

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 approval of financial aid from federal, state, or other third-party sources.

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

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

Part 4. Payment Plans

Central Lakes College provides payment plans for students, allowing 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 in accordance with the system's refund procedure.

Students are financially obligated for tuition and fees if withdrawing from a course after the established deadline to drop classes. 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 their designee may waive amounts due to Central Lakes College, as authorized by the system's waiver procedure.

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 accurate records of refunds, drops, withdrawals, non-attendance, and waivers to ensure accountability and precise reporting in accordance with applicable procedures.

Date of implementation/Presidential Approval: 5/1/2017

Date of last review: 7/31/2025