

BUFFALO STATE COLLEGE

DIRECTORY OF POLICY STATEMENTS

Policy Number: IV:07:01

Date: October 8, 2003

Subject: Distance Learning Health Fee Waiver or Refunding Procedures

Buffalo State College will no longer provide a blanket waiver of the health fee to students enrolled in off-campus or distance learning courses. Academic departments may request a waiver; students may request a refund, if eligible.

To be eligible for a waiver of the health fee, the courses must have **no on-campus meetings**. On-campus meetings include: first class meetings; seminars; scheduled meetings with an instructor; computer lab based orientation; and any course related gathering located anywhere on the Buffalo State College campus.

For a refund, students must only be enrolled in eligible courses.

WAIVER PROCEDURES

Academic departments who offer courses at a distance in which there are **NO** scheduled on-campus meetings (see above), **AND** for which the academic department can verify that the students taking the course are **NOT** enrolled in any other course which meets on the Buffalo State College campus, may submit a list of those students to the Weigel Health Center for review. Weigel Health Center will review and then forward the list to the Student Accounts Office.

This must be done by the end of the 2nd week of classes in the current semester. This must be done every semester courses are offered.

Academic departments will

- Create the list of the students.
- Verify, using BANNER, that the students on the list are NOT participating in any way in any other course that meets even once on the Buffalo State College campus.
- Fax the list to the Director of the Weigel Health Center, by the end of the second week of classes.

Weigel Health Center will review the list and provide a memo, to the Director of Student Accounts Office, regarding those who should receive a waiver.

As department know best which courses they are offering off-campus, they should contact those students about the refund opportunity.

REFUND PROCEDURES

Students who are enrolled in eligible courses may request a refund of the Health Fee.

This must be done before the fourth week of classes in the current semester. This must be done every semester a refund is anticipated.

The student will:

- Go to <http://www.buffalostate.edu/offices/elearning/students.html> or <http://www.buffalostate.edu/depts/weigel/> and open and print the Distance Learning Health Fee Refund Form.
- Complete the entire form.
- Sign the form.
- Mail or fax the form to Weigel Health Center

Weigel Health Center will:

- Take receipt of the forms.
- Individually look up every student's schedule in BANNER to be sure they are not enrolled in any class that meets on campus.
- Create a list of eligible refund students.
- Provide the list to the Student Accounts Office for refund processing.

The Electronic Learning Office will:

- Provide Weigel Health Center with a list of courses that are off-campus/distance learning.
- Follow-up with individual academic departments to see what is off and what is on campus if there is a question or concern regarding a particular course.