



TUITION AND FEE DUE DATES, REFUNDS, WITHDRAWALS AND WAIVERS (RCTC Policy 5.12)

Part 1. Authority.

Minnesota Statute 136F.06, Powers and Duties, state that the Board of Trustees shall set tuition and fees and adopt suitable policies for the institutions it governs.

Part 2. Policy Statement

Subpart A. Tuition and Fee Due Date

RCTC will establish a due date for final payment of tuition and fees prior to the start of each semester. RCTC will drop all classes for students who have not paid in full, do not have a financial aid deferment, or have not established a payment plan. RCTC will grant an extension of the payment due date for students who have filed and are awaiting properly approved financial aid from federal, state or other third-party sources.

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. Deferrals must document the reason for and time duration of the deferral and must be signed by the president or designee.

Subpart B. Payment Plans

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

Part 3. Assessment of Tuition and Fees - Dropping Credits

Dropping a course is the equivalent of un-registering. The course will not appear on a student transcript and no tuition or fees shall be charged for dropped courses. Students are responsible for payment of related tuition and fees for registered credits at the end of the drop period.

Drop period for full-term courses

The drop period for full-term courses shall be five (5) class days* from the start of fall and spring terms. For summer session (two 5-week terms) the drop period shall be limited to five (5) class days*.

Drop period for partial-term courses (more than 3 weeks in length)

The drop period for partial-term courses shall be five (5) class days*, including the first meeting date of the course. Partial-term courses are those that last longer than three weeks but do not last the entire length of the term.

Drop period for short courses (less than 3 weeks in length)

Students must drop prior to the second scheduled meeting time of the course. If the course lasts only one weekend, students must drop prior to the start of the course.

*A class day shall be defined as any weekday in which the college is in full-operation and classes are in session (thus excluding holidays, breaks, Saturdays, Sundays, and in-service days) and is limited to the normal hours of operation as determined by the college.

Part 2. Assessment of Tuition and Fees – Withdrawal and Total Withdrawal

The withdrawal deadline date will be set each term by the Admissions Office. Withdrawing from a course means that the student is assigning a grade of “W” to the course. These courses will appear on the student transcript and students are responsible for all related tuition and fees. All withdrawal requests must be made in writing to the Admissions and Records Office by the posted deadline.

Withdrawing from a portion of registered credits does not entitle the student to any refund or reduction of related tuition and fees. Students who withdraw from all courses for a particular term (total withdrawal) are obligated for a portion of the related tuition and fees in accordance with the schedule below:

Fall and Spring Semester Schedule – Total Withdrawal

Students may withdraw up to the 60th class day* of the term.

6 th through 10 th class day* of term.....	25% Tuition and fees owed
11 th through 15 th class day* of term..	50% Tuition and fees owed
16 th through 20 th class day* of term.....	75% Tuition and fees owed
after 20 th class day* of term.....	100% Tuition and fees owed

Summer Semester Schedule (at least three weeks, but less than ten weeks) – Total Withdrawal

Withdrawal deadlines for each course will be determined by the Registrar.

6 th through 10 th class day* of term ...	50% Tuition and fees owed
After 10 th class day* of term	100% Tuition and fees owed

Partial-term and short courses less than three weeks (any term) – Total Withdrawal

Withdrawal deadlines for each course will be determined by the Registrar.

2 nd through 3 rd class day* of term	50% Tuition and fees owed
After 3 rd class day* of term... ..	100% Tuition and fees owed

Part 3. Deferments and Conditions: Students are responsible for responsible for payment of related tuition and fees for registered credits at the end of the drop period (as defined in Part 1 above). Students may qualify to defer payment of tuition and fees. The college recognizes the following as deferment opportunities:

- Veterans who are attending Rochester Community and Technical College under the G.I. Bill may defer payment of fees and tuition until receipt of their benefits from the Veteran’s Administration.
- Students whose fees and/or tuition will be paid in full by a governmental agency, with payments to be made directly to the college, may defer payment of fees and/or tuition until receipt of such payment.
- Students whose fees and/or tuition will be paid in full by an established organization, with payment made directly to the college, may defer payment of fees and/or tuition until receipt of such payment.
- Students whose fees and/or tuition will be covered in full by an approved federal or state grant, or a federal or state loan, with payment made directly to the college, may defer payment of fees and/or tuition until receipt of such payment.
- Students enrolled in a program that provides for full reimbursement of instructional costs, with payment made directly to the college, may defer payment of fees and/or tuition.
- Students who have a deferred payment plan, developed with and approved by the Rochester Community and Technical College Business Office Supervisor or Designee, may defer payment of fees and or tuition as stipulated in the Deferred Payment Plan.

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Deferment Conditions

- Students with approved deferred payment plans will be considered officially enrolled.
- Deferment plans are only made on a semester basis.
- All fees and tuition due must be paid in full by the last day of the semester.
- Students with an outstanding fee and/or tuition obligation will have a “HOLD” placed on their files and they will not be allowed to register for classes until the obligation is fully satisfied.
- Students with outstanding fee and/or tuition obligations after the payment “due date” may be turned over to public and/or private collection agencies.
- Denial of a deferred payment plan is not grievable through the Rochester Community and Technical College Student Grievance Policy.

Part 4. Tuition Waiver for Senior Citizens: A resident of Minnesota who is 62 years of age or older is entitled to attend courses offered for credit or audit without payment of tuition or activity fees when space is available after all tuition-paying students have been accommodated. When a course is taken for credit, the statute authorizes the collection of an administrative fee of \$9.00 per credit.

Part 5. Waivers: The president may waive amounts due to the college or university for the following reasons:

- Employee Benefit Provided by a Bargaining Agreement
- Death of a Student
- Medical Reasons
- College Error
- Employment Related Condition
- Significant Personal Circumstances
- Student Leader Stipends
- Course Conditions (A course condition exists when the location or timing of the course results in the student not being able to use the services intended by a fee)
- Resident Hall Fees
- Natural disasters or other situations beyond the control of the campus

The president may waive amounts due to the college or university for individual institutional waivers as approved by the Board.

RCTC shall define the terms under which any authorized waiver will be granted and document the reason for all waivers. MSUSA or MSCSA student association fees cannot be waived.

Part 6. Appeals

Students wishing to appeal Assessment of Tuition and Fees policy should be prepared to fully document the circumstances on which the appeal is based. Appeals must be written or typed, signed by the student, contain appropriate supporting documentation and should be delivered to the RCTC Admissions and Records office. The statute of appeals for retroactive drops/withdrawals, with possible extenuating

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circumstances, will be limited to 120 days following a term to file a formal academic appeal. Each appeal will be reviewed and a judgment will be mailed to the student.

Part 7. Accountability/Reporting

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

Date of Implementation: Fall, 2006

Date of Adoption: 1/23/07; 10/14/08

REVISIONS ADOPTED: SPRING 2006 (MODIFIED TO ALIGN WITH MNSCU POLICY CHANGES)

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