
SECTION: Student Services

POLICY TOPIC: Registration, Tuition, and Fee Charges

I. Registration Policy

- A. The President shall insure 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 student 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. 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.
 - 3. The Board authorizes the President to implement the non-credit and restricted credit tuition rates in a manner that may, on occasion, assess a tuition rate for some students different than their residency rate.

4. 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.
5. 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.
6. 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.
7. The New Mexico Commission on Higher Education has adopted the regulations called for by 21-1-4 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 post-secondary 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 post-secondary institutions in New Mexico (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 Director of Admission and Records.

B. Refunds of Tuition and Related Charges

1. Student may be eligible for a refund of their tuition and related charges. If student 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’ college listed 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 his/her designee, is authorized to initiate tuition and related charge refunds for classes which are officially canceled or a documented error is made by the College in registration or scheduling. The Vice President, or his/her 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.