

TUITION, FEES, WAIVERS, AND RELATED FUNCTIONS

1 POLICY

2 The Minnesota State Board of Trustees has the authority to set the tuition rate for the College. The
3 President is responsible for consulting with appropriate groups and making tuition recommendations to the
4 Board of Trustees. The President also will consult on campus and within Board Policy to set the College
5 fee structure. The College will ensure that its procedures regarding tuition and fees are in compliance with
6 [Minnesota State Board Policy 5.12](#) and [Minnesota State Board Procedure 5.12.1](#).

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8 *History:*

9 *08.13.07 Adopted*

10 *03.16.17 Proposed (Changed MnSCU to Minnesota State)*

11 *04.19.17 Revised*

12 *10.06.21 Proposed; Reviewed for Equity Compliance*

13 *06.14.22 Revised*

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PROCEDURES**Registration Adjustment**

A *registration adjustment* is an addition, deletion or change made to a student's course schedule.

Registration adjustments include, but are not limited to:

- a. dropping and/or adding courses
- b. withdrawing from a single course
- c. withdrawing from all courses

It is the student's responsibility to initiate drops or withdrawals. A student who stops attending a course prior to the completion of the semester without following the College policy and procedures will receive the earned grade for the course and will be charged all appropriate fees. Such students will be denied any refund and may be deprived of future acceptance at other academic institutions. Failure to attend class does not in itself constitute cancellation. The College reserves the right to drop a student from a course.

Dropping and/or Adding Courses

Students may add courses through the online eService's process through the first five (5) business days of fall and spring terms and for the first three (3) business days of summer term. Business days are defined as any day that college offices are open to the public, Monday through Friday, excluding posted holidays. eServices is available 24 hours a day (12:00 a.m. – 11:59 p.m.) and office hours are 8:00 a.m. to 4:30 p.m. For any course that does not begin the first week of the semester, a student must add the course within one business day following the first day of the course. Any exceptions must be requested by submitting a Registration Adjustment Petition. This form can be found under Student Forms on the Ridgewater website.

Students may add courses at any time during the semester if the course has not started and there are openings in the course. Tuition payment arrangements must be made at the time of registration.

For courses that start the first week of the semester, a student may drop these courses through the first five (5) business days of that semester to receive a tuition adjustment. For courses that do not start the first week of the semester, a student has the right to attend one class and still retain the right to drop the course. The drop must be accomplished within one business day following the first day of the course. Students may drop courses through the online registration process. Courses dropped within the drop/add period do not appear on the transcript.

When a student drops a co-requisite course, the system automatically does the same action for the other course. A student cannot be enrolled in one without also being enrolled in the other. Passing the developmental course, even if not the college-level one, satisfies the prerequisite for the college-level course, allowing a retake without the developmental course requirement.

For flex lab and independent study courses, students have the first five business days of the semester or the first five days after registration (whichever is later) to drop the course. The registration date counts as the first day, and days are counted as business days, not calendar days or scheduled class days.

For online and blended courses, the first day of class is the posted start date of the course or the semester.

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58
59 Students can drop and add classes through eServices 24 hours a day through the appropriate timelines as
60 defined above.

61
62 Drops made after the add/drop period are sometimes backdated to within the add/drop period in order to
63 generate a 100% tuition refund. Once the proper paperwork, as described below, is completed, and
64 approved, it will be forwarded to the Student Services Office for processing. The Student Services Office
65 will then forward it to the Business Office and Financial Aid Office for any necessary financial adjustments.
66 Following is a list of situations where backdating is acceptable:

- 67
68 1. Switching sections of same course.
69 2. Switching to lower or higher-level course.
70 3. Course was cancelled.
71 4. College error.
72 5. Unusual and extenuating circumstances.

73
74 Item #1 and Item #2 require submission of a Registration Adjustment Petition with appropriate supporting
75 documentation. Switching of sections of the same course will only be allowed if the courses have common
76 start and end dates. It is important to note that any drop may result in an adjustment of the student's
77 financial aid award.

78
79 Item #3 requires approval of the appropriate Customized Training Coordinator or the Instructional Dean if
80 the course is cancelled after the five-day add/drop period. Approval may be given via email.

81
82 Item #4 requires submission of a Registration Adjustment Petition, with appropriate supporting
83 documentation.

84
85 Item #5 requires submission of a Registration Adjustment Petition, with appropriate supporting
86 documentation. This administrative option is infrequently used and is reserved for truly unusual and
87 extenuating situations.

88
89 **Credit Limits/Approval**

90 The recommended average load for full-time students is 15 credits per semester to complete a two-year
91 diploma or degree in two years. Students wanting to take more than 22 credits in a semester must obtain
92 approval from an advisor. PSEO students wanting to take more than 18 credits in a semester must obtain
93 approval from an academic advisor.

94
95 **Withdrawing From a Single Course**

96 After the drop period of a term has elapsed, a student has the right to withdraw from a course through the
97 online process. The final date for official course withdrawal shall be the date on which eighty percent (80%)
98 of the days in the academic semester have elapsed. For courses not on a standard academic semester
99 schedule, the final date for official course withdrawal shall be established as the date on which eighty
100 percent (80%) of the instructional days for the course have elapsed. Withdrawal dates for each course can
101 be viewed in the online course schedule.

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102
103 Students withdrawing during the withdrawal period receive a transcript symbol of "W" on their transcript.
104 While a "W" has no impact on the GPA calculation, it has a negative impact on percentage of completion
105 used to evaluate Satisfactory Academic Progress for both academic and financial aid purposes. In
106 addition, withdrawing from courses may have tuition and financial aid implications.
107

108 Beginning with the sixth (6) business day of the semester, there will be no refund for withdrawals from
109 individual courses. Refunds will only be given for total withdrawals (i.e., withdrawing from all courses)
110 according to the refund schedule.
111

112 *Note: Although the student has the right to withdraw, it is the College's expectation that a student will*
113 *discuss course withdrawal with the relevant instructor(s) prior to withdrawing. At the discretion of the*
114 *instructor, a student may forfeit the right to withdraw from any course in which the student has received a*
115 *failing grade due to academic dishonesty. A student may not withdraw from any course that is completed*
116 *or for which an earned grade has been assigned by the instructor.*
117

118 After the withdrawal period has elapsed, students with truly unusual and extenuating circumstances may
119 have their withdrawal approved by submitting a Registration Adjustment Petition with appropriate
120 supporting documentation.
121

122 Withdrawing from All Courses

123 When a student withdraws from a co-requisite course, the system automatically does the same action for
124 the other course. So, one cannot happen without the other. If you pass the developmental course, but not
125 the college-level, you fulfill the pre-requisite requirement for the college-level and can retake it without
126 taking the developmental course. When a student withdraws from a co-requisite course, the system
127 automatically does the same action for the other course. A student cannot be enrolled in one without also
128 being enrolled in the other.
129

130
131 A student may initiate a complete withdrawal from all courses by meeting with a counselor and completing
132 the required forms in the Student Services Office, as long as the withdrawal period for any of the student's
133 courses has not elapsed. The student will receive a "W" with no designation as to passing or failing the
134 courses. A student may not withdraw from any course which is completed or for which an earned grade
135 has been assigned by the instructor.
136

137 Credit Balance Policy - Refund of Tuition and Fees

138 Refund checks for a credit balance on a student's account will be processed and refunded within 14
139 calendar days. A student who receives confirmation of total withdrawal may be eligible for a refund
140 according to the following schedule. The effective date of a drop or total withdrawal is the date the request
141 is received by the Student Services Office.
142
143

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144 For fall and spring terms:
145

Withdrawal Period	Refund %
1st through 5th business day of term	100
6th through 10th business day of the term	75
11th through 15th business day of the term	50
16th through 20th business day of the term	25
after 20th business day of the term	0

146 For summer term:

Withdrawal Period	Refund %
1st through 5th business day of the term	100
6th through 10th business day of the term	50
after the 10th business day of the term	0

147 The refund schedule is based on [Minnesota State Board Policy 5.12](#).

148 A financial aid recipient who completely withdraws from a term prior to the 60% point of that term is subject
149 to the return of federal aid not earned, as well as the refund calculation for the Minnesota State Grant and
150 the SELF Loan. Examples of both calculations are available from the Financial Aid Office at the student's
151 request.

152
153 Students who withdraw or stop attending Ridgewater College may be subjected to the return of financial
154 aid. See [Federal Return of Title IV Policy](#).

155
156 **Special Tuition Rates**

157
158 **Reciprocity**

159 Special agreements have been reached with various states/provinces allowing students to pay tuition rates
160 which are less than the non-resident rates. These arrangements are called reciprocity agreements. There
161 are currently reciprocity agreements between Minnesota and Wisconsin, North Dakota, and Manitoba.
162 There is also the Midwest Student Exchange program with Kansas, Michigan, Missouri, and Nebraska.

163
164 Students from states/provinces covered by reciprocity agreements must apply to their home state/province.
165 Applications are available from the Ridgewater College Admissions Office. Once the home state/province
166 has processed the application, the College will be notified. Students with approved reciprocity agreements
167 will be charged the reciprocity rate for their state/province of residence.

168
169 If a student lives in a state that has a reciprocity agreement with Minnesota, tuition and fees will be based
170 on the student's home state reciprocity agreement. Students should contact the Admissions Office for
171 further information. Ridgewater College allows students who reside in states that do not have reciprocity
172 agreements with the state of Minnesota to pay in-state tuition rates.

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173

174 Senior Citizen

175 As defined in [Minnesota Statute 135A.51](#), a senior citizen is a legal resident of Minnesota who has reached
176 62 years of age prior to the start of the semester in which a course is pursued, or a person receiving a
177 railroad retirement annuity who has reached 60 years of age prior to the start of the semester. The senior
178 citizen rate applies only to students who are not collecting financial aid (including grants, loans,
179 scholarships or other third-party funding). A student wishing to audit a class must declare this intention at
180 the time of registration. The student will be responsible for purchasing books and course materials. A
181 senior citizen may register for a course during the add/drop period the day after the first class session is
182 held if there is space available in the course. Senior citizens who wish to guarantee their enrollment in a
183 course may register earlier but will be required to pay full tuition and fees. If a senior citizen guarantees
184 enrollment by registering early, they will not be allowed to utilize the tuition benefit for that course at a later
185 date.

186

187 Senior Citizens taking courses for credit will be charged:

- 188 • \$20 administrative fee per credit.
- 189 • Health service fee per credit.
- 190 • State-wide student government fee per credit.
- 191 • Technology fee per credit.
- 192 • Parking fee per credit.
- 193 • Any personal property fees associated with registered courses.

194

195 Senior Citizens taking courses for Audit will be charged:

- 196 • Health service fee per credit.
- 197 • Parking fee per credit.
- 198 • Any personal property fees associated with registered courses.

199

200 A senior citizen may also enroll without payment of an administrative fee in non-credit courses, except
201 those courses designed and offered specifically and exclusively for senior citizens. A senior citizen
202 enrolled in a non-credit course must pay for any materials, personal property or service charges for the
203 course.

204

205 A senior citizen enrolled in closed enrollment contract training or a professional continuing education
206 program is not eligible for these benefits.

207 This procedure has been developed in accordance with [Minnesota State Board Policy 5.11](#) and [Minnesota
208 State System Procedure 5.11.1](#).

209

210 Waivers

211 The President or designee may waive amounts due to the College for the following reasons:

212

- 213 • death of a student
- 214 • extreme medical reasons preventing the student from completing the term successfully (typically the
215 withdrawal option would be used for medical situations)
- 216 • college error

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- 217
- course conditions (a course condition exists when the location or timing of the course results in the student not being able to use the service intended by a fee)
- 218
- natural disasters or other situations beyond the control of the College
- 219
- 220

221 A student interested in pursuing a waiver must complete a Registration Adjustment Petition form which
222 includes the request, the rationale, and supporting documentation. The form must be submitted by the end
223 of the following semester for the course(s) in question. It is important to note that these are rare and the
224 college always examines the totality of the situation, i.e., amount of financial aid received, overage check(s)
225 sent to student, federal and state requirements on returning unearned aid, any refund already applied, etc.
226

Minnesota State Employee Tuition Waiver

227 Employees of Minnesota State or their dependents may be eligible for a tuition waiver based on the
228 employee's employment contract. Students may apply for this waiver by completing a waiver petition,
229 which is initiated in the College's Human Resources Office. Students are responsible for paying fees
230 associated with courses.
231

Students Called into Active Armed Services

232

233 Students who are members of any branch of the U.S. military reserves and who are unable to complete a
234 semester due to having been called to active duty shall, to the extent possible, be provided one of the
235 following options in accordance with [Board Procedure 5.12.1](#):
236

- 237
- a. The student may be given a full refund of tuition. Students receiving financial aid who choose this
238 option should be aware that they may be liable for any required refunds of state or federal financial
239 aid funds.
 - b. The student may be given a grade of Incomplete in a course and complete it upon release from
240 active duty. Course completion may be accomplished by independent study or by retaking the
241 course without payment of tuition. Under federal financial aid policies, a course that is retaken in
242 this manner may not be counted toward a student's enrollment load.
 - c. If, in the instructor's judgment, the student has completed sufficient course work to earn a grade of
243 C or better, the student may be given credit for completion of a course.
244
245

246 Students should visit with a counselor to discuss the options available to them.

247 This procedure has been developed in accordance with [Minnesota State Board Policy 5.12](#) and [Minnesota](#)
248 [State Procedure 5.12.1](#).

Tuition and Fee Payment Due Date

250 At Ridgewater College, the act of registration is considered an acknowledgement on the part of the student
251 that they will attend and pay for the registered courses. Fee statements are available online. Paper
252 invoices are not mailed on a routine basis. Payments can be made at one of the Ridgewater College
253 Business Offices or online at eServices.
254
255

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256 **Tuition and Fee Due Date**

257 Tuition and fees are due on the posted due date before the start of each semester. Tuition must be
258 received in the Business Office by 4:30 p.m. on the posted tuition due date.

259
260 While Ridgewater does participate in the registration cancellation for nonpayment process, there are factors
261 that can prevent this from happening. It is the students' responsibility to pay for the courses that they are
262 registered for, and if they do not plan on attending, they need to cancel their registration within the timelines
263 allowed. If these dates are not followed the student will be financially and academically responsible for
264 those classes regardless of attendance. The student should not rely on any process or make any
265 assumptions, as it is their responsibility to take the appropriate action.

266
267 Students may have their registration cancelled unless at least one of the payment requirements has been
268 met prior to 8:00 a.m. on the sixth business day of the semester. Refer to [Minnesota State Board Policy](#)
269 [5.12](#) and [Minnesota State Board Procedure 5.12.3](#).

270

271 **Definitions**

272

273 **Tuition and Fees Payment Requirements**

274 Using the Registration Cancellation process, Ridgewater College shall cancel student registration for all
275 registered credit courses unless one of the following conditions has been met:

- 276 1. The student has paid 15 percent of the tuition and fees due or made a \$300 down payment
277 towards tuition and fees, whichever is less;
- 278 2. The student has applied for financial aid through the FAFSA process and an Institutional Student
279 Information Record (ISIR) has been received by the college;
- 280 3. The student has enrolled in an approved tuition and fee payment plan;
- 281 4. The student has received an approved deferral; or
- 282 5. The student has received an approved waiver at least equal to the amount of tuition and fees due.

283

284 **Financial Aid Applied to Tuition and Fees:** Financial aid will be applied to the student's account the
285 second week of the semester. Only amounts of financial aid in excess of the outstanding balance will be
286 disbursed to the student.

287

288 **Safe Harbor Payment:** A student may pay \$300 down in order to be excluded from the registration
289 cancellation for non-payment process.

290

291 **Veterans:** A student who is receiving veteran educational benefits must complete and sign a VA
292 deferment form. Veterans who have submitted the appropriate paperwork will not have their registration
293 cancelled for non-payment.

294 **Payment Plans:** [Minnesota State Board Policy 5.12 - Tuition and Fees, Due Dates, Refunds, Withdrawals,](#)
295 [and Waivers](#) authorizes colleges and universities to provide payment plans to students, permitting them to
296 pay tuition and fees after the tuition and fee payment due date.

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297 **Student-Initiated Payment Plan:** A student may meet the requirement of payment in full for tuition and
298 fees at or before the tuition and fee due date by entering into an approved payment plan. A payment plan
299 may be the primary method of payment, or it may supplement other forms of payment such as financial aid
300 or tuition waiver. The College has a payment plan, called Nelnet, which allows students to make monthly
301 payments for tuition and fees. Students will be able to pay tuition and fees on the College's website.

302 Through an agreement with Nelnet, payments will be automatically processed each month (either on the
303 5th or 20th), either by automated bank payments or by charging payments to Visa, MasterCard, or
304 Discover. This is not a loan, and there is no interest/finance fee. The only fee to budget payments through
305 Nelnet is a non-refundable enrollment fee of \$24.00 per semester. A student who has any scheduling
306 changes or receives a financial aid award letter after enrolling in the Nelnet payment plan will need to
307 contact the Business Office to correct payment plan amounts. An email from Nelnet will be sent.

308 A student can sign up for Nelnet online at the College's website. Contact the Ridgewater College Business
309 Office at 320-234-8596 with any questions.

310 **Institution-Initiated Payment Plan:** Students with a balance due on their account and have not enrolled
311 in a student initiated payment plan, or do not have third-party funding, or do not have a signed veteran's
312 deferment in place will automatically be enrolled in an institution-initiated payment plan on the 25th day of
313 the term and assessed a \$30.00 payment plan fee in accordance with [Minnesota State Board Policy 5.11 -](#)
314 [Tuition and Fees](#).

315 Institution-initiated payment plans established for the remaining balance due for fall, spring, and other terms
316 at least twelve weeks in length will consist of three payments, generally due four weeks apart starting with
317 the established tuition and fee due date as follows:

- 318 1. The first payment of no less than one-third of the student's remaining tuition and fee balance is due
319 no later than the close of business on the last business day of the fifth week of the term.
- 320 2. The second payment of no less than one-half of the student's remaining tuition and fee balance is
321 due no later than the close of business on the last business day of the ninth week of the term.
- 322 3. The final payment of the student's remaining tuition and fee balance is due no later than the close
323 of business on the last business day of the thirteenth week of the term, or the last week of the term
324 if earlier.

325 Institution-initiated payment plans established for the remaining balance due for summer and other terms at
326 least five but less than twelve weeks in length will consist of one or two payments generally four weeks
327 apart starting with the established tuition and fee due date as follows:

- 328 1. The first payment is due no later than the close of business on the last business day of the fifth
329 week of the term. For terms at least nine weeks in length, the first payment shall be no less than
330 one-half of the student's remaining tuition and fee balance. For terms less than nine weeks in
331 length, the first payment is the only payment and the student's remaining tuition and fee balance is
332 due.

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333 2. For terms at least nine weeks in length, the final payment of the student's remaining tuition and fee
334 balance is due no later than the close of business on the last business day of the last week of the
335 term.

336 Students placed on the institution-initiated payment plan will be notified by an invoice and letter mailed to
337 the permanent address on file. The sum of the payments must equal the total amount due. A late fee shall
338 be charged for all payments not received by the due dates in accordance with [Minnesota State Board](#)
339 [Policy 5.11 - Tuition and Fees](#). A hold will be placed on the account and the student will not be allowed to
340 register for the next term until the account has been paid in full.

341 Third Party and Private Scholarship Funds

342 If a third-party agency is providing payment, whether partial or full, on behalf of a student for the cost of
343 their college charges for tuition, student fees, course fees, textbooks, etc., a written authorization must be
344 provided to the Business Office before the payment due date of each term. Depending on the funding
345 source, there are different requirements.

346 Send authorizations (vouchers) to: Business Office - Third Party
347 Ridgewater College
348 2101 15th Ave NW
349 Willmar, MN 56201

350 The College does not accept authorizations specifying that payment will be delayed until the final grades for
351 the term are posted.

352 The third-party authorization is recorded on the student's account, and the College invoices the third party
353 agency if all information is provided. If the third-party agency notifies the College that the authorization has
354 been cancelled, the student then becomes financially liable for the College charges on their account.

355 Funding from third party agencies is considered financial assistance to the student. Therefore, the
356 authorization amount is included in the student's overall financial aid award package.

357 Late Fees

358 A late fee will be charged to a student's account each semester when an outstanding balance remains after
359 the published due date. The late fee will be applied thirty days after the published due date. The late fee is
360 \$30 and is subject to change without notice. The Director of Business Services is the only person
361 authorized to cancel a late fee.

362
363 Students with balances on their account are not permitted to register for subsequent terms until full
364 payment of that balance is made. In addition, transcripts and/or diplomas will not be released until full
365 payment is made.
366

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367 Financial Aid Disbursement

368 With the exception of monies paid to students for work performed through the work study program, all
369 institutionally administered financial aid funds (grants and loans) will be paid beginning the tenth day of
370 each semester.

- 371 1. Student Services and Business Office will develop and publish a calendar of payment dates.
- 372 2. Work Study pay checks will normally be issued per the published payroll dates in the Student
373 Employment Handbook.
- 374 3. All monies due the student will be paid by check or direct deposit to a checking or savings account.
- 375 4. No financial aid funds will be released until all required materials are submitted to Student Services.

376

377 Fees/Definitions

378

379 **Course Test Out Fee:** This optional fee applies to students who feel they have sufficient prior knowledge
380 of a course to test out with a passing score rather than take the course. A student must obtain a "Course
381 Test-Out" form from the Ridgewater website under Student Forms, complete the form, and follow the
382 instructions provided on the form. Students are encouraged to follow this process prior to registering for
383 the course.

384

385 **Health Service Fee:** This per-credit fee is designed to provide health information for students and to
386 address health and safety issues that affect the College's educational environment.

387

388 **LeadMN College Student Association Fee:** This per-credit fee is collected by the College and sent to
389 LeadMN, which represents students in matters related to students' rights, legislation, etc.

390

391 **Parking Fee:** This per-credit fee is mandated by the Minnesota legislature and designed to provide repair
392 and replacement of parking lots. Students who demonstrate that they do not use campus parking facilities
393 may file a parking waiver form to receive a refund. Waiver forms are available at the Business Office on
394 either campus.

395

396 **Personal Property Fee:** Colleges may charge students the actual cost of property and services. The fee
397 shall be for items that become the personal property of a student and have an educational or personal
398 value beyond the classroom or for services for or on behalf of the student.

399

400 **Credit for Prior Learning Fee:** This fee is charged to students who make application to use prior
401 experiential learning for transfer toward course credits. A "Credit for Prior Learning" form can be found
402 under Student Forms on the College webpage.

403

404 **Student Life Fee:** This per-credit fee is to support student activities at the College. Activities include
405 clubs, intramurals, athletics, guest speakers/entertainers, etc.

406

407 **Technology Fee:** This per-credit fee is for updating and maintaining access to technology.

408

409

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410 Fee amounts can be found on the Ridgewater website at [http://ridgewater.edu/Future-Students/Paying-For-](http://ridgewater.edu/Future-Students/Paying-For-College/Pages/Tuition-and-Fees.aspx)
411 [College/Pages/Tuition-and-Fees.aspx](http://ridgewater.edu/Future-Students/Paying-For-College/Pages/Tuition-and-Fees.aspx)

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413

414 -----

415 *History:*

416 *08.13.07 Adopted*

417 *07.10.08 Revised with Updated Fee Amounts*

418 *07.13.09 Revised with Updated Fee Amounts*

419 *05.13.10 Revised*

420 *05.21.10 Revised with Updated Fee Amounts*

421 *05.28.10 Revised to reflect change in age of "senior citizen" from 62 to 66 per state statute, eff. 08.01.10*

422 *12.06.10 Revised*

423 *08.04.11 Revised to reflect changes in age of "senior citizen" from 66 to 62 per state statute; tuition payment dates.*

424 *11.15.11 Revised to clarify statute concerning the senior citizen fee.*

425 *12.18.12 Revised to reflect changes to final date for official course withdrawal.*

426 *06.12.14 Revised to reflect current procedures.*

427 *11.26.14 Proposed (additional revisions made 08.13.15); 11.16.15 Revised*

428 *03.16.17 Proposed; 04.19.17 Revised*

429 *11.13.17 Proposed; 2.21.18 Revised*

430 *10.06.21 Proposed - Reviewed for Equity Compliance; 06.14.2022 Revised*

431 *02.20.24 Proposed - Reviewed for Equity Compliance; 06.10.2024 Revised*