

MAINE COMMUNITY COLLEGE SYSTEM

FINANCIAL AFFAIRS Section 707

SUBJECT: TUITION, FEES, CHARGES, WAIVERS AND REFUNDS

PURPOSE: To establish a uniform policy for setting and managing certain student charges throughout the Maine Community College System

A. Authority

The Board of Trustees shall establish tuition and set policies relating to all other charges as determined necessary by the trustees for the efficient administration of the System.

1. Tuition

The Board of Trustees shall set the rates of in-state and out-of-state tuition for the colleges of the MCCS.

2. Fees

The Board of Trustees shall define the categories of fees for which colleges may charge and set the limits on both the amount and annual percentage increase that a college may charge for each category. The college presidents shall have the authority to set such fees within those categories and limits.

3. Room and Board Rates

The Board of Trustees shall set the limits on both the amount and annual percentage increase that a college may charge for room and board. The college presidents shall have the authority to set such rates within that range. The college presidents may increase such rates within an academic year provided that such increases do not exceed the limits set by the Board of Trustees.

B. Waiver of Certain Charges

Notwithstanding the foregoing, the MCCS may waive certain charges as follows.

1. Definitions

For purposes of this section, a “waiver” is defined as a reduction by a college, in whole or in part, of a fee(s) or charge(s) that a college would otherwise collect; and where there is no offsetting payment from another source so the college loses an amount that would otherwise be receivable. Scholarships paid to or by the MCCS to pay for all or a part of a fee or cost imposed by a college are not considered waivers for purposes of this policy.

2. Types of Waivers

a. Waivers from Statute and/or Agreements

The MCCC recognizes its obligation to waive tuition and/or other certain costs as specified in pertinent statutes, collective bargaining agreements, other employment or volunteer agreements, and reciprocal agreements with other educational institutions. The MCCC shall comply with the obligations set forth in those laws and agreements, and may also adopt in MCCC Procedures as provided in section B.3 below any reasonable additional terms and conditions that do not violate such laws and/or agreements.

b. Waivers from Past Practice

The MCCC also recognizes its practice to provide certain waivers for qualified Native Americans and senior citizens. The MCCC may, through its Presidents Council, determine the terms and conditions that the colleges may apply to those waivers.

c. Other Waivers

The Board of Trustees retains the authority to define classes of persons authorized to receive a waiver. The System and college presidents shall have the authority to grant a waiver in exceptional individual cases.

3. Limitations and Restrictions Permitted

Unless expressly prohibited or otherwise provided by statute or written agreement, the MCCC may also adopt reasonable limitations on access to, or the scope of, such waivers. Students who receive a waiver shall also remain subject to all other rules governing student attendance, such as, but not limited to, meeting admission standards, making satisfactory academic progress, and maintaining satisfactory disciplinary status.

C. Refund of Charges

1. Definitions

For purposes of this section:

- a. "Official withdrawal" means the student's timely and complete execution of documents required by a college to accomplish formal removal from, as appropriate to the context, the college or its course(s), residence and/or meal plan; and
- b. "Unofficial withdrawal" means any absence without the notice required for an official withdrawal.

2. <u>Refunds of Tuition and Fees</u>	<u>Refund</u>
a. Course canceled by college	100% of canceled course
b. Official withdrawal from a course which produces a net reduction in student's semester credit hours and which is:	
1. Within 6 business days of the semester's first day of classes	100% of each dropped course
2. Between 7 and 10 business days of the semester's first day of classes	50% of each dropped course
3. After 10 business days of the semester's first day of classes	0% of each dropped course
c. Unofficial withdrawal at anytime	0% of each dropped course

3. <u>Refunds of Room and Board Charges</u>	<u>Refund</u>
a. College residence canceled by college	100% of room and board charges
b. Official withdrawal from a college residence prior to the:	
1. Semester's first day of classes	100% of room and board charges
2. End of the semester's second week of classes	80% of room and board charges
3. End of the semester's third week of classes	60% of room and board charges
4. End of the semester's fourth week of classes	40% of room and board charges
5. End of the semester's fifth week of classes	20% of room and board charges
c. Official withdrawal from a college residence after the end of the semester's fifth week of classes	0% of the room and board charges
d. Unofficial withdrawal from a college residence at anytime	0% of room and board charges

4. Exceptions

Notwithstanding the foregoing, the following exceptions apply:

- a. Refunds for room(s) and/or board canceled after a semester begins due to a force majeure or like event will be pro-rated; and
- b. Colleges may also provide exceptions on a case-by-case basis for students who present unusual and compelling medical or other significant extenuating circumstances. Each college shall adopt a form and process for reviewing student requests for such exceptions.

REFERENCES: 20-A M.R.S.A. §12706(7); and §12712(1)

DATE ADOPTED: June 24, 2009

DATE(S) AMENDED: June 22, 2011, September 8, 2011