

**BLUEFIELD STATE COLLEGE  
BOARD OF GOVERNORS  
POLICY NO. FS-502**

**TITLE: ASSESSMENT, PAYMENT, AND REFUND OF FEES**

**SECTION 1. GENERAL**

- 1.1 Scope: This rule establishes policy regarding assessment, payment and refund of fees.
- 1.2 Repeal of Former Rule – Revises and replaces Series 22 dated March 28, 1994.
- 1.3 Replaces Title 131, Legislative Rule, Series 22.
- 1.4 Effective Date: October 15, 2009.
- 1.5 Responsible Office: Vice President for Finance and Administrative Affairs

**SECTION 2. GENERAL RULES**

- 2.1 No financial credit of any type shall be extended to any individual, either student or other, at Bluefield State College. Bluefield State College shall operate on a strictly cash basis with all payments and obligations being collected prior to the start of classes except as provided in this rule. Fees include tuition registration, HERF, faculty improvement, activity, lab and other course related fees.
- 2.2 Exceptions may be granted where a bona fide third-party agency has provided authorization in writing that payment will be made for the student.
- 2.3 Exceptions may be granted for late financial aid disbursements for situations at no fault of the student.

**SECTION 3. FEE CHARGES**

- 3.1 Undergraduate students enrolled for twelve or more credit hours and graduate students enrolled for nine or more hours pay the maximum charges in each basic fee category.
- 3.2 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, and graduate students taking fewer than nine credit hours in a

- regular term shall have their fees reduced pro rata based upon one-ninth of the full-time rate per credit hour.
- 3.3 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 3.2 of this rule.
  - 3.4 Students enrolled in undergraduate courses offered at off-campus locations shall pay an off-campus instruction fee, which shall be used solely for the support of off-campus courses offered by the institution, and shall not pay the athletic fee and the student activity fee. The student union fee for off-campus students may be waived at the discretion of the institution. Off-campus location for four-year colleges is defined as any location other than the main campus.
  - 3.5 The college shall be permitted to establish and collect certain special fees for designated purposes separate from and above those identified in the regular fee schedule.
  - 3.6 All regular and special fees charged by the college shall be identified separately and published so to be readily available to all students.
  - 3.7 All fees charges to students, both regular and special, must have approval by the Bluefield State College Board of Governors prior to assessment and collection.
  - 3.8 Fees shall be established and charged for all noncredit community service courses in an amount to insure that the offering is self-supporting, including indirect cost.

#### **SECTION 4. REFUND OF REGULAR FEES**

- 4.1 Continuing Students. Except for first-time enrollees, as specified in Section 4.2 of this rule, students who officially withdraw during a semester in the academic year shall receive a refund of regular fees in accordance with the following schedule.
  - 4.1.1 Academic Year (Semester)
    - During the first and second weeks 90% refund
    - During the third and fourth weeks 70% refund
    - During the fifth and sixth weeks 50% refund
    - Beginning with the seventh week No refund
  - 4.1.2 Summer Terms and Nontraditional Periods
    - Refunds for summer sessions and nontraditional periods shall be established based upon the refund rate for the academic year and calculated using the following schedule. During the first 13% of the term 90% refund

From 14% to 25% of the term 70% refund  
From 26% to 38% of the term 50% refund  
After 38% of term is completed No refund  
Should the percentage calculation identify a partial day, the entire day should be included in the higher refund period.

4.2 First time enrollees. Students who officially withdraw before or during their first period of enrollment at the enrolling institution shall have their refund calculated as follows, in accordance with the provisions contained in the 1992 amendments to the federal Higher Education Act.

4.2.1 Academic Year (Semester)

During the first and second weeks 90% refund  
During the third week 80% refund  
During the fourth and fifth weeks 70% refund  
During the sixth week 60% refund  
During the seventh and eighth weeks 50% refund  
During the ninth week 40% refund  
Beginning the tenth week No refund

4.2.2 Summer Terms and Nontraditional Periods

Refunds for summer sessions and nontraditional periods shall be established based upon the refund rate for the academic year and calculated using the following schedule. During the first 14% of the terms 90% refund  
From 15% to 20% of the term 80% refund  
From 21% to 30% of the term 70% refund  
From 31% to 40% of the term 60% refund  
From 41% to 50% of the term 50% refund  
From 51% to 60% of the term 40% refund  
After 60% of the term No refund

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

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

## **SECTION 5. REGISTRATION PERIOD - LATE FEE**

5.1 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 of

up to fifty dollars (\$50.00) shall be imposed on all late registrants. The president of the institution or a designee shall have the authority to waive the fee in cases where evidence indicates the delay occurred through a fault of the institution.

- 5.2 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.
- 5.3 The first week of classes shall be considered the regular registration period for non-traditional 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 second week of class meetings. A late fee of up to fifty dollars (\$50.00) shall be imposed on all late registrants.

## **SECTION 6. INSTALLMENT PAYMENT PLANS**

- 6.1 Student fee deferred payment plans will be offered for fall and spring terms.
- 6.2 All available financial aid for the term must be credited to the student's account prior to determining the amount available for deferral.
- 6.3 After all financial aid is applied to the student's account, sixty percent (60%) of the balance of student fees must be paid prior to the start of classes.
- 6.4 The remaining balance, including interest, must be paid prior to the end of the sixth week of classes.
- 6.5 Interest on the deferred amount may be charged at a rate not to exceed the legal limit.

## **SECTION 7. USE OF CREDIT CARDS**

- 7.1 The use of credit cards for payment of student fees is authorized at Bluefield State College.
- 7.2 To the extent allowed by law or policy of the credit card company, Bluefield State College 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.