



AP 5030 Tuition, Fees, and Charges

References:

NWCCU 2020 Standard 2.G.2
ORS 341.290(8)

Overview

Rogue Community College, in carrying out its instruction, and public service mission, receives funds from many sources and levies a number of fees or charges on a wide range of users. Fees are generally charged to recover costs, either partially or fully, or to ration or control the demand for services. Fees are charged to students, programs, and the general public.

The Board of Education (Board) has the authority to assess the following types of fees:

- Tuition fees;
- Program fees;
- Course fees;
- Service and activities fees;
- Charges for services;
- Other fees/charges as determined by the discretion of the Board.

The Board has retained authority for review and approval of certain fees and has delegated authority for review and approval of other fees and charges to the College President, who in turn, may delegate review and approval to others.

Fees Approved by the Board

The Board retains final authority to review and approve all fees and policies governing fees charged to students for degree credit instruction, or where considerations of procedure, shared authority, and political sensitivity warrant Board approval. The College President shall present recommendations to establish or modify such fees or fee policies to the Board. The following user fees are included in this category:

1. Tuition

Tuition rates for in-state, out-of-state and international students must be approved by the Board by March 30th, for the following year.

2. Common Fees



The following common fees must be approved by the Board by March 30th, for the following year.

- a. College Service Fee - All students shall be charged a per credit fee, for a maximum of 15 credits per term, college service fee. Noncredit courses will not be assessed a per-unit college service fee.
- b. Technology Fee - All students shall be charged a per credit technology fee. Noncredit courses will not be assessed a per-credit technology fee
- c. Distance Learning Fee - All students shall be charged a per credit distance learning fee, up to 4 credits per course. Noncredit courses will not be assessed a per-credit distance learning fee.
- d. Program Fee - All students who have declared a major will be charged the program fee applicable to the major.
- e. Course Fee - All students who are enrolled in a course with a course fee will be charged the applicable fee.

3. Other Fees

The review and approval of all other fees and charges is delegated by the Board to the College President, who in turn, delegates such review and approval as prescribed in the following sections.

Fees Approved by the College President

The College President may impose college-wide fees and charges to recover costs fully or partially, or to ration services. The College President delegates to the Vice President for the departments under their authority, the review and approval of fees and charges not covered in section 2 above.

1. All Fees and Charges Intended to Ration Services

All fees and charges which are intended to ration services or to compel compliance with regulations can be approved by the Vice President for the departments under their authority, as long as the scope of the fee affects only those programs and students within their designated areas of responsibility. Examples of such fees include charges for library book replacement or missed appointment fees.

2. All Fees and Charges Necessary to Recover in Full or in Part the Costs of Continuing Education



All fees and charges necessary to recover in full, or in part, the costs of continuing education, performing arts, auxiliary educational activities, sporting events and other auxiliary enterprises and self-sustaining programs which provide services to students, other campus programs, or the general public can be approved by the Vice President for the departments under their authority.

Payments, Waivers, Refunds, and Stipends

All tuition and fees must be paid within the timeframe allotted to avoid a drop for non-payment and/or a penalty for non-payment fee. Please refer to the online academic calendar for specific dates and amounts.

The College will begin collections process on student accounts with balances at the end of the term. Students will have 30 days from the date of the collections notice to make payment in full. If payment is not made in full, the student's account will be assessed a collection fee and the account will be submitted to a third-party collection agency. The collection agency will use all legal means available to collect the debt including, but not limited to garnishments, and submission of debt to credit bureaus.

Tuition and fees charged on a student's account in error will be credited for the entire amount of the error.

All tuition and fees will be refunded if the College cancels classes.

All tuition and fees will be refunded due to changes in law or regulation authorizing and establishing a waiver or prohibiting a fee.

Tuition and fees will be refundable when a student withdraws from class(es), if the student does so during the established withdrawal period. Please refer to the online academic calendar for specific dates.

Students will be notified via the college website of available waivers of required tuition and fees. The student is responsible for notifying the College of their eligibility within the same academic school year, or within 60 days from the end of spring term.

Students who are members of an active or reserve military service and who receive orders compelling a withdrawal from courses, the college will, upon petition of the affected student, refund all tuition and fees for said term, unless academic credit is awarded.

Stipends and returns related to Federal Title Iv assistance will be calculated and disbursed in accordance with all applicable Federal Requirements.



Agency vouchers will be awarded to eligible students and appear on their financial aid award letter. Students are responsible for the balance on their student account until payment is received from the agency. The agency will have 30 from the date of the invoice to submit payment to the college. After 30 days, the voucher will be removed, requiring the student to pay the remaining balance. Student is subject to the non-payment penalty, late fees, and collection proceedings if the agency does not pay within the specified time frame. Agency vouchers will not be accepted after the first payment due date.

Installment Plan –Tuition and Fees

Eligible students may opt to pay their tuition and fees through an installment payment plan. The payment plan has a flat fee per student, per term. The payment plan will include a specific amount and the due date for each installment. All payments will be completed within the term for which the enrollment is made. Failure to make timely payments will subject the student to late payment fee per installment due date. Please refer to the website for specific due dates and amounts.

A student is eligible for the installment plan if their account is in good standing and the student's status is "currently attending" at the time of application.

Appeals

Students may appeal their academic record and/or ledger balance within two years from the end of the term being appealed. Students awarded Financial Aid and requesting an adjustment to their enrollment, must submit their appeal within the same academic school year, or within 60 days from the end of spring term. Please refer to the online Student Record Appeal form for eligibility requirement and more information.

Rescinds Policy Number: VII.A.020, VII.A.040, VII.A.050, VII.A.120

Approved: March 3, 2020