



Administrative Policy	
Policy Type:	Tuition and Fees, Refunds and Adjustments to Student Accounts
Policy Title:	<b>Tuition and Fees</b>
Policy Number:	1211
Date Adopted:	2/8/2012
Version:	5.0
Review Cycle:	Biannual
Date Last Reviewed:	2/22/2017
Office Responsible:	Business Office
Reviewing Committee:	Customer
Related Policies:	Academic/Non-Academic Appeal Processes; Tuition Grants and Scholarships
Related Laws:	Use of Title IV FSA Funds

**Policy Summary:**

The College will charge tuition and fees based on established rates. Refunds of credit balances will be made to the student or paying organization as they qualify. Certain adjustments may be made to student accounts upon appropriate approval.

**Scope:**

This policy applies to all students enrolled in credit-bearing courses.

**Definitions:**

**Tuition:** Tuition is the charge or fee for instruction. Jackson College’s tuition covers the actual cost of instruction and is paid by billing contact hour.

**Student Fees:** Student fees cover costs associated with registration and grade reports. This fee is paid by all students each registration period.

**Course Fees:** Course fees cover costs of consumable materials directly related to or used for courses, such as computer paper or science lab materials. This fee is paid on a per-class basis.

**Policy Statement:**

**Tuition and Fees:**

In conformance with state law, Jackson College shall assess per-contact-hour tuition and fees to students attending the College and participating in credit-based classes.

The board of trustees shall establish tuition rates. Approved rates include: resident, non-resident, out-of-state students, senior citizens, American Honors Program; resident, non-resident,

out-of-state, international, and dual enrollment resident and non-resident. The rate charged to an individual student shall depend on the legal residence of that student (See the Student Residency Policy). Resident tuition will apply to a student whose legal residence is within the tax district of the College. Non-resident rates shall apply to students whose legal residence is within the state of Michigan but outside of the College's tax district. Out-of-state tuition applies to students whose legal residence is outside of the state of Michigan. The senior citizen rate applies to students who are 65 years of age or older at the time of registration. The student services fee shall be assessed on a per-contact-hour basis, but does not vary with residency. Additional fees may be charged depending on the requirements of certain courses.

Please note: The following individuals shall be charged the in-county tuition: Any individual using educational assistance under either Chapter 30 (Montgomery GI Bill – Active Duty Program), Chapter 33 (Post-9/11 GI Bill), of Title 38, United States Code, and/or the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)), for a student while attending Jackson College

When tuition is paid by a business, agency or other institution or organization, tuition shall be assessed on the basis of the paying organization's location.

#### Tuition and Fee Refunds:

The paying student or organization shall receive a 100 percent tuition refund for any classes dropped on or before the last day of the drop period for the semester or session. No refund shall be made after this date. Drop dates are published on the Jackson College website.

Refunds associated with academic/non-academic appeals shall only be granted if it can be substantiated that Jackson College made an error in processing student information related to the course, the student demonstrates special circumstances as defined by policy, or as a defined resolution to an approved non-academic complaint. Refunds for instances involving a College error may be initiated without a student appeal when they are identified by the College.

#### Financial Aid Disbursement (“Refund”):

Financial Aid applied to student accounts may cause a credit balance, payable to the student. A student aid credit balance shall be paid to the student once the student's enrollment status qualifies.

#### Adjustments:

Various adjustments may be made to student accounts as a result of approved administrative action. This may include reducing additional charges related to approved section changes, review of requests made through the Student Ombudsman or other appropriately approved method.

#### Documentation:

Adjustments to student accounts shall be appropriately documented in accordance with approved procedures. Documentation shall include information sufficient to meet Federal Student Aid monitoring guidelines, retention of communications to the student; and the satisfaction of fiscal audit requirements.

<b>Date Of Change</b>	<b>Version</b>	<b>Description of Change</b>	<b>Responsible Party</b>
01.25.2012	1.0	Initial Release	M. Gieseke
06.20.2012	2.0	Update for change in LC Tuition Waiver	N. Miller
04.03.2015	3.0	Updated to reflect revisions for Veterans	D. Norris
12.10.2015	4.0	Updated style guide	D.Schissler
02/14/2017	5.0	Update to reflect veterans language	D. Norris