



Board of Governors Rule

Finance and Administration
Tuition and Fees, Waivers, Payments and
Reductions
Responsible Unit: Strategic Initiatives/Finance
Adopted: November 9, 2018
Effective: December 6, 2018
Revision History: BOG Policy 14 (originally
adopted September 5, 2003); BOG Policy 20
(originally adopted on September 24, 2004 and
replaced on June 2, 2006); BOG Policy 21
(originally adopted November 5, 2004); and
BOG Policy 39 (originally adopted on July 1,
2006)
Review Date: April 2024

BOG FINANCE AND ADMINISTRATION RULE 5.13 TUITION AND FEES, WAIVERS, PAYMENTS, AND REDUCTIONS

SECTION 1: PURPOSE & SCOPE.

- 1.1 This Rule establishes the guidelines for tuition and fee charges, waivers, payments and reductions.
 - 1.2 This Rule applies to West Virginia University, including West Virginia University Institute of Technology and Potomac State College of West Virginia University.
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SECTION 2: TUITION AND FEES.

- 2.1 Tuition and fees shall be approved annually and additionally on an as needed basis by the Board of Governors.
- 2.2 In accordance with state law, tuition and fees may vary based upon factors including but not limited to campus, residency status of the student, degree level, academic program, and delivery method.
 - 2.2.1 Reduced tuition and fees for West Virginia residents aged 65 or older shall be established and charged when classroom space is available for such students to enroll in a course.
- 2.3 Tuition and fees shall be published in a manner readily available to both students and the general public.
- 2.4 A non-resident student serving as an active member of the West Virginia National Guard shall be charged resident tuition and fees.

- 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 Students in “Full-time Status” will be charged full-time tuition and fees for all academic programs unless noted otherwise on the University’s tuition and fee schedule.
 - 2.7 Students in “Part-time Status” will be charged a pro-rata proportion of the full-time time tuition and fees.
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SECTION 3: TUITION AND FEE WAIVERS.

3.1 Waivers for Undergraduate Students.

3.1.1 Tuition and fee waivers shall be granted in accordance with West Virginia State law 18B-10-7, 18B-10-7b, and 18B-10-7c.

3.1.2 Additionally, tuition and fee waivers may be awarded to undergraduate students at the University’s discretion on a full or partial basis for no more than eight semesters.

3.2 **Waivers for Graduate Students.** Tuition and fee waivers may be awarded on a full or partial basis at the University’s discretion to a graduate student for no more than the number of semesters normally required for degree completion.

3.3 The University shall comply with all applicable third-party rules and regulations regarding financial aid assistance to athletes (such athletic organizations as the National Collegiate Athletic Association and state or regional affiliates of such organizations).

SECTION 4: PAYMENT OF TUITION AND FEES.

4.1 The tuition and fee payment date shall be communicated to students in advance of that date and payment is expected on that date unless one of the following conditions applies:

4.1.1 the student has enrolled in a payment plan offered by the University;

4.1.2 an exception has been granted because a third-party agency has provided authorization in writing that it will make payment on behalf of the student; or

4.1.3 an exception has been granted due to delayed financial aid arising through no fault of the student.

4.2 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.

SECTION 5: REDUCTIONS.

- 5.1 Dropping an individual course shall result in a reduction of tuition and fees charges when the course is dropped during the “Add/Drop Period” of the term and one of the following conditions applies:
- 5.1.1 the student drops a course that has an associated “Course Charge” or has other per credit hour charges but remains in “Full-Time Status”;
 - 5.1.2 the student moves from “Full-Time Status” to “Part-Time Status”; or
 - 5.1.3 the student stays in “Part-Time Status” but is enrolled in fewer credit hours.
- 5.2 Official withdrawal from all courses at the University shall result in a reduction of tuition and fee charges in accordance with an established schedule.
- 5.2.1 The reduction schedule for courses offered for the full length of the “Regular Fall or Spring Term” shall be noticed on relevant WVU websites and published in the WVU course catalog.
 - 5.2.2 The reduction schedule for courses offered for periods that are shorter than the “Regular Fall or Spring Term” schedule, including but not limited to online or summer session courses shall be published on relevant WVU websites.
- 5.3 Federal and state financial aid shall be “Returned” in accordance with federal requirements when Title IV or State Financial Aid Program funds are involved.
- 5.4 Institutional and private financial aid may be “Returned” as provided for under the terms of those programs.

SECTION 6: DEFINITIONS

- 6.1 “Add/Drop Period” means the time between the first day of classes and the last day to drop courses without earning a “W” grade each term.
- 6.2 “Course Charge” means a charge for taking a specific course. Examples of course charges include but are not limited to, charges associated with online courses and charges for certifications earned in courses.
- 6.3 “Full-time Status” means enrollment in 12 credit hours per term for an undergraduate students and enrollment in 9 or more credit hours per term for a graduate student. Full-time

status may be limited to credit hours enrolled at a single location or across the WVU locations at the discretion of the Board.

- 6.4 “Part-time Status” means enrollment in fewer than 12 credit hours per term for an undergraduate students and enrollment in fewer than 9 credit hours per term for a graduate student.
- 6.5 “President” means the President of West Virginia University or his or her designee.”
- 6.6 “Regular Fall or Spring Term” means the academic period beginning in August or January beginning with the first day of classes and ending with the Winter or Summer recess as listed in the catalog.
- 6.7 “Returned” means the return of financial aid to the funding source.
- 6.8 “State Financial Aid Program” means a financial aid program funded directly by a state, including but not limited to PROMISE, the West Virginia Higher Education Grant program or the Pennsylvania State Grant.
- 6.9 “Title IV” means Title 20, Chapter 28, Subchapter IV, United States Code 1070, et seq.
- 6.10 “Tuition and Fees” means charges for the privilege of attending classes in pursuit of academic credit or audit including charges related to courses taken as part of exchange programs.

SECTION 7: DELEGATION.

- 7.1 The Board of Governors delegates to the President the authority to adopt additional internal policies and procedures to effectuate the implementation of this Board of Governors Rule or in furtherance of any other authority that the Board of Governors has specifically delegated to the President pursuant to this Rule. Any actions taken pursuant to this delegation must be consistent with the guidelines provided by this Rule.

SECTION 8: AUTHORITY.

- 8.1 W. Va. Code §18B-10.

SECTION 9: SUPERSEDING PROVISIONS.

- 9.1 This Rule supersedes and replaces any Higher Education Policy Commission Series 27 - Financial Assistance to Athletes and Series 32 – Tuition and Fee Policy which relate to the

subject matter contained within this Rule. This Rule also repeals and supersedes WVU BOG Policy 14 – Reduced Tuition & Fees for Residents at least 65 Years of Age, which was adopted on September 5, 2003; WVU BOG Policy 20 – Student Tuition and Fee Waivers, which was adopted on September 24, 2004 and replaced on June 2, 2006; WVU BOG Policy 21 – Funding of Intercollegiate Athletics, which was adopted on November 5, 2004; and WVU BOG Policy 39 – Assessment, Payment and Refund of Fees, which was adopted on July 1, 2006; and any other internal University policy or procedure which relates to the subject matter contained within the Rule.