
SECTION: Student Services

POLICY TOPIC: Registration, Tuition, and Fee Charges

I. Registration Policy

- A. The President shall ensure that registration activities and procedures are developed in accordance with College policies.
- B. Pre-registration procedures shall be developed to maximize student planning, advisement, and placement into appropriate classes.
- C. It is the policy of the College to offer equal access to courses and programs being offered for all students who have any needed prerequisites, subject to enrollment limits and deadlines.

II. Tuition and Fee Charges

- A. General Policy: The Board shall set unrestricted credit class tuition rates and any general student fee for resident and non-resident students of the College.
 - 1. The tuition rate for unrestricted credit classes will be based on factors that include residency of student, overall instruction and general operating revenue considerations, cost of instruction for selective admission programs and employment opportunities for successful completers, projected impact of these charges on student access, availability of financial aid, particularly need-based, and other factors considered and recommended by the President to the Board
 - 2. Increases to tuition rates and general fees will be managed in the following manner:
 - a. Tuition will be increased every other year based on the average of the percent increase (if any) in the Consumer Price Index (CPI) and the percent decrease (if any) in the sum total of state funding, property tax revenue, and oil and gas production revenue.
 - b. There will be no cap on the credit hour enrollment for which tuition is assessed each semester.

- c. The College will strive to limit the level of resident tuition and fees to the 75th percentile of New Mexico peer colleges' tuition and fee levels.
 - d. Increases to the general fees will occur every other year for non-tuition increase years. Increases to general fees will be based on specific college-wide needs.
3. Tuition for non-credit (including business- and industry-sponsored training classes) and restricted credit courses will be determined by the President on behalf of the Board, based on the nature of the course and the expenses involved.
4. The Board authorizes the President to implement the non-credit and restricted credit tuition and fee rates in a manner that may, on occasion, assess a tuition and fee rate for some students different from their residency rate.
5. The Board authorizes the President to charge non-resident tuition and to implement appropriate fees for any international student to cover the costs of processing that student to enroll at the College. The President will adhere to any and all existing state and federal laws and regulations concerning enrollment of international students.
6. The Board authorizes the President to establish or modify any special lab or course fee for unrestricted and restricted courses to reflect course delivery costs, student access considerations, market prices, or other factors as determined by the President. The Board authorizes the President to implement appropriate fees for online instruction for students to cover cost of delivery for that instruction.
7. A schedule of current tuition and fee charges shall be made known through class schedules and financial aid brochures to assure knowledge of the costs to attend San Juan College.
8. The New Mexico Higher Education Department has adopted the regulations called for by Section 21-1-4.E NMSA (1978). Those regulations are found at Title 5, Chapter 7, Part 18 of the Code. The Code indicates that it is applicable to all state public postsecondary institutions in the state of New Mexico (5.7.18.2 NMAC). The objective for the regulations is "to establish a

policy for the purpose of determining resident and non-resident student classifications for students enrolling at public postsecondary institutions (5.7.18.6 NMAC). In 5.7.18.8 NMAC, the definition of resident for tuition purposes is outlined. Subpart 9 defines what a resident is for tuition purposes. Section 5.7.18.10 deals with the issue of determination of residency status. All residency inquiries should be made to the College Registrar.

B. Refunds of Tuition and Related Charges:

1. Students may be eligible for a refund of their tuition and related charges. If students have paid for classes and officially reduced their load, or they withdraw prior to the end of the posted refund period, their refund will be processed and mailed to the students' system address. The method of original payment (e.g., financial aid, third party sponsor, credit card) determines the method used in processing each refund and to whom the refund will be transmitted.
2. The Vice President for Student Services, or designee, is authorized to initiate tuition and related charge refunds for classes that are officially canceled or a documented error is made by the College in registration or scheduling. The Vice President, or designee, is also authorized to exercise professional judgment, including requiring appropriate documents from a student, to initiate a refund of tuition and related charges after the posted refund period when circumstances warrant (e.g., student or immediate family member has a severe medical condition, employer relocates student/family, death of student or close family member or other circumstances).
3. If a student owes any accounts receivable to the College and is eligible to receive a refund, the refund will first be applied to the receivable. Any uncommitted balance will then be refunded.