

## **VI:02:02 NON-CREDIT COURSE AND WORKSHOP FEES AND REFUNDS**

### **Purpose**

The purpose of this policy is to provide information regarding the procedures involved in the establishment of non-credit program\* fees and refunds.

### **Fees for Non-Credit Courses and Workshops**

Non-credit program fees are established and assessed by the Division of Continuing Education and Economic Development in accordance with TBR Guideline B-060 and do not require TBR approval. Fees are published in the schedule of classes and/or in the publication announcing the activity.

Non-credit program fees vary and are calculated based on the following criteria: hours of instruction, instructor qualifications, facilities and equipment needs, materials needs, community/industry demand, competitive external market fees, and other related criteria.

Fees for co-listed classes, courses in which credit and non-credit students are taught by the same instructor, in the same classroom, and completing the same course requirements, are based on the current approved in-state maintenance fees.

Students enrolled as non-credit students are assessed the published course or workshop fee only. In some cases, the materials/textbook fee is included in the program fee. In those instances, that information is included in the publication announcing the activity. No incidental fees (application, access, activity, SGA, technology, late fee) are assessed.

There is no provision for the use of State, TBR, or UT fee waivers or fee discounts associated with enrollment in non-credit programs.

### **Service Fees**

A service fee is assessed for the processing of the registration of students enrolled in non-credit programs offered by external agencies that have been approved by the Division of Continuing Education and Economic Development.

A service fee is assessed for the processing of an original and for a duplicate Certificate of Completion requested by a student. Certificates of Completion are issued only to students who successfully completed a non-credit course or workshop.

The Returned Check Fee applies to students enrolled in non-credit programs.

There is no fee assessed for a transcript of record.

## Non-Credit Refunds

Each continuing education non-credit course (includes workshops and seminars) is given a specific course ID. The course ID includes an alpha reference to the refund policy.

**NR:** If the course ID ends in **NR**, there is no refund of course fees. **NR = No Refund.** However, an individual or company/agency may substitute a colleague/employee/other individual if they cannot attend or they may transfer the course fee to a different course. 100% refund applies only if the course is canceled by the College.

**RP:** If the course ID ends in **RP (RP = Refund Policy)**, the following refund policy applies:

A 100% refund of Continuing Education course fees is approved only under the following conditions:

- When a course is canceled by the College, or
- When a faculty member recommends that a student drop a course, or
- When a student is deemed ineligible by the institution, or
- When the student's death occurs during the period of enrollment, or
- When a student officially withdraws or drops a course prior to the first scheduled class meeting date.

A 50% refund of Continuing Education course fees is approved:

- When a student officially withdraws or drops a course on or after the first scheduled meeting date and prior to the second scheduled class meeting date.

No refund of Continuing Education course fees is approved when a student officially withdraws or drops a course on or after the second scheduled class meeting date.

## Exceptions/Appeal

Requests for exceptions to the non-credit course or workshop refund policy must be submitted in writing to the Director of Non-Credit Instruction. If the decision of the Director is not acceptable to the student, a written appeal may be directed to the Assistant Vice President for Continuing Education and Economic Development.

\* Program is defined as a single course or workshop/seminar as well as a series of courses leading toward a Certificate of Completion.

1, 1988; May 15, 1990 presidents meeting; August 14, 1990 presidents meeting; November 10, 1992 presidents meeting; August 10, 1993 presidents meeting; November 9, 1993 presidents meeting; August 9, 1994 presidents meeting; May 8, 1995 presidents meeting, August 8, 1995 presidents meeting, November 8, 1995 presidents meeting, February 6, 1996 presidents meeting, May 14, 1996 presidents meeting, November 12, 1996 presidents meeting, May 6, 1997 presidents meeting, July 16, 1997 called Board meeting, November 5, 1997 presidents meeting, February 17, 1998 presidents meeting via conference call, August 25, 1998 presidents meeting, May 9, 2000 presidents meeting, August 8, 2000 presidents meeting, November 8, 2000 presidents meeting, February 13, 2001 presidents meeting, August 21, 2001 presidents meeting, May 21, 2002 presidents meeting, February 11, 2003 presidents meeting, May 20, 2003 presidents meeting, February 10, 2004 presidents meeting, August 17, 2004 presidents meeting, February 8, 2005 presidents meeting, May 17, 2005 presidents meeting, February 8, 2006 presidents meeting, May 16, 2006 presidents meeting, August 16, 2006 presidents meeting, May 15, 2007 presidents meeting, August 21, 2007 presidents meeting, November 6, 2007 presidents meeting, February 17, 2009 presidents meeting; May 12, 2009 presidents meeting; August 11, 2009 presidents meeting; November 10, 2009 presidents meeting; February 16, 2010 presidents meeting; February 15, 2011 presidents meeting; May 17, 2011 presidents meeting; August 16, 2011 presidents meeting.

VSCC Source: July 1, 1989, President; July 25, 1991, President; July 1, 1992, President; July 2, 1997; President; November 27, 2007, President; August 8, 2011, President's Cabinet