

**Title 4 - Codification of Board Policy Statements**

**Chapter 17**

**FEES AND EXPENSES**

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## **Section 1. Assessment of Fees**

1. The Board of Regents shall establish tuition rates for students who are not residents of Nevada, and registration and other fees to be assessed all students. In establishing such rates and fees, the Board recognizes that both the students of the NSHE institutions and the citizens of the State of Nevada share in the benefits of higher education, and therefore, both students and the state should contribute appropriately to support high quality instructional programs. Further, the Board reaffirms its commitment to equal access to NSHE programs regardless of a student's financial circumstances, and therefore, shall establish tuition rates and fees at such level to encourage participation in higher education. (B/R 10/92)
2. On a biennial basis in the Spring of every even-numbered year, the Chancellor will appoint and chair a System committee composed of elected student government representatives, campus Presidents, and System Administration staff to gather and review data and to make recommendations to the Chancellor and the Board on an appropriate level of tuition and fees. The Committee will present its recommendations to the Board of Regents for its consideration and action. Whenever practicable: (1.) broad input will be sought from NSHE students by the Chancellor prior to any final or binding decisions by the Board; and (2.) the final decision on tuition and fees for the biennium will be determined by May 1 of every even-numbered year. (B/R 3/04)

In recommending such rates and fees for the universities, state college, and community colleges, the Committee will use as a benchmark the median of tuition and fees for the western states as reported by the Western Interstate Commission on Higher Education (WICHE) in its annual publication "Tuition and Fees in the West." The following methodologies will establish the minimum tuition and fees after a phase-in period that began in academic year 2003-04 and will continue incrementally until the target rates are met. (B/R 3/04)

- a. Registration fees will be set so that the charge for full-time attendance (30 credits for undergraduate enrollment and 16 credits for graduate enrollment) is equivalent to the median of state averages published annually by WICHE for two-year and four-year colleges, respectively, using a three-year lag. Because WICHE does not differentially distinguish tuition and fees for upper-division courses at two-year colleges or for state colleges, the registration fees for these categories in the NSHE will be set at the midpoint between lower-division fees for community colleges and undergraduate-level fees at the universities. Registration fees for graduate level courses at the state college will be set at the midpoint between undergraduate fees at the state college and graduate fees at the universities. (B/R 12/06)
- b. In addition to registration fees, non-resident students also pay a tuition charge. Non-resident tuition for full-time undergraduate and graduate students (enrolled in 7 or more credits) will equal 120 percent of the median of non-resident undergraduate tuition and fees at four-year institutions as published by WICHE using a three-year lag. Non-resident tuition for part-time students (enrolled in 6 or fewer credits) will equal an amount calculated by multiplying the registration fees times 110 percent. (B/R 3/04)

- c. Students enrolling under the Good Neighbor classification (defined at Title 4, Chapter 17, Section 9) will, in addition to registration fees, pay a tuition charge as follows: Community college and state college Good Neighbor tuition will be calculated by multiplying the registration fees times 60 percent. University Good Neighbor tuition will be calculated by multiplying the registration fees times 110 percent.
  - d. Students enrolling under Children of Alumni classification (defined at Title 4, Chapter 17, Section 10) will, in addition to registration fees, pay a tuition charge equaling an amount calculated by multiplying the registration fees times 60 percent.
  - e. Non-resident students enrolled exclusively in distance education courses will, in addition to registration fees, pay a tuition charge equaling the registration fees times 50 percent. The tuition charge will be assessed only to non-resident students who are residing outside of Nevada during the semester in which enrollment in the distance education course(s) occurs. (B/R 3/04)
- (B/R 04/02)
3. In order to improve the access of all students and to encourage participation in higher education, an amount up to 50% of all registration fee increases, net the amounts distributed to other fee categories, will be dedicated to student financial assistance. The guidelines for use of these funds are specified in Title 4, Chapter 18, Section 17. (B/R 10/06)
  4. If desired, NSHE institutions may implement tuition incentives in order to further the goals of the NSHE Master Plan and institutional strategic plans. Among the purposes of such incentives, if implemented, would be to increase student access, improve efficiencies in enrollment management and space utilization, and enhance time-to-degree objectives. The decision for adopting a tuition incentive rests with the Board of Regents upon recommendation of the institution President and the Chancellor. The institution must absorb the costs internally in the event there is no state support for such incentives. (B/R 3/04)
  5. The Board of Regents shall establish tuition rates for resident and non-resident students in the School of Medicine at the University of Nevada, Reno, and other fees to be assessed all students in the School of Medicine at the University of Nevada, Reno. In establishing such rates and fees, the Board recognizes that both the students and the citizens of the State of Nevada share in the benefits of a medical education and, therefore, both students and the state should contribute appropriately to support high quality instructional programs. Further, the Board reaffirms its commitment to equal access to its programs regardless of a student's financial circumstances, and therefore shall establish tuition rates and fees at such level as to encourage participation in a medical education. (B/R 5/93)
  6. On a biennial basis, in the Spring of every even numbered year, the President of the University of Nevada, Reno or his designee will chair a university committee composed of the Dean, School of Medicine, School of Medicine student government representatives, University of Nevada, Reno, administrative officers, and a representative from the Chancellor's Office. The committee will gather and review data and make recommendations to the Chancellor and the Board on an appropriate level of tuition and fees to be assessed all students in the School of Medicine at the University of Nevada,

Reno. The recommendation of this committee will be presented to the Board of Regents for its consideration and action. (B/R 5/93)

In establishing such rates and fees for the School of Medicine at the University of Nevada, Reno, the university committee will use the following information in its deliberations: 1) charges at peer institutions as defined in the annual Western Interstate Commission for Higher Education (WICHE) calculation of the median tuition and fees of member states; 2) information pertaining to consumer prices in the WICHE region; 3) the increase in state funding over the biennium; 4) a needs assessment of the School of Medicine at the University of Nevada, Reno; and 5) other indices and information needed to determine if tuition rates and fees are appropriate. Any fee increase may not exceed to nine (9) percent. Non-resident tuition may exceed this limit and will be determined by the Board. (B/R 5/93)

7. The Board of Regents shall establish tuition rates for resident and non-resident students in the William S. Boyd School of Law at UNLV, and other fees to be assessed all students in the William S. Boyd School of Law. In establishing such rates and fees, the Board recognizes that both the students and the citizens of the State of Nevada share in the benefits of a law education and, therefore, both students and the State should contribute appropriately to support high quality instructional programs. Further, the Board reaffirms its commitment to equal access to its programs regardless of a student's financial circumstances, and therefore shall establish tuition rates and fees at such a level as to encourage participation in law education. (B/R 9/97)
8. On a biennial basis, in the Spring of every even numbered year, the President of the University of Nevada, Las Vegas or his designee will chair a university committee composed of the Dean of the William S. Boyd School of Law, administrative officers, and a representative from the Chancellor's Office. The committee will gather and review data and make recommendations to the Chancellor and the Board on an appropriate level of tuition and fees to be assessed all students in the William S. Boyd School of Law at UNLV. The recommendation of this committee will be presented to the Board of Regents for its consideration and action. (B/R 9/97)
9. The Board of Regents shall establish tuition rates for resident and nonresident students in the School of Dental Medicine at UNLV, and other fees to be assessed all students in the School of Dental Medicine at UNLV. In establishing such rates and fees, the Board recognized that both the students and the citizens of the State of Nevada share in the benefits of a dental education and, therefore, both students and the State should contribute to support high quality instructional programs. (B/R 8/01)
10. On a biennial basis, in the Spring of every even numbered year, the President of the University of Nevada, Las Vegas or his designee will chair a university committee composed of the Dean of the UNLV School of Dental Medicine, administrative officers, and a representative from the Chancellor's Office. The committee will gather and review data and make recommendations to the Chancellor and the Board on an appropriate level of tuition and fees to be assessed all students in the School of Dental Medicine at UNLV. The recommendations of this committee will be presented to the Board of Regents for its consideration and action. (B/R 8/01)

## **Section 2. Delinquent Accounts**

A student or former student having a delinquent accounts receivable of \$50.00 or more, or an overdue loan of any amount with any member institution of the Nevada System of Higher Education shall not be permitted to register at any institution. (B/R 3/86)

If the individual institution finds it to be necessary, the aforementioned \$50.00 for the purposes of student registration may be reduced. (B/R 3/86)

A student or former student having a delinquent account receivable or an overdue loan of any amount with any member institution of the Nevada System of Higher Education shall not be permitted to receive a transcript of academic record, a diploma, a certificate or report of semester grades. The student or former student may; however, inspect the records under the provisions of the federal Family Educational Rights and Privacy Act (FERPA). (B/R 6/01)

In addition, institutions may refer delinquent accounts receivable of \$50.00 or more and overdue loans of any amount to a collection agency following written notification to the student or former student. (B/R 6/01)

## **Section 3. Registration Fee**

There shall be a per-credit registration fee assessed to all students enrolling in a course. The registration fee is the instruction fee and, when appropriate, may include any associated student union, student activity, student association, capital improvement or other fees approved by the Board of Regents or, in the case of noncredit courses, by the President. This fee shall be assessed on a per-credit basis for all state-supported, continuing education, and community service credit courses. Continuing education and community service noncredit courses shall be assessed on a per-course basis. The distribution of the proceeds of the registration fee shall be determined by the Board of Regents. (B/R 3/04)

## **Section 4. Non-Resident Tuition**

Students classified as Nevada residents for tuition purposes shall pay a per-credit registration fee only for all state-supported, continuing education, and community service credit courses. Students classified as non-residents for tuition purposes shall pay a non-resident tuition charge plus per-credit registration fees. Except for University of Nevada School of Medicine students, School of Dental Medicine students, and William S. Boyd School of Law students, registration fees and non-resident tuition rates shall be assessed in accordance with that approved by the Board of Regents. (B/R 3/04, 02/05)

## **Section 5. Registration Fees and Non-Resident Tuition Rates**

Registration fees and non-resident tuition rates shall be approved by the Board biennially in even-numbered years in accordance with the provisions established in Section 1 of this Chapter. (B/R 02/05)

**Section 6. Tuition and Fees, University of Nevada School of Medicine**

Resident and non-resident tuition and fees for students of the University of Nevada School of Medicine shall be approved by the Board biennially in accordance with the provisions established in Section 1 of this Chapter. (B/R 02/05)

**Section 7. Tuition and Fees, William S. Boyd School of Law Students**

Resident and non-resident tuition and fees for the William S. Boyd School of Law shall be approved by the Board biennially in accordance with the provisions established in Section 1 of this Chapter. (B/R 02/05)

**Section 8. Tuition and Fees, UNLV School of Dental Medicine**

Resident and non-resident tuition and fees for students of the UNLV School of Dental Medicine shall be approved by the Board in accordance with the provisions of Section 1 of this Chapter. (B/R 02/05)

**Section 9. Good Neighbor Classification**

A graduate of a specifically designated high school or community college in a state bordering on Nevada may be charged a differential tuition rate when enrolling as an undergraduate or graduate student at the universities, state college, or the community colleges of the Nevada System of Higher Education. Furthermore, any person who resides in a county in which a designated high school or community college is located and who has maintained a bona fide legal resident status for a period of at least 12 consecutive months prior to the first day of the semester in which enrollment is sought, may also be charged a differential tuition rate. These students shall be classified as “Good Neighbor” students. (B/R 04/02)

Students enrolling under the Good Neighbor classification will, in addition to registration fees, pay a tuition charge as follows: Community college and state college Good Neighbor tuition will be calculated by multiplying the registration fees times 60 percent. University Good Neighbor tuition will be calculated by multiplying the registration fees times 110 percent. (B/R 3/04)

- a. Those high schools and community colleges located in Arizona and Southern California, bordering on Nevada and for which a town or a city in Nevada provides a significant source of goods and services include the following: (B/R 1/95)

Mohave County, Arizona

Mohave Union High Schools

Kingman High School

Bullhead City High School

Colorado City High School

Lake Havasu High School

Mohave Community College  
Three campuses

San Bernadino County, California

Baker Valley High School  
Monument High School  
Twenty-nine Palms High School  
Sky High School  
Yucca Valley High School  
Needles High School  
Silver Valley High School  
Victor Valley College

(B/R 2/99)

Inyo County, California

Big Pine High School  
Palisades High School  
Bishop High School  
Death Valley High School  
Owens Valley High School  
Lone Pine High School

(B/R 1/95)

- b. Those high schools and community colleges, located in areas of Northern California bordering Nevada for which a town or city in Nevada provides a significant source of goods and services include the following: (B/R 1/95)

Modoc County, California

Modoc High School  
Surprise Valley High School  
Warner High School

Lassen County, California

Credence High School  
Herlong High School  
Lassen High School  
Render High School

Lassen Community College

Plumas County, California

Almanor High School  
Beckworth High School  
Chester Jr-Sr High School  
Greenville Jr-Sr High School  
Indian Valley High School  
Portola Jr-Sr High School  
Quincy Jr-Sr High School  
Sierra High School

Feather River Community College

Sierra County, California

Downieville Jr-Sr High School  
Loyalton High School

Nevada County, California

Tahoe-Truckee Jr-Sr High School

Placer County, California

North Tahoe High School  
Sierra High School  
Sierra College

El Dorado County, California

Mt. Tallac High School  
South Tahoe High School  
Lake Tahoe Community College

Alpine County, California

Includes residents of the designated high school or community college districts in El Dorado or Mono Counties.

Mono County, California

Coleville High School  
Lee Vining High School  
Mammoth High School

Inyo County, California

Big Pine High School  
Bishop High School  
Palisade High School

(B/R 1/95)

**Section 10. Children of Alumni Classification**

Children of alumni of the University of Nevada, Las Vegas, the University of Nevada, Reno, Nevada State College, or Great Basin College who reside outside of Nevada are eligible for a differential tuition rate under certain conditions. Students enrolling under Children of Alumni classification will, in addition to registration fees, pay a tuition charge equaling an amount calculated by multiplying the registration fees times 60 percent. (B/R 3/04)

- a. The parent(s) must have earned a baccalaureate degree from either the University of Nevada, Las Vegas; University of Nevada, Reno; Nevada State College; or Great Basin College.
- b. The child must enroll in the same university as his or her parent(s) to be eligible for the differential tuition rate.

- c. The differential tuition rate applies for undergraduate studies only.

No reclassification under this policy shall give rise to any claim for refund of tuition already paid to the Board of Regents.

(B/R 3/04)

#### **Section 11. Tuition Charges, University Studies Abroad Consortium**

Out-of-state students participating in the University Studies Abroad Consortium are exempt from nonresident tuition charges when enrolling in USAC courses at the University of Nevada, Las Vegas or the University of Nevada, Reno. (B/R 3/04)

#### **Section 12. Tuition Charges, Fort Valley State College Courses**

Out-of-state minority students enrolled at Fort Valley State College in the State of Georgia who participate in a 3+2 math and engineering program at the University of Nevada, Las Vegas are exempt from nonresident tuition charges. (B/R 3/04)

#### **Section 13. Special Reduced Tuition and Fees**

1. In-state residents 62 years of age or older shall be permitted to register for credit or as auditors in any course without registration or application or admission fees except as otherwise provided in this section. A person must reach 62 years of age on the first day of the first scheduled class meeting to be eligible. If the individual registers for more than one class within a semester or term, the earliest scheduled class meeting will determine eligibility. The consent of the course instructor may be required for all such registration.
  - a. This policy is effective during the fall and spring terms only and is applicable to those courses where space is available.
  - b. Such registration shall not entitle a person to any privileges usually associated with registration; e.g., student association membership, health service, intercollegiate athletic tickets.
  - c. Registration fees associated with the William S. Boyd School of Law, the University of Nevada School of Medicine, and the UNLV School of Dental Medicine are not eligible under this policy.
  - d. Academic credit courses that lead to a degree or certificate, including state-supported distance education course, independent learning, and continuing education courses, are eligible for the fee waiver. Non-state-supported courses are not eligible for waiver under this policy.

(B/R 9/09)

2. Non-matriculated native speakers of any foreign language may be permitted to register without fee for credit or as auditors in literature courses in that language. The consent of the course instructor may be required for all such registration.

3. Nevada resident high school students may enroll in a distance learning, college-credit course delivered to an off-campus site for a \$25 registration fee per course if the course fee is approved by the institutional President. The term "high school students" includes students formally enrolled in a school district sponsored Adult Education High School Diploma programs.
4. Nevada resident high school students may enroll in remedial and 100-level courses offered by an NSHE institution for a reduced registration fee per course if the course is delivered on the high school campus, excluding high schools located on an NSHE campus, and approved by the institutional President. The reduced registration fees shall be determined by the President.
5. Any member of the active Nevada National Guard, including a Nevada National Guard recruit, or the child or spouse of a person who was killed while performing duties as a member of the Nevada National Guard, may be permitted to register for credit without a registration fee or, except as otherwise provided, laboratory fee(s).
  - a. This policy is applicable during Fall and Spring terms only.
  - b. Academic credit courses that will lead to the degree or certificate, including state-supported distance education courses, independent learning, and continuing education courses are eligible for the fee waiver. Non-state-supported independent study and correspondence courses are not eligible for waiver under this policy.
  - c. Laboratory fees associated with all courses numbered below the 300 level are eligible for waiver under this policy. Exceptions to the waiver of laboratory fees includes: 1) per semester fees, such as the Health Service fee; 2) Special course fees for purposes other than class supplies – including individual instruction, third-party charges, and special transportation requirements; 3) fees for actual class cost in excess of \$100; and 4) technology fees.
  - d. A person to whom the fee waiver is awarded shall be deemed a bona fide resident of Nevada for tuition purposes.
  - e. To be eligible for the fee waiver, the member must be in good standing or a recruit of the active Nevada National Guard at the beginning of and throughout the entire semester for which the waiver is granted. The member who fails to remain in good standing shall reimburse the Board of Regents for the semester's waived registration fees and laboratory fees and will not be allowed to register for additional courses until the debt is paid in full.
  - f. To remain eligible for the fee waiver, the student must achieve at least a minimum 2.00 semester grade point average in order to maintain subsequent eligibility for the fee waiver. The student who fails to maintain a 2.00 semester grade point average shall reimburse the Board of Regents for the semester's waived registration fees and laboratory fees and will not be allowed to register for additional courses until the debt is paid in full.

- g. The institution may request the Adjutant General to verify the membership in the active Nevada National Guard of a person who is seeking or has been granted the fee waiver. The institution may request the Adjutant General to verify that a person is the child or spouse of a member who was killed while performing duties as a member of the Nevada National Guard.
  - h. If a fee waiver is granted to a Nevada National Guard recruit and the recruit does not enter full-time National Guard duty within one (1) year after enlisting, the student shall reimburse the Board of Regents for all previously waived registration fees and laboratory fees if the failure to enter full-time National Guard duty is attributable to the recruit's own conduct.
  - i. A child of a person who was killed while performing duties as a member of the Nevada National Guard may use the waiver for 10 years after he attains 18 years of age or, if he enrolls in an NSHE institution before age 18, for ten years after the date of enrollment. The spouse of a person who was killed while performing the duties as a member of the Nevada National Guard may use the waiver for ten years after the date of death of the member.
  - j. Registration fees associated with the William S. Boyd School of Law, the University of Nevada School of Medicine, and the UNLV School of Dental Medicine are not eligible for waiver under this policy.
6. Federally funded teacher training programs will carry an exception to in-state and out-of-state fee and tuition rates for contiguous, WICHE and Good Neighbor States, and may be offered at a reduced per-credit fee. Additionally, all NSHE institutions may offer professional development teacher training programs at a reduced per-credit fee when funded by Nevada school districts and/or the State of Nevada through non-NSHE funds, if collaborative agreements are in place. All course offerings will be approved and delivery overseen through the usual academic processes.
7. The child or spouse of a person who as a member of the Armed Forces of the United States permanently stationed in Nevada is identified as a prisoner of war or declared missing in action while performing duties as a member of the Armed Forces may be permitted to register for credit without a registration fee or, except as otherwise provided, laboratory fee(s).
- a. This policy is applicable during Fall and Spring terms only.
  - b. Academic credit courses that will lead to the degree or certificate, including state-supported distance education courses, independent learning, and continuing education courses are eligible for the fee waiver. Non-state-supported independent study and correspondence courses are not eligible for waiver under this policy.
  - c. Laboratory fees associated with all courses numbered below the 300 level are eligible for waiver under this policy. Exceptions to the waiver of laboratory fees includes: 1) per semester fees, such as the Health Service fee; 2) Special course fees for purposes other than class supplies – including individual instruction, third-party charges, and special transportation requirements; 3) fees for actual class cost in excess of \$100; and 4) technology fees.

- d. A person to whom the fee waiver is awarded shall be deemed a bona fide resident of Nevada for tuition purposes.
- e. To remain eligible for the fee waiver, the student must achieve at least a minimum 2.00 semester grade point average in order to maintain subsequent eligibility for the fee waiver. The student who fails to maintain a 2.00 semester grade point average shall reimburse the Board of Regents for the semester's waived registration fees and laboratory fees and will not be allowed to register for additional courses until the debt is paid in full.
- f. The institution may request such documentation as it deems necessary to verify that a person is the child or spouse of a person who as a member of the Armed Forces of the United States permanently stationed in Nevada is identified as a prisoner of war or missing in action while performing duties as a member of the Armed Forces.
- g. A child of a person who as a member of the Armed Forces of the United States permanently stationed in Nevada is identified as a prisoner of war or missing in action while performing duties as a member of the Armed Forces may use the waiver for 10 years after he attains 18 years of age or, if he enrolls in an NSHE institution before age 18, for ten years after the date of enrollment. The spouse of a person who as a member of the Armed Forces of the United States permanently stationed in Nevada is identified as a prisoner of war or missing in action while performing duties as a member of the Armed Forces may use the waiver for ten years after the date on which the member of the Armed Forces was identified as a prisoner of war or missing in action.
- h. Registration fees associated with the William S. Boyd School of Law, the University of Nevada School of Medicine, and the UNLV School of Dental Medicine are not eligible for waiver under this policy.

(B/R 6/09)

#### **Section 14. Fees for Community Service and Continuing Education Programs**

1. All community service and continuing education programs shall be budgeted separately from the regular state appropriated budget in each institution.
2. Credit given for community service courses shall be applicable only to an Associate in General Studies degree.
3. Registration fees for each community service or continuing education course shall be variable and flexible to cover the costs of the instructor's salary, supplies and equipment needed, and appropriate overhead costs. Fees shall be payable in full at time of registration.
4. No capital improvement fees or student activity fees shall be assessed for community service or continuing education courses.
5. The courses shall be wholly supported from registration and other fees and not from state appropriated funds.

6. Self-Supporting Pricing Model for Credit Courses. For credit courses offered to select professional audiences as part of a customized graduate, certificate or specially designed undergraduate program; and where an outside organization (*e.g., private firm, company or governmental agency*) is fully funding the costs of the program, the President or his/her designee may approve an exception to in-state and out-of state fees and tuition. For these programs, NSHE institutions may implement a market-competitive, self-supporting pricing model designed to account for all fixed- and variable-costs associated with the development, implementation and evaluation of the customized program. All courses offered through these special programs must be reviewed and approved by the same academic processes used for traditional courses and would not be submitted for State General Fund support. Self-Supporting Pricing Programs must be designed primarily for working adults, and must meet one or more of the following criteria:
  - a. Offers flexible scheduling options;
  - b. Offers flexible course delivery options;
  - c. Offers ancillary services such as evening or weekend services (*e.g., academic advising, registration, financial aid*); program-specific career advising; book delivery services, etc.;
  - d. Assists in the implementation of degree-completion programs for non-traditional students
  - e. Promotes greater geographic dispersion of institution programs;
  - f. Results from an outgrowth of planning with area employers to develop programs to meet their workforce training needs; or
  - g. Provides customized Certificate, Master's degree or undergraduate adult education programs.

(B/R 6/05)

## **Section 15. Deferred Payment Policy**

1. Contracts for deferred payment of registration, tuition and other fees may be approved as follows:
  - a. Deferred payment contracts are applicable for registration fees, tuition and discounted fees. Each institution shall determine the student requirements and the minimum balance threshold for deferred payment and whether other fees may be deferred. Institutions may charge fees to students for participation in a payment plan and may set a rate of interest for past due amounts on these plans.
  - b. Each institution shall determine the payment schedule and number of deferred fee payments allowed but all payments are due no later than the end of the semester or course, whichever is shorter.
  - c. Any unpaid balance on a deferred fee payment schedule becomes a student accounts receivable on the due date and is treated as an official fee hold for future registration, transcript privileges and final grade reports. Disenrollment/eviction procedures may be instituted, if necessary.
  - d. A penalty fee of 10 percent with a minimum of \$10 shall be charged on the deferred payment not paid by the due date.

- e. Contracts for a veteran's deferment of fees are available for those students receiving educational benefits from the Department of Veterans Affairs. Eligibility is determined by the veteran's coordinator or designee on campus.
- f. The Controller or designee may allow a payment plan on an individual basis.
- g. Upon the recommendation of the Financial Aid Office, the Controller or designee may allow student fees to be deferred pending the receipt of financial aid. The Controller or designee may waive the imposition of any penalty due to the unavailability of financial aid.

(B/R 6/09)

### **Section 16. Refund Policy**

1. The following policy is effective for GBC, effective Spring 1994:
  - a. The refund for all students, in all programs with the exception of summer session, for withdrawal of net credit load shall be:
    - 1) One hundred percent (100%) if initiated by the end of the first week of the term;
    - 2) Fifty percent (50%) if initiated during the second week of instruction and before the end of the third week of the term;
    - 3) No refund after the third week of instruction; and
    - 4) No refund shall be given for the application for admission fee. (B/R 12/93)
  - b. The refund for summer session and intensive courses of 12 weeks duration or less shall be:
    - 1) One hundred percent (100%) if withdrawal or net credit reduction is initiated before second class meeting;
    - 2) Fifty percent (50%) if withdrawal or net credit reduction is initiated during the first twenty percent (20%) of a summer term or an intensive course of 12 weeks duration or less; and
    - 3) No refund after twenty percent (20%) of the term has elapsed.
  - c. Non-resident tuition shall be refunded in conformity with the above schedule for load reduction to six (6) credits or less and for withdrawal.
  - d. No refund shall be given for health and accident insurance premiums.
  - e. Exceptions require the approval of the President or his designee.

(B/R 2/92)

(B/R 6/02)

(B/R 2/92)

- f. Each institution will comply with the refund policies as required under Title IV federal financial aid refund requirements and guidelines. (B/R 12/95)
2. The following policy is effective for UNLV:
- a. Resident Fees (Does not apply to credit courses offered by the summer term or the Division of Continuing Education.) (B/R 5/90)
    - 1) One hundred percent (100%) of resident fees shall be refunded for net credit load reductions completed within the first week of the beginning of instruction. No refund shall be granted thereafter. (B/R 4/97)
    - 2) One hundred percent (100%) of resident fees shall be refunded for withdrawal from the University completed within the first week of the beginning of instruction. For withdrawals after the last day of late registration and prior to the end of the sixth calendar week of instruction, a fifty percent (50%) refund of fees shall be granted. No refund shall be granted thereafter. (B/R 4/97)
  - b. Nonresident Tuition (Does not apply to credit courses offered during a summer term or the Division of Continuing Education.) (B/R 5/90)
    - 1) One hundred percent (100%) of nonresident tuition shall be refunded for net credit reduction to six credits or less or withdrawal from the University within the first week of the beginning of instruction. (B/R 4/97)
    - 2) No refund of nonresident tuition shall be granted for courses dropped after two weeks from the beginning of instruction.
    - 3) A fifty percent (50%) refund of nonresident tuition shall be granted for withdrawals made from the University after the last day of late registration but prior to the end of the sixth calendar week of instruction. No refund shall be granted thereafter.
  - c. Date of Refunds

Refunds of registration fees and nonresident tuition shall be issued near the end of the first six weeks of instruction.
  - d. Insurance and Special Fees
    - 1) The optional hospital and accident insurance premium is nonrefundable, but shall remain in force for the duration of the policy.
    - 2) Refund of course related special fees shall be prorated on the basis of actual usage. Authorization for a refund of special fees must be originated by the department chairman.
- (B/R 6/02)

e. Summer Term and the Division of Continuing Education

- 1) A one hundred percent (100%) refund of registration fees may be authorized to a student officially dropping a course before the day instruction for that course begins. A fifty percent (50%) refund of registration fees may be authorized to a student officially dropping a course during the first twenty percent (20%) of the course. Thereafter, no refund will be made. (B/R 5/90)
  - 2) For non-credit courses, or for credit courses taught as part of a conference or institute, or for some short intensive courses, the refund policy will be described in the publicity material for the course and may vary from course to course depending upon the circumstances. (B/R 5/90)
- f. Each institution will comply with the refund policies as required under Title IV federal financial aid refund requirements and guidelines. (B/R 12/95)

3. The following policy is effective for UNR:

a. Resident Fees

- 1) One hundred percent (100%) of resident fees shall be refunded for net credit load reductions made on or before the last day of registration. Only in exceptional circumstances may a refund of registration fees be granted for courses dropped after the last day of late registration. (B/R 10/98)
- 2) One hundred percent (100%) of resident fees shall be refunded for withdrawal from the University completed by the last day of registration. For withdrawals after the last day of late registration and prior to the end of the sixth calendar week of instruction, a fifty percent (50%) refund of fees shall be granted. Only in exceptional circumstances may a refund be granted thereafter. (B/R 10/98)

b. Non-resident Tuition

- 1) One hundred percent (100%) of non-resident tuition shall be refunded for net credit reduction to six credits or less or withdrawal from the University on or before the last day of late registration.
- 2) No refund of non-resident tuition shall be granted for courses dropped after the last day of late registration.
- 3) A fifty percent (50%) refund of non-resident tuition shall be granted for withdrawals made from the University after the last day of late registration but prior to the end of the sixth calendar week of instruction. A refund may be granted only in exceptional circumstances. (B/R 10/98)

c. Date of Refunds

Refunds of registration fees and non-resident tuition shall be issued near the end of the first six weeks of instruction.

d. Insurance and Special Fees

- 1) The optional hospital and accident insurance premium is non-refundable but shall remain in force for the duration of the policy.
- 2) Refund of course related special fees shall be pro-rated on the basis of actual usage. Authorization for a refund of special fees must be originated by the department chairman.

(B/R 6/02)

e. Continuing Education

For continuing education and summer session academic credit classes, a one hundred percent (100%) refund may be authorized to students officially dropping a class(es) or withdrawing from the University on or before the day instruction begins for each class; a fifty percent (50%) refund may be authorized to students officially dropping during the first twenty percent (20%) of the scheduled class time; thereafter, no refund will be made. (B/R 6/88)

For non-credit classes and for academic credit classes taught as part of a conference, institute, or intensive course, the refund policy will be described in the publicity material for the course and may vary from course to course depending upon the circumstances. (B/R 6/88)

- f. Each institution will comply with the refund policies as required under Title IV federal financial aid refund requirements and guidelines. (B/R 12/95)

4. The following policy is effective for CSN beginning with Fall 1991:

a. The refund policy for all students for withdrawal or net credit reduction shall be:

- 1) One hundred percent (100%) if withdrawal completed prior to the first day of the semester.
- 2) Seventy-five percent (75%) if withdrawal is completed by the end of the seventh day of the semester.
- 3) No refund shall be given after the period outlined above.
- 4) No refund shall be given for the application or admission fee.
- 5) Courses that are scheduled to begin after the beginning of the semester must be dropped prior to the first class session for a 100 percent refund. Once the class has started, no refund of any amount will be given.

(B/R 5/91)

b. The refund for the summer session shall be:

- 1) One hundred percent (100%) if withdrawal or net credit reduction is initiated before the second-class meeting.

- 2) Fifty percent (50%) if withdrawal or net credit reduction is initiated during the first ten percent (10%) of a summer session or intensive course.
  - 3) No refund shall be given after the period outlined in (2) above.  
(B/R 6/02)
  - c. Nonresident tuition shall be refunded in conformity with the above schedule for load reduction to six (6) credit hours or less and for withdrawal.  
(B/R 11/84)
  - d. Each institution will comply with the refund policies as required under Title IV federal financial aid refund requirements and guidelines. (B/R 12/95)
5. The following policy is effective for TMCC:
- a. The refund for all students in all credit programs, with the exceptions of short courses, intensive courses and summer session, for withdrawal or net credit load reduction shall be: (B/R 2/95)
    - 1) One hundred percent (100%) if initiated prior to the beginning of the second calendar week of instruction; (B/R 2/95)
    - 2) Fifty percent (50%) if initiated prior to the end of the third calendar week of instruction; (B/R 2/95)
    - 3) No refund after the end of the third calendar week of instruction. (B/R 2/95)
    - 4) No refund shall be given for the application for admission fee.
  - b. The refund for short-term courses (6-11 sessions or calendar weeks) and for summer session courses shall be: (B/R 8/88)
    - 1) One hundred percent (100%) if withdrawal or net credit reduction is initiated before second class meeting;
    - 2) Fifty percent (50%) if withdrawal or net credit reduction is initiated during the first twenty percent (20%) of a class but after the second-class meeting;
    - 3) No refund after twenty percent (20%) of the class has elapsed. (B/R 8/88)
  - c. The refund for intensive courses (5 or less sessions or calendar weeks) shall be: (B/R 8/88)
    - 1) One hundred percent (100%) if withdrawal or net credit reduction is initiated before the first class meeting. (B/R 8/88)
    - 2) The laboratory or special fees portion of the fees paid for intensive courses is non-refundable. (B/R 8/88)
    - 3) No refund after the first class session. (B/R 8/88)

- d. Upon written approval of the Chief Student Affairs Officer, exceptions can be made for students making even exchanges (credits and dollars) in their registrations that do not affect the net credit load. (B/R 5/98)  
(B/R 6/02)
- e. Nonresident tuition shall be refunded in conformity with the above schedule for load reduction to six (6) credits or less and for withdrawal.
- f. No refund shall be given for health and accident insurance premiums.
- g. Exceptions require the approval of the President or his designee.  
(B/R 8/88)
- h. Each institution will comply with the refund policies as required under Title IV federal financial aid refund requirements and guidelines. (B/R 12/95)

6. The following policy is effective for WNC:

The following refund policy, established by the Board of Regents, is applicable to all students, in all divisions, in all programs and all course registration fees, except for zero credit courses. The application fee is not refundable and cannot be transferred to another person or another fee.

- 1. The refund policy for the Fall, Spring, and summer semesters' withdrawal or net credit load reduction shall be:
  - a. One hundred percent (100%) if withdrawal is completed prior to the first day of the semester.
  - b. Ninety percent (90%) if withdrawal is completed by the end of late registration (5 working days into semester).
  - c. No refund shall be given after the period outlined above.
  - d. Courses that are scheduled to begin at a date different from the regular semester and/or after the beginning of the semester must be dropped prior to the first class session for a 100% refund. Once the class has started, no refund of any amount will be given.
- 2. Upon written approval of the Dean of Student Services, a full (100%) or partial (90%) refund of all registration fees and tuition shall be given upon official withdrawal at any time during the first eight (8) weeks of the semester, for the following circumstances:
  - a. Induction or activation of a student into the United States Armed Forces;
  - b. Death of a spouse, child, parent or legal guardian of the student;
  - c. Death of the student;
  - d. Verifiable error on the part of the institution; or
  - e. Verifiable incapacitating illness or injury which prevents the student from returning to school for the remainder of the semester.
- 3. In general, a refund is not permissible if withdrawal is after the first half of the semester.

4. Non-resident tuition shall be refunded in conformity with the above schedule for load reduction to six (6) credit hours or less and for withdrawal during refund period.
5. Questions regarding refunds should be referred to the Office of Admissions and Records.

(B/R 3/04)

7. The following policy is effective for NSC:

a. Resident Fees

- 1) One hundred percent (100%) of resident fees shall be refunded for net credit load reductions made on or before the last day of registration. Only in exceptional circumstances may a refund of registration fees be granted for courses dropped after the last day of late registration.
- 2) One hundred percent (100%) of resident fees shall be refunded for withdrawal from the College completed by the last day of registration. For withdrawals after the last day of late registration and prior to the end of the sixth calendar week of instruction, a fifty percent (50%) refund of fees shall be granted. Only in exceptional circumstances may a refund be granted thereafter.

b. Nonresident Tuition

- 1) One hundred percent (100%) of non-resident tuition shall be refunded for net credit reduction to six (6) credits or less or withdrawal from the College on or before the last day of registration.
- 2) No refund of nonresident tuition shall be granted for courses dropped after the last day of late registration.
- 3) A fifty percent (50%) refund of non-resident tuition shall be granted for withdrawals made from the College after the last day of late registration but prior to the end of the sixth calendar week of instruction. Only in exceptional circumstances may a refund be granted thereafter.

c. Date of Refunds

- 4) Refunds of registration fees and non-resident tuition shall be issued near the end of the first six weeks of instruction.

d. Insurance and Special Fees

- 5) The optional hospital and accident insurance premium is non-refundable but shall remain in force for the duration of the policy.
- 6) Refund of course related special fees shall be pro-rated on the basis of actual usage. Authorization for a refund of special fees must be originated by the department chair.

e. Continuing Education

For continuing education and summer session academic credit classes, a one hundred percent (100%) refund may be authorized to students officially dropping a class (es) or withdrawing from the College on or before the day instruction begins for each class; a fifty percent (50%) refund may be authorized to students officially dropping during the first twenty percent (20%) of the scheduled class time; thereafter, no refund will be made.

For non-credit classes and for academic credit classes taught as part of a conference, institute, or intensive course, the refund policy will be described in the publicity material for the course and may vary from course to course depending upon the circumstances.

- f. Each institution will comply with the refund policies as required under Title IV federal financial aid refund requirements and guidelines.

(B/R 6/02)

8. Refunds for Exceptional Circumstances:

The provisions for refunds in exceptional circumstances apply to all institutions of the Nevada System of Higher Education.

Upon presentation of documentation and approval of the President or the President's designee, a refund of the course (s) registration fees and non-resident tuition may be given upon official withdrawal from the course (s) at any time during the semester in the following instances:

1. Induction of the student in the United States Armed Forces;
2. An incapacitating illness or injury which prevents the student from returning to school for the remainder of the semester;
3. Death of the student;
4. Death of spouse, child, parent, or legal guardian of the student;
5. Verifiable error on the part of the institution; or
6. Other exceptional circumstances beyond the control of the institution or the student.

(B/R 6/02)

**Section 17. Student Association and Health Service Participation**

1. All community college students are members of their respective student government associations except those in programs for which no student activity fee is assessed (e.g., community service courses and school district cooperative agreements).
2. All students registering for seven (7) credits or more at the state college and universities are members of their respective student government associations or graduate student associations, if organized. (B/R 12/02)

3. Students registering for seven (7) credits or more, undergraduate or graduate, at UNLV, are eligible for treatment at their respective health services during the academic year. A reduced health service shall be available to all UNLV students in summer programs.  
(B/R 5/76)

### **Section 18. Student Fees**

It is the policy of the Board of Regents that Student Fees exist only in cases of additional administrative or other service costs incurred by the institution for a necessary student activity or requirement that are not specific to one course or type of course. Student Fees may be assessed to provide services to the students for (a) special events or activities (e.g., graduation), (b) special services provided by the institution (e.g., personal/group counseling including psychological and testing, substance abuse counseling, health services, international student services), (c) third party pass-through charges (e.g., test administration or contracted health services), (d) special general instructional requirements (e.g. thesis fee). Funds generated from Student Fees may be spent on the intended purpose only. Mandatory fees required of all students or all students in a particular group, regardless of dollar amount, shall be reviewed and approved by the Board of Regents.  
(B/R 6/08)

### **Section 19. Special Course Fees**

It is the policy of the Board of Regents that the registration fee be the only fee assessed for taking a course except as otherwise outlined in this section. The reasons for these exceptions are extraordinary instruction costs due to: (a) individual instruction (e.g., private music lessons), (b) class supplies, course-specific software, and specialized equipment (e.g., welding equipment and materials), (c) third party charges for use of a facility (e.g., golf), (d) special transportation requirements, or (e) extraordinary instructional costs (e.g. intensive supervision, support or additional technical expertise required for the delivery of the course), (f) some combination of these reasons. Responsibility for implementing this policy is delegated to the Presidents up to a maximum of \$50.00 per course. Courses requiring fees higher than \$50.00 require Board of Regents approval.  
(B/R 2/09)

### **Section 20. Special Use Fee**

Special use fees for recreational use of the Lombardi Recreation Building at UNR shall be approved by the Board of Regents. (B/R 02/05)

### **Section 21. Residence Hall and Food Service Rates**

The Board of Regents shall approve residence hall and food service rates for all NSHE institutions, excluding rates for conferences or other activities that are not exclusively for enrolled students.  
(B/R 12/08)

**Section 22. Refund of Residence Hall and Food Services Charges, UNLV**

1. Refunds of residence hall and food service charges are permitted only for those students withdrawing totally from the University or who have been released from contract obligations.
2. Refunds will be determined by the per diem cost of room and board for unused services.
3. Changes to be effective Summer 2003.
4. For special refunds required by the Higher Education Act of 1992 for first-time students receiving financial aid under Title IV, see Section 16 of this Chapter.  
(B/R 12/08)

**Section 23. Refund of Residence Hall and Food Service Charges, UNR**

1. Room and board charges are refunded upon withdrawal from school according to the following schedule:

1 - 2 weeks	75%
3 - 6 weeks	50%
7 - 8 weeks	25%
9 - 16 weeks	No refunds

2. For special refunds required by the Higher Education Act of 1992 for first time students receiving financial aid under Title IV, see Section 16 of this Chapter. (B/R 5/95)  
(B/R 12/08)

**Section 24. Apartment Rentals, UNR**

The Board of Regents shall approve rates charged for the University Village apartment rentals at the University of Nevada, Reno.

(B/R 12/08)

**Section 25. Technology Fee**

Beginning Spring 2000, a technology fee of \$4.00 per credit hour will be charged.

(B/R 12/08)

(B/R 2/05 – reorganization)