

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 5.2.1

Title: Tuition and Fee Processing	
Originated by: Vice-President of Student Services	
Signature	Date
Approved by:	
Signature	Date
Reviewed on: July 13, 2011	Revised on: July 21, 2011

Policy Statement: The collection of tuition/fees is a critical aspect of the operational effectiveness of MATC.

Rationale: All individuals enrolling in a course at MATC are included in the JENZBAR EX software to facilitate efficient and accurate data retrieval for enrollment reports. The college enrolls students in three categories (undergraduate, Continuing Education, and Business/Industry Training). Subsets within these divisions are full-time and part-time students and credit and non-credit and credit continuing education courses.

Procedure:

1. All students will be included in JENZBAR EX for enrollment tracking and program analysis.
2. Vice President of Student Services determines designation of staff responsibility for data entry of student enrollment for all courses, except customized courses. The Student Services Specialist will maintain a separate database independent of the JENZBAR EX software in order to track the number of individuals served in the customized course.)
3. Refund policy for credit student tuition/fees will be recommended by the Vice President of Student Services and the Vice President of Instructional Services. Policy will be included in the student handbook and course catalog.
4. The Vice President of Instructional Services will recommend the refund policy for Continuing Education student tuition/fees. Policy will be included in the student handbook and course catalog.
5. Processing of refunds will be managed through the Business office. The Accounting Specialist will process all refunds.

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6. Billing procedures for tuition/fees should be consistent for all students regardless of classification (*i.e.* UG or CE). Direct billing and third party billing are separate, but still integrated with refund procedures
 - a. The Accounting Specialist will:
 - i. Generate all student and third party billing.
 - ii. Generate billing for customized/contract training courses
 - b. The VP of Instructional Services will establish billing eligibility criteria for non-credit courses.
 - c. The VPBS will review student and third party accounts receivable and billing for accuracy.