Upon recommendation by the District President, tuition and fees will be set annually by the Board and will be published in the College catalog and other appropriate publications.

**Excessive Hours or Repeated Courses**

The Board will determine annually if the College District will charge a resident a higher tuition rate for excessive hours or repeated courses in accordance with law. If the Board adopts a higher rate, the Board will describe any applicable exemptions. The rates, exemptions, and required notice will be published in the College District catalog and other appropriate publications.

**Waivers**

The College will publish in the College catalog and other appropriate publications:

1. The tuition and fee waivers the College is required by law to grant;
2. Any legally authorized tuition and fee waiver adopted by the Board;
3. Exemptions to higher tuition rates for nonfundable courses allowed by law; and
4. Exemptions to higher tuition rates for students demonstrating an economic hardship.

**Collection of Tuition and Fees**

The Board may adopt an installment payment plan in accordance with state law.

The District President is authorized to develop procedures for the collection of tuition and fees.

**Refund Policy**

The College will refund tuition and fees for courses from which the students drop or withdraw in accordance with law and related provisions adopted by the Board and published in the College catalog and in any other appropriate College publication. Tuition and fees paid directly to the institution by a sponsor, donor, or scholarship will be refunded to the source rather than directly to the student.