

Policy: **STUDENT TUITION AND FEE PAYMENT**

5-17 STUDENT TUITION AND FEE PAYMENT

17.1 Definitions

17.1.1 FULL-TERM CLASS: A full-term class begins the first week of the semester and concludes approximately 16 weeks later at the end of the semester.

17.1.2 STIT (Short Term Intensive Training) CLASS: Is a class or series of classes offering non-credit, short-term, customized training designed to meet the needs of business and industry. Three types of training are offered: job preparation, upgrade training, and licensing or other certification training. Exceptions for granting credit for STIT classes are made only if a company specifically requests credit for its employees and approval is granted prior to the beginning of training. Additional fees for credit would need to be paid by the employer or the employee. Other than exceptions, STIT courses are, by definition, non-credit courses.

17.1.3 BLOCK CLASS: A Block class begins several weeks into the semester and ends at the same time as a full-time semester class.

17.1.3.1 Summer Block Exception: During the summer term, Dixie State College may have several blocks scheduled to begin and end with the term.

17.1.4 OPEN-ENTRY CLASS: An open-entry class begins any time during the semester and students usually have 15 weeks from the date of enrollment to complete coursework.

17.1.5 RESIDENT STUDENT: See policy 5-11 Qualifications for Residency.

17.1.6 NON-RESIDENT STUDENT: All students who do not meet the criteria described in 17.1.5 will be designated as non-residents.

17.1.7 PURGE: A student's classes, for which they are currently enrolled, are dropped for non-payment of tuition and fees.

- 17.2.1 Student tuition and fees are approved by the Utah State Board of Regents and vary from year to year. Students are required to pay for tuition, fees and any other goods and services rendered by the college and must pay these charges by specified dates listed in college publications.
 - 17.2.2 Resident tuition rates differ from non-resident tuition rates. Both are determined by the Utah State Board of Regents.
 - 17.2.3 Full-time students will not be charged additional tuition as a result of adding and dropping classes, as long as the final enrollment is between 12 and 20 credits. However, after third week, lab fees for dropped classes will not be removed from the student's account.
- 17.3 Payment of Tuition and Fees
- 17.3.1 Payment for tuition and fees, and any other goods or services is due and payable on the first day of class.
 - 17.3.2 Tuition and fees for classes beginning after the first day of the semester must be paid by the first day of the class.
 - 17.3.3 The admission fee is due when the completed application is submitted to the Admission Office. This is a non-refundable fee.
 - 17.3.4 The graduation fee is due when the completed graduation application is submitted to the Advisement Office. This is a non-refundable fee.
- 17.4 Late Fee Policy
- 17.4.1 Students who register or pay tuition after the seventh calendar day of full-term classes will be charged a \$25 late fee. An exception may be made for STIT or Open Entry Classes.
 - 17.4.2 Students who register or pay tuition for Block classes after the third calendar day of the Block term will be charged a \$25 late fee.
 - 17.4.3 Once tuition and fees are late, holds will be placed on the student's account and the student will not be allowed to register or receive transcripts until payment is received.

17.5.1 The refund policy is designed to provide a fair and equitable policy for all students who withdraw, whether they receive federal student aid or not. The refund policy is also designed for specific compliance with the provisions of Section 484B of the Federal Higher Education Act of 1996, as amended (20 USU 1091B.) as it applies to students who receive federal student aid and who withdraw after enrolling. Federal student aid is defined as: Federal Pell Grants, Federal Supplemental Education Opportunity Grant, Leveraging Education Assistance Program, Federal Perkins Loan, and the Federal Family Education Loan programs.

17.5.2 Refunds:

- 17.5.2.1 Students who drop classes or withdraw from Dixie State College of Utah, will receive tuition and fee refunds or removal of charges according to the guidelines listed below. The minimum refund rates have been established by Dixie State College of Utah in accordance with the policy of the Utah State Board of Regents. Tuition and fee refund periods begin with the first calendar day of the semester and exclude holidays.
- 17.5.2.2 Students in full-term classes will receive a 100% refund, or removal of charges, through the twenty-first calendar day of the semester.
- 17.5.2.3 Students in full-term classes will not be refunded after the twenty-first calendar day of the semester.
- 17.5.2.4 Students in block classes will receive a 100% refund, or removal of charges, through the seventh calendar day of the block term.
- 17.5.2.5 No refund will be given for students in block classes after the seventh calendar day of the block term.
- 17.5.2.6 Students in STIT classes will not be eligible for a refund of fees unless the class is dropped prior to the first day of the STIT class.
- 17.5.2.7 Full-time faculty and staff and their dependents are exempt from tuition and mandatory fee refunding policies.
- 17.5.2.8 Refunds in excess of unpaid institutional charges will be returned to the student within 30 days unless that student received funding through institutional, private, or outside agencies. In those circumstances, refunds will be returned to the source(s) of funding. If there is a balance, it will be mailed to the student.

- 17.5.3.1 A student receiving federal student aid who withdraws, drops out, or is expelled from school within 60% of the semester may owe a refund to the federal student aid programs. The return of unused funds will be calculated by dividing the number of days the student is enrolled by the number of days in the enrollment period. If a student withdraws, drops out, or is expelled from school without having turned in an 'attendance voucher', the financial aid for that term will be cancelled because the student has not documented attendance and established eligibility. (Unless the only funds received are Part B Loans, which require only documentation of enrollment.)
- 17.5.3.2 The number of days enrolled will be determined by federal regulations beginning with the first day of scheduled instruction and ending on the student's date of official withdrawal.
- 17.5.3.3 Unearned funds which must be paid by the institution will be distributed to the federal accounts in the following order: Unsubsidized Stafford Loan, Subsidized Stafford Loan, PLUS Loan, Perkins Loan, Pell Grant, FSEOG, and LEAP Grant.
- 17.5.3.4 The unused funds calculations may indicate that additional amounts are owed by the student. The student's account will be turned over to the federal government for collection unless the student has repaid or has made arrangements for repayment within 45 days from the time they are notified by the institution that a 'return' was required. After that time, the student is not eligible to receive federal financial aid at any institution until the above conditions are met.
- 17.5.3.5 Refunds, as determined by the institutional 'Refund Policy', that are in excess of the amount that was deemed as 'unearned' will be used first to pay the amount that the student may owe to the federal accounts, then will be returned to any loans the student may have received during that term of enrollment, and then any remaining balance will be returned to the student.

17.6 Exceptions to the Refund Policy

- 17.6.1 Exceptions to the refund policy may be approved in special circumstances. Refunds for tuition, mandatory fees or admission fees that are exceptions to the refund policy may be approved ONLY by the Admissions and Credits Committee, the Vice President of Students Services, or the Vice President of Academic Affairs.

are available at the Advisement Office. Denial appeals may be made to the Vice President of Student Services.

17.6.3 A Student may request an additional appeal to the Vice President of Academic Affairs.

17.7 Purge Policy

17.7.1 All monies owed to Dixie State College of Utah must be paid by the deadline published in the class schedule for each semester.

17.7.2 A purge for students in full-term semester classes will take place after the twenty-first day of classes.

17.7.3 If a student is purged for non-payment the tuition and fees will be removed and the late fee will remain due on the student's account.

17.7.4 Students wishing to re-register after the purge must pay the cashier the balance that was due before the purge and re-register in all classes in which they were previously registered. Select classes may be dropped or block classes added after that point.

17.7.5 A purge for students in Block classes will take place after the seventh calendar day of block classes if payment in full has not been received.

17.7.6 After payment deadlines, subsequent purges will take place as deemed necessary by the Business Affairs Office.