



AP 5030 Tuition and Fees and Payments and Refunds

References:

NWCCU Standard 2.G.2 (2020)
ORS 341.290(8)

Overview

Rogue Community College, in carrying out its instruction and public service mission, receives funds from many sources and levies a number of fees or charges on a wide range of users. Fees are generally charged to recover costs, either partially or fully, or to ration or control the demand for services. Fees are charged to students, programs, and the general public.

The Board of Education (Board) has the authority to assess the following types of fees:

- Tuition fees;
- Program fees;
- Course fees;
- Service and activities fees;
- Charges for services;
- Other fees/charges as determined by the discretion of the Board.

The Board has retained authority for review and approval of certain fees and has delegated authority for review and approval of other fees and charges to the College President, who, in turn, may delegate review and approval to others.

Fees Approved by the Board

The Board retains final authority to review and approve all fees and policies governing fees charged to students for degree credit instruction, or where considerations of procedure, shared authority, and political sensitivity warrant Board approval. The College President shall present recommendations to establish or modify such fees or fee policies to the Board. The following user fees are included in this category:

1. Tuition

Tuition rates for in-state/border-state, out-of-state and international students must be approved by the Board by March 30th, for the following year.

2. Common Fees



The following common fees must be approved by the Board by March 30th, for the following year.

- a. Universal Fee - All students shall be charged a per credit fee, for a maximum of 15 credits per term, universal fee. Noncredit courses will not be assessed a per-unit universal fee.
- b. Program Fee - All students who have a declared major that charges a program fee will be charged the applicable fee.
- c. Course Fee - All students who are enrolled in a course with a course fee will be charged the applicable fee.
- d. Application Fee – All students who are applying to a program with an application fee will be charged the applicable fee.

3. Other Fees

The review and approval of all other fees and charges is delegated by the Board to the College President, who in turn, delegates such review and approval as prescribed in the following sections.

Fees Approved by the College President

The College President may impose college-wide fees and charges to recover costs fully, partially, or to ration services. The College President delegates to the Vice President for the departments under their authority, the review and approval of fees and charges not covered in section 2 above.

1. All Fees and Charges Intended to Ration Services

All fees and charges which are intended to ration services or to compel compliance with regulations can be approved by the Vice President for the departments under their authority, as long as the scope of the fee affects only those programs and students within their designated areas of responsibility. Examples of such fees include charges for library book replacement, installment fee, or missed appointment fees.

2. All Fees and Charges Necessary to Recover in Full or in Part the Costs of Continuing Education

All fees and charges necessary to recover in full, or in part, the costs of continuing education, performing arts, auxiliary educational activities, sporting events and other auxiliary enterprises and self-sustaining programs that provide services to students, other campus programs, or the general



public can be approved by the Vice President for the departments under their authority.

Payments and Refunds

1. Students who fail to attend or stop attending but do not officially drop by the deadline, as outlined in the Academic Calendar, remain responsible for the balance on their student account. For courses that do not run the full length of the term refer to the Credit class refund deadlines on the [Add/Drop/Withdraw from Classes page](#).
2. All tuition and fees must be paid within the timeframe allotted to avoid a drop for non-payment and/or a penalty for non-payment fee. Please refer to the online academic calendar for specific dates.
3. The College will begin collections process on student accounts with balances at the end of the term. Students will have 30 days from the date of the collections notice to make payment in full. If payment is not made in full, the student's account will be assessed a collection fee and the account will be submitted to a third-party collection agency. The collection agency will use all legal means available to collect the debt including, but not limited to garnishments, and submission of debt to credit bureaus.
4. Tuition and fees charged on a student's account in error will be credited for the entire amount of the error.
5. All tuition and fees will be refunded if the College cancels classes.
6. All tuition and fees will be refunded due to changes in law or regulation authorizing and establishing a waiver or prohibiting a fee.
7. Tuition and fees will be refundable when a student drops from class(es), if the student does so during the established drop period. Please refer to the online Academic Calendar for specific dates.
8. Students will be notified via the college website of available waivers of required tuition and fees. The student is responsible for notifying the College of their eligibility within the same academic school year, or within 60 days from the end of spring term.
9. For students who are members of an active or reserve military service and who receive orders compelling a withdrawal from courses, the College will, upon petition of the affected student, refund all tuition and fees for said term, unless academic credit is awarded.



10. Returns related to Federal Title IV assistance will be calculated and disbursed in accordance with all applicable Federal Requirements.

Third Party Payments (Waivers and Scholarships)

Third-party agency payments on the student's behalf will be accepted and posted to the student's account upon receipt of the agency authorization contract/letter. Students are responsible for the balance on their student account until payment is received from the agency. Students are subject to the non-payment penalty, late fees, and collection proceedings if the agency does not pay by the specified deadlines.

Installment Plan –Tuition and Fees

Eligible students may enroll in an installment payment plan for a flat fee per term, allowing them to pay their tuition over time throughout the term, instead of by the initial payment deadline. The plan specifies the payment amounts and due dates, all of which must be met to avoid late payment fees. Students must be in good financial standing with RCC and have a "currently attending" status at the time of enrollment in the installment plan.

Credit students must complete all installment payments within the term of enrollment. Certain high-cost non-credit programs allow up to six months for payment.

For detailed due dates, payment amounts, and additional information, visit the [Payment Information](#) page on the website.

Student Record Appeals

Students enrolled in credit courses may appeal their academic record and/or ledger balance within two years of the term being appealed.

Non-credit course students must submit a [Non-Credit Student Account Appeal](#) within the same academic calendar year.

If you were awarded Financial Aid and are requesting an adjustment to your enrollment, your appeal must be submitted within the same academic year or within 60 days of the end of the spring term.

For eligibility requirements and additional details, please refer to the online [Student Record Appeal Form](#).



Approved: March 3, 2020

Rescinds: VII.A.020, VII.A.040, VII.A.050, VII.A.120

Revised: December 9, 2025