

NORTHWOOD TECHNICAL COLLEGE



ADMINISTRATIVE PROCEDURE: J-242A TITLE: **Student Fees**

CROSS-REFERENCE(S):
J-242 (Administrative Policy – Student Fees)

Students applying for admission and enrolling in technical and associate degree level courses offered by Northwood Technical College (College) will be assessed fees as established in policy J-242.

An annual course fee will be assigned for each course. The course fee combines the uniform statewide program and materials fee and Board-established incidental fee.

The incidental fee is assessed on a per-credit basis. This fee supports college funding in providing a wide range of services to students including parking, student activities, records processing, health services, assessment and placement services, and other miscellaneous student support activities.

Course fees as established by Board policy will apply to credit courses on a uniform basis college-wide, regardless of the location at which the course is offered.

Basic Skills program students are exempted from payment of fees, except for enrollment in specific adult high school credit courses in math and science disciplines beginning with geometry and biology.

IMPLEMENTATION PROCEDURE FOR TESTING FEE

1. Testing Fee for Non-Northwood Technical College Students
 - a. Students enrolled in online courses at other WTCS colleges will not be charged a testing fee for proctoring services related to their online course.
 - b. All other non-Northwood Technical College students utilizing the admissions assessment or proctoring services will be assessed a non-refundable fee of \$15 per visit.
 - c. The fee must be paid prior to testing and must be in the form of cash, check, money order, or agency voucher made out to Northwood Technical College.
 - d. Fee and student data should not be entered into the administrative software or record system and should be processed through established business office procedures.


Questions regarding this procedure should be directed to Student Affairs.

Procedure Adopted: August, 1981

Procedure Revised:	June, 1982	June 18, 1984
	June, 1985	May, 1987
	April, 1988	August, 1993 (effective 10-1-93 for appl. FY 95)
	October 4, 1993	April 12, 1999
	January 1, 2000	April 10, 2000
	September 10, 2001	February 4, 2002
	April 18, 2005	April 3, 2007
	March 2, 2010	September 27, 2011
	April 26, 2016	April 2, 2019
	August 2, 2022	

Procedure Reviewed: April 13, 2009
March 30, 2020

April 10, 2012
April 5, 2022



PRESIDENT
NORTHWOOD TECHNICAL COLLEGE