

**LONE STAR COLLEGE SYSTEM DISTRICT
BOARD POLICY MANUAL
Fifth Edition**

LSCS Policy Manual Section VI adopted by the Board of Trustees on March 3, 2016

VI.A.2.1. Health Occupation Programs Admissions Policy

Health Occupation programs do not consider applications from Prospective Students not at least 18 years old at the time of the program application's deadline—except that LSC-Tomball may honor a current contractual obligation with Klein ISD requiring the admission of students below the age of 18 years old. Any applicant that willfully misrepresents Material Information on the application will not be accepted or conditionally remain in a Health Occupation Program.

VI.A.2.2. Definitions

- (a) **Health Occupation Programs** means programs identified by the College that prepare students to enter the healthcare industry. These programs include credit and non-credit programs.
- (b) **Prospective Students** means a student who is seeking to submit an application and who is not officially accepted into the health occupation programs.
- (c) **Application Deadlines** means the identified date provided and published by the health occupation program. Health Occupation Programs only consider applications fully completed by the Program's application deadline.
- (d) **Material information means any information that the College** reports to a third party on behalf of the student—including but not limited to: hospitals, accrediting, or state agencies.

VI.A.2.3. Admission Grievance Policy

The Health Occupation Programs have competitive admission processes even though the College admits students through open enrollment. Admission denials include, but are not limited to: incomplete applications, misleading information, not meeting admission criteria, or lower admission scores than other cohort members. Students may appeal admission denials to the Program Director and then to the appropriate Dean. The Dean's admission decision is final.

LSCS Policy Manual Section VI adopted by the Board of Trustees on April 4, 2019

VI.B. TUITION AND FEES

VI.B.1.01 Policy

The College's Board of Trustees sets tuition and fees for the College's courses. Texas residents pay lower tuition and fees than out-of-state residents or international students. Likewise, out-of-district Texas residents pay higher tuition and fees than in-district Texas residents. Texas law, Texas Higher Education Coordinating Board rules, and this policy determine Texas residency.

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VI.B.1.02 Definitions

- (a) **Child or minor** means a person under 18 years of age who is not and has not been married or who has not had the disabilities of minority removed for general purposes.
- (b) **ACP Participant** means an adult who is enrolled in the Texas Attorney General's Address Confidentiality Program (ACP) or any member of an ACP enrolled adult's household.
- (c) **Adult** means a person who is not a child, as defined in this section.
- (d) **In-District Texas Resident** means—for this tuition and fee policy—a person who satisfies one of several circumstances.
1. An adult Texas resident living in the College's taxing district boundaries on the census date in the semester in which the student enrolls.
 2. A non-adult Texas resident whose parents or guardians live within those boundaries on the census date in the semester in which the student enrolls.
 3. Property owners, and their dependents, who pay the College's property taxes and are Texas residents.
 4. The College's full-time employee's immediate family members.
 5. A Texas resident of the Acres Home Super Neighborhood attending the College's Victory Center.
- (e) **Texas Resident** means—for this tuition and fee policy—a person who satisfies one of several circumstances.
1. A person who established a domicile in Texas no less than one year before the semester's census date in which the person enrolls and maintained that domicile continuously for the year preceding that census date.
 2. A dependent whose parent or guardian established a domicile in Texas no less than one year before the semester's census date in which the person enrolls and maintained that domicile continuously for the year preceding that census date.
 3. A non-citizen person who first graduated from a Texas public or accredited private high school, home school program, or a Texas high school diploma-equivalent program. And second, established a domicile in Texas for at least 36

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months prior to graduating or receiving a diploma-equivalent. And third, established a domicile in Texas for one year before the student's first academic semester's census date.

4. A nonresident of Texas employed by a business or organization established in Texas under a Texas Economic Development and Diversification In-State Tuition Incentive along with their spouse and children are eligible to pay resident tuition. It is irrelevant how long the person has been domiciled in Texas. The enrolling student must provide a letter of intent to establish Texas residency with the College.
5. A person who established a domicile in Texas no less than 12 consecutive months before the semester's 12th day in which the person enrolls. And who holds an immigration visa allowing him or her to live in the United States.
6. A person who has filed a Petition for Permanent Resident Status (I-130 or I-140). And who has established a domicile in Texas no less than 12 consecutive months before the applicable semester's 12th day.
7. A person, ignoring immigration status, who satisfies (c)(3) above and provides the College an affidavit. The affidavit must promise that the person will apply for legal permanent residency as soon as eligible.
8. A person stationed in Texas who is an officer, enlisted, selectee, or draftee of the United States Army, Army National Guard, Air Force, Air National Guard, Navy, Marine Corps, Coast Guard, or a commissioned officer in the Public Health Service. This also applies to the person's spouse and dependent children. This definition does not apply to service members training in Texas in an isolated or routine manner.
9. A member of the United States Armed Services whose Home of Record with the military is Texas is presumed to be a Texas resident, as are his or her spouse and dependent children. A member whose Home of Record is not Texas but who provides the institution Leave and Earnings Statements that show the member has claimed Texas as his or her place of residence for the 12 straight months prior to enrollment is presumed to be a Texas resident, as are his or her spouse and dependent children.
10. A Texas resident means a service member's spouse or child under certain circumstances. First, the service member is stationed outside Texas. Second, the member's spouse or child resides in Texas. Third, the spouse or child gives the

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College a letter of intent to establish Texas residency. It is irrelevant how long the spouse or child has lived in Texas if the letter of intent is filed.

(f) Out-of-District Texas Resident means an adult Texas resident living outside the College's taxing district boundaries on the official enrollment reporting date. It can also mean a non-adult Texas resident whose parents or guardians live outside those boundaries on the official enrollment reporting date.

(g) Out-of-State Residents means a person aged over 18 years who does not meet the Texas Resident definition under this section. This definition also includes persons aged less than 18 years whose parents or legal guardians resided outside of Texas for the 12 months before the applicable semester.

VI.B.1.03 Establishing Texas Residency and District Status and Grievance Policy

The College will provide applicants with a questionnaire, which becomes part of the applicant's admissions paperwork. The College can seek more information to answer questions raised by the applicant's responses. Students must also tell the admissions office on the student's college when a student changes residences. Current and returning students may be required to prove their residency through supporting documents. A student that does not inform the admissions office can be disciplined under the Student Code of Conduct. The student must ensure that any residency or district issues are resolved before registering for classes.

The College generally does not require ACP Participants to disclose their physical addresses. ACP Participants must submit a completed ACP Participant Affidavit and a valid authorization card to their college's Chief Student Services Officer to establish their residency and district status. An ACP Participant may be required to comply with traditional address verification requirements if his or her authorization card expires without proof of renewal.

A student may file any grievance or objection with their Chief Student Services Officer. The Chief Student Services Officer has final authority to determine a student's residency or district status under this policy.

VI.B.1.04 Texas Tuition Fund and Texas Guaranteed Tuition Plan Tuition Rates

A Texas Tuition Promise Fund or Texas Guaranteed Tuition Plan beneficiary pays in state tuition, but may be required to pay higher fees than a Texas resident as defined in this section.

VI.B.1.05 Errors in Texas Residency and District Status

The College may unintentionally misclassify an out-of-state resident as a Texas resident. The College will charge out-of-state tuition and fees to a misclassified person starting with the first semester after the error's discovery. The same shall be true if the College misclassifies an out-of-district Texas resident as an in-district Texas resident.

The College may also unintentionally misclassify a Texas resident as an out-of-state resident. The College will immediately charge Texas resident tuition and fees to the misclassified person

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starting the very semester during the error's discovery. The College shall refund the person the sums the person paid over Texas resident tuition. The same shall be true if the College misclassifies an in-district Texas resident as an out-of-district Texas resident.

VI.B.1.06 Notice of Repeated Courses and Excessive Undergraduate Hours

The College and its students benefit when students timely complete certificate and degree programs. The College may charge a student higher tuition than standard tuition for repeated courses or carrying excess hours beyond those allowed for a student to keep paying in-state tuition and fees. The higher tuition rates and criteria are published in the College's annual course catalog.

VI.B.1.07 Tuition Waiver Based on Contractual Training Agreements

Tuition and fees may be set in a contract when a third party pays the full cost, or a significant portion, of a continuing education or training program. The tuition waiver in this section can never apply where the third party's payment does not cover at least instructional salaries. The Chancellor may authorize exceptions to this section, and shall report the same to the Board on at least an annual basis.

VI.B.1.08 Dual Credit Tuition Waiver

Texas high school students enrolled in dual credit courses will not pay the College any tuition, but the College may still charge fees to those students.

VI.B.2. Installment Payment Plans

VI.B.2.01 Policy

The College may offer installment payment plans, as specified in the Tuition and Fees Procedures. Payment plans require a student's first payment prior to the Official Day of Record for each session in a term and final payment by the last week of class. A student who uses a payment plan will pay an extra enrollment fee at enrollment for each semester the student has a payment plan. The College will inform a student about any overdue tuition or fees. Not paying tuition and fees may impact enrollment status.

LSCS Policy Manual Section VI adopted by the Board of Trustees on March 7, 2019

VI.B.2.02 Obtaining an Installment Payment Plan

The College requires students to enroll and complete necessary paperwork online for a tuition payment plan. That paperwork will include a written agreement outlining the payment plan's terms and conditions, a promissory note as collateral for the debt, and the student's financial aid award assignment covering the student's tuition or fees.

The following statement in bold-faced type must be included in any student's signed promissory note: **"A student who fails to make full payment of tuition and fees, including any incidental fees, by the due date may be prohibited from registering for classes until full payment is made. A student who fails to make full payment prior to the end of the semester or session may be indefinitely denied a transcript."**

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LSCS Policy Manual Section adopted by the Board of Trustees on May 4, 2017

VI.B.2.03 Appealing Denial of a Transcript for Non-Payment

A student may appeal denial of an installment plan to the College. The Chief Student Services Officer will have final authority regarding the student's eligibility.

VI.B.2.04 Applying Financial Aid Awards to Tuition and Fees

The College applies a student's financial aid award to pay a semester's tuition and fees. The College will refund the balance after financial aid pays the student's tuition and fees.

VI.B.3. Refund Policy

VI.B.3.01 Policy

The College generally refunds tuition and fees as soon as practical via a refund schedule appearing in this section. Students are advised, however, that Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, and Direct Loans, are subject to a different policy by law.

VI.B.3.02 Refund Schedules Defined

Refund schedules are determined by the fund type, class type or course, the class semester-length, and the refund's reason.

(a) General Refunds. Courses approved by the Texas Higher Education Coordinating Board for which credit hours are awarded are refunded in accordance with this section.

1. The College will provide a full refund when the College cancels a scheduled course.
2. The College will provide a partial refund when a student drops a course or withdraws before the first day of classes. That partial refund will be the balance of all tuition and fees minus any registration fee, installment plan payment fee, and any applicable late fees.
3. The College will provide a partial refund when a student drops a course or withdraws after the classes first calendar day during the fall or spring semester. That partial refund will be the prorated as a follows.
 - A. Calendar days 1 through 15 = 70 percent refund.
 - B. Calendar days 16 through 20 = 25 percent refund.
 - C. Calendar days 21 through semester's end = no refund.
4. The College will provide a partial refund when a student drops a course or withdraws after the first calendar day of classes during a six-week summer semester. That partial refund will be prorated as follows.
 - A. Calendar days 1 through 5 = 70 percent refund.

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| B. | Calendar days 6 through 7 | = 25 percent refund. |
| C. | Calendar days after the 7th day | = no refund. |

(b) Title IV Financial Aid Refunds. Students receiving Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, and Direct Loans are subject to this section. Federal law requires that such students stay enrolled in classes at least 60 percent of the course schedule. Students who withdraw before that date must return funds to the federal government and the College under the following terms:

The class schedule's percentage that the student completed before withdrawing will be the percent of the Title IV assistance that the student earned and will not return. The College will inform the student of the percent completed and the balance owed to the College and the federal government. The student will then return the funds within 45 calendar days.

A student that does not repay the sum owed faces serious action if no valid repayment plan is agreed to by the College and student. First, the College may deny the student future course registration, transcripts, or grades. Second, the Department of Education may deny the student eligibility for Title IV funds in the future for not returning sums owed under this section.

Repayments will be returned to the Title IV programs in the following order: (1) unsubsidized Stafford Student Loans, then (2) Subsidized Stafford Student Loans, then (3) Plus Loan Program, then (4) Pell Grant Program, then (5) SEOG Grant Program, and finally, (6) Robert C. Byrd Honor Scholarship.

VI.B.3.03 Refund Grievance Policy

A student that believes an error has occurred regarding a refund should contact the college's Vice President of Administrative Services. The only available appeal from a Vice President of Administrative Services' determination is to the college President. The college President's decision is final.

VI.B.3.04 Withdrawal for Military Service

The College provides a withdrawing, active military service student three options: (a) refunding the tuition and fees the student paid for the semester in which the student withdraws; or (b) granting the student an incomplete grade in all courses by designating "withdrawn-military" on the student's transcript; or (c) assigning an appropriate final grade or credit to a student who has satisfactorily completed substantial coursework and has demonstrated sufficient course-material mastery determined by the student's instructor. The active military service student decides the taken route.

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VI.B.4. Fees, Fines, and Charges

VI.B.4.01 Policy

The College may set and collect special fees. The College will exempt students from tuition, dues, fees or charges as required by law. Continued receipt of exemptions and waivers is conditional.

VI.B.4.02 Fee Types

- (a) Continuing Education Course Fees** are charged to each person registered in Continuing Education (CE) courses. The Board shall set the fee in an amount sufficient permitting the College to recover the costs of providing the course. CE fees only apply to the College's courses that do not collect tuition or receive formula funding—including an extension course, correspondence course, or other self-supporting course. Students enrolled in CE courses where the College collects tuition or receives formula funding are charged a specific per-course sum as outlined in the College's course catalog.
- (b) Incidental fees** include, without limitation, late registration fees, library fines, payment plan late fees, bad check charges, application processing fees, infrastructure fees, and laboratory breakage charge. The Board may fix the rate current and prospective students pay in incidental fees. Incidental fee rates shall reflect the College's actual costs for materials and services. The College publishes a description and sum for each incidental fee in the College's annual course catalog.
- (c) Joint Enrollment Waivers** arise when a student registers at two colleges under a joint or cooperative program at the same time. The student must pay all required student services fees to the college designated as the home college under the joint or cooperative program agreement. The non-home college under the joint or cooperative program agreement will award the student a Joint Enrollment Waiver for all required student services fees at the non-home college campus.
- (d) Laboratory Fees** include, without limitation, a sum sufficient to cover the general laboratory material and supply costs a laboratory student uses. The College's charges for laboratory fees shall not exceed the lesser of \$24 per semester credit hour or the actual material-and-supply costs the student uses.
- (e) Student Activity Fees** include an every-semester fee per credit hour used to support student activities distinct from the College's regularly scheduled academic functions and that involve or benefit students. All money collected as student activity fees shall be reserved and accounted for in a distinct account separate from other revenue sources. The College shall only use student activity fees for student activities as defined in this section.

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VI.B.4.03 Fee Grievance Policy

Students that believe an error occurred regarding a fee should contact their Vice President of Administrative Services. The only available appeal from a Vice President of Administrative Services' determination is to the college President. The college President's decision is final.

VI.B.4.04 Continued Receipt of Certain Exemptions and Waivers

For formula-funded courses, a student receiving certain mandatory or discretionary State of Texas exemptions or waivers from payment of all or part of tuition or other fees for enrollment may continue to receive the exemption or waiver for a subsequent semester or term only if the student maintains a grade point average that meets the College's satisfactory academic progress standards regarding eligibility for financial aid.

For formula-funded courses, a student who fails to maintain a grade point average constituting satisfactory academic progress may receive certain exemptions or waivers in any semester or term by showing hardship or other good cause, including:

- (a) a severe illness or other debilitating condition that could affect the student's academic performance;
- (b) that the student is responsible for the care of a sick, injured, or needy person and that the student's provision of care could affect the student's academic performance;
- (c) the student's active duty or other service in the United States armed forces or the student's active duty in the Texas National Guard; or
- (d) any other cause considered acceptable by the College.

LSCS Policy Manual Section adopted by the Board of Trustees on May 3, 2018

VI.C. FINANCIAL AID

VI.C.1. Financial Aid

VI.C.1.01 Policy

Financial aid removes financial barriers preventing access to educational opportunities. The College participates in programs providing aid through grants, scholarships, work-study, and loans. Financial aid policies provide uniform, efficient guidelines for the College's financial aid offices in getting information, giving awards, and governing programs. This policy supplements the College's compliance with federal and state statutes and regulations.

VI.C.1.02 Standards

- (a) **Financial Aid Application.** Students applying for financial aid, other than scholarships, must first complete a Free Application for Federal Student Aid (FAFSA) form. The information submitted in the application may be verified. Scholarship applicants must