BP # & Title: N/A</p> <p>New AP #: Old AP # & Title:</p> <p>Revision Date: 10/5/2020</p>	<p>AREAS OF COLLABORATION</p> <p><i>Please indicate consultations with other departments and/or individuals that may be affected by the recommendation.</i></p>
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EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
N/A	<p>BP 1100 The [<i>Name of the Entity</i>] Community College</p> <p>References: ORS 341.415</p> <p>NOTE: <i>This policy is legally advised.</i></p> <p>The [entity] has been named the [Name of Entity] Community College.</p> <p>The name is the property of the [entity] Community College. No person shall, without the permission of the Board of Education, use this name or the name(s) of any college(s) or other facilities of the [entity] Community College, or any abbreviation of them, to imply, indicate, or otherwise suggest that an organization, product, or service is connected or affiliated with, or is endorsed, favored, supported, or opposed by, the [entity] Community College.</p> <p>The [entity] Community College consists of the following college(s) and education center(s):</p> <p style="text-align: center;">[List as appropriate]</p>	<p>The College has been named Umpqua Community College.</p> <p>The name is the property of Umpqua Community College. No person shall, without the permission of the Board of Education or the College President as the Board’s designee, use this name or the name(s) of other facilities of Umpqua Community College, or any abbreviation of them, to imply, indicate, or otherwise suggest than an organization, product, or services is connected or affiliated with, or is endorsed, favored, supported, or opposed by Umpqua Community College.</p> <p>Umpqua Community College operates the following education centers:</p> <ul style="list-style-type: none"> • Apprenticeship Training Center • Harold Woolley Adult Basic Education Center • Truck Driving Center • UCC South County Center <p>REFERENCE: ORS 341.415</p> <p>RESPONSIBILITY:</p> <p>The Board of Education is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).</p>



BOARD POLICY

TITLE: UMPQUA COMMUNITY COLLEGE MISSION

BOARD POLICY # 1200

The mission of Umpqua Community College, aligned with ORS 341.009, is to offer academic instruction and career and technical education that:

- Lead to associate degrees, certificates, and GEDs
- Provide a transition to baccalaureate or other college work
- Develop students' skills and ability to enter the workforce
- Develop new skills to meet the changing needs of various occupations
- Coordinate with high schools to accommodate successful transition to college programs
- Meet the educational and service needs of the district while also relate to state and national employment opportunities

The College's mission is encapsulated in its mission statement: *Umpqua Community College transforms lives and enriches communities.*

The Board of Education will evaluate and revise the mission of the College on a regular basis.

REFERENCES:

NWCCU Standards 1.A.1, 1.B.2, 1.B.4, 2.G.2
 ORS 341.005, 341.009

RESPONSIBILITY:

The Board of Education is responsible for implementing and updating this policy.

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

<p>TITLE: Umpqua Community College Mission</p> <p>New BP #: 1200 Old BP # & Title: N/A</p> <p>New AP #: Old AP # & Title:</p> <p>Revision</p> <p>Date: 10/5/2020</p>	<p>AREAS OF COLLABORATION</p> <p><i>Please indicate consultations with other departments and/or individuals that may be affected by the recommendation.</i></p>
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EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
N/A	<p>BP 1200 [Entity's] Mission</p> <p>References: NWCCU Standards 1.A.1, 1.B.2, 1.B.4, 2.G.2 ORS 341.005, 341.009</p> <p>NOTE: <i>This policy is accreditation-related. It is also up to the entity to reflect its organizational culture.</i></p> <p>The mission of the [entity] is: [Insert the entity's mission here]</p> <p>The Board of Education will evaluate and revise the mission of the [entity] on a regular basis.</p> <p>NOTE: <i>Institutional mission defines the broad-based educational purposes the entity seeks to achieve and the students it intends to serve, as well as the parameters under which programs can be offered and resources allocated. It is the discretion of the Board of Education whether or not to include individual college missions as board policy.</i></p>	<p>The mission of Umpqua Community College, aligned with ORS 341.009, is to offer academic instruction and career and technical education that:</p> <ul style="list-style-type: none"> • Lead to associate degrees, certificates, and GEDs • Provide a transition to baccalaureate or other college work • Develop students' skills and ability to enter the workforce • Develop new skills to meet the changing needs of various occupations • Coordinate with high schools to accommodate successful transition to college programs • Meet the educational and service needs of the district while also relate to state and national employment opportunities <p>The College's mission is encapsulated in its mission statement: <i>Umpqua Community College transforms lives and enriches communities.</i></p> <p>The Board of Education will evaluate and revise the mission of the College on a regular basis.</p>

	<p><i>It is the discretion of the Board of Education whether or not it wishes to state a specific time frame for evaluating and revising the mission.</i></p> <p>Adopted: NWCCU Standards Updated 5/20</p>	<p>References: NWCCU Standards 1.A.1, 1.B.2, 1.B.4, 2.G.2 ORS 341.005, 341.009</p> <p>RESPONSIBILITY: The Board of Education is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).</p>
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BOARD POLICY

TITLE: BOARD OF EDUCATION ELECTIONS

BOARD POLICY # 2100 *(was 100.02 and 100.03)*

The term of office of each Board of Education member shall be 4 years, commencing on July 1 following the election. The term of a Board of Education member expires June 30 following the regular district election at which a successor is elected.

Elections shall be held every 2 years, in odd numbered years. Terms of Board of Education members are staggered so that, as nearly as practical, one-half of the Board of Education members shall be elected at each Board of Education member election.

The District election of members to the Umpqua Community College Board of Education, and election on issuance of bonds or other measures, shall be made in accordance with State laws, and under the supervision of the Douglas County Clerk.

References:

ORS 341.326, ORS 341.327, ORS 255.335

RESPONSIBILITY:

The Board Chair is responsible for implementing and updating this policy.

NEXT REVIEW DATE:

DATE OF ADOPTION: 3/11/2020

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

<p>TITLE: Board of Education Elections</p> <p>New BP #: 2100 Old BP # & Title: 100.02 District Elections</p> <p>New AP #: Old AP # & Title:</p> <p>Revision</p> <p>Date: 10/9/2020</p>	<p>AREAS OF COLLABORATION</p> <p><i>Please indicate consultations with other departments and/or individuals that may be affected by the recommendation.</i></p>
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EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p><i>100.02 District Elections:</i> The District election of members to the Umpqua Community College Board of Education, and election on issuance of bonds or other measures, shall be made in accordance with State laws, and under the supervision of the Douglas County Clerk. (ORS 255, 341, etc.)</p> <p><i>2100 Board of Education Elections:</i> The term of office of each Board of Education member shall be 4 years, commencing on July 1 following the election. The term of a Board of Education member expires June 30 following the regular district election at which a successor is elected.</p> <p>Elections shall be held every 2 years, in odd numbered years. Terms of Board of Education members are staggered so that, as nearly as practical, one-half of the Board of Education members shall be elected at each Board of Education member election.</p> <p>References: ORS 341.326, ORS 341.327, ORS 255.335</p>	<p>N/A</p>	<p>The term of office of each Board of Education member shall be 4 years, commencing on July 1 following the election. The term of a Board of Education member expires June 30 following the regular district election at which a successor is elected.</p> <p>Elections shall be held every 2 years, in odd numbered years. Terms of Board of Education members are staggered so that, as nearly as practical, one-half of the Board of Education members shall be elected at each Board of Education member election.</p> <p>The District election of members to the Umpqua Community College Board of Education, and election on issuance of bonds or other measures, shall be made in accordance with State laws, and under the supervision of the Douglas County Clerk.</p> <p>References: ORS 341.326, ORS 341.327, ORS 255.335</p> <p>RESPONSIBILITY:</p> <p>The Board Chair is responsible for implementing and updating this policy.</p>



BOARD POLICY

TITLE: LIBRARY

BOARD POLICY # 4040 *(was 718)*

The library administration shall establish policies and procedures for the operation of the College library. These shall provide for use by students, employees, and members of the community.

REFERENCES:

NWCCU 2010 Standards 2.A.13 and 2.E

RESPONSIBILITY:

The Director of Library and Learning Services is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

Complete for Conversions Only

TITLE: LIBRARY New BP #: 4040 Old BP # & Title: 718 LIBRARY New AP #: Old AP # & Title: Revision Date: 4/1/2019
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EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>The administration shall establish policies and procedures for the operation of the College Library. These shall provide for use by citizens of the community as well as by students and staff.</p>	<p>BP 4040 Library and Learning Support Services</p> <p>References: NWCCU 2010 Standards 2.A.13 and 2.E</p> <p>NOTE: Although this policy is recommended as good practice, it is up to the entity to determine the applicability of this board policy given state law and the entity's organizational culture.</p> <p>The [entity] shall have library and learning support services that are an integral part of the institution's educational program.</p> <p>Adopted:</p>	<p>The library administration shall establish policies and procedures for the operation of the College Library. These shall provide for use by citizens of the community as well as by students and staff.</p>



ADMINISTRATIVE PROCEDURE

TITLE: Library

ADMINISTRATIVE PROCEDURE # 4040

RELATED TO POLICY # 4040 LIBRARY

Umpqua Community College Library provides:

- A. Access to an academic environment, learning opportunities, and information resources to support student learning outcomes and research needs.
- B. Access to information resources to support instruction and student abilities.
- C. Access to material not available locally.
- D. Information literacy instruction and assessment, both online and in-person, to support course and program outcomes and student learning.
- E. Research assistance to students, faculty, staff, and community members.
- F. Support to faculty in utilizing information resources for instruction.
- G. Individual and group study and collaborative space for students and community members.
- H. Access to informational and recreational resources for community members.
- I. Procedures and guidelines to facilitate shared use of learning and information resources owned and/or managed by the College.
- J. Systems, support, and technological environments to ensure access to information resources and to enhance the learning experience.
- K. Sustainability and expanded access by researching and using, when appropriate, shared resources, services, and/or consortial licensing provided through state, regional, local, and/or affinity groups.

REFERENCES:

NWCCU 2020 Standard 2.H.1

NWCCU Eligibility Requirement 14

See additional Library policies for further clarification

RESPONSIBILITY:

The Director of Library and Learning Services is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:**DATE OF ADOPTION:****DATE(S) OF REVISION:****DATE(S) OF PRIOR REVIEW:**

<p>TITLE: LIBRARY</p> <p>New BP #: Old BP # & Title:</p> <p>New AP #: 4040 Old AP # & Title:</p> <p>Revision Date: 4/1/2019</p>

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
	<p>AP 4040 Library and Learning Support Services</p> <p>References: NWCCU 2010 Standards 2.A.13, 2.C.6, and 2.E</p> <p>NOTE: Although this policy is recommended as good practice, it is up to the entity to determine the applicability of this board policy given state law and the entity's organizational culture.</p> <p>Adopted:</p>	<p>AP 4040 Library and Learning Support Services</p> <p>References: NWCCU 2020 Standard 2.H.1, and NWCCU Eligibility Requirement 14.</p> <p>Umpqua Community College Library engages its users by providing:</p> <p>Access to an academic environment, learning opportunities, and information resources to support student learning outcomes and research needs.</p> <p>Access to information resources to support several levels of instruction and student abilities.</p> <p>Access to material not available locally.</p> <p>Information literacy instruction and assessment, both online and in-person, to support course and program outcomes and student learning across the College.</p> <p>Research assistance to students, faculty, staff, and community members.</p> <p>Support to faculty in utilizing information resources for instruction.</p>

		<p>Individual and group study and collaborative space for students and community members.</p> <p>Access to learning opportunities, informational, and recreational resources for community members.</p> <p>Procedures and guidelines to facilitate shared use of learning and information resources owned and/or managed by the College.</p> <p>Systems, support, and technological environments to ensure access to information resources and enhance the learning experience.</p> <p>Sustainability by researching and using when appropriate shared resources, services, and/or consortial licensing provided through state, regional, local, and/or affinity groups.</p>



BOARD POLICY

TITLE: TUITION & FEES

BOARD POLICY # 5030 *(was 710)*

The College president or designee shall make recommendations to the Board of Education on an annual basis regarding any proposed changes in tuition and fees for degree credit instruction. It is the responsibility of the Board of Education to authorize or deny such changes in tuition and fees.

Student government representatives will be provided opportunity to make comments and suggestions in the annual review.

In addition to the annual review, the College president or designee may propose changes in tuition and fees during the academic year if there is a fiscal exigency.

Tuition and fee amounts shall be published online: in the college catalog, class schedule and the college's website.

The College shall establish procedures for the collection, deposit, waiver, refund, and accounting for tuition and fees as required by law.

The procedures shall also assure those who are exempt from or for whom the fee is waived are properly enrolled and documented.

REFERENCES:

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

RESPONSIBILITY:

The Chief Financial Officer is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).

NEXT REVIEW DATE:
DATE OF ADOPTION:

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

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

Complete for Conversions Only

TITLE: TUITION AND FEES	
New BP #: 5030	Old BP # & Title: 710 Tuition and Fees, [REDACTED]
	Old AP # & Title:
Revision Date: 11/12/2019	

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>The Board of Trustees will set tuition and fees for the College.</p> <p>An opportunity for student participation in the annual review of tuition and fees should be provided.</p> <p>Classes, workshops, or</p>	<p>NOTE: <i>Although this policy is recommended as good practice, it is up to the entity to determine the applicability of this board policy given state law and the entity's organizational culture.</i></p> <p>[Set out fees authorized or permitted by state law.]</p> <p>The Board of Education authorizes the following fees. The (CEO) shall establish procedures for the collection, deposit, waiver, refund, and accounting for fees as required by law. The procedures shall also assure those who are exempt from or for whom the fee is waived are properly enrolled and accounted for. Fee amounts shall be published in the college catalogs.</p> <p>Enrollment Fee Each student shall be charged a fee for enrolling in credit courses as required by law.</p> <p>NOTE: <i>If auditing is permitted (see BP/AP 4070 Auditing and Auditing Fees), the following language is legally advised.</i></p> <p>Course Auditing Fees</p>	<p>The College president or designee shall make recommendations to the Board of Education on an annual basis regarding any proposed changes in tuition and fees for degree credit instruction, and the Board of Education may authorize such changes in tuition and fees. Student government representatives will be provided an opportunity to make comments and suggestions in the annual review.</p> <p>In addition to the annual review, the College president or designee may propose changes in tuition and fees during the academic year if there is a fiscal exigency.</p> <p>Tuition and fee amounts shall be published online: in the college catalog, class schedule and the college's website. online, and in the Community Connection publication.</p>

<p>events offered under the cost-recovery strategy will be self-supporting.</p> <p>DATE OF ADOPTION: DATE(S) OF REVISION(S): DATE OF LAST REVIEW: 04/13/11 by Board</p>	<p>Persons auditing a course shall be charged a fee of \$ [<i>insert amount</i>] per unit per semester. [<i>The fee amount shall be adjusted proportionally based upon the term length.</i>] [<i>Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged this fee to audit three or fewer units per semester.</i>]</p> <p>NOTE: <i>Other possible fees include:</i></p> <p>Health Fee The [<i>entity</i>] shall charge each full time student a fee of \$ [<i>insert amount</i>] for health supervision and services.</p> <p>Optional: Part-time students shall be charged [<i>Set amount or identify proportion</i>].</p> <p>Parking Fee Students [<i>and employees</i>] shall be required to pay a fee, in an amount not to exceed \$ [<i>insert amount</i>] per [<i>semester or quarter</i>] and \$ [<i>insert amount</i>] per intersession for parking services.</p> <p>To encourage ridesharing, a student may certify in writing at the time of payment of the fee that he/she regularly has two or more passengers commuting with him/her.</p> <p>NOTE: <i>Alternative language to avoid specific amounts:</i></p> <p>The [<i>CEO</i>] shall present for board approval fees for parking for students [<i>and employees</i>].</p> <p>Instructional Materials Students may be required to provide required instructional and other materials for a credit or non-credit course, provided such materials are of continuing value to the student outside the classroom and provided that such materials are not solely or exclusively available from the District.</p> <p>Physical Education Facilities Where the [<i>entity</i>] incurs additional expenses because a physical education course is required to use non-[<i>entity</i>] facilities, students enrolled in the course shall be charged a fee for participating in the course. Such fee shall not exceed the</p>	<p>The College shall establish procedures for the collection, deposit, waiver, refund, and accounting for tuition and fees as required by law.</p> <p>The procedures shall also assure those who are exempt from or for whom the fee is waived are properly enrolled and documented.</p> <p>References:</p> <p>NWCCU Standard 2.G.2 (the template references 2 D 5 that doesn't exist?)</p> <p>ORS 341.290(8)</p> <p>Responsibility: Chief Financial Officer is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).</p>
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student's calculated share of the additional expenses incurred by the **[entity]**.

Transcript Fees

The **[entity]** shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The **[CEO]** is authorized to establish the fee, which shall not to exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to **[#]** transcripts of students' records, or for **[#]** verifications of various records. There shall be no charge for searching for or retrieving any student record.

International Students Application Processing Fee

The **[entity]** shall charge students who are both citizens and residents of a foreign country a fee to process his/her application for admission. This processing fee and regulations for determining economic hardship may be established by the **[CEO]**. The fee shall not exceed the lesser of 1) the actual cost of processing an application and other documentation required by the U.S. government; or 2) one hundred dollars (\$100), which shall be deducted from the tuition fee at the time of enrollment.



ADMINISTRATIVE PROCEDURE

TITLE: Tuition and Fees

ADMINISTRATIVE PROCEDURE # 5030

RELATED TO POLICY # 5030 TUITION AND FEES

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.

- 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 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

- 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.
- 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.

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

Complete for Conversions Only

TITLE: TUITION AND FEES	
New BP #:	Old BP # & Title: We have policy 5020, nonresident tuition. Do we need it?
New AP #: 5030	Old AP # & Title: None for tuition and fees, will rescind BP 710.02 on Tuition and Fees refunds
Revision Date:	5/11/2020

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
N/A	<p>NOTE: <i>Although this policy is recommended as good practice, it is up to the entity to determine the applicability of this administrative procedure given state law and the entity's organizational culture. Oregon law provides broad authority to the college's Board of Education to set fees for special programs and services for students and programs that benefit their cultural and physical development.</i></p> <p>Required fees include:</p> <p>[List required fees. The following list includes some examples:]</p>	<p>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.</p> <p>Tuition and fees for degree credit instruction must be approved by the Board of Education by April 30th for the following year:</p> <p>Tuition</p> <p>Required Tuition include, as applicable:</p> <ul style="list-style-type: none"> • Oregon Resident Tuition per credit; • Out of State Tuition per credit; or • International Tuition per credit <p>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.</p> <p>Common Fees</p>

	<ul style="list-style-type: none"> • Enrollment Nonresident tuition • Non-[entity] physical education facilities • Noncredit courses • Community service courses • Auditing of courses • Instructional materials • Athletic insurance • Cross-Enrollment with local public baccalaureate institutions • Health • Parking • Transportation • Student representation • Student Center • Copies of student records • Dormitory • Child care • Nonresident capital outlay • Nonresident application processing • Credit by Examination • Refund processing • Telephone registration • Physical fitness test • Instructional Tape Lease/Deposit Credit Card Use • International Student Medical Insurance <p>Prohibited fees include:</p>	<p>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:</p> <ul style="list-style-type: none"> ▪ Per Credit Fee – Per credit fees are applied to each credit a student enrolls in. ▪ Term Fee – Term fees are applied every term that a student enrolls for credit coursework. ▪ 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 AP 5031 Instructional Materials Fee. ▪ 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. <p>Fees for non-credit instruction and public services</p> <p>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.</p> <p>All tuition and fees will be updated on the College's web site.</p> <p>Payments and Refunds</p> <p>All tuition and fees must be paid by the deadline listed by each term on the published Academic Calendar.</p> <p>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</p>
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<p style="text-align: center;">[List prohibited fees]</p> <p>Collection and Refund of Fees</p> <p>NOTE: Local practice may be inserted here, which should include or address:</p> <ul style="list-style-type: none"> • When Fees will be collected • Fees collected in error • Fees refundable because of a reduction in the educational program of the [entity] • Fees refundable because of the student's reduction in units or withdrawal from an education program • Fees refundable because of changes in law or regulation authorizing and establishing enrollment fees • Notice to students of availability of exemptions from certain mandatory and authorized fees <p>Waiver of Fees [Insert policy on fee waivers]</p>	<p>available to collect the debt including, but not limited to garnishments, and submission of debt to credit bureaus.</p> <p>Tuition and fees charged on a student's account in error will be credited for the entire amount of the error.</p> <p>All tuition and fees will be refunded if the College cancels classes.</p> <p>All tuition and fees will be refunded due to changes in law or regulation authorizing and establishing a waiver or prohibiting a fee.</p> <p>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.</p> <p>Returns related to Federal Title IV assistance will be calculated and disbursed in accordance with all applicable Federal Requirements.</p> <p>Third Party Agency Payments</p> <p>Third party agency payments on student's behalf will be accepted and posted to 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.</p> <p>Installment Plan –Tuition and Fees</p>
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	<p>Approved:</p>	<p>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.</p> <p>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.</p> <p>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.</p> <p>References: NWCCU Standard 2.D.5-2.G.2 (the template references 2 D 5 that doesn't exist?) ORS 341.290(8)</p> <p>RESPONSIBILITY: The Chief Financial Officer is responsible for implementing and updating this procedure.</p>
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ADMINISTRATIVE PROCEDURE

TITLE: Instructional Materials Fee

ADMINISTRATIVE PROCEDURE # 5031

RELATED TO POLICY # 5030 TUITION AND FEES

- A. Course fees are additional charges added to classes that have demonstrably higher costs associated with delivering instruction, such as specialized materials, equipment, technology, field trips, and other expenditures as approved by the College.
- B. Course fees may be used to provide equipment and materials necessary for instruction, saving students from the inconvenience and expense of having to source and purchase such materials on their own. Fees may also be used to cover some travel expenses in classes with field trips or travel.
- C. Course fees may not cover all associated class costs. For example, course fees do not cover the cost of textbooks, and students may be required to pay for additional materials or expenses on top of those provided for by course fees.
- D. Establishing Required Materials and Related Fees
 1. Necessary fees are determined by the department faculty and chairs. Faculty, in consultation with their chairs, shall consider the amount of supplies consumed in classes, then calculate a per student cost for those materials according to class enrollments.
 2. Faculty shall take reasonable steps to minimize the cost and ensure the necessity of instructional materials and the associated course fees.
 3. Department chairs or program directors shall submit fee proposals to the chief academic officer, who will then submit proposals to the Board. Deadlines for fee proposals and approvals are set by the College each year.
 4. Departments are responsible for following college purchasing procedures, and for ordering and managing the materials.
 5. The course schedule shall list fees alongside other class information.

6. Fees will be assessed at the time of registration and collected when tuition is paid, and subject to the same refund deadlines as tuition.
7. Fees shall be directed to the appropriate department accounts, and will be used solely for the approved purpose.

REFERENCE: ORS 341.290(8)

RESPONSIBILITY:

The Director of Registration and Records is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

Complete for Conversions Only

TITLE:	Instructional Materials Fees
New BP #:	Old BP # & Title:
New AP #: 5031	Old AP # & Title:
Revision Date:	4/21/2020

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>Statement from Schedule: INSTRUCTIONAL FEES: Paid by students taking credit classes, this fee supports the costs associated with labs and lecture/lab class formats.</p>	<p>References: ORS 341.290(8)</p> <p>NOTE: <i>Although this policy is recommended as good practice, it is up to the entity to determine the applicability of this administrative procedure given state law and the entity's organizational culture. The following is suggested language.</i></p> <p>Students may be required to provide instructional materials required for a credit or non-credit course. Such materials shall be of continuing value to a student outside of the classroom setting and shall not be solely or exclusively available from the [entity].</p> <p>Required instructional materials shall not include materials used or designed</p>	<p>Course fees are additional charges added to classes that have demonstrably higher costs associated with delivering instruction, such as specialized materials, equipment, technology, field trips, and other expenditures as approved by the College.</p> <p>Course fees may be used to provide equipment and materials necessary for instruction, saving students from the inconvenience and expense of having to source and purchase such materials on their own. Fees may also be used to cover some travel expenses in classes with field trips or travel.</p> <p>Course fees may not cover all associated class costs. For example, course fees do not cover the cost of textbooks, and students may be required to pay for additional materials or expenses on top of those provided for by course fees.</p> <p>Establishing Required Materials and Related Fees</p> <p>Necessary fees are determined by the department faculty and chairs. Faculty, in</p>

	<p>primarily for administrative purposes, class management, course management, or supervision.</p> <p>Where instructional materials are available to a student temporarily through a license or access fee, the student shall be provided options at the time of purchase to maintain full access to the instructional materials for varying periods of time ranging from the length of the class up to at least two years. The terms of the license or access fee shall be provided to the student in a clear and understandable manner prior to purchase.</p> <p>Instructors shall take reasonable steps to minimize the cost and ensure the necessity of instructional materials.</p> <p>The [entity] will publish these regulations in each college catalog.</p> <p>Establishing Required Materials and Related Fees</p> <p>NOTE: <i>Insert local procedures here, including:</i></p> <ul style="list-style-type: none"> • How need is determined and by whom. • How compliance with definitions is 	<p>consultation with their chairs, shall consider the amount of supplies consumed in classes, then calculate a per student cost for those materials according to class enrollments.</p> <p>Faculty shall take reasonable steps to minimize the cost and ensure the necessity of instructional materials and the associated course fees.</p> <p>Department chairs or program directors shall submit fee proposals to the chief academic officer, who will then submit proposals to the Board. Deadlines for fee proposals and approvals are set by the College each year.</p> <p>Departments are responsible for following college purchasing procedures, and for ordering and managing the materials.</p> <p>The course schedule shall list fees alongside other class information.</p> <p>Fees will be assessed at the time of registration and collected when tuition is paid, and subject to the same refund deadlines as tuition.</p> <p>Fees shall be directed to the appropriate department accounts, and will be used solely for the approved purpose.</p> <p>References: ORS 341.290(8)</p> <p>Responsibility?</p>
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	<p>determined and by whom.</p> <ul style="list-style-type: none">• How materials will be provided and by whom.• Procedures for publishing and collecting fees. <p>Approved:</p>	
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