

**WEST VIRGINIA UNIVERSITY  
BOARD OF GOVERNORS  
POLICY 39**

**ASSESSMENT, PAYMENT AND REFUND OF FEES  
West Virginia University and Regional Campuses**

**Section 1. General**

- 1.1 Scope – This document establishes general policies related to assessment, payment and refund of fees at West Virginia University.
- 1.2 Authority – W.Va. Code §§ 18B-1-6, 18B-10-1, 18B-10-8
- 1.3 Effective Date – July 1, 2006

**Section 2. General Rules**

Fees must be assessed, waived or refunded in accord with any applicable West Virginia State code. Fees include those where Board of Governors' approval is required as specified in the West Virginia State Code and other special user fees.

All fees and obligations must be collected prior to the first day of classes (for regular semester registrations) except as provided in this policy.

All fees and obligations must be collected prior to the first class session for non-traditional course registrations except as provided in this policy.

Exceptions may be granted where a bona fide third-party agency has provided authorization in writing that payment will be made for the student.

Exceptions may be granted for late financial aid disbursements for situations at no fault to the student.

Exceptions shall be granted for deferred payment plans that shall be offered.

The use of credit cards and other electronic payment options may be offered. Processing fees may be assessed for such options.

All fees charged to students must have approval by the West Virginia University Board of Governors and published so as to be readily available to students.

### **Section 3. Fee Charges**

Undergraduate students enrolled during traditional time periods (semesters) for twelve or more hours and graduate students enrolled for nine or more hours pay maximum fee charges in each basic fee category.

Undergraduate students taking fewer than twelve credit hours in a regular time period (semester) shall have their fees reduced pro rata based upon one-twelfth of the full-time rate per credit hour, and graduate students taking fewer than nine credit hours in a regular time period (semester) shall have their fees reduced pro rata based upon one-ninth of the full-time rate per credit hour.

Fees for students enrolled in summer terms or other nontraditional time periods shall be prorated based upon the number of credit hours for which the student registers in accordance with the pro rata formula established in the previous paragraph and with the exception of capital and auxiliary capital fees may not be limited to the total fees assessed during a traditional semester.

Fees may be established and charged for all non-credit community service courses in an amount to ensure that the offering is self-supporting, including indirect costs.

### **Section 4. Refund of Fees**

Only students who officially withdraw from all classes at the University shall be eligible for a refund in accord with an established schedule. For courses offered as part of the regular fall and spring semesters, the schedule shall be noticed on appropriate WVU web site(s) and published in the WVU course catalog. For other course offerings that do not follow the regular semester schedule, such as Extended Learning, the refund schedule shall be established by the Vice President for Administration and Finance or designee, and shall be noticed at appropriate WVU web site(s) and shall to the extent practical be available by linkage from the website of the unit offering the course.

Refunded fees must be returned in accordance with the requirements of the Higher Education Act whenever Title IV funds are involved.

### **Section 5. Late Payment and Registration Fees**

A late registration fee shall be imposed on students who register for class(es) after the prescribed registration period.

Late payment fees shall be imposed periodically on students who do not pay fees by the prescribed due date associated with a registration period.

These fees shall be approved annually by the Board of Governors. Fees shall be posted on appropriate WVU web site(s).

Due dates for fees must be published in advance.