

3357:13-17-12 Student Tuition and Fees

Tuition and Fees are public monies within the jurisdiction and responsibility of the College's governing board under the laws and regulations of the State of Ohio and must be administered by the North Central State College Board of Trustees. The Board of Trustees reserves the right to change tuition and fee charges when necessary without notice.

(A) Tuition

- (1) Tuition is the base cost for attending classes at North Central State College. The annual per-credit-hour rate of tuition is set by the Board of Trustees under the authority of the Ohio Department of Higher Education.
- (2) All students are classified for tuition purposes as either In-state or Out-of-state.
- (3) Residency for tuition purposes is determined in accordance with applicable state law.

(B) Contact Hour Fees

- (1) Students will pay for services rendered for a faculty member's time, when the payment has not been incorporated into the credit hours of a course for which the students pay tuition. The additional cost will be calculated at the lowest possible burden per student that can still allow the college to break even for the cost of offering the course.
- (2) Contact Hour Fees will be calculated on average enrollment over one year for all sections of the course; when the data is available. Calculations of average enrollments will be based upon census data (15th day). New course enrollment average projections will be set by the Assistant Dean.
- (3) The percentage of State Teacher's Retirement System allocation, and the adjunct pay rate/overload hour pay rate will be verified by the payroll office annually.
- (4) The contact hour fees will be re-evaluated every three years.

(C) Lab Fees

- (1) The cost of lab supplies as well as the calculations for non-inventory equipment refresh for a course are passed to the student taking the course. This is done by calculating the cost of the supplies divided by the average number of students enrolling in said course section each semester.
- (2) The lab fee includes the following calculations:
 - (a) 20% of the total cost of the fee will be added if the base cost of the lab fee is less than \$100.00. A flat \$25.00 fee will be added if the base cost of the lab fee is over \$100.00.

- (b) The fee outlined above is intended to address the fluctuations in average enrollments in sections. This allows the college to break even in regards to purchase of materials and fluctuations in average enrollments.
- (3) Fees will be calculated on average enrollment over one year for all sections of the course; when the data is available. Calculations of average enrollments will be based upon census data (15th day). New course enrollment average projections will be set by the Assistant Dean.
- (4) Lab fees will be re-evaluated annually due to changes in enrollment and/or supplies needed.
- (5) Equipment replacement fees will be calculated annually by the agreed upon amount (in the approved multi-year academic plan) for the replacement of equipment in order to keep up-to-date with current technology standards.

(D) Alternative Delivery Fee

- (1) Students taking online/hybrid courses bear part of the burden for the technology and services attendant with the delivery of said online/hybrid courses. Thus, all course sections designated as online and/or hybrid shall have a fee attached specific to the alternative delivery method of the section.
- (2) Courses that have a lab fee associated at the course 'parent' level will be updated to remove the lab fee whenever that course is delivered in an online manner. This update will be performed by the controller 24 hours before priority registration to accommodate any new sections placed on the system by the divisions.
- (3) In the instance where the consumables of the course are used at the same level in either modality, the assistant dean will submit the lab fee waiver form, through the current curriculum and fee tracking system, to notify the controller that the lab fee, or a portion of the lab fee must remain despite the addition of the alternative delivery fee.
- (4) The lab fee waiver form will be processed through an abbreviated curriculum committee review to assure all parties are aware of the waiver and all signatures have been collected.
- (5) Each semester, 24-48 hours before priority registration the controller audits all courses to verify the accuracy and consistency of all fees for that semester. This includes the automatic addition of alternative delivery fees and the removal (where no paperwork has been submitted to stop the process) of the lab fees that are 'pulled down' from the 'parent' course level.

- (a) Additional pending sections will be placed on the schedule prior to the controller audit.
- (b) Hybrid courses identified by the 900 or 910 series will have both an alternative delivery fee and a lab fee in Health Sciences or Business, Industry, and Technology (BIT).
- (c) Hybrid courses identified by the 900 or 910 series will only have an alternative delivery fee in Liberal Arts.
- (d) On-line courses identified by the 920 series will only have an alternative delivery fee.
- (e) Contact hour fees will not be changed on courses moved to an online/hybrid modality.
- (f) After priority registration has opened, when an Assistant Dean adds an online/hybrid course an email should be sent immediately to the Controller to update the fees on the course.

Effective: May 22, 2018

Next Review: May 1, 2023

Review Dates: 5/22/18