

Upon recommendation by the College President, tuition and fees shall be set annually by the Board and shall be published in the College District catalog and other appropriate publications.

**Excessive Hours or Repeated Courses**

The Board shall determine annually if the College District shall charge a resident a higher tuition rate for excessive hours or repeated courses in accordance with law. If the Board adopts a higher rate, the Board shall describe any applicable exemptions. The rates, exemptions, and required notice shall be published in the College District catalog and other appropriate publications.

**Waivers**

The College District shall publish in the College District catalog and other appropriate publications:

1. The tuition and fee waivers the College District is required by law to grant; and
2. Any legally authorized tuition and fee waiver adopted by the Board.

**Collection of Tuition and Fees****Installment Payments**

The College President or designee may adopt an installment payment plan in accordance with state law.

**Collection Procedures**

The College President or designee is authorized to develop procedures for the collection of tuition and fees.

**Refund Policy**

The College District shall refund tuition and fees for courses from which the students drop or withdraw in accordance with law and related provisions adopted by the Board and published in the College District catalog and in any other appropriate College District publication. Tuition and fees paid directly to the institution by a sponsor, donor, or scholarship shall be refunded to the source rather than directly to the student.

## TUITION AND FEES

FD  
(LOCAL)

The Executive Director of Student Affairs is responsible for reviewing and updating this policy. Policy reviews are made in accordance with the Office of Institutional Effectiveness Policy Tracking document.