

# FAIRMONT STATE UNIVERSITY

## Policy 16

### TUITION AND FEE POLICY

(Incorporates the West Virginia Higher Education Policy  
Commission Legislative Rule Title I33- Series 32)

#### **SECTION 1. GENERAL (§133-32-1.)**

- 1.1. Scope. This rule establishes the policy for the assessment of tuition and fees at West Virginia undergraduate public institutions of higher education.
- 1.2. Authority. West Virginia Code §1SB-1-6 and §1SB-10-1(d)
- 1.3. Effective Date. – June 15, 2017

#### **SECTION 2. DEFINITIONS (§133-32-2.)**

- 2.1. 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 charges other than sales 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. Sales include revenue from merchandise and tickets, short term rental of space or equipment and sales of services to the general public.
- 2.2. Capital Fees. Charges levied on students to support debt service, capital projects and facilities maintenance and renewal. Capital Fees are divided into two categories, Education and General Capital Fees and Auxiliary Capital Fees. Education and General Capital Fees support instruction, research, academic support, student services, institutional support, operation and maintenance of plant, and scholarships and fellowship programs. Auxiliary Capital Fees support 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.
- 2.3. Tuition and Required Educational and General Fees. Charges levied on all students of that class or category to support educational and general program services or optional charges 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 plant and scholarships and fellowships. Education and general expenditures do not include expenditures for auxiliary enterprises or independent operations. An institution may create a category within Tuition and Required Education and General Fees named Tuition to classify a fee or group of fees charged for instructional services.

- 2.4. Full Cost of Instruction. Full cost of instruction includes the direct functional expenditures from each institution's audit for both instruction and student services expenditures.
- 2.5. Higher Education Price Index. Inflation index 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 Commonfund Institute.
- 2.6. Median Family Income. Median household income is household income which the U.S. Census Bureau gathers and reports annually from data gathered by various surveys. Median is the statistical center of all reported households income and is presumed to be a better gauge of income as opposed to average family income.
- 2.7. Peer. A higher education institution located in another state that is similar to a West Virginia college or university.
- 2.8. Special Fee. Operational charges or user fees charged to offset the specific costs for providing these services. These fees include, but are not limited to, course, lab, parking, late payments, drug testing, instrument fees, and other services provided to students. Charging students these fees, allows financial aid to be used as a form of payment for qualifying students. These fees do not include sales of merchandise and tickets, short-term rental of space or equipment and sales of services to the general public.
- 2.9. Full-time undergraduate student. An undergraduate student who is enrolled for twelve or more credit hours in a regular term.

### **SECTION 3. GOALS (§135-32-3.)**

- 3.1. The Commission and University seeks to achieve the following goals and objectives with its tuition rule:
  - 3.1.a. To promote equity in the determination of tuition and fees charged to students.
  - 3.1.b. To foster goals related to program completion for West Virginia students.
  - 3.1.c. To promote the future economic welfare of the state through an increased output of degree holders in West Virginia.
  - 3.1.d. To establish tuition and fee rates that will provide for the most efficient blend of governmental, private, and student revenues based upon institutional mission, location, and student demographics.

## SECTION 4. TUITION AND FEE ADJUSTMENTS (§133-32-4.)

- 4.1. Objectives. The Commission, in partnership with Fairmont State's governing boards, shall enhance education opportunities for the widest range of state citizens:
  - 4.1.a. By 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-ID-3(a)(2)(B); and
  - 4.1.b. By 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 Commission. W.Va. Code § 18B-ID-3(a)(2)(B).
- 4.2. Approval of Tuition and Required Fee Adjustments.
  - 4.2.a. Approval Guidelines. Fairmont State's governing board may approve Auxiliary, tuition and required education and general, and capital fee increases for resident students each fiscal year of up to five percent collectively. Auxiliary, tuition and required education and general and capital fee increases above five percent collectively must be approved by the Commission. Fairmont State's Governing board is not required to approve sales prices. Programmed fee increases constituted as part of pre-existing institutional bond obligations/covenants shall be excluded from annual fee increase calculations; and

A fee used solely for the purpose of complying with the athletic provisions of 20 U.S.C. 1681, *et seq.*, known as Title IX of the Education Amendment of 1972, is exempt from the limitations on fee increases set forth in this subsection for three years from the effective date [See *Section* § I 8B- 10-1. (k).2.]

    - 4.2.a.1. For the purposes of this rule, calculation of five percent shall be based on all required tuition and fee rates charged to all West Virginia resident students.
    - 4.2.a.2. Tuition increases related to fee simplification proposals that result in a expense neutral change for an in-state student shall not be counted toward the five percent allowance exempt from Commission approval.

- 4.2.b. In establishing guidelines, the Commission shall communicate to institutions benchmarks and guidelines for consideration of any increase above five percent. The benchmarks and guidelines may include, but are not limited to such items as:
  - 4.2.b.1 The HEPI, or other appropriate inflationary benchmark, which new appropriations to the institution's base budget for the corresponding fiscal year did not offset;
  - 4.2.b.2. Continued achievement of benchmarks in the institutional compact;
  - 4.2.b.3 Institution pursuit of the statewide compact for postsecondary education;
  - 4.2.b.4. The per capita income of West Virginia families and their ability to pay for college, statewide and specifically as to the county(ies) in which 75% of the institution's in-state students reside;
  - 4.2.b.5. Institutional distance of the sum of appropriations and tuition and fee revenues from peer equity levels as defined by the peer equity model;
  - 4.2.b.6. Institutional and state funding per full-time equivalent student;
  - 4.2.b.7. Most recent three-year history of tuition rates and increases;
  - 4.2.b.8. Total sources of student generated revenue, including special fee and program fee rates; and,
  - 4.2.b.9. Other factors as requested or deemed relevant by the Commission or in response to any new statutory language.
- 4.2.c In responding to the guidelines and benchmarks provided by the Commission, Fairmont State's governing board shall provide the Commission with an annual report that details:
  - 4.2.c.1. All tuition and fee rates presently charged and the estimated number of students currently being charged the tuition and fees;
  - 4.2.c.2. The proposed total increase in any tuition and fees for the next fiscal year;
  - 4.2.c.3. The estimated number of students who will be charged the increased tuition and fees; and
  - 4.2.c.4. The estimated increase in revenue to be generated from the increased tuition and fees.

- 4.2.d. Fairmont State's governing board shall propose tuition and required fee rates for non-resident students at levels that, at a minimum, cover the average full cost of instruction. Fairmont State's Governing boards may submit for approval institutional policies that support a clearly delineated public policy goal established by the Legislature or the Commission, including but not limited to, proposals to increase the total number of graduates from the institution, aid in economic development or to maximize available capacity on campus.
  - 4.2.d.1. Average **full** cost of instruction is based on the most recent financial statements. The average shall be determined by calculating the cost of instruction and student services per FTE. This calculation shall be provided to Fairmont State annually, by the commission.
  - 4.2.d.2. Fairmont State's governing board may choose to set nonresident tuition based on the average institutional full cost of instruction or the average full cost of instruction for the system as a whole.
- 4.2.e. 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.

## **SECTION 5. EXPENDITURE (§133-32-5.)**

- 5.1. All tuition and fees collected may only be expended for the statutory purpose under which they were collected.

## **SECTION 6. FEE CHARGES**

- 6.1. 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.
- 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, 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.
- 6.3. Fees for students enrolled in summer terms or other nontraditional time periods shall be prorated based upon the number of credit hours for which the student enrolls in accordance with the provisions of Section 6.2 of this rule.
- 6.4. Students enrolled in undergraduate courses offered at off-campus locations shall pay an off-campus instruction fee, which shall be used solely for the support of off-campus courses offered by the institution, and shall not pay the athletic fee, the student program fee, the student activity center fee. An off-campus location for

purposes of fees is defined as any location other than the main campus.

- 6.5. In view of existing bonding obligations, it is necessary for the institution to establish different rates regarding student activity, facilities, infrastructure, and E&G Capital fees. The fee should be prorated based on the requirements of the bond covenant.
- 6.6. The institution shall be permitted to establish and collect certain special fees for designated purposes separate from and above those identified in the regular fee schedule.
- 6.7. All regular and special fees charged by the institution shall be identified separately and published so as to be readily available to all students.
- 6.8. All fees charged to students, both regular and special, must have approval by the Board of Governors prior to assessment and collection.
- 6.9. Fees shall be established and charged for all noncredit community service courses in an amount to insure that the offering is self-supporting, including indirect cost.
- 6.10. All students desiring to take University owned courses are expected to pay University fees. The Baccalaureate Enhancement Fee is assessed to Community and Technical College students who desire to take University owned courses while paying Community and Technical College fee rates.

## **SECTION 7. REFUNDS (§133-32-6.)**

- 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 or semester.
  - 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 the period is based on the length of the term.
  - 7.1.d. Traditional Refund Terms. Fall/Spring 16 Week, Fall/Spring 8 Week, Summer 10 Week & Summer 5 Week
    - 7.1.d.1. Non-traditional term refunds will continue to 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. Refunds are determined from the first day of the school term. The student's official withdrawal date is certified by the Enrollment Services Office. Refer to the Registrar's Academic Calendar for specific dates of the academic term.

7.2.b. Full Withdrawal Refund Schedules

7.2.b.1. Fall/Spring 16 Week Semester:

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 8 Week Semester:

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

7.2.b.3. Summer 10 Week Semester:

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 5 Week Semester:

Complete withdrawal during first 3 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 to Title IV regulations.

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

7.3. 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 withdrawal from **all** classes.

7.3.b. Schedule adjustments made through the add/drop period may result in an adjustment to tuition and fees. Full tuition and fees are assessed for undergraduate students in 12 or more credit hours (graduate students in 9 or more). Undergraduate students enrolled 1-11 credit hours (graduate students in 1-8 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 fall 2017 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 Academic Calendar for specific dates of the academic term.

7.3.c. Add/Drop Periods:

Fall/Spring 16 Week Semester	5 business days
Fall/Spring 8 Week Semester	3 business days
Summer 10 Week Semester	4 business days
Summer 5 Week Semester	2 business days

**SECTION 8. REFUND OF ROOM AND BOARD**

8.1. Room: Refund, 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 & 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 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.

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, of the balance of student fees must be paid prior to the three 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. The institution shall adopt penalties for students who routinely withdraw from classes after a semester has begun, with special emphasis on students who initially register for more than eighteen (18) credit hours and who routinely withdraw from classes after the semester has begun.

## **SECTION 13. DEFERRAL OF FEES DURING A LEGAL WORK STOPPAGE**

- 13.1 Any student adversely, financially affected by a legal work stoppage that commenced on or after the first day of January, one thousand nine hundred ninety three (1993) may be allowed, on a case-by-case basis, an additional six months to pay the fees for any academic term, in accordance with procedures established by the board.