

**CLOVER PARK TECHNICAL COLLEGE
PROCEDURE**

CHAPTER	SECTION	TITLE	HISTORY		
5	4	Fee Procedure	Adopted 2018	Campus Forum 2018/2024	Reviewed 2024
			Revised 2022, 2024		Next review 2026

PROCEDURE

Quarterly Payment Schedule

Student fees are due by the quarterly due date which is approximately two (2) weeks prior to the start of each quarter or any other offered course period. Students registering after the due date must pay any full tuition/fees within two business days or set up a tuition installment plan (TIP) at the time of registration.

Drop for non-payment of tuition and fees

Students with outstanding balances as of the quarterly due date may be withdrawn and notified by email and/or text message sent to the preferred email address/mobile phone number as indicated in ctLink.

Enrollment Services, Student Financials, and other Student Services offices may audit student enrollment and financial records throughout the quarter. During audits, students with outstanding balances may be withdrawn and notified by email and/or text message sent to the preferred email address/phone number as indicated in ctLink.

Funding offices will notify Enrollment Services when a student's enrollment cancellation hold (service indicator) is released and tuition and fees are outstanding. Enrollment Services will review the student's record for drop for non-payment.

Exceptions

Exceptions for extenuating circumstances require approval by the Vice Presidents for Finance and Administration or Student Success.

Refunds

Refunds for financial aid recipients who do not receive Title IV aid will be issued in accordance with the College's refund policy as stated on the college catalog. All other refunds will follow policy and procedures in Chapter 3.22 **Return of Title IV Aid**

Students who receive Title IV aid (Federal Pell, Federal EOG, Federal Subsidized and/or Federal Unsubsidized Stafford loans and PLUS), Washington Need College Grant and /or Washington College

Bound Scholarships and withdraw from school are subject to the Return of Title IV aid and State repayment regulations (Federal and state law require that a student must “earn” the aid that they receive). When a student withdraws from school, the college is required to determine the amount of “earned” student aid using the Department of Education Return to Title IV and/or Washington Student Achievement Council calculations. This calculation is based on the number of days the student spent in attendance. If the student attends 61% or more of the quarter, it is determined that all aid has been earned. If a student completes less than 61% of the days in a given payment period, the earned and unearned portion will be calculated.

The “unearned” portion of the tuition will be returned to the appropriate Title IV program. The college will then bill the student for the amount of tuition that was returned in excess of the college’s refund policy. The “unearned” portion of the aid that was disbursed directly to the student will also be calculated. If applicable, the student will owe repayment to the Title IV programs. For Washington state aid, students who decrease enrollment status prior to the first day of the term will owe a repayment of the overpaid amount. If a Washington College Grant recipient never attends in the term for which they received a Washington College Grant award, the repayment is 100% of the grant amount. The student will be referred directly to the Washington Student Achievement Council. The student will be ineligible for further Title IV aid and Washington state aid until the funds are repaid or satisfactory payment arrangements have been made with the Department of Education and/or the Washington Student Achievement Council.

It is extremely important to work with the Student Aid and Scholarships Office if a student must withdraw from college. Withdrawing before completing 61% of the payment period, can have a significant financial impact on the student.

Distribution of Refunds, Repayments, and Return of Title IV Funds

Funds will be returned/refunded in the following order:

- Federal Direct Stafford Loan Programs
- Federal Pell Grant
- Federal Supplemental Education Opportunity Grant
- Washington College Grant
- Other Programs providing aid
- The student

APPROVAL:	
By: <u>Patricia Dean Kelly</u>	Date: <u>2/22/24</u>
Vice President's Name Here	