

## **5.12 Tuition and Fee Due Dates, Refunds, Withdrawals and Waivers Policy**

### **Part 1. Purpose**

To provide management and guidance on tuition and fee due dates, refunds, withdrawals, and waivers.

### **Part 2. Authority**

Policy 1A.1, Part 6, Subpart A states that the board is authorized by Minnesota Statute §136F.06 to adopt suitable policies for the institutions it governs.

### **Part 3. Tuition and Fee Due Date**

Central Lakes College shall follow the tuition and fees payment due date framework as authorized by system procedure. Central Lakes College shall drop all courses for students who have not met the minimum payment requirement, do not have a financial aid deferment, or have not established a payment plan. An extension of the payment due date must be granted to students who have filed and are awaiting approved financial aid from federal, state or other third-party sources.

Central Lakes College shall inform a student that has received a financial aid deferment that they will remain registered and financially obligated for the tuition and fees even if they do not receive financial aid.

The president or designee may grant short-term tuition and fee payment deferrals in cases where, due to exceptional circumstances, a student needs additional time to arrange third-party financing or otherwise satisfy a tuition and fee balance due.

### **Part 4. Payment Plans**

Central Lakes Colleges shall provide payment plans for students, permitting them to pay their tuition and fees after the due date. Central Lakes College shall assess a fee for payment plans to cover the costs of processing payments consistent with this policy.

### **Part 5. Refunds for Dropped Courses**

Students may attend at least one class session for each registered, credit-based course without obligation. Refunds for courses dropped by the established deadline will be issued as authorized by the system procedure on refunds.

Students are financially obligated for tuition and fees if withdrawing from a course after the established deadline to drop courses. Students may petition Central Lakes College to apply the amount of the tuition and fees from a course withdrawal to the cost of an added course for the current academic term.

#### **Part 6. Waivers**

The president or designee may waive amounts due to Central Lakes College as authorized by the system procedure on waivers.

Central Lakes College shall define the terms under which any authorized waiver will be granted. The college or university shall document the reason for all waivers. The college or university cannot waive the MSUSA or MSCSA student association fee. However, a college or university may elect to pay the fee on behalf of a student who qualifies for an approved tuition or fee waiver.

Central Lakes College shall, in consultation with students, develop guidelines to implement this policy. These guidelines must be available to students.

#### **Part 7. Accountability and Reporting**

Central Lakes College shall maintain records on refunds, drops, withdrawals, nonattendance, and waivers to ensure accountability and accurate reporting in accordance with applicable procedures.

**Date of policy creation:** March 30th, 2015

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**College President's Signature**

May 01, 2017

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**Date**