



BOARD

OF

GOVERNORS

March 23, 2021

MEETING SCHEDULE

PIERPONT COMMUNITY & TECHNICAL COLLEGE BOARD OF GOVERNORS

March 23, 2021

Zoom Conference Meeting

Join Zoom Meeting

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Meeting ID: 878 8005 7287

Passcode: 417242

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1:00 PM **NCWV Advanced Technology Center Advisory Board Meeting**

Jillian Sole – Chair

Thomas Barlow – Vice Chair

Vacant – Recording Secretary

Members: Rick Pruitte, Larry Puccio, Jr., Jillian Sole, Natalie Stone, Christopher Sunseri, and Warren “Chip” VanAlsborg. Three institutional BOG member positions are currently vacant.

2:00 PM **Board of Governors Meeting**

Thomas J. Barlow – Chair

Brooke Nissim Sabat – Vice Chair

Brian S. Bozarth – Secretary

Members: Rick Pruitte, Larry Puccio, Jr., Jillian Sole, Natalie Stone, Christopher Sunseri, and Warren “Chip” VanAlsborg. Three institutional BOG member positions are currently vacant.

AGENDA
PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING
Tuesday, March 23, 2021

I. Call to Order in Open Session

1. Opening Comment (*Chair: Thomas Barlow*)
2. Last Call for Public Comment Sign Up
3. Approval of BOG Meeting Minutes
 - a. Approval of BOG Meeting Minutes of February 16, 2021

Tab 1 - Action Item

II. Recognitions

None as of publication.

III. President's Report – Informational (*Dr. Anthony Hancock*)

IV. Operation Reports

Tabled.

V. Committee of the Whole

1. Resolution for Review of Comments and Acceptance of the Amendment to Policy PP-5016: Tuition, Fees, Assessment, Payment, and Refund of Fees
(*Susan Coffindaffer and Kari Coffindaffer, Co-chairs of the Institutional BOG Policies Committee*)

Tab 2 – Action Item

2. February 28, 2021 Combined Finance Report
(*Dale Bradley, CFO/VP for Finance and Administration*)

Tab 3 – Informational

3. Resolution for Approval of Tuition and Fee Changes for AY 21-22
(*Dale Bradley, CFO/VP for Finance and Administration*)

Tab 4 – Action Item

VI. Board Committee's Reports – Informational

1. Audit/Finance and Administration Committee (FA) Report
(Brian Bozarth, Chair)
2. Communications, Academic Affairs, Recruiting & Research Committee (CARR) Report *(Brooke Nissim-Sabat, Chair)*

VII. New Business

1. Upcoming Meetings:
 - a. The next regularly scheduled Board of Governors meeting is to be held on Tuesday, May 11, 2021 at 2:00 pm.

VIII. Old Business

IX. Public Comment

X. Possible Executive Session

_____ moved pursuant to 6-9A-4(b)2A of the WV Code that the Board shall go in to Executive Session to discuss personnel and personnel matters, which if discussed in public might adversely affect the reputation of any person.

_____ moved pursuant to 6-9A-4(b)9 of the WV Code that the Board shall go into Executive Session to consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision.

XI. Adjournment



Mission Statement: To provide accessible, responsive, comprehensive education that works
Vision: Empowering individuals to transform their lives through education
Tagline: Education that works!

Tab

1

**PIERPONT COMMUNITY & TECHNICAL COLLEGE
BOARD OF GOVERNORS MEETING**

**February 16, 2021
2:00 PM**

MINUTES

Notice of Meeting and Attendance

A meeting of the Pierpont Community & Technical College (Pierpont) Board of Governors was held on February 16, 2021, beginning at 2:00 PM. This meeting was conducted via video conference on Zoom, to follow the recommended COVID-19 social distancing guidelines.

Board Members Present:

Via videoconference: Thomas Barlow, Brian Bozarth, Brooke Nissim-Sabat, Jillian Sole, Natalie Stone, and Christopher Sunseri

Board Members Absent: Rick Pruitte, Larry Puccio, Jr., and Warren ‘Chip’ VanAlsburg
Three governor appointed BOG positions are vacant.

President’s Cabinet Members Present:

Via videoconference: Interim President Anthony Hancock, Dale Bradley, Lyla Grandstaff, Ron Hamilton, Cyndee Sensibaugh, and Michael Waide

Others in Attendance via Videoconference:

Guests: Steve Leach

Pierpont faculty and staff: David Beighley, Suzan Clemens, Kari Coffindaffer, Susan Coffindaffer, John Davis, Carolyn Fletcher, Amanda Hawkinberry, Jennifer McConnell, Nancy Parks, Robin Strader, Ashley Tennant, Shelley Tharp, Raven Thomas, and David Williams

I. Call to Order – Open Session

1. Opening Comment

Mr. Thomas Barlow, Chair, called the meeting to order in open session at 2:03 PM.

2. Call for Public Comment

Mr. Barlow, Chair, announced and inquired if there were any requests for public sign up of comments to the Board. No requests were announced or recorded.

3. Approval of Minutes from the November 17, 2020, December 4, 2020, December 18, 2020, and January 6, 2021 BOG Meetings – Action Item

A motion was presented by Brooke Nissim-Sabat to approve the Minutes from the November 17, 2020, December 4, 2020, December 18, 2020, and January 6, 2021 Pierpont Community & Technical College Board of Governors Meetings, as presented. Jillian Sole seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

II. Special Recognitions/Presentations – Informational

1. *Farewell to outgoing President Dr. Johnny M. Moore, serving Pierpont from June 30, 2016 through February 1, 2021.* Although President Moore could not be present at the Board meeting, Chairman Barlow extended best wishes to President Moore and thanked him for all he has accomplished and guiding the growth of the institution, regionally and nationally.
2. *Welcome and introduction of Interim President Dr. Anthony Hancock.* Chairman Barlow welcomed incoming Interim President Dr. Anthony Hancock. Dr. Hancock began serving on January 25, 2021, with his official duties beginning February 1, 2021, after the vacancy of the President's position by Dr. Moore.

Dr. Hancock expressed his appreciation for the Board's support and said that Dr. Moore left Pierpont in a good position. Dr. Hancock looks forward to working with the faculty, staff, and community to guide Pierpont to the next level.

3. *Announcement of resignation of Steven Leach, VP of Organization and Development/HR Director.* Chairman Barlow shared that on January 29, 2021, Mr. Steven Leach resigned his permanent position with Pierpont to accept a new position in Charleston, WV. Mr. Leach will temporarily continue serve Pierpont on legislative matters. Mr. Leach has served both Pierpont and Fairmont State since 1994. Mr. Leach expressed that Pierpont will always hold a special place in his heart.

III. Interim President's Report – Informational

President Hancock reported that he has begun the process of meeting with the faculty and staff of Pierpont. Executive leadership, academic, student services, finance, and faculty meetings have been held. Conversations have been fluid and Dr. Hancock is encouraging feedback. At the next Board meeting Dr. Hancock will be reporting on Pierpont projects.

IV. Operation Reports - Informational

1. *Academic Affairs*
Michael Waide, Provost and VP of Academic Affairs, shared that details for the Academic Affairs Report were provided in the February 16, 2021 Board Book and asked for any additional questions. There were no further questions.

2. *Student Services*

Lyla Grandstaff, VP of Student Services, shared that details for the Student Services Report were provided in the February 16, 2021 Board Book and asked for any additional questions. There were no further questions.

3. *Student Government Association*

Raven Thomas, Student Involvement Coordinator, shared that details for the Student Government Association Report were provided in the February 16, 2021 Board Book and asked for any additional questions. There were no further questions.

V. Committee of the Whole

1. *Resolution for Approval of Delegation of Powers to the President - Action Item (Thomas Barlow, Chairman)*

Chairman Barlow presented a resolution to approve the Delegation of Powers from the Board to Interim President Anthony Hancock. The Delegation of Powers documents were provided in the February 16, 2021 Board Book.

18B-2A-4 of the West Virginia Code sets forth powers, duties, and responsibilities of the Board of Governors of each public higher education institution in the state. The Delegation of Powers Agreement provides enumeration of those powers, duties, and responsibilities that the Pierpont Community & Technical College Board of Governors wishes to retain and those that it chooses to delegate to the President of Pierpont Community & Technical College.

Given its legal responsibility for the institution, the Board of Governors maintains control of all broad institutional policy. The powers, duties and responsibilities that are designated to the President represent the day-to-day operation of the institution and reflect the implementation of policy.

A motion was presented by Brooke Nissim-Sabat to approve the Delegation of Powers to Interim President Anthony Hancock, as presented. Brian Bozarth seconded the motion. All agreed. Motion carried.

2. *Resolution for Review of Comments and Acceptance of the Amendment to Policy PP-3048: Research Involving Human Subjects - Action Item (Susan Coffindaffer and Kari Coffindaffer, Co-chairs of the Institutional BOG Policies Committee)*

Dr. Kari Coffindaffer and Dr. Susan Coffindaffer, Co-chairs of the Institutional Board of Governors Policies Review Committee (PRC), brought forth a resolution to approve the amendment to Policy PP-3048: Research Involving Human Subjects.

At the Pierpont Board of Governors meeting of November 17, 2020, a 30-Day Public Comment Period was established from November 18, 2020 to December 17, 2020, to provide the public the opportunity to address the proposed recommended amendments to Policy PP-3048: Research Involving Human Subjects.

The public comment period was announced via campus email to Pierpont faculty, staff, and student. Notice of the comment period was also provided via email to legal counsel and staff members at the Council for Community and Technical College Education. A copy of the policy was available for public viewing during this time period.

There were 3 comments received. A summary of those comments were presented in the February 16, 2021 Board Book and reviewed with the Board at the meeting.

Brooke Nissim-Sabat offered a motion to approve the amendment to Policy PP-3048: Research Involving Human Subjects Brian Bozarth seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

3. *Resolution for Approval of a 30-Day Public Comment Period for the Amendment of Policy PP-5016: Tuition, Fees, Assessment, Payment, and Refund of Fees - Action Item (Susan Coffindaffer and Kari Coffindaffer, Co-chairs of the Institutional BOG Policies Committee)*

Kari Coffindaffer and Susan Coffindaffer, Co-chairs of the Institutional Board of Governors Policies Review Committee (PRC), brought forth a resolution to approve a 30-day public comment period for proposed changes to Policy PP-5016: Tuition, Fees, Assessment, Payment, and Refund of Fees.

Language in the existing Pierpont Community & Technical College Board of Governors Policy PP-5016: Tuition, Fees, Assessment, Payment, and Refund of Fees require updating.

The proposed public comment period will be from February 17, 2021 through March 8, 2021.

Brooke Nissim-Sabat offered a motion to approve the 30-day public comment period for Policy PP-5016: Tuition, Fees, Assessment, Payment, and Refund of Fees, as presented. Brian Bozarth seconded the motion. There was no discussion on the motion. All agreed. Motion carried.

4. *December 31, 2020 Combined Finance Report - Informational (Dale Bradley, CFO/VP for Finance and Administration)*

Mr. Bradley shared that the details of the December 31, 2020 Combined Finance Report were provided in the February 16, 2021 Board Book. It was noted that the budget balance of \$85,120 represents a decrease from the September 30, 2020 budget

report for Unrestricted Operating Funds. The Restricted Funds budget balance is \$124,140. The Year-to-Date Actual Budget Balance is \$1,240,264.

VI. Board Committee Reports

1. Finance and Administration Committee Report (FA) – Informational (Dale Bradley, CFO/VP for Finance and Administration)

Brian Bozarth, Chair of the FA Committee, delegated the report of the committee to Dale Bradley.

a. CARES Act Report

Mr. Bradley provided a summary of the CARES Act I spending and student distributions as of January 31, 2021 to the Board. Distributions were based on needs and provided to students for food, housing, childcare, technology, utilities, medical expenses and course materials. A total of \$1,154,796 was received, of which \$577,398 was designated for student distribution and \$577,398 was designated for institutional need. A detailed report was provided in the February 16, 2021 Board Book.

2. Communications, Academic Affairs, Recruiting and Research Committee (CARR) – Informational (Brooke Nissim-Sabat, Chair)

Ms. Nissim-Sabat, Chair of the CARR Committee presented the CARR Committee Report.

a. Program Reviews

The Committee is refocusing its process of Program Reviews. Working with President Hancock and the shared Institutional Research and Reporting Specialist recently hired. Dr. Hancock stated that Program Reviews will evolve to focus on flexibility and ensure the viability of the programs is focused on student success in the job markets. Real time data will be available in a user friendly format allowing for timely program changes for better student outcomes.

b. Strategic Plan

Updating the institution's strategic plan was briefly discussed.

VII. New Business

1. Upcoming Meetings:

- a. The next regularly scheduled ATC Advisory Board meeting is to be held on Tuesday, March 23, 2021 at 1:00 pm. The meeting will be held virtually.
- b. The next regularly scheduled Board of Governors meeting is to be held on Tuesday, March 23, 2021 at 2:00 pm. The meeting will be held virtually.

VIII. Old Business

1. COVID-19 Vaccinations

Mr. Bradley shared that Pierpont has vaccinated 158 people, most of which are Pierpont employees. Currently, the 2nd dose of vaccination is being given with the next round scheduled tomorrow. The COVID Team was thanked for their work on getting out the vaccines and for the surveillance testing.

IX. Public Comment

There were no signatures recorded for public comment.

X. Executive Session – Closed Session

No Executive Session was called.

XI. Adjournment

There being no further business, Brooke Nissim-Sabat offered a motion to adjourn the meeting at 2:50 PM. Brian Bozarth seconded the motion. All agreed. Motion carried.

Respectfully submitted by Cyndee K. Sensibaugh

Pierpont Mission Statement: To provide accessible, responsive, comprehensive education that works.

Pierpont Vision Statement: Empowering individuals to transform their lives through education.

Pierpont Tagline: Education that Works.

Tab

2

**Pierpont Community & Technical College Board of Governors
Meeting of March 23, 2021**

ITEM: Policy PP-5016: Tuition, Fees, Assessment, Payment and Refund of Fees

COMMITTEE: Committee of the Whole

RECOMMENDED RESOLUTION: Resolved that the Pierpont Board of Governors Approve the proposed modifications to Policy PP-5016: Tuition, Fees, Assessment, Payment and Refund of Fees. The policy was circulated for public comment for a period of 30-days.

STAFF MEMBER: Kari Coffindaffer and Susan Coffindaffer, Co-chairs of the Board of Governors Policies Review Committee

BACKGROUND: At the Pierpont Board of Governors meeting of February 16, 2021, a 30-Day Public Comment Period was established from February 17, 2021 to March 18, 2021 to provide the public the opportunity to address the proposed amendment of Policy PP- PP-5016: Tuition, Fees, Assessment, Payment and Refund of Fees.

The public comment period was announced via campus email to Pierpont faculty, staff, and students. Notice of the comment period was also provided via email to staff of the WV Community and Technical College System. A copy of the policy was available for public viewing during this time period.

Note: Only one comment regarding formatting was received up to the date of the BOG Book production deadline of March 15, 2021 and is provided following this Resolution. Any comments received after March 15, 2021, and up until the March 18, 2021 closing of the comment period, will be provided at the March 23, 2021 Board of Governors meeting.

PIERPONT COMMUNITY & TECHNICAL COLLEGE
SUMMARY OF COMMENTS RECEIVED
FOR BOG POLICIES OUT FOR 30-DAY COMMENT PERIOD

BOG Policy PP-5016 Tuition, Fees, Assessment, Payment and Refund of Fees

Number of Comments Received: 1

Source of Comments Received:

Legal Counsel

No comment.

Students

No comment.

Staff

1. A comment received regarding grammar:
 - 4.2.3 should be "who" and not "whom" (who reside...)
 - 6.4.8 refers to "community service" when I think they're talking about "community education."

Faculty

No comment.

President's Executive Cabinet

No comment.

General

No comment.

Notice: A complete written copy of any comments received during the 30-day comment period are available for public viewing at the Office of the President, Pierpont Community & Technical College, 500 Galliher Drive, Fairmont, WV.

PIERPONT COMMUNITY & TECHNICAL COLLEGE
Board of Governors Policies and Procedures
PP-5016

SHORT TITLE: Tuition, Fees, Assessment, Payment, and Refund of Fees

REFERENCE: W. Va. §§18B-1-6, 18B-1D-3, 18B-10-1, and 18B-10-8

EFFECTIVE: December 5, 2002

AMENDED: May 15, 2012; June 28, 2016; December 1, 2017

REPEALED:

REVIEWED: October 28, 2020; March 11, 2021

SECTION 1. PURPOSE

This policy establishes the guidelines for Pierpont Community & Technical College Board of Governors (BOG) to approve tuition and fees, tuition and fee increase, tuition and fee reporting, refunds, and deferred payment plans, as required by the West Virginia Council for Community and Technical College Education (WV Council).

SECTION 2. SCOPE

This policy governs the assessment, payment, and refund of tuition and fees at Pierpont Community & Technical College (Pierpont) and applies to all students in matters related to payment and refund of tuition, fees, or both in credit and no-credit courses, training sessions, and other activities where tuition or fees are assessed.

SECTION 3. DEFINITIONS

3.1 **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.

3.2 **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.

- 3.3 **Business Day.** Day that the institution is in session. The institution is generally not in session on observed holidays.
- 3.4 **Capital Fees.** Charges levied on all students to support debt service, capital projects and facilities maintenance and renewal.
- 3.5 **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.
- 3.6 **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.
- 3.7 **Full Cost of Instruction.** The direct, functional expenditures from the institutional audit for both instruction and student services expenditures.
- 3.8 **Full Withdrawals; also known as Complete Withdrawals.** This term refers to the act of withdrawing from all classes in a given term
- 3.9 **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.
- 3.10 **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.
- 3.11 **Individual Course Drop(s).** The act of dropping one or more courses during the term, but not withdrawing from all courses.
- 3.12 **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.

- 3.13 **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.
- 3.14 **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.
- 3.15 **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.
- 3.16 **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.
- 3.17 **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.
- 3.18 **Traditional Refund Terms.** Fall/Spring – Sixteen (16) Weeks, Fall/Spring Eight (8) Weeks, Summer Ten (10) Week, Summer Five (5) Weeks and Winter Intersession (5) weeks.

SECTION 4. POLICY

- 4.1 **General.** Pierpont Community & Technical College will assess tuition and fees and approve refunds, as authorized by and in compliance with the West Virginia Code.
- 4.2 **Objectives.** Pierpont Community & Technical College shall enhance education opportunities for the widest range of state citizens by:
 - 4.2.1 **In-State Tuition.** Establishing tuition and fee levels for in-state students that do not inhibit access to public education nor cause students to incur excessive debt. [See W. Va. Code §18B-1D-3(a)(2)(B).]
 - 4.2.2 **Out-of-State Tuition.** 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 Council. [See W. Va. Code § 18B-1D-3(a)(2)(B).]
 - 4.2.3 **Reduced Out-of-State Tuition.** Establishing tuition and fee rates for out-of-state students who ~~do not~~ reside in the counties bordering Pierpont's service region 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 Council. [See W. Va. Code § 18B-1D-3(a)(2)(B).]

SECTION 5. BACKGROUND OR EXCLUSIONS

The institution shall operate on an accrual basis with all payments and obligations being collected or a payment plan established prior to the start of classes except as provided herein.

Exceptions may be granted where a bona fide third-party agency has provided authorization in writing that payment will be made for the student.

SECTION 6. GENERAL PROVISIONS

6.1 Approval of Resident Tuition and Required Fee Increases.

6.1.1 **BOG Approval.** The BOG can approve, without WV Council approval, tuition and required fee increases for resident students each fiscal year up to ten percent (10%) 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.

6.1.1.1 **Basis for Increases.** Tuition and fee increases as identified in Section 6.1.1 that require only the approval of the BOG shall be based on required tuition and fee rates charged to all in-state resident students.

6.1.1.2 **Special Fees.** Special Fees approved by the BOG also requires 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 6.1.1. 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 6.1.1.4 and 6.1.2.2.

6.1.1.3 **Program Fees.** Program Fees approved by BOG do not require WV Council's approval. However, these fees must be included in both reports to WV Council discussed in sections 6.1.1.4 and 6.1.2.,2.

6.1.1.4 **Reporting Requirements.** Pierpont must provide to the WV Council, by 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:

6.1.1.4.1 **Rates and Fees.** Current and proposed tuition and fee rates for resident, nonresident, and reduced nonresident required tuition and fees, program fees, and special fees;

6.1.1.4.2 **Number of Students.** The estimated number of students who will be charged any new or proposed changes to existing special fees;

6.1.1.4.3 **Projected Revenue Increases.** 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

6.1.1.4.4 **Justification.** The justification for tuition and fee increases that exceed the amounts identified in Section 6.1.1.

6.1.2 **WV Council Approval.** Tuition and fee increases in excess of the amounts identified in Section 6.1.1 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 6.1.1.4 and 6.1.2.2.

6.1.2.1 **Benchmarks and Guidelines.** The benchmarks and guidelines may include, but are not limited to such items as:

6.1.2.1.1 **Inflationary Benchmarks.** 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;

6.1.2.1.2 **Achievement of Benchmarks.** Continued achievement of benchmarks in the approved institutional compact.

6.1.2.1.3 **Comparison of Change in Net Tuition with Change in Median Household Income.** 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;

6.1.2.1.4 **Funding.** Institutional and state funding per full-time equivalent student;

6.1.2.1.5 **History.** Most recent three-year history of tuition and fee increases;

6.1.2.1.6 **High Cost Programs.** Institutional implementation of new, high cost programs as defined by the WV Council;

6.1.2.1.7 **Student-Generated Revenue.** Total sources of student generated revenue, including special and program fees; and,

6.1.2.1.8 **Other Factors.** Other factors as requested or deemed relevant by the WV Council or in response to any new statutory language

6.1.2.2 **Reporting Requirements.** In responding to the guidelines and benchmarks provided by the WV Council, Pierpont shall provide the WV Council with an annual report by April 1st that specifies the following information from the most recent academic year:

6.1.2.2.1 **Tuition and Fees.** Tuition and fee for resident, nonresident, and reduced nonresident required tuition and fees, program fees, and special fees:

6.1.2.2.2 **Number of Students.** The total number of students charged resident, nonresident, and reduced nonresident required tuition and fees, program fees, and special fees; and

6.1.2.2.3 **Total Revenue Generated.** The total revenue generated from resident, nonresident, and reduced nonresident required tuition and fees, program fees, and special fees.

6.2 **Review of Nonresident Tuition and Fees.**

6.2.1 **Full Cost of Instruction and System Average.**

- 6.2.1.1 **Full Cost of Instruction.** 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.
- 6.2.1.2 **System Average.** 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.
- 6.2.1.3 **Source of Calculations.** Both calculations shall be provided to the Pierpont annually by the WV Council.
- 6.2.2 **Tuition and Fee Rates.** The BOG 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. The BOG 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.
- 6.2.3 **WV Council Reporting.**
- 6.2.3.1 **Nonresident Tuition and Fee Rates.** Pierpont will report all nonresident tuition and fee rates to the WV Council.
- 6.2.3.2 **Nonresident Students.** 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.
- 6.2.4 **Reciprocity Agreements.** 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.
- 6.2.4.1 **Resident Tuition and Fee Rates.** The BOG 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.

6.2.4.2 **WV Council Approval.** 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.

6.2.4.3 **Charging of Tuition and Required Fees.** 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.

6.3. **Review of Reduced Nonresident Tuition and Fees.**

6.3.1 **Reduced Nonresident Tuition and Required Fees.** The BOG 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.

6.3.2 **Limitation on Rate Reduction.** This reduced, nonresident tuition and fees rate must cover the full cost of instruction as defined in 6.2.2.

6.3.3 **Criteria for Reduced Rate.** 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 Pierpont's service region.

6.3.4 **WV Council Reporting Requirement.** 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 6.1.1.4 and 6.1.2.2.

6.4 **Fee Charges**

6.4.1 **Twelve or More Credit Hours.** Undergraduate students enrolled for twelve or more credit hours pay the maximum charges in each basic fee category.

6.4.2 **Fewer than Twelve Credit Hours.** 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.

- 6.4.3 **Summer and Nontraditional Terms.** 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 6.4.2.
- 6.4.4 **Requirements of Bonding Obligations.** 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.
- 6.4.5 **Special Fees for Designated Purposes.** Pierpont may establish and collect certain special fees for designated purposes separate from and above those identified in the regular fee schedule.
- 6.4.6 **Publication of Fees.** All regular, program, and special fees charged by Pierpont shall be identified separately and published so as to be readily available to all students.
- 6.4.7 **BOG Approval.** All fees charged to students, both regular, program, and special, must have approval by the BOG prior to assessment and collection.
- 6.4.8 **Fees for Noncredit Workforce Training and Community Service Courses.** Fees shall be established and charged for all noncredit workforce training and community ~~service~~education courses in an amount that strives to ensure that the offering is self-supporting whenever possible.

6.5 Refund of Regular Fees

6.5.1 Full Withdrawals

6.5.1.1 **Date Determinations.** Students who officially withdraw from **all** classes shall receive a refund of tuition and fees in accordance with the following schedule(s). Refunds are determined from the first day of the term. The student'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.

6.5.1.2 **Refund Formula.** Continuing students who officially withdraw during a semester shall at a minimum receive a refund of regular fees in according with the following schedule:

6.5.1.2.1 Complete **Withdrawal through the Add/Drop Period of the term.** A student who withdraws during the Add/Drop Period of a term is entitled to a refund of 100%.

6.5.1.2.2 Complete **Withdrawal after the Add/Drop Period up to 10% of the term.** A student who withdraws after the Add/Drop Period up to ten percent (10%) of a term is entitled to a refund of 90%.

6.5.1.2.3 Complete **Withdrawal after completing 11% and up to 25% of a term.** A student who withdraws after completing 11% and up to 25% of a term is entitled to a refund of 75%.

6.5.1.2.4 Complete **Withdrawal after completing 26% and up to 50% of a term.** A student who completes 26% and up to 50% of a term is entitled to a refund of 50%.

6.5.1.2.5 Complete **Withdrawal after completing more than 50% of a term.** A student who withdraws after completing 50% of the term is not entitled to a refund.

6.5.1.3 **Full Withdrawal Refund Schedules.** The following refund schedule represents the times and refund percentages of regular fees:

Fall/Spring Sixteen (16) Week Term

Complete withdrawal during the Add/Drop Period	100%
Complete withdrawal during the second week	90%
Complete withdrawal during the third and fourth weeks	75%
Complete withdrawal during the fifth through eighth weeks	50%
Complete withdrawal after the eighth week	No Refund

Fall/Spring Twelve (12) Week Term

Complete withdrawal during the Add/Drop Period	100%
Complete withdrawal by Wednesday of the second week	90%
Complete withdrawal after Wednesday of the second week or during the third week	75%
Complete withdrawal during the fourth through sixth weeks	50%
Complete withdrawal after the sixth week	No Refund

Fall/Spring Eight (8) Week Term

Complete withdrawal during the Add/Drop Period	100%
Complete withdrawal during the first week	90%
Complete withdrawal by Wednesday of the third week	75%
Complete withdrawal after Wednesday of the third week or during the fourth week	50%
Complete withdrawal after fourth week	No Refund

Summer Ten (10) Week Term

Complete withdrawal during the Add/Drop Period	100%
Complete withdrawal during the first week	90%
Complete withdrawal during the second and third weeks	75%
Complete withdrawal during the fourth and fifth weeks	50%
Complete withdrawal after the fifth week	No Refund

Summer/Winter Intersession Five (5) Week Term

Complete withdrawal during the Add/Drop Period	100%
Complete withdrawal during the first three days	90%
Complete withdrawal during the fourth and fifth days	75%
Complete withdrawal during the sixth through tenth days	50%
Complete withdrawal after tenth day	No Refund

6.5.1.4 **Requirements of Federal Title IV Financial Aid.** 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.

6.5.1.4.1 **Recalculation of Aid Eligibility.** 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.

6.5.1.4.2 **Order of Return of Aid.** Federal Title IV financial aid is returned in the order mandated by the U.S. Department of Education.

6.5.1.4.3 **Period for Return of Aid.** Funds must be returned within 45 days after the date of withdrawal determination. The 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.

6.5.1.4.4 **Responsibility to Recover Funds.** 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, which is responsible for notifying the student and recovering the funds.

6.5.2 Individual Course Drop.

6.5.2.1 **During Add/Drop Period.** Schedule adjustments made through the 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.

6.5.2.2 **After Add/Drop Period.** Students will not be eligible for a refund of tuition and fees, for an individual course drop after the add/drop period, unless they completely withdraw from all classes.

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

6.5.3 Noncredit Course.

6.5.3.1 Noncredit **Courses 80 Contact Hours or More.** For any noncredit course with a duration of 80 contact hours or more, the standard refund schedule as defined in Sections 6.5.1.2. shall apply. For courses with durations of less than 80 contact hours, the following refund schedule shall apply:

6.5.3.1.1 **Refund.** 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.

6.5.3.1.2 **No Refund.** 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.

6.5.4 **Non-Traditional Term Refunds.** 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.

6.6 Refund of Room and Board

6.6.1 **Room Refunds.** Room refunds, if any, shall be based on the housing contract signed by the student.

6.6.2 **Board Refunds.** Board refund shall be prorated based upon the date of official withdrawal.

6.6.3 **Calculation of Refund.** All room and board refunds are calculated from the first day of the formal registration period.

6.7 Registration Period – Late Fee

6.7.1 **Assessment of Late Fee.** 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.

6.7.2 **Exception.** An exception to the registration time period may be granted to an individual under rare circumstances and then only when there is evidence that the student has a reasonable opportunity to complete successfully all course work. The president or a designee must approve the exception with the evidence documented and held on file supporting the decision.

6.7.3 **Regular Registration Period for Evening, Saturday, Off-campus, Extension, and Other Special Classes.** 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.

6.8 Installment Pay Plans

6.8.1 **Fall and Spring Terms.** Student fee deferred payment plans will be offered for Fall and Spring terms.

- 6.8.2 **Amount Available for Deferral.** All available financial aid for the term must be credited to the student's account prior to determining the amount available for deferral.
- 6.8.3 **Balance of Fees Due.** After all financial aid is applied to the student's account, the balance of student fees must be paid as identified in the payment plan established.
- 6.8.4 **Interest.** Interest on the deferred amount may be charged at a rate not to exceed the legal limit.
- 6.8.5 **Room and Board.** Room and board and other non-course related charges may be divided into installments as determined by the institution.
- 6.9 **Use of Credit Cards**
- 6.9.1 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.
- 6.9.2 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.
- 6.10 **Enrollment above the Normal Full-Time Credit Load.** 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.
- 6.11 **Deferral of Fees during a Legal Work Stoppage.** Any student adversely, financially affected by a legal work stoppage 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.

SECTION 7. RESPONSIBILITIES

The student is responsible for tuition and fees incurred as part of their enrollment at the institution. The institution retains the right to pursue the collection of any unpaid tuition and fees through any legal means necessary.

SECTION 8. CANCELLATION

Not applicable

SECTION 9. REVIEW STATEMENT

This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or President's designee. Upon such review, the President or the President's designee may recommend that the policy be amended or repealed.

Attachments:

Distribution:

Revision Notes: These notes, which include the date of the revision, identify changes made to the policy in order to describe or clarify the policy provisions, to identify any changes in management responsibilities and/or titles, and to correct any grammatical or typographical errors.

CURRENT, UNMODIFIED POLICY

Policy #16: Tuition, Fees, Assessment,
Payment, and Refund of Fees

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; December 1, 2017

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 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.
- 3.11 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 Pierpont's service region.
- 3.12 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.

- 3.13. 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 ten percent (10%) 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 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 . 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 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. 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 and state funding per full-time equivalent student;

5.1.b.5 Most recent three year history of tuition and fee increases;

5.1.b.6 Institutional implementation of new, high cost programs as defined by the WV Council;

5.1.b.7 Total sources of student generated revenue, including special and program fees; and,

5.1.b.8 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 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 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 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. Pierpont will report all nonresident tuition and fee rates.
- 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 Pierpont's service region.

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** 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.
- 6.5** Pierpont may establish and collect certain special fees for designated purposes separate from and above those identified in the regular fee schedule.
- 6.6** All regular, program and special fees charged by Pierpont shall be identified separately and published so as to be readily available to all students.
- 6.7** All fees charged to students, both regular, program and special, must have approval by the Pierpont Board prior to assessment and collection.
- 6.8** 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 Students who officially withdraw from **all** classes shall receive a refund of 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%
Complete withdrawal during fifth through eighth weeks	50%
Complete withdrawal after eighth week	No Refund

7.2.b.2.Fall/Spring Eigh (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 assistance who completely withdraw from **all** classes shall receive a refund in accordance with the Higher Education Act Return of Title IV Funds 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.

7.3.b Schedule adjustments made through the 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.

7.3.b.1 Effective beginning with the spring 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.

7.3.c. Add/Drop Periods:

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

- 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** For any noncredit course with a duration of 80 contact hours or more, the standard refund schedule as defined in Sections 7.2. shall apply. For courses with durations of less than 80 contact hours, the following refund schedule shall apply:
- 7.5.a.** 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.
- 7.5.a.** 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 institution.

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 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.

Tab

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**Board of Governors
Budget Report FY 2021
Pierpont Community & Technical College
as of February 28, 2021**

SUMMARY:

The projected effect on net assets for FY 2021 as of February 28, 2021 is an increase of \$85,120.

UNRESTRICTED OPERATING FUNDS:

The Budget Balance as of February 28, 2021 of \$85,120 represents no change since the December 31, 2020 Budget Report.

As of this report date, the YTD Actuals reflect the following:

- The institution has realized approximately 84% of projected tuition and fees revenue.
- The institution has realized approximately 83% of overall revenues.
- The institution has incurred approximately 54% of operating expenses.
- The Year-To-Date Actual Budget Balance is \$3,755,267.

SPENDING COMPARISON

In a review of spending to date for FY 21 as of February 28, 2021 and spending during the same period in FY 20, the institution spent approximately \$641,685 less this year through February than was spent through February 2020.

RESTRICTED FUNDS:

The Restricted Budget Balance as of February 28, 2021 is \$56,091.

Pierpont Community & Technical College
Actual vs Budget Statement of Revenues and Expenses
Current Unrestricted (Including Depreciation)
As of February 28, 2021

		Approved Budget	Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE					
	Tuition and Fees	7,980,754	7,516,099	6,296,214	83.77%
	Auxiliary Enterprise Revenue	607,765	457,000	378,726	82.87%
	Other Operating Revenues	368,528	303,253	223,351	73.65%
	Total:	8,957,047	8,276,352	6,898,291	83.35%
OPERATING EXPENSE					
	Salaries	7,953,377	7,681,915	4,297,276	55.94%
	Benefits	1,744,293	1,649,838	941,659	57.08%
	Student financial aid-scholarships	248,252	248,252	180,202	72.59%
	Utilities	193,062	193,062	103,515	53.62%
	Supplies and Other Services	4,269,338	4,318,448	2,098,626	48.60%
	Equipment Expense	84,286	82,975	52,436	63.20%
	Fees retained by the Commission	101,407	101,407	77,611	76.53%
	Loan cancellations and write-offs	100,000	100,000	0	0.00%
	Assessment for Auxiliary Fees & Debt Service	607,765	457,000	306,818	67.14%
	Total:	15,301,780	14,832,897	8,058,143	54.33%
OPERATING INCOME / (LOSS)		(6,344,733)	(6,556,545)	(1,159,852)	
NONOPERATING REVENUE (EXPENSE)					
	State Appropriations	7,820,129	7,820,129	5,239,486	67.00%
	Gifts	115,000	115,000	10,000	8.70%
	Investment Income	69,846	69,846	6,628	9.49%
	Assessment for E&G Capital & Debt Service Costs	(863,220)	(515,145)	(340,430)	66.08%
	Fees assessed by Commission for other	0	0	(565)	0.00%
	Total:	7,141,755	7,489,830	4,915,119	65.62%
TRANSFERS & OTHER					
	Capital Expenditures	(296,016)	(22,290)	0	0.00%
	Construction Expenditures	0	0	0	0.00%
	Transfers for Financial Aid Match	(61,006)	(30,875)	0	0.00%
	Indirect Cost Recoveries	0	0	0	0.00%
	Transfers for Capital Projects	(40,000)	(395,000)	0	0.00%
	Transfers - Other	0	0	0	0.00%
	Total:	(397,022)	(448,165)	0	0.00%
BUDGET BALANCE UNRESTRICTED		400,000	485,120	3,755,267	
Less Depreciation (Net of Capitalized Assets)		(400,000)	(400,000)	0	
BUDGET BALANCE LESS DEPRECIATION		0	85,120	3,755,267	
Add: UNRESTRICTED NET ASSETS - Beginning of Year		2,304,867	2,304,867		
Less: USE OF RESERVE		0	0		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		2,304,867	2,389,987		

* Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2020 in the amount of \$2,282,288

* Unrestricted Net Asset Balance is 16.03% of the current budgeted total operating expense. Management has established a target of 15% or \$2,156,385 as the goal for the level of unrestricted net asset balance that should be maintained.

Pierpont Community & Technical College
Actual vs Budget Statement of Revenues and Expenses
Current Unrestricted - President

As of February 28, 2021

		Approved Budget	Current Budget	Actual YTD	YTD Actual to Current Budget
OPERATING REVENUE					
	Tuition and Fees	6,490,298	5,981,222	5,455,733	91.2%
	Other Operating Revenues	48,000	5,000	143,129	2862.6%
	Total:	6,538,298	5,986,222	5,598,862	93.53%
OPERATING EXPENSE					
	Salaries	7,358,801	7,083,871	3,994,517	56.39%
	Benefits	1,850,956	1,561,782	889,599	56.96%
	Student financial aid-scholarships	237,252	237,252	180,202	75.95%
	Utilities	190,063	190,063	101,754	53.54%
	Supplies and Other Services	3,200,846	3,252,235	1,881,124	57.84%
	Equipment Expense	24,706	23,395	46,783	199.97%
	Loan cancellations and write-offs	100,000	100,000	0	0.00%
	Fees retained by the Commission	101,407	101,407	77,611	76.53%
	Total:	12,864,031	12,550,005	7,171,590	57.14%
OPERATING INOCME / (LOSS)		(6,325,733)	(6,563,783)	(1,572,728)	
NONOPERATING REVENUE (EXPENSE)					
	State Appropriations	7,820,129	7,820,129	5,239,486	67.00%
	Gifts	96,000	96,000	10,000	10.42%
	Investment Income	69,846	69,846	6,628	9.49%
	Assessment for E&G Capital & Debt Service Costs	(863,220)	(515,145)	(340,430)	66.08%
	Fees assessed by Commission for other	0	0	(565)	0.00%
	Total:	7,122,755	7,470,830	4,915,119	65.79%
TRANSFERS & OTHERS					
	Capital Expenditures	(296,016)	0	0	0.00%
	Construction Expenditures	0	0	0	0.00%
	Transfers for Financial Aid Match	(61,006)	(30,875)	0	0.00%
	Transfers for Capital Projects	(40,000)	(395,000)	0	0.00%
	Transfers - Other	0	0	0	0.00%
	Total:	(397,022)	(425,875)	0	0.00%
BUDGET BALANCE		400,000	481,172	3,342,391	
Less Depreciation (Net of Capitalized Assets)		(400,000)	(400,000)	0	
BUDGET BALANCE LESS DEPRECIATION		0	81,172	3,342,391	
Add: UNRESTRICTED NET ASSETS - Beginning of Year		1,250,395	1,250,395		
Less: USE OF RESERVE		0	0		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		1,250,395	1,331,567		

* Unrestricted Net Assets - Beginning of Year is after adding back the projected OPEB liability at June 30, 2020 in the amount of \$2,282,288.

Pierpont Community & Technical College
Actual vs Budget Statement of Revenues and Expenses
Current Unrestricted - Fund Manager

As of February 28, 2021

		Approved Budget	Current Budget	Actual YTD	YTD Actual to Current Budget
OPERATING REVENUE					
	Tuition and Fees	1,490,456	1,534,877	840,481	54.76%
	Other Operating Revenues	320,528	298,253	80,222	26.90%
	Total:	1,810,984	1,833,130	920,703	50.23%
OPERATING EXPENSE					
	Salaries	594,576	598,044	302,759	50.62%
	Benefits	93,337	88,056	52,060	59.12%
	Student financial aid - scholarships	11,000	11,000	0	0.00%
	Utilities	2,999	2,999	1,761	58.71%
	Supplies and Other Services	1,068,492	1,066,213	217,502	20.40%
	Equipment Expense	59,580	59,580	5,653	9.49%
	Loan cancellations and write-offs	0	0	0	0.00%
	Total:	1,829,984	1,825,892	579,735	31.75%
OPERATING INCOME / (LOSS)		(19,000)	7,238	340,968	
NONOPERATING REVENUE (EXPENSE)					
	Gifts	19,000	19,000	0	0.00%
	Investment Income	0	0	0	0.00%
	Total:	19,000	19,000	0	0.00%
TRANSFERS & OTHER					
	Capital Expenditures	0	(22,290)	0	0.00%
	Construction Expenditures	0	0	0	0.00%
	Indirect Cost Recoveries	0	0	0	0.00%
	Transfers - Other	0	0	0	0.00%
	Transfer - for Capital Projects	0	0	0	0.00%
	Total:	0	(22,290)	0	0.00%
BUDGET BALANCE		0	3,948	340,968	
Add: UNRESTRICTED NET ASSETS - Beginning of Year		1,013,520	1,013,520		
Less: USE OF RESERVE		0	0		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		1,013,520	1,017,468		

Pierpont Community & Technical College
 Actual vs Budget Statement of Revenues and Expenses
 Auxiliary - Pierpont C&TC - Clearing

As of February 28, 2021

		Approved Budget	Current Budget	Actual YTD	YTD Actual to Current Budget
OPERATING REVENUE	Auxiliary Enterprise Revenue	607,765	457,000	378,726	82.87%
	Total:	607,765	457,000	378,726	82.87%
OPERATING EXPENSE	Loan cancellations and write-offs	0	0	0	0.00%
	Assessment for Auxiliary Fees & Debt Service	607,765	457,000	306,818	67.14%
	Total:	607,765	457,000	306,818	67.14%
OPERATING INCOME / (LOSS)		0	0	71,908	0.00%
BUDGET BALANCE		0	0	71,908	
Add: UNRESTRICTED NET ASSETS - Beginning of Year		<u>40,952</u>	<u>40,952</u>		
Equals: PROJECTED UNRESTRICTED NET ASSETS - End of Year		<u>40,952</u>	<u>40,952</u>		

Pierpont Community & Technical College
Actual vs Budget Statement of Revenues and Expenses

Current Restricted

As of February 28, 2021

		Current Budget	YTD Actual	YTD Actual to Current Budget
OPERATING REVENUE	Federal Grants and Contracts	4,707,483	2,913,751	61.90%
	State and Local Grants and Contracts	3,349,015	2,378,835	71.03%
	Private Grants and Contracts	386,348	96,838	25.06%
	Other Operating Revenues	0	0	0.00%
	Total:	8,442,846	5,389,424	63.83%
OPERATING EXPENSE	Salaries	886,600	108,791	12.27%
	Benefits	112,611	11,103	9.86%
	Student financial aid-scholarships	8,654,050	7,453,733	86.13%
	Utilities	0	3,000	
	Supplies and Other Services	1,509,366	93,422	6.19%
	Equipment Expense	145,792	17,086	11.72%
	Total:	11,308,419	7,687,135	67.98%
OPERATING INOCME / (LOSS)		(2,865,573)	(2,297,711)	
NONOPERATING REVENUE (EXPENSE)	Federal Pell Grant Revenue	2,650,000	2,272,029	85.74%
	Gifts	5,605	0	0.00%
	Federal CARES Act Revenue	428,198	509,972	119.10%
	Federal CARES Act Expense	0	(428,199)	0.00%
	Total:	3,083,803	2,353,802	76.33%
TRANSFERS & OTHERS	Capital Expenditures	(532,477)	0	0.00%
	Construction Expenditures	0	0	0.00%
	Transfers for Financial Aid Match	30,875	0	0.00%
	Transfers for Capital Projects	0	0	0.00%
	Transfers - Indirect Cost	(22,888)	0	0.00%
	Transfer - for Capital Projects	0	0	0.00%
	Total:	(524,490)	0	0.00%
BUDGET BALANCE		(306,260)	56,091	
Add: RESTRICTED NET ASSETS - Beginning of Year		0		
Less: USE OF RESERVE		0		
Equals: PROJECTED RESTRICTED NET ASSETS - End of Year		<u>(306,260)</u>		

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**Pierpont Community & Technical College
Board of Governors
Meeting of March 23, 2021**

ITEM: Approval of Tuition and Fees Changes for Academic Year 2021-2022

COMMITTEE: Finance/Audit and Administration Committee

STAFF MEMBER: Dale Bradley

RECOMMENDED ACTION: Resolved that the Pierpont Community and Technical College Board of Governors approve the Tuition and Fees changes identified below for Academic Year 2021-2022.

ATTACHMENTS: The Education and General Fee Planning Schedule – Per Semester (Attachment F), the Proposed Special Fees (Attachment G), the Listing of Program Fees (Attachment H) identifying the proposed fee changes for Academic Year 2021-22. Also attached is the Memo concerning “FY 2021-22 Tuition and Fee Increase Requests” dated February 26, 2021 from Chancellor Sarah Armstrong Tucker.

BACKGROUND:

- **Education and General Tuition Fees.**
 - Pierpont is not requesting an increase to the Resident (In-State) Education and General Tuition Fees, the Reduced Non-Resident (Out-of-State) (Metro) Education and General Tuition Fees and the Non-Resident (Out-of-State) Education and General Tuition Fees for AY 2021-22.

- **Pierpont Program Fees:**
 - Eliminate the Paralegal Studies End of Program (One-Time) Fee of \$250 as the fee is no longer needed.
 - Eliminate the Paralegal Studies End of Program Exam (One-Time) Fee of \$25 as the fee is no longer needed.
 - Eliminate the Mining Maintenance Program (Per Semester) Fee of \$350 as the Program no longer exists.
 - Eliminate the Mining Technology (Per Course) Fee of \$160 as the Program no longer exists.
 - Eliminate the School of Human Services – End of Program (One-Time) Fee of \$25 as

the fee has never been used.

- Increase the Culinary Foods Lab Fee from \$120 per course to \$200 per course. This fee increase is needed to keep up with the increased costs of supplies and food utilized in the course.
- Increase Emergency Medical Technology (EMT) Basic Exam Fee per course from \$80 to \$98 to cover the increased cost of the exam.
- Increase Emergency Medical Technology (EMT) Paramedic Registry Exam Fee (One-Time Fee) from \$125 to \$152 to cover the increased cost of the exam.
- Establish a Virtual Lab Fee of \$75 per semester for the Health Information Technology (HIT) Program. This fee is needed to cover the costs for the virtual HIT simulation lab which students use in the program throughout the two years they are in the program. The simulation lab is the virtual practice environment for health information education. The students can explore healthcare technology and build their knowledge with integrated activities. In one platform, the students can access hundreds of electronic patient cases and apply what they have learned in the classroom. Practice meets theory. Students get hands on practice with software they will be using in the workplace.
- Establish a Tooling-U one-time fee of \$128 for the Applied Process Technology (APT) Program. When students in the ENRG 1995 Course are unable to secure an internship, they complete ENRG 1994 which utilizes the Tooling-U curriculum to replace the educational requirements for the internship.
- Establish a NETL Lab per course fee of \$84 for the Applied Process Technology (APT) Program. Student in the ENRG 2050 Course utilize the National Energy Technology Laboratory (NETL) Lab on the campus of WVU as part of the educational requirements for the course. The NETL Lab charges an \$84 fee person using the Laboratory.

Attachment H

West Virginia Council for Community and Technical College Education Listing of Program Fees Academic Year 2020-21

Program Fees and Charges	Rate Per Semester 2020-21	Requested Rate Per Semester 2021-22	Increase/ (Decrease)	Projected Revenue Due to Fee Change 2021-22 *
Pierpont Community and Technical College				
Aviation Technology Fee (per credit hour)	\$40	\$40	\$0	\$0
Culinary Arts membership (per year)	\$85	\$85	\$0	\$0
Culinary Arts Professional Tool Kit	\$260	\$260	\$0	\$0
Cisco Academy Fee (Per Course)	\$56	\$56	\$0	\$0
Information Systems Program				
- CompTIA A+ Exam Fee (Per Course)	\$220	\$220	\$0	\$0
- CompTIA Security+ Exam Fee (Per Course)	\$190	\$190	\$0	\$0
Respiratory Care Program				
- Resp Care National Board Exam Review Fee (per course fee)	\$425	\$425	\$0	\$0
- Resp Care Self-Assessment Exam Fee (per course fee)	\$65	\$65	\$0	\$0
- Resp Care Trajecsyst Online Portal Fee (one time fee)	\$100	\$100	\$0	\$0
- Resp Care Board Testing Fee (one time fee)	\$200	\$200	\$0	\$0
- Resp Care Practice Clinic Simulations Fee (one time fee)	\$75	\$75	\$0	\$0
School of Health Sciences				
- Culinary Foods Lab Fee (per course fee)	\$120	\$120	\$0	\$0
- EMT Basic Exam Fee (per course fee)	\$80	\$98	\$18	\$840
- EMT - P (Paramedic) National Registry Exam Fee	\$125	\$152	\$27	\$1,000
- EMS - FIDP (Field Internship Database Program) Fee	\$100	\$100	\$0	\$0
CTC Materials Fee (per course fee)	\$25	\$25	\$0	\$0
Math Lab Fee (per course fee)	\$55	\$55	\$0	\$0
School of Human Services - End of Program Fee (one time fee)	\$25	\$0	(\$25)	\$0
Paralegal Studies - End of Program Fee (one time fee)	\$250	\$0	(\$250)	\$0
Program Fee - Applied Design (per semester)	\$225	\$225	\$0	\$0
Program Fee - Early Childhood (per semester)	\$275	\$275	\$0	\$0
Program Fee - Food Service Management (per semester)	\$300	\$300	\$0	\$0
Program Fee - Paralegal Studies (per semester)	\$275	\$275	\$0	\$0
Program Fee - Criminal Justice (per semester)	\$225	\$225	\$0	\$0
Program Fee - Emergency Medical Services (per semester)	\$325	\$325	\$0	\$0
Program Fee - Emergency Medical Services (CAS) (per semester)	\$325	\$325	\$0	\$0
Program Fee - Liberal Studies (per semester)	\$175	\$175	\$0	\$0
Program Fee - AMSL/Interpreter Education (per semester)	\$399	\$399	\$0	\$0

Attachment H

West Virginia Council for Community and Technical College Education Listing of Program Fees Academic Year 2020-21

Program Fees and Charges	Rate Per Semester 2020-21	Requested Rate Per Semester 2021-22	Increase/ (Decrease)	Projected Revenue Due to Fee Change 2021-22 *
Program Fee - Petroleum Technology (per semester)	\$350	\$350	\$0	\$0
Program Fee - Electrical Utility Technology (per semester)	\$350	\$350	\$0	\$0
Program Fee - Advanced Welding (per semester)	\$350	\$350	\$0	\$0
- Welding Technology Fee (per course fee)	\$160	\$160	\$0	\$0
Program Fee - Applied Process Technology (per semester)	\$350	\$350	\$0	\$0
- Applied Process Technology Tooling U Fee (per course)	\$0	\$128	\$128	\$3,840
- Applied Process Technology NETL Lab Fee (per course)	\$0	\$84	\$84	\$3,360
Program Fee - Mining Maintenance (per semester)	\$350	\$0	(\$350)	\$0
- Mining Technology Fee (per course fee)	\$160	\$0	(\$160)	\$0
Program Fee - Aviation Maintenance (per semester)	\$400	\$400	\$0	\$0
Program Fee - Business (per semester)	\$225	\$225	\$0	\$0
Program Fee - Drafting/Design Engineering (per semester)	\$225	\$225	\$0	\$0
Program Fee - Graphics Technology (per semester)	\$225	\$225	\$0	\$0
Program Fee - Information Systems (per semester)	\$225	\$225	\$0	\$0
Program Fee - Cyber Security (CAS) (per semester)	\$225	\$225	\$0	\$0
Program Fee - Health Science (per semester)	\$185	\$185	\$0	\$0
Program Fee - Physical Therapist Assistant (per semester)	\$185	\$185	\$0	\$0
Program Fee - Health Information Technology (per semester)	\$185	\$185	\$0	\$0
- HIT Virtual Lab Fee (per semester)	\$0	\$75	\$75	\$3,000
Program Fee - Veterinary Technology (per semester)	\$185	\$185	\$0	\$0
Program Fee - Veterinary Assistant (CAS) (per semester)	\$185	\$185	\$0	\$0
Program Fee - Medical Laboratory Technology (per semester)	\$185	\$185	\$0	\$0
Program Fee - License Practical Nurse (per semester)	\$185	\$185	\$0	\$0
- LPN NCLEX Review Fee (one time fee) (Replacement)	\$550	\$550	\$0	\$0
Program Fee - Radiology Technology (per semester)	\$185	\$185	\$0	\$0
Program Fee - Respiratory Therapy (per semester)	\$185	\$185	\$0	\$0
Program Fee - Laboratory Assistant (per semester)	\$185	\$185	\$0	\$0

Attachment G

West Virginia Council for Community and Technical College Education Proposed Special Fees Academic Year 2021-22

Special Fees and Charges	Rate Per Semester 2020-21	Requested Rate Per Semester 2021-22	Increase/ (Decrease)	Estimated Number of Students Impacted by Fee Change *	Projected Revenue Due to Fee Change 2021-22 *
Pierpont Community and Technical College					
Application Fee - Competitive Programs	\$20	\$20	\$0	0	\$0
Board of Governor's Degree Evaluation	\$300	\$300	\$0	0	\$0
Credential Fee - Placement	\$3	\$3	\$0	0	\$0
Credit Conversion Fee	\$22	\$22	\$0	0	\$0
Credit for Life Experience Evaluation	\$300	\$300	\$0	0	\$0
Diploma Replacement	\$50	\$50	\$0	0	\$0
Duel Credit fee (per credit hour)	\$25	\$25	\$0	0	\$0
Technology Fee (per semester)	\$180	\$180	\$0	0	\$0
Exam for Course Credit (per credit hour)	\$22	\$22	\$0	0	\$0
Excess Course Withdrawal fee (per course assessed after 4 courses have been dropped)	\$50	\$50	\$0	0	\$0
ID Card Replacement Fee	\$20	\$20	\$0	0	\$0
Late Payment Fee	\$50	\$50	\$0	0	\$0
Late Registration	\$50	\$50	\$0	0	\$0
New Student Fee	\$130	\$130	\$0	0	\$0
Occupational Develop/Tech Studies Degree Evaluation	\$150	\$150	\$0	0	\$0
Transcript Fee	\$7	\$9	\$2	200	\$400
Reinstatement Fee	\$25	\$25	\$0	0	\$0
Returned Check Fee	\$15	\$15	\$0	0	\$0
Senior Citizens Audit Fee (per credit hour)	\$22	\$22	\$0	0	\$0
Violation of Tobacco Free Campus Policy - 2nd Offense	\$50	\$50	\$0	0	\$0
Violation of Tobacco Free Campus Policy - 3rd Offense	\$100	\$100	\$0	0	\$0

TO: Community and Technical College Presidents

FROM: Sarah Armstrong Tucker, Chancellor *ST*

DATE: February 26, 2021

SUBJECT: **FY 2021-22 TUITION AND FEE INCREASE REQUESTS**

West Virginia Code §18B-10-1 requires the Council to approve tuition and fee increase recommendations approved by institutional governing boards in excess of ten percent and above seven percent over any three-year rolling period. Additionally, the code requires the Council to review all tuition and fees. Legislative Rule, Series 32 Tuition and Fees §135-32-5.1.a provides guidelines that the Council may take into consideration tuition increases.

Please provide a concise justification based on the following areas if requesting an increase in excess of seven percent for Fiscal Year (FY) 2021-22:

- The institutional impact of inflation - the 2020 HEPI inflation rate was 1.9 percent;
- The institution's rate of student financial aid participation (see *Attachment A*);
- FY 2021 state funding per annualized full-time equivalent student (AFTE) (see *Attachment B*);
- Total Education and General Funding which includes the FY 2021 projected E&G tuition revenue (excluding capital and auxiliary tuition and fees) plus FY 2021 state funding (see *Attachment C*);
- Most recent five-year history of tuition and fees increases including the five-year average (see *Attachment D*); and,
- Institutional implementation of new technical programs. Provide a detailed list of new technical programs implemented for FY 2017 through FY 2021, the date of implementation, and total cost of faculty and equipment.

Series 32, Tuition Rule section §135-32-5.2 and 5.3 requires Council staff to conduct a review of non-resident, as well as reduced non-resident (metro), tuition and fees. Non-resident and reduced non-resident (metro) tuition and fees must cover the full cost of instruction at the *lesser of* either the *institution's* full cost or the *system average's* full cost of instruction. The full cost of instruction calculation adds the expenses from the FY 2020 audit in instruction and student services then divides by the annualized full-time equivalent students.

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Attachment E provides this analysis and includes a comparison of the FY 2020-21 non-resident and reduced non-resident tuition and fees (metro). The analysis identifies any rate that is lower than either the institution's or system's average. The lower rate must be corrected by submitting a change for FY 2021-22. This same consideration must be made for any *new* FY 2021-22 non-resident or reduced non-resident tuition and fees.

INSTRUCTIONS FOR COMPLETING THE EXCEL SPREADSHEETS

Please complete attached Excel files labeled Attachment F, Attachment G, and Attachment H, and include *all tuition and fees, special fees, and program fees*.

- **Attachment F**

Report existing and proposed required tuition and fees. If the proposed increase is above ten and above seven percent over any three-year rolling period percent, please provide revenue projections.

- **Attachment G**

To streamline the reporting process, Council staff included existing FY 2020-21 special fees as previously reported. Please review your respective institution's data to ensure accuracy and use this Excel file to update *column C* for any proposed changes to existing special fees. For new special fees, *blank lines have been provided for input*.

NOTE: **Any** proposed new special fees must include *the projected number of students impacted and estimated revenue generated*. WV Code §135-32-5.1.b.2 requires approval by the Council if a special fee is charged to more than 50 percent of students.

- **Attachment H**

To streamline the reporting process, Council staff included existing FY 2020-21 program fees as previously reported. Please review your respective institution's data to ensure accuracy and use this schedule to update *column C* for any proposed changes to existing program fees. For new program fees, *blank lines have been provided for input*.

NOTE: **Any** proposed new program fees must include the estimated revenue generated.

Please base your FY 2022 request on the Governor's FY 2022 Budget Bill. If the Governor's Budget Bill is altered in relation to appropriations for the community and technical colleges, the Council will hold a special meeting to adjust tuition and fee increase requests, if necessary.

Please submit your recommendations by April 1 to John Signore at John.Signore@wvhepc.edu. Should you have questions or need additional information, please contact John Signore or Ed Magee at 304-671-3059.

cc: Chief Financial Officers