

<b>Procedure:</b>	Tuition and Fees	<b>Procedure No.:</b>	F16010.2
<b>Authority:</b>	College President	<b>Associated Policy Reference No.:</b>	F16010
<b>Procedure Owner:</b>	VP Admin & Finance	<b>Responsible Party:</b>	Finance
<b>Approved:</b>	October 13, 2021		
<b>Revised:</b>	(DATE)		
<b>Reviewed:</b>	(DATE)		

**Purpose**

The purpose of this procedure is to establish the process by which tuition and fees at Broome Community College, inclusive of payments, refunds, residency requirements, appeals, collections, deregistration and account balances are implemented and or enforced.

This policy regulates the tuition and fees procedure of Broome Community College.

The tuition and fee resolution setting the rates shall be adopted annually by the Board of Trustees.

**A. Residency Requirements for Tuition Purposes:**

To be eligible for the resident tuition rate, students must meet one of the following requirements:

1. Must have one year's legal residency in New York State and six months in the County of Broome immediately preceding the time of registration for any period of attendance. The legal residency of unmarried students under 25 is deemed to be that of their parents.
2. New York State students from counties other than Broome may have the nonresident tuition rate waived by submitting a Certificate of Residence from their home county fiscal office. The Certificate of Residence is a form issued to the student by the county in which they reside verifying their place of residence. To qualify for a Certificate of Residence, students must have lived in New York State for the past twelve (12) months. Residency must be verified by the county in which they have lived for the six (6) months prior to the start of the semester. If a student has lived in more than one New York State county during those six (6) months, verification from each county will be required. The submission of a valid Certificate of Residence qualifies students who reside in counties other than Broome for the Broome County resident tuition rate.
3. Non-resident students (including undocumented students) may be eligible for resident tuition if they have graduated from a New York high school or

received a NYS high school equivalency diploma within five (5) years of application to the State University of New York. The Office of Admissions will review eligibility for this exception at the time of application to the College.

4. United States Veterans and their spouses, surviving spouses and dependents, who are eligible for Veteran Administration educational benefits and have provided such documentation as required by SUNY Broome Community College and the Veterans Administration as proof of eligibility.

Applications for a Certificate of Residence are available in the Student Financial Services Office and on the College's website. For students commencing study in the fall semester, the certificate will cover a full year, including fall and spring semesters and summer sessions. Certificates of Residence must be renewed each year. Individuals on student visas cannot qualify for a Certificate of Residence. Questions about residency status should be directed to the Office of Student Financial Services, Student Services Building or by telephone at 607-778-5230.

Any of the following is appropriate documentation of New York State and Broome County legal residency:

1. A mortgage statement or deed of ownership from the parent/guardian of the student;
2. A tax bill for the New York State property owned by the student or the student's parent/guardian;
3. A copy of a lease executed by the tenant and landlord, with an affidavit by the landlord that the lease is in effect with a copy of the landlord's mortgage statement or deed of ownership;
4. Statements for utility bills;
5. A pay stub or income tax form showing the New York State address;
6. A voter registration document or a state- or other government-issued ID;
7. New York State driver's license or non-driver identification card;
8. New York State motor vehicle registration;
9. New York State income tax return; or
10. New York State bank account.

**B. Tuition, Fees and Expenses:**

Students who register for 12 or more credits or their equivalent during the fall and spring semesters are considered full-time students and pay full-time tuition and fees. During the summer and winter semesters, charges are based on credits or their equivalent. The tuition and fee schedule is subject to change at the discretion of the College and approved via resolution by the Board of Trustees.

All students registered at SUNY Broome assume financial liability at the time of registration by acknowledgement of the Financial Responsibility Agreement.

All students must pay tuition and fees in full or make other acceptable arrangements with the Student Financial Services Office at the time tuition payment is due. The College reserves the right to cancel student schedules

(deregister) when payment or another payment arrangement is not received by published deadlines. Original schedules cannot be guaranteed for students who must re-register. Students whose class schedule has been cancelled (deregistered) will be subject to a \$50 non-refundable, non-negotiable re-registration fee. The amount of outstanding balance from prior semesters for both full and part time students that will not be subject to deregistration for non-payment shall be determined by the President and shall be included on the College website.

To meet their financial obligation, and avoid loss of class schedule (deregistration) students are required to confirm their enrollment and meet one of the following criteria prior to the due date or date of registration (whichever is later):

1. Make payment in full out of pocket by the due date.
2. Have enough anticipated financial aid awards to cover charges in full by the due date (Grants/Loans/Scholarships).
3. Enroll in a payment plan with the Student Accounts Office for the full amount due no later than the due date or date of registration (whichever is later).
4. If expecting to be funded by an outside third party, such as a scholarship from an organization outside of SUNY Broome, or by an employer, the student must notify the Student Accounts Office and provide documentation before the bill due date or upon registration (whichever is later) to avoid deregistration.
5. A combination of the above.

Failure to pay tuition may result in accounts being turned over to a collection agency and in students being barred from registering for the upcoming semester. Students with overdue tuition and fees and who are referred to a collection agency, will incur additional liabilities of up to 33% to cover all associated collection costs.

New York State Education Law allows the College to waive the cost of tuition for senior adults 60 years of age and older who wish to observe (audit) credit courses on a space available basis. These observer students who are auditing classes are responsible for lab and other fees associated with credit courses. As observer auditors, these senior adults are not examined, graded, or given academic credit. Senior adults will be required to pay tuition for courses taken for credit. These include courses taken to satisfy professional requirements, to maintain credentials, or to meet continuing education requirements.

Students who fall into the following categories will be financially obligated to the College regardless of attendance:

1. Students who fail to complete and submit a College drop/add form to the Registrar's Office or drop course(s) online at [mycollege.sunybroome.edu](http://mycollege.sunybroome.edu) within the refund period of the semester will be financially liable to the College for the unpaid balance, regardless of attendance.
2. Students whose tuition and fees are charged to financial aid awards at the time of registration, or who receive a deferment based on pending financial

awards at the time of registration and who subsequently become ineligible for the financial aid (for any reason) will be liable for all funds due to the College, regardless of attendance.

3. Students who remit payment for tuition and fees with a check that is returned unpaid (for any reason) become liable for the full amount of tuition and fees assessed plus an associated returned check fee. Similarly, any credit card payment which is “charged back” or disputed shall also make the student liable for the full amount of tuition and fees assessed.

The College will not dismiss or waive a debt created by a refund issued to a student based on financial aid when such aid is subsequently cancelled or reduced.

### **C. Tuition Refunds:**

Tuition refunds will be granted after the following requirements have been met:

In order to receive a refund of paid tuition, all students who wish to withdraw from a course must either drop the course online at [mycollege.sunybroom.edu](http://mycollege.sunybroom.edu) or submit a drop/add form to the Registrar’s Office. Once processed, Broome Community College is authorized to calculate the student’s tuition liability and applicable refund in accordance with the published tuition liability schedule below.

Students will receive refunds in accordance with the tuition liability schedule, as promulgated by the State University of New York, and as published annually in the document entitled “Student Refund Policy”. The amount of the refund is dependent upon the date of the student’s official withdrawal from the College or course(s).

Refunds will not be issued:

1. Unless the course has been officially dropped as described above. (Note: Failure to attend, informing the instructor of withdrawal, or stopping payment on a check or credit card does not constitute an official drop or withdrawal.)
2. For withdrawal due to failure in complying with State mandated immunization requirements.
3. If the refund application is made later than one year from the end of the semester for which the tuition liability is incurred.
4. To students dismissed for academic or disciplinary reasons.
5. On non-refundable fees.

### **D. Refund Schedule:**

#### Fall and Spring Semesters

Drop prior to the start of classes: 100% of tuition

Drop during the first week of classes: 75% of tuition  
Drop during the second week of classes: 50% of tuition  
Drop during the third week of classes: 25% of tuition  
Drop after the third week of classes: No Refund  
Fees are Non-Refundable after the start of classes

Summer/Winter (and Mini) Sessions

Drop prior to the start of classes: 100% of tuition  
Drop during the first week of classes: 25% of tuition  
Drop after the first week of classes: No refund  
Fees are Non-Refundable after the start of classes

\*The first week of the semester shall be deemed to start with the first calendar day of the College semester, and shall end on the 7th calendar day of the semester.

Non-attendance in a class, informing the instructor of withdrawal, or stopping payment on a check, does not constitute official withdrawal notification. Students are liable for payment of tuition and fees due up to the date on which the application for withdrawal is officially approved within the refund period. Refunds will be calculated based upon the date of withdrawal as approved by the Registrar and verified by Student Financial Services. Students should allow at least six (6) weeks beyond the Liability/Refund Policy for refund checks to be processed. A valid address must be on file with the Registrar in order to process a refund check.

The College shall grant a full refund of tuition and fees to any student:

1. Whose course has been canceled by the College; or
2. Who is unable to complete any course during the semester as a result of the following:
  - a. Return to Federal military service; or
  - b. Enlistment and orders to report into Federal military service

**E. Refund Appeals:**

All appeals:

1. Must be submitted by the student in writing to the College's Refund Committee;
2. Must include supporting documentation, e.g. medical condition verification sent directly to the College by physician or medical facility, death certificate, police report or any other relevant information for the use by the Refund Committee members in support of the student's position; and
3. Must be received no later than one (1) year after the end of the semester/session in which the course(s) were taken.

Approval of a tuition appeal will result in the removal of the course(s) from the student's transcript and, once removed, will not count towards full time status for verification purposes.

To consider a refund appeal procedure: After the above official withdrawal procedure has been completed, the student who believes an exception is justified, may submit a written appeal with supporting documentation to the Refund Committee, Student Financial Services, Broome Community College. All refund requests must be submitted within ONE (1) YEAR after the end of the term in question. Students are liable for payment of tuition and fees due up to the date on which the application for withdrawal is officially approved within the refund period. Refunds will be calculated based upon the date of withdrawal as approved by the Registrar and verified by Student Financial Services.

**F. Third Party Sponsored Payments:**

Students whose bill will be covered in whole or part by a third-party sponsor (Union, Access, Veteran's Benefits, employer, etc.) must contact Student Financial Services to advise of such and submit appropriate voucher or other needed documents. Failure to do so prior to the scheduled payment due date may result in the cancellation of your classes. If a sponsorship remains unpaid for any reason, the student is responsible for the outstanding balance.

**G. Scholarships:**

Scholarships are awards that are given based on merit, need or talent and do not have to be paid back. However, certain criteria may apply in order to receive or maintain a scholarship award. The College does not endorse or recommend any scholarship service or private scholarship websites.

**Definitions:**

**Student:** Any individual who has registered for coursework.

**Semester:** Fall, Winter, Spring, Summer

**Financial Liability:** Financial obligation to the College as a result of course registration.

**De-registration:** Loss of class schedule prior to the start of the semester.

**Related Policies/Resolutions (by number):**

Tuition and Fee Resolution

FI6010.1 Deregistration for Non Payment Procedure

FI6010 Tuition and Fee Policy

**To whom it applies (title or department)** All Departments, Employees and Agents of SUNY Broome must comply with this policy. This policy is binding on all students

<b>Action</b> <i>(Created, Reviewed, Retired)</i>	<b>Date</b>	<b>Initials</b>	<b>Position Title</b>
<i>Created</i>	09/27/2021	JT	<i>AVP and Controller</i>