

Policy Title: **STUDENT FINANCE**

Fees

The Wisconsin Technical College System (WTCS) Board and the Fox Valley Technical College (FVTC) Board officially set course fees. Fees are established each spring for the following school year and are subject to change without notice.

Students are required to pay class fees ten (10) days prior to the class start date or the term fee due date, whichever is later. Students are fully responsible for tuition and fees. To avoid late fees and collection activities, students must pay fees by the due date or officially drop classes according to the refund policy. Students are not automatically dropped from class by simply not attending. Students must initiate drop requests online or through Enrollment Services. Drop requests are not processed through instructors.

Payment

Students have the option of utilizing a variety of methods for payment of fees. FVTC will accept cash, check, money order, electronic funds transfer, employer/agency contract, and financial aid. Students can also pay online using a checking or savings account or credit card. Credit card payments for tuition and fees are accepted online through TouchNet PayPath, a third-party service. A service charge equal to the prevailing rate for credit card merchant/service fees will apply for credit card payments. VISA, MasterCard, American Express, and Discover will be accepted through PayPath. FVTC also offers a payment plan option that is accessible online.

Students who have a balance greater than awarded financial aid need to pay that balance by the designated fee due date.

A monthly late fee is assessed for accounts over forty-five (45) calendar days past due and collection procedures will be initiated. These collection procedures may include additional fees.

Students with financial obligations to FVTC will have holds placed on their accounts prohibiting further activity (i.e. enrollment, grades, diplomas, transcripts). Outstanding financial obligations must be satisfied before new activities are permitted.

Refund

Refunds are processed according to the WTCS refund policy. Wisconsin Technical College 10.08, Wisconsin Administrative Code, establishes the requirements for district policies and procedures related to student fee refunds. Refunds are applicable from the date the student officially drops the class through Enrollment Services or online. FVTC will not drop any classes for students for nonpayment or for failure to attend any portion of the class. All references to student fees mean applicable program fees (including online course fees), material fees and out-of-state tuition, and any fees established in lieu of these fees. These refund requirements do not apply to incidental fees, activity fees, or additional program fees. Refunds are based on the official start date of the class, not by the date the student first attends/accesses the class or obtains the class materials.

- **100% Refunds**

If the District cancels a class, 100% of student fees will be refunded. If a student drops before the first-class meeting, 100% of student fees will be refunded. A student who drops a class before or at the time 10% of the class's potential hours of instruction have been completed and adds another class on the same day will receive a 100% credit for all applicable student fees for the dropped class. This credit will be applied to the fees of the added class. If the credit exceeds the fees for the added class, the excess amount will be refunded to the student. If the credit is less than the fees applicable to the added class, the shortfall will be billed to the student.

- **80% Refunds**

80% of all applicable student fees are to be refunded if the class is dropped before or at the time 10% of the class's potential hours of instruction have been completed. A "W" grade will be assigned.

- **60% Refunds**

60% of all applicable student fees are to be refunded if the class is dropped after 10% but before more than 20% of the class's potential hours of instruction have been completed. A "W" grade will be assigned.

- **0% Refunds**

No refund will be made if the class is dropped after 20% of the class's potential hours of instruction have been completed and a "W" grade will be assigned. If 60% of the class's potential hours of instruction have been completed you will receive a "WF" grade.

- **Refund Appeals**

FVTC will consider refund appeals in extenuating circumstances (situations outside of the student's control). All such refund appeals are to be initiated by sending a written request with proper documentation no later than sixty (60) calendar days after the class start date. A refund request made after the sixty-day grace period will not be accepted and the student will be responsible for payment. Refunds for extenuating circumstances (situations outside of the student's control) will be made at FVTC's discretion.

Hold

Students with past due financial obligations to FVTC will have holds placed on their account prohibiting further activity (i.e. enrollment, grades, diplomas, transcripts). Holds will remain in effect until financial obligations have been satisfied. Students can view their balance, verify the status of the hold, and make a payment by accessing their online account. Students may appeal their financial obligation hold by sending a written appeal to the Student Financial Services Director. The Student Financial Services Director's decision on appeals is final.

FVTC reserves the right to require advance payment from a student with a prior outstanding financial hold.

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Policy Section: Students

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