

COLUMBUS STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

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STUDENT FEES  
Policy No. 7-06  
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Effective July 15, 2012

- (A) The Board of Trustees shall establish the following fees to defray the costs associated with admission, establishing and maintaining a college record, registration, instruction, student support services of a non-instructional nature, and student activities.

*Application, Records, and ID Fee:* The application, records, and ID fee defrays the cost of enrolling at the college, including application and permanent record maintenance, and the cost of one (1) student identification card, which can be obtained in the semester the fee is paid or a future semester. The fee is assessed at the time of initial registration, and is non-refundable. For students who were not charged and/or did not pay a Matriculation fee or Application, Records, and ID fee during a prior quarter/semester for any reason, the Application, Records, and ID fee is charged and due the current semester of registration in which the fee is invoiced to the student's account. International students may be assessed an application, records, and ID fee different from domestic students to offset the cost of doing business.

*Tuition:* Tuition shall equal the total of the instructional fee and a general fee:

*Instructional Fee:* The instructional fee for Ohio residents defrays the cost of expenses incurred for instructional, educational resources, physical plant operation and administrative services.

The instructional fee for students who are non-Ohio residents of the United States or are international students defrays the costs of instructional, educational resources, physical plant operation and administrative services not subsidized by the State of Ohio.

*General Fee:* A general fee defrays the cost of registration, student activities services, and student support services of a non-instructional nature.

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*Timely Payment:* Tuition, laboratory, and all other fees must be paid in full, each semester, by the date established by the college. The college may drop student schedules if tuition, laboratory, and all other fees are not paid by established deadlines, or if an outstanding balance is owed for a prior term. Outstanding balances may also result in restrictions from registering for future semesters and obtaining transcripts.

*Tuition Refund:* Tuition is refundable pursuant to college procedure.

- (B) The college shall establish the following fees:

*Laboratory Fees:* Laboratory fees for individual courses shall be assessed for the purpose of purchasing materials used for laboratory purposes. Laboratory fees are refundable pursuant to college procedure.

*Parking Permit Fees:* Parking permit fees shall be assessed each semester to defray the cost of providing parking for students. Parking permit fees are non-refundable.

*Assessment Fees:* A fee shall be assessed for the purpose of developing, administering, evaluating and reporting placement, prior learning assessments, and other third-party tests or exams that the college deems necessary.

- (C) The college may establish the following fees:

*Late Application Fee:* Students who apply to the college beyond established application deadlines each semester may be assessed a late application fee.

*Course Registration, Late Registration, and Re-Registration fee:* Fees may be assessed on students' accounts with add, drop, or other changes in the status of courses as defined in college procedure.

*Educational Records:* A fee may be assessed for providing students with duplicate copies of official transcripts and of other educational records as defined in college policy and federal and state statutes and regulations.

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*Replacement Fees:* The college may assess a fee for the replacement of student identification cards and other items purchased or borrowed.

*Graduation and Commencement Exercises Fee:* Students who petition for graduation may be assessed a fee to defray expenses.

- (D) The college shall comply with Federal and State of Ohio Financial Aid Program regulations.
- (E) By law, outstanding balances and fines will be referred for collection to the State of Ohio Office of the Attorney General, or other third-party collection agency as deemed appropriate. Accounts referred for collection may incur collection or other fees.
- (F) The President may waive fees in extenuating circumstances.
- (G) The President shall establish procedures to administer this policy.

*Approved by the Board of Trustees: November 17, 2011*

*Last Effective Dates: February 1, 2006; June 26, 2000*