

**SHEPHERD UNIVERSITY  
BOARD OF GOVERNORS  
POLICY 7**

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

*SECTION 1. GENERAL*

- 1.1 Scope - This policy governs the assessment, payment and refund of fees.
- 1.2 Authority - West Virginia Code § 18B-1-6, 18B-10-8, 18B-10-1
- 1.3 Effective Date - April 9, 2015, Amending the March 21, 2006 Version of the Policy.

*SECTION 2. GENERAL RULES*

- 2.1 No financial credit of any type shall be extended to any individual, either student or other, except as authorized herein. The institution 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 all required enrollment fees 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 as determined appropriate by the President. Off-campus location is defined as any location other than the main campus.
- 3.5 Whenever a bonding obligation exists as to the Student Center or any other facility, the applicable fee(s) should be prorated based on the requirements of the bond covenant.
  - 3.6 The institution shall collect certain additional special fees, as may be approved from time to time by the Board of Governors, for designated purposes separate from and above those identified in the regular fee schedule.
  - 3.7 All regular and special fees charged by the University shall be identified separately and published so as to be readily available to all students.
  - 3.8 All fees charged to students, both regular and special, must have approval by the Board of Governors prior to assessment and collection.
  - 3.9 Fees shall be established and charged for all noncredit community service courses in an amount to insure that the offering is self-supporting, including an indirect cost assessment when appropriate.

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

- 4.1 During the Add / Drop period, the refund amount is 100%.
- 4.2 Students who initiate a complete withdrawal from the university may receive a reduction of tuition and fees in accordance with the schedules outlined below. Reductions are determined from the first day of the school term; the official withdrawal date is certified by the Registrar's Office.

During the first 10% of the term 90% reduction  
From 11% to 25% of the term 75% reduction  
From 26% to 50% of the term 50% reduction  
After 50% of the term No reduction will occur

Should the percentage calculation identify a partial day, the entire day will be considered in the higher refund period.

- 4.3 Refunded fees must be returned in accordance with the requirements of the federal 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 dollars (\$100.00), whichever is less.

*SECTION 5. REFUND OF ROOM AND BOARD*

- 5.1 Room: Refund generally not applicable. Any discretionary refund shall be based on the housing contract signed by the student.
- 5.2 Board: Refund shall be prorated based upon the date of official withdrawal. All refunds are calculated from the first day of classes.

*SECTION 6. REGISTRATION PERIOD - LATE FEE*

- 6.1 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 policy. In addition, a late registration period may be established. A late fee as established by the Board of Governors shall be imposed on all late registrants. The President 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.
- 6.2 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.
- 6.3 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 as set by the Board of Governors shall be imposed on all late registrants.

*SECTION 7. INSTALLMENT PAYMENT PLANS*

- 7.1 Student fee deferred payment plans will be offered for each academic term.
- 7.2 By not later than the first day of advance registration for each academic term, the President or a designee will publish the applicable deferred payment schedule for the academic term, consistent with this Policy.
  - 7.4 The deferral plan shall require an amount, set by the President or designee but not less than Twenty-Five Per Cent (25%) of the balance of student fees, to be paid prior to the start of classes.
- 7.5 The final balance, including applicable interest, must be paid prior to the final day of examinations of the respective academic term.
- 7.6 Interest on the deferred amount may be charged at a rate not to exceed 10%.

*SECTION 8. USE OF CREDIT CARDS*

- 8.1 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 any alternate program approved by the Board of Governors.

- 8.2 To the extent allowed by law or policy of the credit card company, the institution shall 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 9. ENROLLMENT IN EXCESS COURSE LOAD*

- 9.1 Special permission shall be required for any student to register for more than nineteen (19) credit hours in one semester, but credits in Applied Music shall not count toward this limit.

*SECTION 10. DEFERRAL OF FEES DURING A LEGAL WORK STOPPAGE*

- 10.1 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 President.