

 Prescott College	Policy Number: 335	
	Policy Category: <i>Student Policies</i>	
	<i>Tuition and Fees, Payment and Refund</i>	
	Policy Summary: <i>This policy establishes the requirements related to the payment of tuition and fees.</i>	
	Approval Date: 01/08/2024	Effective Date: 01/08/2024
	Scheduled for Review: <i>Spring 2029</i>	
Policy Owner: <i>Vice President, Finance and Administration</i>		

Policy Statement

Payment of all tuition and fees for all programs is due by the published tuition due dates for each term. Refunds are calculated based on reduction in credits or fees under specific circumstances or may be applicable based on the application of payments or financial aid awards greater than the charges.

Tuition is charged based on the number of credits enrolled in for an enrollment period. Refund dates are based on the enrollment period. Tuition and fees are established with the College budget each year and are not negotiable. The tuition and fees for each academic year are published each year on the college website. See the Academic Calendar for tuition due dates for each program. NOTE: Some courses have non-refundable course fees. These fees are the student's responsibility even if they drop the course before the add/drop deadline.

A student who provides written notice of cancellation within three days, excluding Saturday, Sunday and federal or state holidays, of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days after receiving the notice of cancellation, the College shall provide the 100% refund

Students with a balance on their account from a current term will not be able to register for a future term until payment arrangements are made with Student Accounts or the balance is paid in full.

Consequences of non-payment

If, for any reason, a student's account is not paid in full by the first day of enrollment, Prescott College has the following options:

1. If a student has a previous balance owing on the first day of a new enrollment period, the student may not be eligible to re-enroll.
2. Delinquent payments or unpaid balances will incur a late charge of \$25.00 per month.
3. The student's account may be turned over to a collection agency or attorney with all collection costs charged to the student or responsible party.
4. Transcripts will be withheld.
5. The student will not receive his or her diploma.
6. Institutional Recommendations for Teacher Certification will be withheld.

The College may use any or all of the above options to collect any debts owed. A \$20.00 fee will be charged for all returned checks. Veterans for whom the disbursement of funds from the VA has been delayed will not incur any late fees or penalties.

Refunds

Tuition

Students may be eligible to receive a tuition refund only when a decrease in credit hours changes the students' number of enrolled credits. The effective date is when a written request (Drop/Add form or Leave of Absence/Withdrawal form) is received in the Office of the Registrar. All refunds are based on the date of the written request to drop credits, calculated as per the schedule below. There will be no refund for "withdrawn" credits/courses. (See also, Withdrawal from College for more information). See Academic Calendar for specific drop/add dates per session.

Term, Session and Blocks	
Week:	% of Paid Tuition Refunded
Prior to Start of Term, Session or Block	100% refund
Through End of Drop/Add Period	100% refund
After End of Drop/Add Period	0% refund

Fees

Some courses require a non-refundable deposit at the time of registration. These are identified in the course schedule. Students who attend Orientation and do not enroll for the term are not entitled to a refund of the orientation fee.

Right to Appeal the Refund Policy

See Non-academic Appeals Policy 348.

Students who believe that individual circumstances warrant an appeal to this published refund policy may file a formal, written appeal. The reasons one may file an appeal include: medical emergencies; severe health issues; family or personal catastrophe. The student is required to provide a letter stating why they are requesting the appeal, being as specific as possible, submitted to the Deputy Chief Operating Officer. Students requesting an appeal for medical reasons will be required to provide written documentation from the attending physician and/or licensed medical professional providing a summary of the medical issue. The College reserves the right to refuse an appeal of the refund policy.

Definitions

Reason for Policy

Tuition and fees must be paid in a timely fashion for the continuation of student status.

Responsibilities

For following policy:	All students
For enforcement of policy:	Bursar
For oversight of policy:	Vice President, Finance and Administration
For procedures implementing the policy:	Bursar
For notification:	Policy Librarian

Procedures

Payment of tuition and fees for all programs is due by the published tuition due dates for the term. If payment cannot be made in full by the published tuition due date, payment arrangements with the Student Accounts office must be in place. Financial aid and/or the College's payment plan must be final and in place for it to count as payment.

There is an online interest-free payment plan available each term through NelNet. To access the payment plan, students log into their online student account through MyAcademicServices, choose Finance and then Make or Manage Online Payments. If students set up their payment plans as early as possible, they will be able to split their balance across five payments for fall and spring and three payments for summer. The plan for each term is designed to ensure that the account is paid in full prior to the end of that term.

Payment options include:

- Cash
- Check
- Money Order delivered in person at the Penstemon Building or via mail payable to Prescott College, Attn. Student Accounts, 220 Grove Ave, Prescott, AZ 86301
- Credit or debit card
- Direct withdrawal from bank account (through online student account and NelNet)
- Payment Plan (through online student account and NelNet)
- Third Party Payers (contact Student Accounts for options)
- Financial Aid*

*Financial aid recipients must complete all to-do items listed on their award letter (or via email communication from the Financial Aid Office) before the tuition due date including, but not limited to: accepting or declining Federal Direct Loans, Loan Entrance Counseling (if accepting loans). If awards alone are not sufficient to cover the total amount of tuition and fees due, other payment arrangements (i.e. payment plan) must be made to pay the balance. Balances not settled by the tuition due date are subject to late fees.

Cross Referenced Policies

Non-academic Appeals Policy 348

Revision History

Extracted from catalog, January 2024