

**MINNESOTA STATE COLLEGES AND UNIVERSITIES  
BOARD OF TRUSTEES**

**Agenda Item Summary Sheet**

**Committee:** Finance and Facilities

**Date of Meeting:** April 19, 2011

**Agenda Item:** Proposed Amendment to Board Policy 5.12 Tuition and Fees Due Dates, Refunds, Withdrawals and Waivers – *First Reading*

- Proposed Policy Change       Approvals Required by Policy       Other Approvals       Monitoring
- Information

**Cite policy requirement, or explain why item is on the Board agenda:** Changes to Board policies require approval by the Board of Trustees.

**Scheduled Presenter(s):** Laura King, Vice Chancellor and Chief Finance Officer  
Colin Dougherty, Associate Vice Chancellor for Finance

**Outline of Key Points/Policy Issues:** The absence of a common due date structure has created confusion for students that attend classes at multiple colleges and universities. In order to align key payment related dates, there is a need to propose amendments to current policy language to ensure the adoption of a common framework for key payment due dates.

Pending approval of the proposed policy amendments, system procedure modifications will define the framework for key payment related dates.

**Background Information:** Single bill-single payment is a project introduced by the Students First initiative. A management team and work group has been reviewing and discussing the pertinent business practices, technology, and System policies and procedures since 2009.

**BOARD OF TRUSTEES  
MINNESOTA STATE COLLEGES AND UNIVERSITIES**

*First Reading*

**BOARD ACTION**

**Proposed Amendment to Board Policy 5.12 Tuition and Fees Due Dates, Refunds,  
Withdrawals and Waivers**

**BACKGROUND**

Single bill-single payment is a project introduced by the Students First initiative. A management team and work group has been reviewing and discussing the pertinent business practices, technology, and System policies and procedures since 2009.

The group, made up of student association, college, and university staff, found that the absence of a common due date structure has created confusion for students that attend classes at multiple colleges and universities. In order to align key payment related dates, there is a need to propose amendments to current policy language to ensure the adoption of a common framework for key payment due dates.

Pending approval of the proposed policy amendments, system procedure modifications that will define the framework for key payment related dates will be sent to the colleges, universities and the statewide student associations for review and final commentary.

**CONCLUSION**

As a result of these on-going conversations, the following changes to Board Policy 5.12 are proposed:

- Reorganize and modify existing language for clarity and to reflect common formatting conventions used throughout Board policies;
- Remove language stating System colleges or universities shall establish a due date for final payment of tuition and fees;
- Add language stating that System Colleges and Universities must follow the tuition and fees payment due date framework defined in System procedure 5.12.3.

**RECOMMENDED COMMITTEE ACTION:**

The Facilities/Finance Policy Committee recommends that the Board of Trustees adopt the following motion:

The Board of Trustees approves the changes in Board Policy 5.12 as noted in Attachment A.

**RECOMMENDED MOTION:**

The Board of Trustees approves the changes in Board Policy 5.12 as noted in Attachment A.

*Date Presented to the Board of Trustees: April 20, 2011*

**BOARD OF TRUSTEES  
MINNESOTA STATE COLLEGES AND UNIVERSITIES**

<b>BOARD POLICY</b>		<b>5.12</b>
Chapter 5	Administration	
Section 5.12	Tuition and Fee Due Dates, Refunds, Withdrawals and Waivers	

**Part 1. Authority.** Minnesota Statute 136F.06, Powers and Duties, state that the Board of Trustees shall set tuition and fees and adopt suitable policies for the institutions it governs.

**Part 2. Policy Statement.**

**Subpart A. Tuition and Fee Due Date.** Colleges ~~and~~ or universities ~~shall~~ must follow the tuition and fees payment due date framework as defined in procedure 5.12.3. establish a due date for final payment of tuition and fees. Colleges and universities shall drop all classes for students who have not paid in full, do not have a financial aid deferment, or have not established a payment plan. Colleges and universities shall grant an extension of the payment due date for students who have filed and are awaiting properly approved financial aid from federal, state or other third-party sources.

The president or designee may grant short-term tuition and fee payment deferrals in cases where, due to exceptional circumstances, a student needs additional time to arrange third-party financing or otherwise satisfy a tuition and fee balance due. Deferrals must document the reason for and time duration of the deferral and must be signed by the president or designee.

**Subpart B. Payment Plans.** Colleges and universities shall provide payment plans for students, permitting them to pay their tuition and fees after the due date provided the minimum first payment amount is paid as defined in procedure 5.12.5. Colleges and universities shall assess a payment plan fee for internal payment plans to cover the costs of processing payments consistent with this policy.

**Subpart C. Refunds for Dropped Classes.** Students are entitled to have the opportunity to attend one class session for each registered, for-credit course, without obligation. Subject to the refund for full withdrawal provision of Subpart D, students are financially obligated for any classes dropped after the fifth business day of the term, or one business day after the first class session, whichever is later. For purposes of this policy, business days are defined as Monday through Friday (excluding posted holidays).

If a student is financially obligated for a dropped class, the student may petition the college or university to apply the amount of the tuition and/or fees for the dropped class to the cost of an added class for the current term.

36 For courses less than three weeks in length, the colleges and universities shall establish  
 37 the no-obligation drop-and-refund period of no more than one business day after the  
 38 first class session for each registered, for-credit course.

39  
 40 **Subpart D. Refunds for Withdrawals.** Upon expiration of the no-obligation period  
 41 defined in Subpart C above, colleges and universities shall refund tuition and fees for  
 42 students who totally withdraw from for-credit courses in accordance with the following  
 43 schedules:

44  
 45 1. Fall and Spring Academic Terms

Withdrawal Period	Refund %
1st through 5th business day of term	100
6th through 10th business day of the term	75
11th through 15th business day of the term	50
16th through 20th business day of the term	25
After 20th business day	0

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 54 2. Summer sessions and other terms at least three weeks but less than ten weeks in length.

Withdrawal Period	Refund %
1st through 5th business day of term	100
6th through 10th business day of the term	50
after the 10th business day of the term	0

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 59  
 60  
 61 3. Class terms less than three weeks in length.

Withdrawal Period	Refund %
1st business day of term	100
2nd and 3rd business day of term	50
after the 3rd business day of term	0

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 68 **Subpart E. Waivers.**

69 The president may waive amounts due to the college or university for the following  
 70 reasons:

- 71 1. Employee benefit provided by a collective bargaining agreement
- 72 2. Death of a student
- 73 3. Medical reasons
- 74 4. College error
- 75 5. Employment related condition
- 76 6. Significant personal circumstances
- 77 7. Student leader stipends
- 78 8. Course conditions (A course condition exists when the location or timing of  
 79 the course results in the student not being able to use the services intended by  
 80 a fee.)
- 81 9. Resident hall fees
- 82 10. Natural disasters or other situations beyond the control of the campus

83 The president may waive amounts due to the college or university for individual  
84 institutional waivers as approved by the Board.

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86 Each college or university shall define the terms under which any authorized waiver will  
87 be granted. The college or university must document the reason for all waivers. The  
88 college or university cannot waive the MSUSA or MSCSA student association fee.

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90 Colleges and universities shall, in consultation with students, develop guidelines to  
91 implement this policy. These guidelines must be available to students.

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93 **Part 3. Accountability/Reporting.**

94 Colleges and universities shall maintain records on refunds, drops, withdrawals,  
95 nonattendance, and waivers to ensure accountability and accurate reporting in  
96 accordance with applicable procedures.

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98 *Date of Implementation: 08/15/07*

99 *Date of Adoption: 06/21/00*

100 *Date and Subject of Revision:*

101 *05/XX/11 – Amended Part 2, Subpart A requiring colleges and universities must follow*  
102 *the tuition and fees payment due date framework as defined in procedure 5.12.3.*

103 *08/15/07 - Amended Part 2, Subpart B requiring colleges and universities to assess a*  
104 *payment plan fee for internal payment plans to cover the costs of processing*  
105 *payments*

106 *08/15/06 - Amended Part 2, Subpart A requiring colleges and universities to drop classes*  
107 *for students who have not paid in full, Amended Part 2 Subpart B requiring students*  
108 *to pay the minimum first payment amount for the plan to avoid drop for nonpayment*  
109 *requirements (see July 20, 2005 Board Meeting minutes).*

110 *07/20/05 - Changed the title to include Tuition and Fee Due Dates. Amended Part 2,*  
111 *Added Subpart A to allow presidents to grant tuition and fee deferrals in certain*  
112 *circumstances. Added Subpart B requiring colleges and universities to provide*  
113 *payment plans permitting students to pay tuition and fees. Amended Subpart C*  
114 *obligating students financially for classes dropped after the fifth business day of the*  
115 *term. Amended Subpart D changing “class day” to “business day” and defines*  
116 *schedule for refunds for withdrawals. Amended Part 3 requiring colleges and*  
117 *universities to maintain records on drops, nonattendance and waivers (effective*  
118 *8/15/05)*

119 *Amended Part 2, Subpart A requiring colleges and universities to drop classes for*  
120 *students who have not paid in full, Amended Part 2 Subpart B requiring students to*  
121 *pay the minimum first payment amount for the plan to avoid drop for nonpayment*  
122 *requirements (effective 8/15/06)*

123 *Amended Part 2, Subpart B requiring colleges and universities to assess a payment*  
124 *plan fee for internal payment plans to cover the costs of processing payments*  
125 *(effective 8/15/07)*

126 *06/18/03 – add new Part 1, Authority, renumbers remaining parts*

127 *06/21/00 - Contains language formerly in Board policy 5.8; new language in Part 1,*  
128 *Subpart C allows President to waive amounts due for individual institutional waivers;*  
129 *adds new Part 2, Accountability/Reporting.*