



FAIRMONT STATE UNIVERSITY™

**Fairmont State University Board of Governors
Policy # FA-001 (formerly referred to as Policy 16)
Effective Date: May 21, 2020**

TUITION AND FEES

(Incorporates the West Virginia Higher Education Policy
Commission Legislative Rule Title I33- Series 32)

SECTION 1. GENERAL

- 1.1 Scope. This rule establishes the guidelines for tuition and fee adjustments, waivers, and refunds at Fairmont State University
- 1.2 Authority. West Virginia Code §18B-1-6 and §18B-10-I(d)
- 1.3 Effective Date. May 21, 2020

SECTION 2. TUITION AND FEES

- 2.1 The Board of Governors shall approve the tuition and fee rate for the different classes and categories of students enrolling at Fairmont State University.
- 2.2 Tuition and fees charged by Fairmont State University shall be identified separately and published in a manner readily available to both students and the general public.
- 2.3 Full-time students enrolled in undergraduate or graduate programs shall pay the maximum charges in each basic fee category.
- 2.4 Part-time students enrolled in undergraduate programs shall have their fees reduced pro rata based upon one-twelfth of the full-time rate per credit hour, and Part-time Students enrolled in graduate programs shall have their fees reduced pro rate based upon one-ninth of the full-time rate per credit hour.
- 2.5 A student who is an approved participant in a tuition reduction agreement that has been authorized by the Board shall be charged the agreed upon rate.
- 2.6 In accordance with state law, tuition and fees may vary based upon factors including but not limited to residency status of the student, degree level, academic program, and delivery method.

SECTION 3. PAYMENT OF TUITION AND FEES

- 3.1 Tuition and fees are due in full and payable by the student upon enrollment and registration for classes or on a date that shall be communicated to students in advance of that date, unless one of the following conditions apply:
 - 3.1.1 the student has enrolled in the payment plan offered by Fairmont State University (see 3.2);
 - 3.1.2 an exception has been granted by the President because a third-party agency has provided authorization in writing that it will make payment on behalf of the student; or
 - 3.1.3 an exception has been granted due to delayed financial aid arising through no fault of the student.
- 3.2 Fairmont Installment Plan Service (FIPS) will be offered for fall and spring terms. This is a six (6) month payment plan that is offered from July through December for the Fall term and January through June for the Spring term.
 - 3.2.1 Financial Aid may be applied to the account balance which will reduce the remaining payments.
 - 3.2.2 After all financial aid is applied to the student's account, the remaining balance due shall be paid by the end of the term.
 - 3.2.3 Room and board and other non-course related charges may be divided into installments as determined by the institution.
- 3.3 Failure to pay tuition and fee charges may result in consequences such as restrictions on registering for courses or receiving a diploma or official transcript.
- 3.4 All fees shall be due no later than the end of the academic term.

SECTION 4. TUITION AND FEE WAIVERS

- 4.1 Tuition and fee waivers shall be granted in accordance with West Virginia State law 18B-10-7, 18B-10-7b, and 18B-10-7c.
- 4.2 Tuition and fee waivers may be awarded to undergraduate students on a full or partial basis at the President's discretion for no more than eight semesters.



- 4.3 Tuition and fee waivers may be awarded to graduate students on a full or partial basis at the President’s discretion to a graduate student for no more than the number of semesters normally required for degree completion.

SECTION 5. REFUNDS IN TUITION OR FEES

5.1 Full Withdrawals.

5.1.1 Students who officially withdraw from all classes shall receive a refund of tuition and fees in accordance with the following schedule. Refunds are determined from the first day of the school term. The student’s official withdrawal date is certified by Enrollment Services Office. Refer to the Registrar’s Academic Calendar for specific dates of the academic term.

5.1.2 Full Withdrawal Refund Schedule*

During the Add/Drop Period	100% Refund Due
After the Add/Drop Period to 10% of the term	90% Refund Due
From 11% to 25% of the term	75% Refund Due
From 26% to 50% of the term	50% Refund Due
After 50% of the term is completed	No Refund of Tuition or Fees will occur

*Should the percentage calculation identify a partial day, the entire day should be included in the higher refund period.

5.2 Individual Course Drop(s)

5.2.1 Students will not be eligible for a refund of tuition and fees, for individual course drop(s) after the “Add/Drop Period,” unless they completely withdraw from all classes.

5.2.2 Schedule adjustments made through the “Add/Drop Period” may result in an adjustment to tuition and fees. Full tuition and fees are assessed for undergraduate students in twelve (12) or more credit hours or graduate students in nine (9) or more credit hours.

5.2.2.1 Undergraduate students enrolled in one (1) to eleven (11) credit hours at the end of the “Add/Drop Period” will be charged for those credits in which they are enrolled.



5.2.2.2 Graduate students enrolled in one (1) to eight (8) credit hours at the end of the “Add/Drop Period” will be charged for those credits in which they are enrolled.

5.3 Refund of Room and Board.

5.3.1 Room: Refund, if any, shall be based on the housing contract signed by the student. *Provided that* for contracts executed for the 2020-2021 Academic Year term, the refund for the Add/Drop period shall be 90%.

5.3.2 Board: Refund shall follow refund schedule listed in 5.1.2, based upon the date of official withdrawal. *Provided that* during the Add/Drop period the refund shall be 90%. *Provided further* the refund shall not exceed the value of the unused portion of the board.

5.3.3 All room and board refunds are calculated from the first day of the formal registration period.

5.4 Federal and state financial aid shall be “Returned” in accordance with federal requirements when Title IV or State Financial Aid Program funds are involved.

5.5 Institutional and private financial aid may be “Returned” as provided for under the terms of those programs.

5.6 In the event of acts of God, flood, fire, earthquake, explosion, epidemic, pandemic, war, invasion, hostilities, terrorist threats or acts, government order or law, or national or regional emergency, the President shall have the authority to suspend the refund schedule listed in 5.1.2, and implement an emergency financial strategy or disburse funds as necessary to support the goals of Fairmont State University.

SECTION 6. USE OF CREDIT CARDS

6.1 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 an alternate program approved by the Board of Governors.

6.2 To the extent allowed by law or policy of the credit card company, the institution is authorized to 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 7. ENROLLMENT ABOVE THE NORMAL FULL-TIME COURSE LOAD

- 7.1. The institution shall adopt penalties for students who routinely withdraw from classes after a semester has begun, with special emphasis on students who initially register for more than eighteen (18) credit hours and who routinely withdraw from classes after the semester has begun.

SECTION 8. DEFERRAL OF FEES DURING A LEGAL WORK STOPPAGE

- 8.1 Any student adversely, financially affected by a legal work stoppage that commenced on or after January 1, 1993, may be allowed, on a case-by-case basis, an additional six (6) months to pay the fees for any academic term, in accordance with procedures established by the board.

SECTION 9. DEFINITIONS

- 9.1 “Add/Drop Period” means the time between the first day of classes and the day to drop courses without earning a “W” grade each term.
- 9.1.1 For a sixteen (16) week semester, the “Add/Drop Period” is five (5) business days.
- 9.1.2 For a twelve (12) week semester, the “Add/Drop Period” is four (4) business days.
- 9.1.3 For an eight (8) week semester, the “Add/Drop Period” is three (3) business days.
- 9.1.4 For a six (6) week semester, the “Add/Drop Period” is two (2) business days.
- 9.2 “Full-Time Students” means undergraduate students enrolled in twelve (12) or more credit hours in a regular term and graduate students enrolled in nine (9) or more credit hours in a regular term.
- 9.3 “Part-Time Students
” means undergraduate students taking fewer than twelve (12) credit hours in a regular term and graduate students taking fewer than nine (9) credit hours in a regular term.
- 9.4 “President” means the President of Fairmont State University or his or her Designee.



- 9.5 “Tuition and Fees” means charges levied on all students of that class or category to support educational and general program services or optional charges levied for educational and general services collected only from students using the service or from students for whom the services are made available.