



COVID-19 Tuition and Fee Policy Guidance March 23, 2020

Overarching Goals of Minnesota State's COVID-19 Response

- To safeguard the health, safety, and welfare of our faculty, staff, and students
- To enable students to complete the spring semester and progress toward their educational goals

Assumptions:

1. Our goal is complete the full semester through to the scheduled end date.
2. Minnesota State Board Policy 1A5.5 is also applicable to the system's current COVID-19 response:

1A5.5: Subpart B. Closure after completion of two-thirds of the semester. *When a long-term emergency closure occurs after the completion of at least two-thirds of a semester, the president, after consultation with the chancellor, may declare the semester to be suspended or to be complete, in accordance with system procedure. In the event of closure under this part, no refund of tuition or fees shall be made, except as provided in board policy or system procedure.*

Implementation of this policy would be at the system-level, which is consistent with other COVID-19 decisions related to the academic calendar for spring semester 2020. The two-thirds date for most colleges and universities is April 4, 2020.

3. For many courses, an alternate delivery approach will be implemented at the conclusion of the two week instructional suspension period. This approach will allow students the ability to complete their spring semester 2020 courses.
4. Specific Tuition and Fees subject to this guidance per categories in Minnesota State Board Procedure 5.11.1:
 - Tuition (including differential course and program tuition)
 - Required Fees
 - i. Parking fees and permits
 - ii. Statewide student association fees
 - Campus Discretionary Fees
 - Student life/activity fee
 - Athletics fee

- Health services fee
- Technology fee
- Revenue Fund Fees
- Student union facilities fees
- Wellness center and recreation facility fees
- Parking ramp and surface lot fee

Student Refund Considerations

1. Since spring semester is past the 20th business day of term, there is no refund for students who voluntarily withdraw from all their classes.
2. Per Minnesota State Board Policy 5.12, Students are financially obligated for tuition and fees if withdrawing from a course after the established deadline to drop courses. Students may petition the college or university to apply the amount of the tuition and fees from a course withdrawal to the cost of an added course for the current academic term.
3. Refunds for late starting courses shall be in accordance with System Procedure 5.12.4.
4. Per Minnesota State Board Procedure 5.12.2, The president may waive amounts due to the college or university for the following reasons:
 - Medical Reasons
 - Significant personal circumstances
 - Examples might include:
 - Child care issues
 - Lack of available internet access to take online courses
 - Personal barriers that make it difficult to be able to finish courses in an alternative delivery format
 - Course conditions (a course condition exists when the location or timing of the course results in the student not being able to use the services intended by a fee)
 - An example might be the refunding of differential tuition or a personal property charge or a service charge to an entire class because the alternate delivery approach changed and the additional tuition amount or charge will not be able to be utilized for the student's benefit.

Individual student situations will need to be handled on a case-by-case basis.

5. If a college or university wants to apply a spring semester refund amount (credit) to a subsequent term in FY2021, it must first offer the student a cash refund and should work with the financial aid office to understand any potential financial aid implications of issuing a credit for a future term.

Messaging

Though the delivery mode of a course and the way services are being delivered have changed, colleges and universities have established a path to allow students to complete spring semester 2020.

Since students will receive credit for completing their courses, there will be no refunds.

Minnesota State is an affirmative action, equal opportunity employer, and educator.