

POLICIES AND PROCEDURES

Subject: Tuition and Fees: College Credit Courses Reference: D-XI-b

Source: Board of Trustees Eff. Date: March 29, 2016

Approval Auth: Board of Trustees Approved: _____

Remarks: Replaces previous policy dated March 27, 2012

Date: March 29, 2016

Tuition and fees for college credit courses shall be assessed independently of tuition and fees for non-credit courses.

All charges are subject to change by the College at any time.

TUITION

	<u>Residents of Texas</u>		<u>Out-of-State Residents & Aliens</u>
	<u>In-County</u>	<u>Out-Of-County</u>	
Beginning Summer 2012 (including Spring Minimester))	\$106 per sem. hr.	\$124 per sem. hr.	\$181 per sem. hr.
Minimum	\$212 per student	\$248 per student	\$385 per semester
*Dual Credit, Early College High School, and/or early admission	\$ 61 per sem. hr.	\$124 per sem. hr.	\$181 per sem. hr.

*NOTE: Facilities (debt retirement) and general services fees will be charged in addition to tuition.

McLennan Community College shall waive the difference in the rate of tuition for non-resident (of Texas) and resident (of Texas) students for a person, or his or her dependents, who owns property which is subjected to ad valorem taxation by McLennan County Junior College District during the tax year in which such tuition is assessed. The person, or his or her dependent, applying for such waiver shall verify eligibility for the waiver by presentation of an ad valorem tax statement or receipt issued by the tax office representing the District, or by presentation

of a deed, property closing statement or other appropriate evidence of ownership of the property involved.

Tuition for Third Course Registration

Effective for the Spring 2006 semester, McLennan Community College will charge a higher tuition rate to students registering for a course the third or subsequent time. Third and subsequent registrations for most credit and Continuing Education/Workforce Training courses will result in higher tuition charges. Developmental courses and certain other courses, as defined by Texas Higher Education Coordinating Board guidelines, will not be charged a higher rate.

Third and subsequent registrations include courses taken at McLennan Community College since the Fall, 2002, semester. The additional charge for each credit course taken a third or subsequent time will be \$60 per credit hour in addition to the tuition charged based on the student's residency status.

Tuition and fees for courses taken the third or subsequent time:

	<u>Residents of Texas</u>		<u>Out-of-State Residents & Aliens</u>
	<u>In-County</u>	<u>Out-Of-County</u>	
Beginning Summer 2012 (including Spring Minimester)	\$166 per sem. hr.	\$184 per sem. hr.	\$241 per sem. hr.
Minimum	\$272 per student	\$308 per student	\$445 per semester

FEES

Facilities Fee - A facilities fee of \$6.00 per semester hour (or the equivalent clock hour) shall be charged to all students for debt service. If exceeded pledged revenues from this fee become available, they will be used to provide support for facilities for administrative and instructional functions. This fee allows students access to facilities.

General Services Fee - A general services fee of \$3.00 per semester hour (or equivalent clock hour) shall be charged all students to support registration processes and services as well as campus events.

Foreign Student Application Fee - A \$50 non-refundable application fee shall be charged to all foreign students who apply for admission to the college.

Installment Payment Plan

McLennan Community College will comply with all statutory requirements regarding collection of tuition and fees. Tuition and fees are payable at the time of registration. Students must pay in full upon registration, make appropriate arrangements to participate in the installment payment program, or be part of a valid contract with an eligible entity who will be providing for payment. Registration is not complete until full payment has been made.

TUITION AND FEES FOR COURSES BEGINNING AT IRREGULAR TIMES

Students registering for courses beginning at irregular times (other than at the beginning of a semester or summer term) shall be charged tuition and fees which shall be calculated as if the enrollment of the course had occurred during the student's original registration for the current semester or summer term.

TUITION AND FEES REFUNDS

When students withdraw from the College or drop a portion of their semester hour enrollment, a refund of tuition and mandatory fees shall be made in accordance with the refund schedule and other provisions shown below.

REFUND POLICY FOR CREDIT COURSES

Fall and Spring Semester

Prior to the first class day	100%
During the first fifteen (15) class days	70%
During the sixteenth (16) through twentieth (20) class days	25%
After the twentieth class day	NONE

Summer Terms

Prior to the first class day	100%
During the first five (5) class days	70%
During the sixth (6) and seventh (7) class days	25%
After the seventh (7) class day	NONE

Prior to the census date, students may drop and add courses without penalty if the dollar amount of the transactions are equal. If the transactions result in a refund, the Refund

Policy for Credit Courses will be applied to the net change in tuition and fees.

After the census date, the Refund Policy for Credit Courses will apply. "Class Day(s)" above, refers to the number of days classes in general (not a particular class) have been in session.

Tuition and fees paid directly to the Institution by a sponsor, donor, or scholarship shall be refunded to the source, rather than directly to the student.

Mandatory fees include: Facilities fee, General Services fee, and laboratory fees.

Refunds for flex entry and non-semester-length courses with a census date other than the 12th class day (4th class day for a six-week summer semester) are as follows:

- a. 100%--prior to the first class
- b. Per table below--after classes begin

Drops and Withdrawals		
Length of Class Term in Weeks	Last day for 70 percent refund	Last day for 25 percent refund
2 or less	2	n/a
3	3	4
4	4	5
5	5	6
6	5	7
7	7	9
8	8	10
9	9	11
10	9	12
11	10	14
12	12	15
13	13	16

14	13	17
15	14	19
16 or longer	15	20

If a student withdraws because the student is called into active military service, the institution, at the student's option, shall:

- (1) refund the tuition and fees paid by the student for the semester in which the student withdraws;
- (2) grant a student, who is eligible under the institution's guidelines, an incomplete grade in all courses by designating "withdrawn-military" on the student's transcript; or
- (3) as determined by the instructor, assign an appropriate final grade or credit to a student who has satisfactorily completed a substantial amount of course work and who has demonstrated sufficient mastery of the course material.

OTHER TUITION AND FEES

In addition to the foregoing tuition and fees prescribed by the Board of Trustees, the President of the College shall have authority to establish:

- (1) tuition and fees for non-credit courses and activities,
- (2) laboratory and other special fees intended to compensate for special equipment, supplies or services provided by the College for specific classes, and
- (3) admission charges for entertainment, cultural and athletic events.