

**General Policy**

Tuition and fees shall be charged in accordance with state statutes and regulations and according to schedules established by the Board. Tuition for noncredit courses, both reimbursable and nonreimbursable, will be determined by the nature of the courses and the expenses involved.

**Noncredit /  
Continuing  
Education Tuition**

The College District shall promote a robust offering of campus-based, online, and hybrid-online noncredit continuing education courses to provide unique educational opportunities for students to achieve personal enrichment, professional advancement, and pursue personal interests.

The Chancellor shall promulgate procedures under which a system of noncredit continuing education course categories shall be established and their corresponding tuition rates recommended for consideration by the Board.

Upon approval by the Board, such tuition rates, as set, shall apply to all colleges within the College District. Deviation from a set tuition rate approved under this provision must be recommended by the president of the college to the Chancellor for consideration by the Board.

**Workforce**

Consistent with the role of the community college as a public, community institution, the College District seeks to promote job creation and small business development, while providing valuable workforce training to prepare its communities for existing high value jobs.

The College District shall ensure that it continues to meet industry needs through the development of workforce courses, certificate programs, and awards that align with employment opportunities and business development. The Chancellor shall promulgate regulations to ensure that such alignment is achieved.

Reimbursable  
Continuing  
Education

Guidelines for reimbursable continuing education are as follows:

1. The College District will charge students who take noncredit continuing education courses when Continuing Education Units (CEU) are awarded and the courses are eligible for state funding, except in the following circumstances:
  - a. The College District may charge zero tuition per student if a significant portion of the College District's costs for facilities, instructor salary, equipment, and/or other expenses are covered by monetary and/or in-kind contributions from business or industry, federal, state, or private grant sources, or other public or private contributors. Significant portion means any amount mutually agreed

upon by the College District provider of services and the contributors.

- b. The College District may charge zero tuition per student for courses taught in federal prisons or to federal prisoners if facilities, equipment supplies, or other expenses are borne by the federal government.
- 2. The College District's minimum tuition shall be \$0.50 per contract hour for students in reimbursable continuing education except as noted in 1.a. and 1.b., above.
- 3. In contract training, continuing education courses where CEU are earned, the College District shall charge a minimum out-of-state tuition of \$4 per contract hour to nonresident students who are brought from out-of-state for these courses if reimbursement is sought.
- 4. For students who enroll more than twice in a course with substantially the same content, the College District shall charge an additional \$3 of tuition per contact hour (reimbursable CEU) as allowed by law.

**Refund Policy**

The refund policy of the College District is based upon state regulations and on the fact that student tuition and fees provide only a fraction of the cost of offering educational opportunities. When a student enrolls in a class, he or she reserves a place that cannot be made available to another student until he or she officially drops the class. Also, a student's original enrollment represents a sizable cost to the College District, whether or not he or she continues in that class. Therefore, refunds will be made only under the following conditions set forth below, or as provided by law, regulation, or programs providing tuition assistance pursuant to a contract or memorandum of understanding with the College District.

Semester-length  
Courses

A student who officially withdraws from semester-length courses for which credit hours are awarded in the institution shall be refunded, as soon as practicable, a percentage of collected tuition and mandatory fees according to the following schedules.

*Fall or Spring  
Semester*

<b>Time of Withdrawal</b>	<b>Percent Refund</b>
Prior to the first class day	100%
During the first through the 15th class days	70%
During the 16th through the 20th class days	25%

Time of Withdrawal	Percent Refund
Twenty-first class day and thereafter	None

*Summer Session* Refund timelines are shortened during summer semesters.

Time of Withdrawal	Percent Refund
Prior to the first class day	100%
During the first through the fifth class days	70%
During the sixth through the seventh class days	25%
Eighth day of class and thereafter	None

Flexible-entry and  
Nonsemester-length  
Courses

For flexible-entry and nonsemester-length courses with an official reporting date other than the 12th class day (fourth class day for a summer session), students who withdraw prior to the first class day will receive a 100 percent refund.

When students withdraw after class begins, see the table below.

Length of Class Term in Weeks	Last Day for 70% Refund	Last Day for 25% Refund
2 or less	2	NA
3	3	4
4	4	5
5	5	6
6	5	7
7	7	9
8	8	10
9	9	11
10	9	12
11	10	14
12	12	15
13	13	16
14	13	17
15	14	19
16 or longer	15	20

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Refund Calculation In applying the refund schedules above, refunds are calculated based upon net charges for hours “dropped” and “added” if occurring prior to the official reporting date.

Appeals A student may appeal a refund decision to the refund petitions committee at the campus in accordance with the following:

1. Refund petitions, accompanied by an explanation of any extenuating circumstances, shall be submitted to the refund petitions committee on the campus.
2. If the petition is approved by the committee, the student shall be notified and shall receive a refund of tuition and fees according to the appropriate schedules in this policy.

Deadlines for Refund Requests A student must submit a request for refund before the end of the semester or summer session for which the refund is requested, otherwise the request is barred.

*Academic Calendar* The College District academic calendar shall specify the last day for withdrawal with a refund.

Fees  
*Mandatory* Mandatory fees shall be assessed for College-District-related services available to students. Mandatory fees may include, but are not limited to, student activity fees, laboratory fees, private lesson fees, physical education activity fees, registration fees, technology fees, and other mandatory fees.

*Nonrefundable* A student who withdraws from the institution prior to the first class day may be assessed a nonrefundable \$15 fee as provided by Coordinating Board regulations.

**Continuing Education Refund** Continuing education refunds shall be handled as follows:

1. Students who submit a request for withdrawal, either written or verbal, from a continuing education course shall have their tuition and mandatory fees refunded according to the following schedule:
  - a. Prior to the first class day of the course (i.e., by the close of business on the last business day preceding the first scheduled meeting day of the course) ... 100 percent
  - b. During the first two class days of the course (i.e., by the close of business on the second scheduled meeting day of the course) ... 80 percent
  - c. After the second class day of the course ... None
2. Separate refund schedules may be established by the College District for course-related or optional fees such as course

supplies and textbooks, parking, facilities/lab usage, and the like.

3. Tuition and fees paid directly to the institution by a sponsor, donor, employer, or scholarship shall be refunded based on the terms stipulated by the funding source.
4. A student may appeal a refund decision to the Refund Petitions Committee or to the dean of continuing education at the campus in accordance with the following:
  - a. Refund petitions, accompanied by an explanation of any extenuating circumstances, shall be submitted to the Refund Petitions Committee or to the dean of continuing education on the campus.
  - b. If the petition is approved by the committee or the dean of continuing education, the student shall be notified and shall receive a refund of tuition and fees according to the appropriate schedules in this policy.
5. A petition for a refund will not be accepted after the end of the quarter for which the refund is being sought.
6. This refund policy applies specifically to students enrolling individually in publicly offered continuing education courses that have more than two class meetings.
7. In cases of one- and two-day courses, conferences, tours, and other special events, the campus may publish and enforce an alternate refund policy and schedule.

**Senior Citizen Waiver**

If a senior citizen who resides or owns property subject to ad valorem taxation in Dallas County enrolls in credit courses, the College District shall waive a maximum of six hours of tuition each semester or summer session if space is available; however, all other fees and charges apply. In this provision, "senior citizen" means a person 65 years or older.

**Semester Tuition**

Beginning fall 2020, tuition for all semesters is as set forth in the table below ("Tuition Table"):

<b>Residency Status</b>	<b>Tuition</b>
Dallas County residents*	\$79 per credit unit or a minimum of \$79
Out-of-district residents	\$135 per credit unit or a minimum of \$135

<b>Residency Status</b>	<b>Tuition</b>
Out-of-state residents	\$200 per credit unit or a minimum of \$200
Out-of-country residents	\$200 per credit unit or a minimum of \$200
* See Employees, Retirees, and Dependents, below	

Employees,  
Retirees, and  
Dependents

A full-time College District employee, College District retiree, or eligible dependent who resides outside Dallas County shall be eligible for Dallas County tuition rates. An individual who would have been classified as a resident for the first five of the six years immediately preceding registration but who resided in another state for all or part of the year immediately preceding registration shall be classified as a resident student.

Duplicative  
Coursework

For students who enroll more than twice in a course with substantially the same content, the College District shall charge additional tuition of \$50 per credit unit as allowed by law.

**Learning Materials**

The Tuition Table, above, specifies College District tuition rates, which include the cost of learning materials. Pursuant to the federal student aid regulations governing the inclusion of learning materials costs in the amount of tuition and fees, the College District will allow students the opportunity to opt-out of receiving learning materials from the College District and receive a reduced tuition rate, according to the following procedures:

1. The College District will confirm that it has an arrangement with a third party that enables the College District to make learning materials available to students at below competitive market rates. To achieve this, the College District will do the following:
  - a. Annually, the College District will review publicly available pricing information for the same or substantially similar learning materials to confirm that the learning materials are being made available to students at below competitive market rates.
  - b. This annual review will also include information identifying the cost to the College District of the learning materials and presenting a segregation of those costs for internal accounting purposes.
  - c. The results of this review will be memorialized in writing and maintained in the College District's files.

- d. The memorialization of this annual review will be for internal accounting purposes and for the further purposes of substantiating that learning materials are being made available to students at below competitive market rates facilitating regulatory compliance by the College District.
2. By the seventh day of a financial aid payment period, the College District will enable students to obtain learning materials. The College District will coordinate with the entity providing learning materials to ensure students obtain learning materials within this timeframe.
3. The College District will develop a process by which students may opt out of receiving the learning materials from the College District for the current academic semester. The College District may offer the process either in hard copy or electronically, and the process shall be made accessible through the College District's website. The process shall be approved by the College District's legal department.

#### **Tuition Waivers**

In accordance with law, the Board authorizes the following tuition waivers:

1. **Ad Valorem Taxes.** A person who resides outside the College District and who owns property subject to ad valorem taxation by the College District, or a dependent of that person, shall be entitled to pay tuition at the rate that applies to a student who resides in the College District.
2. **Economic Development and Diversification Program.** A person from outside the state of Texas, who registers with a college before having established residency in the state of Texas, is entitled to pay the same tuition and other fees required of Texas residents if the person, or the parent or guardian of the person, has relocated to Texas as an employee of a business or organization that, not earlier than five years before the enrollment date, became established in this state as part of the Texas Economic Development and Diversification Program, and the person files with the college a letter of intent to establish residency in Texas.
3. **Dallas County Promise Initiative.** The College District shall provide eligible persons who reside outside the College District and who participate in the Dallas County Promise Initiative the same services and opportunities afforded Dallas County residents enrolled in its colleges. Accordingly, a person who resides outside the College District, who executes the Promise Pledge on or before the Promise Pledge due date, and satisfies all other requirements of the Dallas County

Promise Initiative shall be entitled to pay tuition and fees at the rate that applies to a student who resides in the College District, if that person resides in the taxing district of a public junior college district contiguous to the College District.

**Audit Tuition** The charge for auditing a course is the same as taking the course for credit.

**Tuition Rates for Business** The Dallas County tuition rate applies to an employee of a business that owns property subject to ad valorem taxation in Dallas County if the business pays the tuition directly to the College District.

**Installment Plan** A student may pay tuition and mandatory fees through an installment plan, in accordance with applicable laws and regulations. A student who elects to pay tuition and fees by installment shall enter into a written or electronic agreement reflecting the terms and conditions of the installment plan. The Chancellor shall promulgate procedures for the administration of installment plans provided under this policy.

**Tuition Set-Aside** Section 56.033 of the Education Code requires the Board to set aside certain amounts from tuition for use as Texas Public Education Grants and emergency loans to students. The Board sets aside the following for these uses:

1. Six percent out of each resident student's hourly tuition rate for each credit hour excluding out-of-district rates.
2. Ten percent out of each hourly tuition rate for each noncredit hour excluding out-of-district rates.

A set aside of \$1.50 is required out of each nonresident student's hourly tuition rate for each credit hour.

**Special Fees and Charges** The Chancellor shall be authorized to set the fees and charges for specialized services and programs provided by the College District's colleges. Other special fees may be assessed as new services or programs are developed with special laboratory costs. These fees will be kept to a basic, practical minimum for the program or service involved.

**Incidental Fees** The Board authorizes the following incidental fees and charges:

1. Returned check fee of \$25 unless a bank error is made.
2. Replacement charge of \$10 for a student identification card.



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3. Deferred tuition process fee of \$15 for credit student requesting payment of tuition and fees in installments. The fee is non-refundable unless a class is canceled or an institutional error is made.
4. Late fee of \$10 per occurrence, not to exceed \$20 for students who fail to make tuition and fee installment payments by the required due dates.
5. A re-testing fee of \$30 to retake a full battery (reading, writing/essay, and mathematics) of a Texas Success Initiative (TSI)-approved test, or \$10 fee to retake any one component (reading, writing/essay, or mathematics) of the test.

**General Property  
Deposit Fee**

The general property deposit fee is zero.