Tuition Billing

**PURPOSE:** Student billing has been changed to a semester schedule in order to have a billing structure that is more common at other Colleges, additionally, prior to instituting this policy all students paid for only four academic years regardless of whether their attendance exceeded eight semesters or not. This policy was created in order to determine procedures for handling billing scenarios which may arise due to previous policies such as the "Free Re-take Policy" and to ensure that students’ are fairly treated in any special circumstances.

**WHO IS AFFECTED BY THIS POLICY:** Students, Finance, Financial Aid

**WHO ADMINISTERS THIS POLICY:** Bursar’s office

**POLICY & PROCEDURES:** All students will be billed by semester. If a student exceeds eight semesters to graduate the student will be charged for additional semesters at the tuition rate in effect at that time; however there will be exceptions as follows:

**Retakes paid prior to semester billing**
If the student must take more than eight semesters due to retakes which the student has previously paid for, the Bursar will then credit back the cost of the retakes to the student's account. Any additional courses that must be taken beyond those caused by the retakes will be charged at the credit hour rate in effect at that time.

**Ninth Semester - only one block needed**
If a student has reached the ninth semester not due to a retake, and requires only one 5 week block to graduate, the student will be billed at the credit hour rate in effect at that time for the classes taken in that final 5 week block.

**Ninth Semester Billing - more than one block needed**
If a student has reached the ninth semester not due to a retake, and requires more than one 5 week block to graduate, the student will be billed at the semester rate in effect at that time.

**Course Audits**
If a student chooses to audit a course and this causes the student to require more than 8 semesters to graduate, the student will be billed at the semester rate in effect at that time.

**Shortened Schedules**
If a student graduates in less than 8 semesters, the student will not be billed for any semesters beyond the semester in which he/she graduates.
**Students with Tuition Reduction in 4th AY due to GE transfer**

If a student was contracted for a tuition reduction in the 4th academic year due to General Education credits transferred in, the tuition reduction will be honored.

**INTERNAL PROCEDURES:** For each student who requires more than eight semesters to graduate, the Registrar's office will determine the reason for the ninth semester and notify the Bursar's office and Financial Aid to ensure proper billing and repackaging.