

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

STUDENT FEE
Policy No. 7-06
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Effective February 1, 2006

- (A) The Board of Trustees shall establish the following fees to defray the costs associated with admission, matriculation, registration, instruction, student support services of a non-instructional nature, and student activities.

Matriculation Fee: The matriculation fee defrays the cost of enrolling at the college, including application and permanent record maintenance, and the cost of a student identification card. The fee is assessed at the time of initial registration, and is non-refundable. International students may be assessed a matriculation fee different from students residing in the United States to offset the costs of doing business internationally.

Tuition: Quarterly tuition shall equal the total of the instructional fee and a general fee:

Instructional Fee: The instructional fee for Ohio residents defrays the cost of expenses incurred for instructional, educational resources, physical plant operation and administrative services.

The instructional fee for students who are non-Ohio residents of the United States or are international students defrays the costs of instructional, educational resources, plant operation and administrative services not subsidized by the State of Ohio.

General Fee: A general fee defrays the cost of registration, student activities services, and student support services of a non-instructional nature.

Timely Payment: Tuition and laboratory fees must be paid in full, each quarter, by the date established by the college. The college may drop student schedules if tuition and other fees are not paid by established deadlines.

Tuition Refund: Tuition is refundable pursuant to college procedure.

- (B) The college shall establish the following fees:

Laboratory Fees: Laboratory fees for individual courses shall be assessed for the purpose of purchasing materials used for laboratory purposes. Laboratory fees are refundable pursuant to college procedure.

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Parking Fees and Fines: Quarterly parking fees and fines for parking and traffic violations shall be assessed to defray the cost of providing parking for students. Parking fees are non-refundable.

Assessment Fees: A fee shall be assessed for the purpose of developing, administering, evaluating and reporting proficiency exams, prior learning assessments, and for re-testing of college placement tests.

(C) The college may establish the following fees:

Course Registration, Late Registration, and Re-Registration fee: Fees may be assessed on students who add, drop, or otherwise change the status of courses for which they have registered after the college's fee payment schedules and deadlines.

Educational Records: A fee may be assessed for providing students with duplicate copies of official transcripts and of other educational records as defined in college policy and federal and state statutes and regulations.

Replacement Fees: The college may assess a fee for the replacement of student identification cards and other items purchased or borrowed.

Graduation and Commencement Exercises Fee: Students who petition for graduation may be assessed a fee to defray expenses.

- (D) The college shall comply with Federal and State of Ohio Financial Aid Program regulations.
- (E) The President may waive fees in extenuating circumstances.
- (F) The President shall establish procedures to administer this policy.

Last Effective Date: June 26, 2000