



**Pierpont Community & Technical College
Board of Governors Meeting and Workshop
Tuesday, October 17, 2017
1:00 PM**

NCWV Advanced Technology Center, Room 216 A

AGENDA

- 1:00 Opening Comments *(President Dr. Johnny M. Moore)*
- 1:05 Resolution for Approval of 30 Day Public Comment Period for Amendment to Policy #16 Tuition, Fees, Assessment, Payment, and Refund of Fees
Action Item (VP Finance and Administration/CFO, Dale Bradley)
- 1:15 Pierpont's Board of Governors Primary Focus Items
- Academics *(Provost, Brian Floyd)*
 - Enrollment/Retention *(Provost, Brian Floyd/AVP Enrollment Management Lyla Grandstaff)*
 - Financial *(VP Finance and Administration/CFO, Dale Bradley)*
- 2:30 Break
- 2:45 Pierpont's Board of Governors Committees Restructuring – Proposed
(Chairman 'Chip' VanAlsburg)
- Executive Committee
 - Academic and Student Affairs
 - Finance/Audit and Administration
 - Enrollment Management and Communications (Marketing)
- 3:15 Naming of Appointments to the Pierpont Board of Governors Committees
Informational Item (Chairman, Warren 'Chip' VanAlsburg)
- 3:20 Closing Comments
(President Dr. Johnny M. Moore and Chairman, Warren 'Chip' VanAlsburg)
- 3:30 Adjourn

Total CEU's for the BOG members = 2.15 hours

**Pierpont Community & Technical College Board of Governors
Meeting of October 17, 2017**

ITEM: Policy #16 – Assessment, Payment, and Refund of Fees

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved that the Pierpont Board of Governors approve the announcement and acceptance of public comments for a period of 30 days for proposed changes to Policy #16 – Assessment, Payment, and Refund of Fees

STAFF MEMBER: Dale Bradley

BACKGROUND: Language in the existing Assessment, Payment, and Refund of Fees Policy # 16 needs updated to reflect changes in legislation enacted in HB 2815 during the 2017 Legislative Session identifying when the WV Council for Community and Technical must approve Board of Governors approved tuition and fees increases.

In addition to general clarifications proposed throughout, there are specific proposed changes providing additional definitions and clarification in Section 7 “Refunds of Regular Fees”. The proposed changes also removes the 10% refund penalty during the “Add/Drop” period.

PUBLIC COMMENT PERIOD: **October 18, 2017 to November 16, 2017**

All comments are to be made in writing to:

*Cyndee K. Sensibaugh
Executive Assistant to the President
Pierpont Community & Technical College
Hardway Building, Room 201
1201 Locust Avenue
Fairmont, WV 26554
Cyndee.Sensibaugh@Pierpont.edu*

***A written copy of the proposed policy is available for public viewing at:
Hardway Building, Room 201, 1201 Locust Avenue, Fairmont, WV.***

Existing Policy #16 Language

PIERPONT COMMUNITY & TECHNICAL COLLEGE
Board of Governors Policies and Procedures
POLICY # 16

TITLE: TUITION, FEES, ASSESSMENT, PAYMENT, and REFUND OF FEES

Effective Date: December 5, 2002

Amended: May 15, 2012

Repealed:

SECTION 1. GENERAL

- 1.1 Scope -- This rule establishes policy regarding tuition, fees, assessment, payment and refund of fees.
- 1.2 Authority West Virginia Code § 18B-1-6, §18B-1D-3 §18B-10-
- 1.3 Effective Date December 5, 2002

SECTION 2. PURPOSE

- 2.1 The purpose of this policy is to establish the guidelines for Pierpont Community & Technical College Board of Governors to approve tuition and fees, tuition and fee increases, tuition and fee reporting, refunds and deferred payment plans as required by the West Virginia Council for Community and Technical College Education.

SECTION 3. DEFINITIONS

- 3.1 **Auxiliary Fees.** Charges levied to all students to support auxiliary enterprises or optional charges levied only on students using the auxiliary service. Auxiliary fees include sales and service revenue from entities that exist predominantly to furnish goods or services to students, faculty or staff such as residence halls, faculty and staff housing, food services, intercollegiate athletics, student unions, bookstores, parking and other service centers.
- 3.2 **Capital Fees.** Charges levied on all students to support debt service, capital projects and facilities maintenance and renewal.
- 3.3 **Deferred Payment Plans.** Payment plans approved to allow for payment of tuition and fees at less than full payment prior to the start of classes.
- 3.4 **Educational and General Fees.** Charges levied on all students to support educational and general program services or optional fees levied for education and general services collected only from students using the service or from

students for whom the services are made available. Educational and general expenditures include instruction, research, academic support, student services, institutional support, operation and maintenance of the physical plant, scholarships, and fellowships. Educational and general expenditures do not include expenditures for auxiliary enterprises or independent operations.

- 3.5 Full Cost of Instruction.** The direct, functional expenditures from the institutional audit for both instruction and student services expenditures.
- 3.6 Full-time equivalent students.** A calculation completed on an annual basis by WV Council staff using end of term enrollment data and is also referred to as annualized full-time equivalent students (AFTES). The calculation is as follows: end of term course hours for each semester (summer, fall and spring) divided by fifteen to get end of term FTES; sum the FTES for all three semesters; and divide by two to get AFTES.
- 3.7 Higher Education Price Index (HEPI).** A measurement for inflation designed specifically to track the main cost drivers in higher education and to measure the change in the price of the goods and services purchased by colleges and universities as measured by the Common Fund Institute.
- 3.8 Median Family Income.** Household income that is reported to the U.S. Census Bureau from various surveys and is the statistical center of all reported households income for a region.
- 3.9 Net college costs.** The total cost to the student for tuition, room and board minus the amount of any financial aid a student may receive.
- 3.10 Peer Institution.** A higher education institution located in another state that is similar to a West Virginia community and technical college and is one of twenty colleges selected to be a peer institution.
- 3.11 Program Fees.** Charges levied to all students who take classes in a specific degree program to offset some of the higher, direct, instructional costs of these programs and minimize required tuition charged to all students.
- 3.12 Reduced Nonresident Tuition and Fees.** A special tuition and fees rate charged to a specific group of nonresident students typically in counties that border the West Virginia institution.
- 3.13 Required Tuition and Fees.** Charges levied to all students and include educational and general fees, auxiliary fees, and capital fees. Increases in these fees above five percent must be approved by the WV Council.

- 3.14. Special Fees.** Operational or user fees charged to offset the specific costs for providing a service. These fees include, but are not limited to, parking, late payments, drug testing, instrument fees, and other services provided to students.

SECTION 4. GOALS

- 4.1 Objectives.** Pierpont Community and Technical College shall enhance education opportunities for the widest range of state citizens by:

4.1.a Establishing tuition and fee levels for in-state students that do not inhibit access to public education nor cause students to incur excessive debt; W. Va. Code §18B-1D-3(a)(2)(B); and

4.1.b Establishing tuition and fee rates for out-of-state students at levels which, at a minimum, cover the full cost of instruction unless doing so is inconsistent with, a clearly delineated public policy goal established by the Legislature ... or the WV Council. W. Va. Code § 18B-1D-3(a)(2)(B).

SECTION 5. TUITION AND FEES

- 5.1. Approval of Resident Tuition and Required Fee Increases.**

5.1.a The Pierpont Board can approve tuition and required fee increases for resident students each fiscal year up to five percent (5%) without WV Council approval.

5.1.a.1 The five percent (5%) tuition and fee increases that require only the approval of the Pierpont Board shall be based on required tuition and fee rates charged to all in-state resident students.

5.1.a.2 Special Fees approved by the Pierpont Board also require WV Council approval if it is a new fee (or an increase in an existing fee) that is charged to fifty percent or more of the students and if the inclusion causes resident tuition and fee increases to exceed five percent (5%). Determination of the fifty percent (50%) (or more) of the students is calculated by using the most current, unduplicated, fall headcount and comparing these amounts to the Pierpont reported projected student population to be charged. These fees must be included in both reports to WV Council discussed in sections 5.1.c and 5.1.d.

5.1.a.3 Program Fees approved by the Pierpont Board does not require WV Council's approval. However, these fees must be included

in both reports to WV Council discussed in sections 5.1.c and 5.1.d.

5.1.b All tuition and fee increases in excess of five percent (5%) require the approval of the WV Council. The WV Council shall communicate the benchmarks and guidelines to be used in consideration of any tuition and fee increase exceeding five percent (5%). The benchmarks and guidelines may include, but are not limited to such items as:

5.1.b.1 The HEPI, or other appropriate inflationary benchmarks, which any new state allocations to the institution's base budget for the next fiscal year did not offset;

5.1.b.2 Continued achievement of benchmarks in the approved institutional compact.

5.1.b.3 Comparison of the most recent year change in the average West Virginia student's net tuition with change in the West Virginia's median household income to determine whether a community and technical college education is costing families more or less over time and thus impacting the ability of families to pay for college;

5.1.b.4 Institutional distance from peer equity levels;

5.1.b.5 Institutional and state funding per full-time equivalent student;

5.1.b.6 Most recent three year history of tuition and fee increases;

5.1.b.7 Institutional implementation of new, high cost programs as defined by the WV Council;

5.1.b.8 Total sources of student generated revenue, including special and program fees; and,

5.1.b.9 Other factors as requested or deemed relevant by the WV Council, or in response to any new statutory language

5.1.c In responding to the guidelines and benchmarks provided by the WV Council, Pierpont shall provide the WV Council with an annual report by August 31' that specifies the following information from the most recent academic year:

5.1.c.1 Tuition and fee for resident, nonresident, and reduced nonresident required tuition and fees, program fees, and special fees:

5.1.c.2 The total number of students charged resident, nonresident, and reduced nonresident required tuition and fees, program fees, and special fees; and

5.1.c.3 The total revenue generated from resident, nonresident, and reduced nonresident required tuition and fees, program fees, and special fees.

5.1.d Pierpont must provide to the WV Council by April 1", any Board approved or proposed new tuition and fees for the next academic year. This report will specify:

5.1.d.1 Current and proposed tuition and fee rates for resident, nonresident, and reduced nonresident required tuition and fees, program fees, and special fees;

5.1.d.2 The estimated number of students who will be charged any new or proposed changes to existing special fees; and

5.1.d.3 The projected revenue increases to be generated from any proposed tuition and fee increases for resident, nonresident, and reduced nonresident required tuition and fees, program fees, and special fees; and

5.1.d.4 The justification for tuition and fee increases that exceed a total of 5%

5.2 Review of Nonresident Tuition and Fees.

5.2.a The Pierpont Board shall propose tuition and required fee rates for out of state or nonresident students at levels that, at a minimum, cover the full cost of instruction unless doing so is inconsistent with a clearly delineated public policy goal established by the Legislature or the WV Council.

5.2.b The WV Council will require Pierpont to report annually on the number of nonresident students. At no time should the admission of nonresident students to any institution or specific program of study within the institution unreasonably impede the ability of resident students to attend the institution or participate in the programs of the institution.

- 5.2.c** Full cost of instruction is based on the functional schedule from the most recent financial statements. A calculation will be made for Pierpont taking the total instruction and student services expenses divided by the Pierpont's full time equivalent students. The System average shall be determined by totaling the instruction and student services expenses for all institutions divided by the full time equivalent students for the entire system. Both calculations shall be provided to the Pierpont annually by January 31st. Pierpont will report all nonresident tuition and fee rates. Nonresident tuition and fees will be reviewed by WV Council staff to determine if current proposed nonresident total tuition and fees fall below the *lower of* the most recent reported System average or Pierpont's full cost of instruction.
- 5.2.d** The Pierpont Board may choose to set nonresident tuition based on the lower of the Pierpont's full cost of instruction or the system average full cost of instruction.
- 5.2.e** In order to provide additional educational opportunities to West Virginia residents, Pierpont may enter into reciprocity agreements with nearby out-of-state higher education institutions whereby institutions make available programs and courses that are not available at Pierpont.

 - 5.2.e.1** The Pierpont Board may enter into reciprocal regional and interstate agreements, including agreements with the Southern Regional Education Board, that allow nonresident students to be charged resident tuition and fee rates, when the agreements are mutually beneficial to the students of the participating states.
 - 5.2.e.2** Reciprocity agreements shall be approved by the WV Council. Request for approval shall include an estimate of the total number of participating students from West Virginia and other states over the life of the agreement.
 - 5.2.e.3** Tuition and required fees for nonresident students subject to reciprocity agreements shall be charged by Pierpont in a manner that is consistent with the WV Council approved reciprocity agreement.

5.3. Review of Reduced, Nonresident Tuition and Fees.

- 5.3.a** The Pierpont Board may propose a reduced, nonresident tuition and required fee rates for out of state or nonresident students at levels that, at a minimum, cover the full cost of instruction unless doing so is inconsistent with a clearly delineated public policy goal established by the Legislature or the WV Council.
- 5.3.b** This reduced, nonresident tuition and fees rate must cover the full cost of

instruction as defined in 5.2.d.

5.3.c There must be clear, specific criteria provided by the Pierpont Board to govern what students will be charged this reduced, nonresident tuition rate .i.e. geographic location such as out of state surrounding counties bordering the West Virginia institution.

5.3.d Pierpont must report any proposed or changes to the reduced, nonresident tuition rates to the WV Council along with the submission of resident and nonresident tuition and fee rates as outlined in section 5.1.d.

SECTION 6. FEE CHARGES

- 6.1** Undergraduate students enrolled for twelve or more credit hours pay the maximum charges in each basic fee category.
- 6.2** 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.
- 6.3** 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 6.2 of this rule.
- 6.4** Students enrolled in undergraduate courses offered at off-campus locations shall pay an off-campus instruction fee, and an operations fee, but shall not pay the athletic fee, the student programs fee, the activities fee or the student activities center fee. An off-campus location for purposes of the specific fees discussed in this section (6.4) is defined as any location other than the main campus.
- 6.5** In view of existing bonding obligations, it is necessary for Pierpont to establish rates regarding student activity, facilities, infrastructure, and E&G Capital fees. The fee should be prorated based on the requirements of the bond covenant.
- 6.6** Pierpont may establish and collect certain special fees for designated purposes separate from and above those identified in the regular fee schedule.
- 6.7** All regular, program and special fees charged by Pierpont shall be identified separately and published so as to be readily available to all students.
- 6.8** All fees charged to students, both regular, program and special, must have approval by the Pierpont Board prior to assessment and collection.
- 6.9** Fees shall be established and charged for all noncredit community service courses in an amount to insure that the offering is self-supporting.

SECTION 7. REFUND OF REGULAR FEES

- 7.1** Continuing students who officially withdraw during a semester shall at a minimum receive a refund of regular fees in accordance with the following schedule.
 - 7.1.a** A student who withdraws during the first week or ten percent (10%) of the term is entitled to a refund of 90%.
 - 7.1.b** A student who withdraws after completing ten percent (10%) up to twenty-five percent (25%) of the term is entitled to a refund of 75%.
 - 7.1.c** A student who withdraws after completing twenty-five percent (25%) up to fifty percent (50%) of the term is entitled to a refund of 50%.
 - 7.1.d** A student who withdraws after completing fifty percent (50%) of the term is not entitled to a refund.
- 7.2** Summer Terms and Nontraditional Periods
 - 7.2.a** Refunds for summer sessions and nontraditional periods shall be established based upon the refund rate for the academic year.
- 7.3** The specific refund time lines and refund percentages of regular fees for semester, summer and nontraditional periods are represented on the following refund schedule:

Refund Schedule

Refund Full 16 Week Term (50% of Term)	
Week	% Refund
1st Week	90%
2nd Week	90%
3rd Week	75%
4th Week	75%
5th Week	50%
6th Week	50%
7th Week	50%
8th Week	50%
Refund 8 Week Regular Term (50% of Term)	
Week	% Refund
1st Week	90%
2nd Week	75%
3rd Week	50%
4th Week	50%

Refund 10 Week Summer Term (50% of Term)	
Week	% Refund
1st Week	90%
2nd Week	90%
3rd Week	75%
4th Week	50%
5th Week	50%
Refund 5 Week Summer Term (50% of Term)	
Week	% Refund
3 days	90%
4th & 5th days	75%
6th - 10th days	50%

Non-traditional term refunds will continue to be handled individually and will be based on the refund schedule and number of days in the term

According to federal law, the institution must recalculate Federal Title IV financial aid eligibility for students who withdraw from all classes, drop out, are dismissed, or take a leave of absence prior to completing more than 60% of a semester. Federal Title IV financial aid is returned in the order mandated by the U.S. Department of Education. Funds must be returned within 45 days after the date of withdrawal determination. Withdrawal date is defined as the actual date the student began the institution's withdrawal process or the midpoint of the semester for a student who leaves without notifying the institution. The Return of Title IV funds may reduce the tuition and fee refund or in most cases result in the student owing a balance to the institution. The institution is responsible for notifying the student and recovering the funds.

- 7.4 Refunded fees must be returned in accordance with the requirements of the Higher Education Act whenever Title IV funds are involved.
- 7.5 A withdrawal fee may be charged by Pierpont not to exceed five percent (5%) of the total student fees charged for the term or one hundred dollars (\$100.00), whichever is less.
- 7.6 For any noncredit course with a duration of 80 contact hours or more, the standard refund schedule as defined in Sections 7.1. a-d shall apply. For courses with durations of less than 80 contact hours, the following refund schedule shall apply:

- 7.6.1** A student who withdraws during or immediately after the first full class session of a noncredit traditional course or the first week of a noncredit online course is entitled to a 100% refund. For noncredit traditional courses in which materials, books, or supplies were provided as a part of the course, the cost of any unused materials, books, and supplies that are not returned to the institution at the time of withdraw shall be deducted from the refund. For third party provided noncredit online courses, the student will follow the third party provider's return policy for books and materials.
- 7.6.2** A student who withdraws after the start of the second full class session of a noncredit traditional course or the start of the second week of a noncredit online course is not entitled to a refund.

SECTION 8. REFUND OF ROOM AND BOARD

- 8.1** Room refunds, if any, shall be based on the housing contract signed by the student.
- 8.2** 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 9. REGISTRATION PERIOD –LATE FEE

- 9.1** 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. A late fee not to exceed fifty dollars (\$50) shall be imposed on all late registrants. The president of Pierpont 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.
- 9.2** 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.
- 9.3** 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 not to exceed fifty dollars (\$50) shall be imposed on all late registrants.

SECTION 10. INSTALLMENT PAYMENT PLANS

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

- 10.2 All available financial aid for the term must be credited to the student's account prior to determining the amount available for deferral.
- 10.3 After all financial aid is applied to the student's account, the balance of student fees must be paid prior to the third quarter point of the term.
- 10.4 Interest on the deferred amount may be charged at a rate not to exceed the legal limit.
- 10.5 Room and board and other non-course related charges may be divided into installments as well.

SECTION 11. USE OF CREDIT CARDS

- 11.1 The use of credit cards for payment of student fees is authorized under the statewide contract initiated by the State Board of Investments or under an alternate program approved by the Board of Governors.
- 11.2 To the extent allowed by law or policy of the credit card company, the 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 12. ENROLLMENT ABOVE THE NORMAL FULL-TIME COURSE LOAD

- 12.1 Pierpont 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.

SECTION 13. DEFERRAL OF FEES DURING A LEGAL WORK STOPPAGE

- 13.1 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 Pierpont Board.

Proposed Modifications to Policy #16

PIERPONT COMMUNITY & TECHNICAL COLLEGE
Board of Governors Policies and Procedures
POLICY # 16

TITLE: TUITION, FEES, ASSESSMENT, PAYMENT, and REFUND OF FEES

Effective Date: December 5, 2002

Amended: May 15, 2012

Repealed:

SECTION 1. GENERAL

- 1.1 Scope -- This rule establishes policy regarding tuition, fees, assessment, payment and refund of fees.
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SECTION 5. TUITION AND FEES

5.1. Approval of Resident Tuition and Required Fee Increases.

- 5.1.a** The Pierpont Board can approve tuition and required fee increases for resident students each fiscal year up to ~~five ten~~ percent (~~510~~%) in any one year or where the increase would be no more than seven percent (7%) per year, averaged over a rolling three year period calculated by averaging the proposed increase with the increase for the immediate two previous years without WV Council approval.
- 5.1.a.1** The ~~five percent (5%)~~ tuition and fee increases as identified in Section 5.1.a that require only the approval of the Pierpont Board shall be based on required tuition and fee rates charged to all in-state resident students.
- 5.1.a.2** Special Fees approved by the Pierpont Board also require WV Council approval if it is a new fee (or an increase in an existing fee) that is charged to fifty percent or more of the students and if the inclusion causes resident tuition and fee increases to exceed the amounts identified in Section 5.1.a ~~five percent (5%)~~. Determination of the fifty percent (50%) (or more) of the students is calculated by using the most current, unduplicated, fall headcount and comparing these amounts to the Pierpont reported projected student population to be charged. These fees

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5.1.a.3 Program Fees approved by the Pierpont Board does not require WV Council's approval. However, these fees must be included in both reports to WV Council discussed in sections 5.1.c and 5.1.d.

5.1.b All tuition and fee increases in excess of ~~five percent (5%)~~ the amounts identified in Section 5.1.a require the approval of the WV Council. The WV Council shall communicate the benchmarks and guidelines to be used in consideration of any tuition and fee increase exceeding the amounts identified in Section 5.1.a ~~five percent (5%)~~. The benchmarks and guidelines may include, but are not limited to such items as:

5.1.b.1 The HEPI, or other appropriate inflationary benchmarks, which any new state allocations to the institution's base budget for the next fiscal year did not offset;

5.1.b.2 Continued achievement of benchmarks in the approved institutional compact.

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5.1.c In responding to the guidelines and benchmarks provided by the WV Council, Pierpont shall provide the WV Council with an annual report by August 31' that specifies the following information from the most recent academic year:

5.1.c.1 Tuition and fee for resident, nonresident, and reduced nonresident required tuition and fees, program fees, and special fees:

5.1.c.2 The total number of students charged resident, nonresident, and reduced nonresident required tuition and fees, program fees, and special fees; and

5.1.c.3 The total revenue generated from resident, nonresident, and reduced nonresident required tuition and fees, program fees, and special fees.

5.1.d Pierpont must provide to the WV Council by ~~April 1~~ the date established by the WV Council, any Board approved or proposed new tuition and fees for the next academic year. This report will specify:

5.1.d.1 Current and proposed tuition and fee rates for resident, nonresident, and reduced nonresident required tuition and fees, program fees, and special fees;

5.1.d.2 The estimated number of students who will be charged any new or proposed changes to existing special fees; and

5.1.d.3 The projected revenue increases to be generated from any proposed tuition and fee increases for resident, nonresident, and reduced nonresident required tuition and fees, program fees, and special fees; and

5.1.d.4 The justification for tuition and fee increases that exceed ~~a total of 5%~~ the amounts identified in Section 5.1.a.

5.2 Review of Nonresident Tuition and Fees.

5.2.a The Pierpont Board shall propose tuition and required fee rates for out of state or nonresident students at levels that, at a minimum, cover the full cost of instruction unless doing so is inconsistent with a clearly delineated public policy goal established by the Legislature or the WV Council.

5.2.b The WV Council will require Pierpont to report annually on the number of

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nonresident students. At no time should the admission of nonresident students to any institution or specific program of study within the institution unreasonably impede the ability of resident students to attend the institution or participate in the programs of the institution.

5.2.c Full cost of instruction is based on the functional schedule from the most recent financial statements. A calculation will be made for Pierpont taking the total instruction and student services expenses divided by the Pierpont's full time equivalent students. The System average shall be determined by totaling the instruction and student services expenses for all institutions divided by the full time equivalent students for the entire system. Both calculations shall be provided to the Pierpont annually by the WV Council January 31st. Pierpont will report all nonresident tuition and fee rates. ~~Nonresident tuition and fees will be reviewed by WV Council staff to determine if current proposed nonresident total tuition and fees fall below the lower of the most recent reported System average or Pierpont's full cost of instruction.~~

5.2.d The Pierpont Board may choose to set nonresident tuition based on the lower of the Pierpont's full cost of instruction or the system average full cost of instruction.

5.2.e In order to provide additional educational opportunities to West Virginia residents, Pierpont may enter into reciprocity agreements with nearby out-of-state higher education institutions whereby institutions make available programs and courses that are not available at Pierpont.

5.2.e.1 The Pierpont Board may enter into reciprocal regional and interstate agreements, including agreements with the Southern Regional Education Board, that allow nonresident students to be charged resident tuition and fee rates, when the agreements are mutually beneficial to the students of the participating states.

5.2.e.2 Reciprocity agreements shall be approved by the WV Council. Request for approval shall include an estimate of the total number of participating students from West Virginia and other states over the life of the agreement.

5.2.e.3 Tuition and required fees for nonresident students subject to reciprocity agreements shall be charged by Pierpont in a manner that is consistent with the WV Council approved reciprocity agreement.

5.3. Review of Reduced, Nonresident Tuition and Fees.

5.3.a The Pierpont Board may propose a reduced, nonresident tuition and required fee rates for out of state or nonresident students at levels that, at a

minimum, cover the full cost of instruction unless doing so is inconsistent with a clearly delineated public policy goal established by the Legislature or the WV Council.

- 5.3.b** This reduced, nonresident tuition and fees rate must cover the full cost of instruction as defined in 5.2.d.
- 5.3.c** There must be clear, specific criteria provided by the Pierpont Board to govern what students will be charged this reduced, nonresident tuition rate .i.e. geographic location such as out of state surrounding counties bordering the West Virginia institution.
- 5.3.d** Pierpont must report any proposed or changes to the reduced, nonresident tuition rates to the WV Council along with the submission of resident and nonresident tuition and fee rates as outlined in section 5.1.d.

SECTION 6. FEE CHARGES

- 6.1** Undergraduate students enrolled for twelve or more credit hours pay the maximum charges in each basic fee category.
- 6.2** 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.
- 6.3** 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 6.2 of this rule.
- ~~**6.4** Students enrolled in undergraduate courses offered at off campus locations shall pay an off campus instruction fee, and an operations fee, but shall not pay the athletic fee, the student programs fee, the activities fee or the student activities center fee. An off-campus location for purposes of the specific fees discussed in this section (6.4) is defined as any location other than the main campus.~~
- 6.45** In view of existing bonding obligations, it is necessary for Pierpont to establish rates regarding student activity, facilities, infrastructure, and E&G Capital fees. The fee should be prorated based on the requirements of the bond covenant.
- 6.56** Pierpont may establish and collect certain special fees for designated purposes separate from and above those identified in the regular fee schedule.
- 6.67** All regular, program and special fees charged by Pierpont shall be identified separately and published so as to be readily available to all students.

- 6.78 All fees charged to students, both regular, program and special, must have approval by the Pierpont Board prior to assessment and collection.
- 6.89 Fees shall be established and charged for all noncredit community service courses in an amount that strives to insure that the offering is self-supporting whenever possible.

SECTION 7. REFUND OF REGULAR FEES

7.1 Definitions.

7.1.a Full Withdrawals; also known as Complete Withdrawals. This term refers to the act of withdrawing from all classes in a given term

7.1.b. Individual Course Drop(s). The act of dropping one or more courses during the term, but not withdrawing from all courses.

7.1.c. Add/Drop Period. The period that begins the first day of the term where students can make changes to their schedules. The length of this period is based on the length of the term.

7.1.d Traditional Refund Terms. Fall/Spring – Sixteen (16) Weeks, Fall/Spring Eight (8) Weeks, Summer Ten (10) Week and Summer Five (5) Weeks.

7.1.d.1 Non-traditional term refunds will be handled individually and will be based on the refund schedule and number of days in the non-traditional term.

7.1.e Business Day. Day that the institution is in session. The institution is generally not in session on observed holidays.

7.2 Full Withdrawals

~~7.2.a Continuing s~~Students who officially withdraw ~~from all classes during a semester~~ shall ~~at a minimum~~ receive a refund of ~~regular tuition and~~ fees in accordance with the following schedule(s). ~~Refunds are determined from the first day of the term. The students's official withdrawal date is certified by the Registrar's Office. The Registrar's Calendar identifies each specific date(s) within each specific academic term.~~

7.2.b Full Withdrawal Refund Schedules

7.2.b.1 Fall/Spring Sixteen (16) Week Term:

Complete withdrawal during first and second weeks	90%
Complete withdrawal during third and fourth weeks	75%

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Complete withdrawal during fifth through eighth weeks	50%
Complete withdrawal after eighth week	No Refund

7.2.b.2. Fall/Spring Eight (8) Week Term:

Complete withdrawal during first week	90%
Complete withdrawal during second week	75%
Complete withdrawal during third through fourth weeks	50%
Complete withdrawal after fourth week	No Refund

7.2.b.3 Summer Ten (10) Week Term:

Complete withdrawal during first and second weeks	90%
Complete withdrawal during third week	75%
Complete withdrawal during fourth and fifth weeks	50%
Complete withdrawal after fifth week	No Refund

7.2.b.4. Summer Five (5) Week Term:

Complete withdrawal during first three days	90%
Complete withdrawal during fourth and fifth days	75%
Complete withdrawal during sixth through tenth days	50%
Complete withdrawal after tenth day	No Refund

7.2.c Students receiving financial who completely withdraw from **all** classes shall receive a refund in accordance with the Higher Education Act Return to Title IV regulations.

7.2.c.1. According to federal law, the institution must calculate Federal Title IV financial aid eligibility for students who withdraw from all classes, drop out, are dismissed, or take a leave of absence prior to completing more than 60% of a semester. Federal Title IV financial aid is returned in the order mandated by the U.S. Department of Education. Funds must be returned within 45 days after the date of withdrawal determination. Withdrawal date is defined as the actual date the student began the institution's withdrawal process or the midpoint of the semester for a student who leaves without notifying the institution. The return of Title IV funds may reduce the tuition and fee refund or in most cases result in the student owing a balance to the institution. The institution is responsible for notifying the student and recovering the funds.

7.3 Individual Course Drop(s).

7.3.a Students will not be eligible for a refund of tuition and fees, for individual course drop(s) after the add/drop period, unless they completely withdraw from all classes.

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~~7.1.a~~ A student who withdraws during the first week or ten percent (10%) of the term is entitled to a refund of 90%.

~~7.1.b~~ A student who withdraws after completing ten percent (10%) up to twenty five percent (25%) of the term is entitled to a refund of 75%.

~~7.1.c~~ A student who withdraws after completing twenty five percent (25%) up to fifty percent (50%) of the term is entitled to a refund of 50%.

~~7.1.d~~ A student who withdraws after completing fifty percent (50%) of the term is not entitled to a refund.

~~7.2~~ Summer Terms and Nontraditional Periods

~~7.2.a~~ Refunds for summer sessions and nontraditional periods shall be established based upon the refund rate for the academic year.

~~7.3~~ The specific refund time lines and refund percentages of regular fees for semester, summer and nontraditional periods are represented on the following refund schedule:

Refund Schedule

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Refund Full 16 Week Term (50% of Term)	
Week	% Refund
1st Week	90%
2nd Week	90%
3rd Week	75%
4th Week	75%
5th Week	50%
6th Week	50%
7th Week	50%
8th Week	50%
-	-
Refund 8 Week Regular Term (50% of Term)	
Week	% Refund
1st Week	90%
2nd Week	75%
3rd Week	50%
4th Week	50%
-	-
Refund 10 Week Summer Term (50% of Term)	
Week	% Refund
1st Week	90%
2nd Week	90%
3rd Week	75%

4th Week	50%
5th Week	50%
-	-
Refund 5-Week Summer Term (50% of Term)	
Week	% Refund
3 days	90%
4th & 5th days	75%
6th–10th days	50%

Non-traditional term refunds will continue to be handled individually and will be based on the refund schedule and number of days in the term

According to federal law, the institution must recalculate Federal Title IV financial aid eligibility for students who withdraw from all classes, drop out, are dismissed, or take a leave of absence prior to completing more than 60% of a semester. Federal Title IV financial aid is returned in the order mandated by the U.S. Department of Education. Funds must be returned within 45 days after the date of withdrawal determination. Withdrawal date is defined as the actual date the student began the institution's withdrawal process or the midpoint of the semester for a student who leaves without notifying the institution. The Return of Title IV funds may reduce the tuition and fee refund or in most cases result in the student owing a balance to the institution. The institution is responsible for notifying the student and recovering the funds.

7.3.ba Schedule adjustments made through the ~~first week of class~~ (add/drop period) may result in an adjustment to tuition/fees. Full tuition ~~and~~ fees are assessed for students in 12 or more credit hours. Students enrolled in 1-11 credit hours at the end of ~~the~~ add/drop period will be charged for those credits in which they are enrolled.

~~Students who officially withdraw from all classes after the add/drop period is over shall receive a refund of tuition and fees in accordance with the following schedule. Refunds are determined from the first day of the school term. The student's official withdrawal date is certified by the Enrollment Services Office.~~

Fall/Spring Semesters:

- ~~Complete withdrawal during first and second weeks — 90%~~
- ~~Complete withdrawal during third and fourth weeks — 75%~~
- ~~Complete withdrawal during fifth through eighth weeks — 50%~~
- ~~Complete withdrawal after eighth week — No refund~~

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Summer Semesters:

- ~~Complete withdrawal during first three days of summer — 90%~~
- ~~Complete withdrawal during fourth and fifth day — 75%~~
- ~~Complete withdrawal during sixth through tenth day — 50%~~
- ~~Complete withdrawal after tenth day — No refund~~

~~7.3.b.1 Effective beginning with the spring fall 2018 semester, during the add/drop period the student will incur no penalty for individual dropped courses and there will be a 100% refund for those individual dropped courses during the respective add/drop periods. Refer to the Registrar’s Calendar for specific date(s) within each specific academic term.~~

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7.3.c. Add/Drop Periods:

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Fall/Spring Sixteen (16) Week Terms	Five (5) Business Days
Fall/Spring Eight (8) Week Terms	Three (3) Business Days
Summer Ten (10) Week Terms	Four (4) Business Days
Summer Five (5) Week Terms	Two (2) Business Days

~~students who do **not** officially withdraw from **all** classes after Late Registration (add/drop period) will not be eligible for any refund of tuition and fees.~~

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

~~**7.5** A withdrawal fee may be charged by Pierpont not to exceed five percent (5%) of the total student fees charged for the term or one hundred dollars (\$100.00), whichever is less.~~

7.56 For any noncredit course with a duration of 80 contact hours or more, the standard refund schedule as defined in Sections ~~7.24. a-d~~ shall apply. For courses with durations of less than 80 contact hours, the following refund schedule shall apply:

7.56.a.1 A student who withdraws during or immediately after the first full class session of a noncredit traditional course or the first week of a noncredit online course is entitled to a 100% refund. For noncredit traditional courses in which materials, books, or supplies were provided as a part of the course, the cost of any unused materials, books, and supplies that are not returned to the institution at the time of withdraw shall be deducted from the refund. For third party provided noncredit online courses, the student will follow the third party provider’s return policy for books and materials.

- 7.56.2a.** A student who withdraws after the start of the second full class session of a noncredit traditional course or the start of the second week of a noncredit online course is not entitled to a refund.

SECTION 8. REFUND OF ROOM AND BOARD

- 8.1** Room refunds, if any, shall be based on the housing contract signed by the student.
- 8.2** Board refund shall be prorated based upon the date of official withdrawal.
- 8.3** All room and board refunds are calculated from the first day of the formal registration period.

SECTION 9. REGISTRATION PERIOD –LATE FEE

- 9.1** 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. A late fee not to exceed fifty dollars (\$50) shall be imposed on all late registrants. The president of Pierpont 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.
- 9.2** 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.
- 9.3** 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 not to exceed fifty dollars (\$50) shall be imposed on all late registrants.

SECTION 10. INSTALLMENT PAYMENT PLANS

- 10.1** Student fee deferred payment plans will be offered for fall and spring terms.
- 10.2** All available financial aid for the term must be credited to the student's account prior to determining the amount available for deferral.
- 10.3** After all financial aid is applied to the student's account, the balance of student fees must be paid prior to the third quarter point of the term.

- 10.4 Interest on the deferred amount may be charged at a rate not to exceed the legal limit.
- 10.5 Room and board and other non-course related charges may be divided into installments as determined by the institutionwell.

SECTION 11. USE OF CREDIT CARDS

- 11.1 The use of credit cards for payment of student fees is authorized under the statewide contract initiated by the State Board of Investments or under an alternate program approved by the Board of Governors.
- 11.2 To the extent allowed by law or policy of the credit card company, the 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 12. ENROLLMENT ABOVE THE NORMAL FULL-TIME COURSE LOAD

- 12.1 Pierpont 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.

SECTION 13. DEFERRAL OF FEES DURING A LEGAL WORK STOPPAGE

- 13.1 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 Pierpont Board.