



Administrative Policy

<b>Policy Title:</b>	<b>Tuition and Fees</b>
<b>Policy Number:</b>	<b>1211</b>
<b>Date Adopted:</b>	<b>2/8/2012</b>
<b>Version:</b>	<b>8.0</b>
<b>Review Cycle:</b>	<b>Biannual</b>
<b>Date Last Reviewed:</b>	<b>5/1/2019</b>
<b>Office Responsible:</b>	<b>Business</b>
<b>Reviewing Committee:</b>	
<b>Related Policies:</b>	<b>Academic/Non-Academic Appeal Processes; Tuition Grants and Scholarship</b>
<b>Related Laws:</b>	
<b>Related Code of Regulation:</b>	<b>Use of Title IV FSA Funds</b>

**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; international; senior citizens; Jackson 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 31 (VA Vocational Rehabilitation and Employment services), Chapter 33 (Post-9/11 GI Bill), of Title 38, United States Code, Military Tuition Assistance (Active Duty military, Reserve components, and National Guard) and/or the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)), for a student while attending Jackson College.

In accordance with the Reforms for Ensuring Progress Act (SIT-REP Act) (38 U.S.C. § 3679), Jackson College will: (1) permit a veteran or dependent (Chapter 31 or 33) who provides the institution with a certificate of VA assistance eligibility to attend courses for a period without VA payment; and (2) ensure that the educational institution will not impose penalties such as late fees, course denial, or requiring an individual to borrow additional funds because of delayed VA payments.

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.

#### Military Tuition Assistance Refunds:

Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded. To comply with the Department of Defense (DoD) policy, Jackson College will return any unearned TA funds on a prorated basis through at least the 60% portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending. In cases where some or all of the Tuition Assistance

must be returned to the DoD, the service member may be responsible for all balances on his or her Jackson College student account.

The following are schedules for the Return of Unearned TA:

**15-week Course Withdraw submitted**

Before or during weeks 1-2 100% return

During weeks 3-4 90% return

During weeks 5-6 75% return

During weeks 7-8 50% return

**During weeks 9 40% return (60% of course is completed)**

During weeks 10-15 0% return

**7-week Course Withdraw submitted**

Before or during week 1 100% return

During week 2 75% return

During week 3 50% return

**During week 4 40% return (60% of course is completed)**

During weeks 5-7 0%

**12-week Course Withdraw submitted (Spring semester only)**

Before or during week 1 100% return

During week 2 90% return

During week 3 80% return

During week 4 75% return

During week 5 66% return

During week 6 50% return

**During week 7 40% return (60% of course is completed)**

During weeks 8-12 0%

Refund of Financial Aid Credit Balance:

Financial Aid applied to student accounts may cause a credit balance, payable to the student, or the Parent in the case of a PLUS loan. Financial aid credit balances will be refunded to the student as soon as possible but no later than 14 days after the balance occurs.

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.

**Change Log**

<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	N. Miller
04/03/2015	3.0	Updated to reflect revisions for	D. Norris
12/10/2015	4.0	Updated style guide	D. Schissler
02/14/2017	5.0	Update to reflect veterans language	D. Norris
11/29/2017	6.0	Update change in refund date	D. Norris
02/13/2019	7.0	Review	D. Norris
05/01/2019	8.0	Edits to meet compliance	D. Norris