

5.12 Tuition and Fee Due Dates, Refunds, Withdrawals and Waivers

Board Policies
Chapter 5 - Administration

1 **Part 1. Policy Statement Purpose**

2 To provide management and guidance on tuition and fee due dates, refunds, withdrawals and
3 waivers.

4 ~~Part 1.2. Authority~~

5 ~~Minnesota Statute § 136F.06, Powers and Duties, state that the Board of Trustees shall set tuition~~
6 ~~and fees and adopt suitable policies for the institutions it governs -Policy 1A.1, Part 6, Subpart A~~
7 ~~states that the board is authorized by Minnesota Statute §136F.06, Subdivisions 1 and 2 to adopt~~
8 ~~suitable policies for the institutions it governs.~~

9 ~~Subpart A. Part 3. Tuition and Fee Due Date~~

10 Colleges and universities ~~must shall~~ follow the system tuition and fees payment due date
11 framework ~~as defined in procedure 5.12.3.~~ Colleges and universities shall drop all classes for
12 students who have not paid in full, do not have a financial aid deferment, or have not established
13 a payment plan. Colleges and universities shall grant an extension of the payment due date for
14 students who have filed and are awaiting properly approved financial aid from federal, state or
15 other third-party sources.

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

Commented [HA1]: This sentence moved to procedure 5.12.2, new Part 3 and rewritten for clarity.

20 ~~Subpart B. Part 4. Payment Plans~~

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

25 ~~Subpart C. Part 5. Refunds for Dropped Classes~~

26 Students ~~may are entitled to have the opportunity to~~ attend one class session for each registered,
27 for-credit course, without obligation. ~~Subject to the refund for full withdrawal provision of~~
28 ~~Subpart D, s~~Students are financially obligated for any classes dropped after the deadlines
29 ~~established fifth business day of the term, or one business day after the first class session,~~
30 ~~whichever is later. For purposes of this policy, business days are defined as Monday through~~
31 ~~Friday (excluding posted holidays).~~

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

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

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

Commented [HA2]: This section was moved to Procedure 5.12.4, new Part 2.

41 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

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

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

44 3. ~~Class terms less than three weeks in length.~~

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

45 ~~Subpart E. Waivers:~~

46 ~~The president may waive amounts due to the college or university for the following~~
47 ~~reasons:~~

48 ~~Employee Benefit Provided by a collective bargaining agreement~~

49 ~~Death of a student~~
50 ~~Medical reasons~~
51 ~~College error~~
52 ~~Employment related condition~~
53 ~~Significant personal circumstances~~
54 ~~Student leader stipends~~
55 ~~Course conditions (A course condition exists when the location or timing of the course~~
56 ~~results in the student not being able to use the services intended by a fee)~~

57 ~~Resident hall fees~~
58 ~~Natural disasters or other situations beyond the control of the campus~~

59 **Part 6. Waivers**

60 The president may waive amounts due to the college or university as authorized in system
61 procedure. for individual institutional waivers as approved by the Board.

62 Each college or university shall define the terms under which any authorized waiver will be
63 granted. The college or university must document the reason for all waivers. The college or
64 university cannot waive the MSUSA or MSCSA student association fee. However, a college or
65 university may elect to pay the fee on behalf of a student who qualifies for an approved tuition or
66 fee waiver.

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

69 **Part ~~3-7~~. Accountability/Reporting**

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

73 **Related Documents:**

- 74 • [Procedure 5.12.1](#) Military Service and Disabled Veterans
- 75 • [Procedure 5.12.2](#) Tuition Waivers and Deferrals
- 76 • [Procedure 5.12.3](#) Payment Related Dates and Registration Cancellation
- 77 • [Procedure 5.12.4](#) Refund of Tuition and Fees
- 78 • [Procedure 5.12.5](#) Payment Plans

79 To view any of the following related statutes, go to the Revisor's Web site
80 (<http://www.revisor.leg.state.mn.us/>). You can conduct a search from this site by typing in the
81 statute number.

- 82 • Minnesota Statute Chapter 136F.06
- 83 • Minnesota Statute Chapter 136F.70, Subd. 1
- 84 • Minnesota Statute Chapter 192.502, Protections
- 85 • Minnesota Statute Chapter 197.447, Veteran, Defined

86 **Procedure History:**

Commented [HA3]: This section moved to Procedure 5.12.2, new Part 3.

Commented [HA4]: This was added in response to the FY2015 internal control and compliance audit recommendation #3 for MSU, Mankato.

Commented [HA5]: Per Policy 3.7 Student Association – “Fees shall be collected for each enrolled credit by each college and university and shall be credited to each association's account to be spent as determined by that association. For purposes of this policy, enrolled credits include all credits in which a student has enrolled and not dropped before the institution's drop deadlines. Fees shall be forwarded by the institution to the statewide student association whether or not the institution has received payment for fees.”

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87 *Date of Adoption: 06/21/00,*

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

89 *Date & Subject of Amendments:*

90 *05/18/11 - Amended Part 2, Subpart A requiring colleges and universities must follow the*
91 *tuition and fees payment due date framework as defined in procedure 5.12.3.*

92 *08/15/07 - Part 2, Subpart B, is amended by deleting "may" after "universities" and*
93 *inserting "shall"; on line 34 after "fee" inserting "for internal payment plans" (see July 20,*
94 *2005 Board Meeting minutes).*

95 *08/15/06 - Part 2, Subpart A, is amended by deleting "may" after "universities" and*
96 *inserting "shall". Part 2, Subpart B, is amended by inserting after "date" the phrase*
97 *"provided the minimum first payment amount is paid as defined in procedure 5.12.5" (see*
98 *July 20, 2005 Board Meeting minutes).*

99 *(effective 8/15/05) 07/20/05 - Changed the title to include Tuition and Fee Due Dates.*
100 *Amended Part 2, Added Subpart A to allow presidents to grant tuition and fee deferrals in*
101 *certain circumstances. Added Subpart B requiring colleges and universities to provide*
102 *payment plans permitting students to pay tuition and fees. Amended Subpart C obligating*
103 *students financially for classes dropped after the fifth business day of the term. Amended*
104 *Subpart D changing "class day" to "business day" and defines schedule for refunds for*
105 *withdrawals. Amended Part 3 requiring colleges and universities to maintain records on*
106 *drops, nonattendance and waivers*

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

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