

# McLennan Community College

## POLICIES AND PROCEDURES

Reference:	D-XI-b	Effective Date:	<del>02/25/2020</del> <b>01/30/2024</b>
Subject:	Tuition and Fees: College Credit Courses		
Source:	Board of Trustees		
Approval Authority:	Board of Trustees	Approval Date:	<del>02/25/2020</del> <b>01/30/2024</b> <del>02/25/2020</del>
History:	Previously effective <del>02/25/2020</del> <del>03/27/2012</del> , replaced policy dated <del>03/27/2012</del> and 03/29/2016		
Remarks:	<b>Amending tuition and fees chart to reflect legislative changes mandated under House Bill 8</b>		

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 &amp; Aliens</u>
Beginning <del>Fall 2024</del> <del>Summer 2024</del> (including <del>Spring</del> <del>Minimester</del> )	\$106 per sem. hr.	\$124 per sem. hr.
Minimum	\$212 per student	\$385 per semester
*Dual Credit ( <b>Public and Charter</b> <del>Early College High School, and/o</del> <del>admission</del> )	<b>**FAST Eligible Students:</b> <b>Non-FAST Eligible Students:</b> ( <del>2023-2024</del> <b>2024-2025</b> academic year) <del>\$61 per sem. hr.</del>	<b>No tuition fees</b> \$55 per sem. hr. <b>plus fees for</b>
*Dual Credit ( <b>Private and Home</b> <b>School</b> )	<b>\$55 per sem. hr (tuition) plus fees (2024-2025 academic year)</b>	
*Early Admission	<b>\$55 per sem. hr (tuition plus fees (2024-2025 academic year)</b>	

### NOTE:

~~\*NOTE:~~ **Dual Credit: The dual credit tuition rate is set by the State of Texas and may change each academic year.**

Facilities **fee** (debt retirement), ~~and~~ general services fees, **and any required course fee** will be charged in addition to tuition. **These same rates will be applied to dual credit students in private or home school programs and for early admission students.**

**\*\*FAST eligible students will not pay for tuition, fees, or educational materials.**

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

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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

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 &amp; 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 excess 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 \$10.00 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.

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### 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

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.

<b>Drops and Withdrawals</b>			
<b>Length of Class Term in Weeks</b>	<b>Last day for 100 percent refund</b>	<b>Last day for 70 percent refund</b>	<b>Last day for 25 percent refund</b>
2 or less weeks	1 <sup>st</sup> class day	2 <sup>nd</sup> class day	3 <sup>rd</sup> class day
3 weeks	1 <sup>st</sup> class day	3 <sup>rd</sup> class day	4 <sup>th</sup> class day

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4 weeks	2 <sup>nd</sup> class day	4 <sup>th</sup> class day	5 <sup>th</sup> class day
5 weeks	2 <sup>nd</sup> class day	5 <sup>th</sup> class day	6 <sup>th</sup> class day
6 weeks (Summer)	2 <sup>nd</sup> class day	5 <sup>th</sup> class day	7 <sup>th</sup> class day
7 weeks	3 <sup>rd</sup> class day	7 <sup>th</sup> class day	9 <sup>th</sup> class day
8 weeks	3 <sup>rd</sup> class day	8 <sup>th</sup> class day	10 <sup>th</sup> class day
9 weeks	3 <sup>rd</sup> class day	9 <sup>th</sup> class day	11 <sup>th</sup> class day
10 weeks	3 <sup>rd</sup> class day	9 <sup>th</sup> class day	12 <sup>th</sup> class day
11 weeks	3 <sup>rd</sup> class day	10 <sup>th</sup> class day	14 <sup>th</sup> class day
12 weeks	3 <sup>rd</sup> class day	12 <sup>th</sup> class day	15 <sup>th</sup> class day
13 weeks	3 <sup>rd</sup> class day	13 <sup>th</sup> class day	16 <sup>th</sup> class day
14 weeks	3 <sup>rd</sup> class day	13 <sup>th</sup> class day	17 <sup>th</sup> class day
15 weeks	3 <sup>rd</sup> class day	14 <sup>th</sup> class day	19 <sup>th</sup> class day
16 weeks (Fall & Spring)	3 <sup>rd</sup> class day	15 <sup>th</sup> class day	20 <sup>th</sup> class day

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.

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### 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.

### Tuition and Fee Student Refund Request Procedures

#### **Purpose and Scope**

The purpose of the Application for Refund Appeal is to provide students the opportunity to request a different tuition refund than previously processed. This request is often used to request a “backdate” of enrollment for the specified semester. Students who have courses with grades assigned of A, B, C, D, F, CR, and NC are not eligible to request a refund appeal. If the student is appealing a grade or grievance, the student must follow procedures for submitting a Grievance or Grade Appeal. Students have one calendar year from the time the drop occurred to submit the form. Applications for Refund Appeal can only be approved after one calendar year if it is deemed that the college made an error.

#### **Financial Aid Notations**

If students received a disbursement of financial aid funds, those funds must be returned to the Business Office prior to submitting appeal. Proof must be submitted with form. If the student received financial aid, the student should consult with the Office of Financial Aid to ensure that processing of the appeal would not have negative impacts on future financial aid eligibility.

#### **Appropriate Reasons for Appeal:**

- Physical or mental illness of the student (including hospitalization) or the student's immediate family member (including hospitalization) who is dependent upon the student for support--documented by physician's statement or other medical support on official letterhead, including date of onset.

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- Death of a student's immediate family member. "Immediate family" is defined as parents, spouse, children, brother or sister, (either blood or by marriage) with a certified copy of death certificate.
- Involuntary changes in employment schedule documented by employer on official letterhead.
- Required Military transfer or deployment.
- Late notification of denial to a specific degree program--with supporting documents on official letterhead.
- Institutional errors/delay in processes.
- Documented family emergency

### Reasons Deemed Inappropriate for Appeal:

- Misinterpretation or lack of knowledge of college policies and/or procedures.
- Dissatisfaction with instructor, course content, or delivery of instruction.
- Dissatisfaction with academic progress in course.
- Non-attendance or minimal attendance of class.
- Inadequate investigation of course requirements prior to registration and attendance.
- Non-qualification, late application, or loss of eligibility for financial aid or scholarships.
- Failure to activate or maintain your official McLennan student e- mail account.
- Student errors resulting in the delay of administrative processes relative to registration or the delivery of financial aid funds.
- Voluntary acceptance of employment or other activity affecting ability to attend classes.

### Process for Submission:

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Students have one calendar year from the time the drop occurred to submit the form. Applications for Refund Appeal can only be approved after one calendar year if it is deemed that the college made an error.

Students must request the Application for Refund appeal by contacting the Office of Records and Registration. The student should then submit the form with attached documentation to the office of Director, Records & Registration.

Once the appeal is received, it will be reviewed within 7-14 business days.

If the student has a "W" grade assigned, the appeal will be reviewed by the Refund Appeal Committee consisting of the Director, Records & Registration, Dean Representative, Business Office Representative, Office of Financial Aid representative, and Advising Representative.