

**West Virginia University Hospitals
Radiologic Technology Education Programs**

Policy No: **1.004**
Effective: **1/1993**
Revised: **5/2009**

Student Fees / Refunds

The Radiologic Technology Education Programs sponsored by West Virginia University Hospitals assess students tuition and fees to provide supplementary financial support of educational operations and functions. Students will be invoiced with a formal billing statement at least two weeks in advance of the specific fee deadline. Tuition and fees are subject to change without notice; however, all attempts will be made to publish any changes well in advance of their implementation.

Tuition Fee

West Virginia University Hospitals assesses student tuition and fees as follows:

\$1000.00 per semester - Radiography, Radiation Therapy, Nuclear Medicine, and Ultrasound

\$2000.00 per semester - Magnetic Resonance Imaging

Tuition invoices will be distributed at least two weeks prior to the beginning of the subsequent semester, and payment is due prior to or upon the first day of the semester.

Admissions Fee

Each **new** student is assessed a \$50.00 admission fee which must be submitted along with the "Intent to Enroll" form upon the acceptance of a student position. Admission fee invoices are distributed with admission acceptance letters, and payment is due prior to or upon the date specified. **Admission fees are non-refundable.**

Graduation Fee

Each graduating student will be assessed a \$25.00 graduation fee. Graduation invoices are distributed at least two week prior to graduation, and payment is due prior to or upon the date of graduation unless otherwise specified.

Late Payments Fees / Failure to Remit Payment

All payments must be received by the deadline specified on the invoice. Students who fail to remit payment by the specified deadline will be subject to a **\$25.00** late payment fee. Students who fail to remit payment within **two weeks** of the specified deadline will be removed from the program roster and their status will be recorded as "withdrew voluntarily".

Deferments

Students are temporarily exempt from the Late Payment Fees and Failure to Remit Payment requirements if they complete a **deferral** form prior to or upon the payment deadline. Deferments are **only** granted to students who have documented that they are waiting for the distribution of an approved form of financial assistance (grants, loans, scholarships, etc.). Deferments can only be granted by the Education Manager. Students who defer tuition payments are subject to the following payment regulations:

- a. Tuition payments are due within **three** business days after disbursement of financial aid.
- b. After the three-business day grace period, the Late Payment Fees and Failure to Remit Payment sections become effective.

Student Fees / Refunds cont.

Refunds

Students who complete up to 60% of a payment period prior to withdrawing from the Radiologic Technology Education Programs may receive a tuition refund that is prorated upon the percentage of the payment period completed. Student who withdraw after completing 60% of the payment period are not granted refunds. The following procedures will be utilized in determining and issuing a tuition refund if required:

1. The actual clock hours completed by the student are divided by the total clock hours for the payment period (semester) to determine the percentage of the payment period completed.
2. If the percentage of the payment period completed is **greater than 60%**, no refund is granted.
3. If the percentage of the payment period completed is **equal to or less than 60%**, the percentage is multiplied by the tuition paid for the payment period to determine the prorated refund amount. Admission fees are non-refundable and are not included as Semester I tuition paid.
4. The refund will be delivered to the student in the form of a check within 30 days of the withdrawal date. The only exception will be for those students who received Title IV funds:
 - a. If according to the Return of Title IV Funds policy, it is determined that a student has not earned 100% of their Title IV funds disbursed for the payment period and a return of funds to the United States Department of Education (U.S.D.E.) is required, the institution will return to the U.S.D.E. the unearned portion of Title IV funds collected for institutional charges (tuition & fees) on behalf of the student. The student will not directly receive a refund from the institution; however, the amount of funds returned by the institution will be subtracted from the total amount of Title IV funds owed the U.S.D.E. by the student. (See Over-awards /Overpayments & Return of Title IV Funds policy).

Payment / Collection Procedures

All payments are to be remitted to the Education Manager. Received payments will be submitted to the department financial analyst for depositing into the appropriate accounts. Administration of collected tuition and fee funds is relegated to the Financial Services department at West Virginia University Hospitals.

All payments must be submitted in the form of a personal/certified check or money order made payable to **West Virginia University Hospitals**. The student name or Social Security number should be included on the check or money order. Cash or Credit Card payments are not acceptable.

Education Manager

Date