

# **GLENVILLE STATE UNIVERSITY POLICIES**

## **TUITION AND FEES POLICY 43**

### **ASSESSMENT, PAYMENT, AND REFUND OF FEES**

#### **43.1. General**

1.1. Scope This policy governs the assessment, payment and refund of fees.

1.2. Authority W. Va. Code § 18B 1 6, 18B 10 8, 18B 10 1, and WV Higher Education Policy Commission Series 32.

1.3. Effective Date – June 10, 2020

1.4. Revision of Former Policy Repeals and replaces Series 22 of Title 131 Legislative Rule of the Board of Directors of the State University System of West Virginia effective March 28, 1994 and Glenville State University Policy 43 – Assessment, Payment, and Refund of Fees [2004].

#### **43. 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 are comprised of tuition, regular and special fees. Tuition includes tuition, registration, and faculty improvement fees. Regular fees include institutional (operations and technology), activity, intercollegiate athletic, 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.

2.4. Exceptions may be granted where a student has made arrangements to pay her or his account using a payment plan approved by the University.

#### **43.3. Fee Charges, for Undergraduate, “On Campus” (as defined) students**

3.1. Undergraduate students enrolled for twelve or more credit hours pay the maximum charges in each basic fee category.

### 3.2. Fees for students

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.

#### **43.7. Installment Payment Plans**

7.1. Deferred payment plans for student account