

Approved on 8/29/2016

Administrative Council Meeting Minutes

Tuesday, August 9, 2016

President's Office **9:00 a.m.**

(Highlight in blue assignments that need to be completed)

VOTING MEMBERS PRESENT

Dr. Doug Darling- President

Lloyd Halvorson- Vice President for Academic/Student Affairs

Laurel Goulding- Vice President for Institutional Advancement & Communications

Corry Kenner- Vice President for Administrative Affairs

NON-VOTING MEMBERS PRESENT

Tammy Riggan for Cindy Brown -Faculty Senate Representative

Bobbi Lunday-Recorder

Guests

Danny Mertens-Athletic Director

1) CALL TO ORDER/REVIEW MINUTES

a) Call to Order

i) The meeting was called to order at 9:00 a.m.

b) Review of Previous Minutes

i) The July 28, 2016 minutes were reviewed and approved by council.

2) OLD BUSINESS

a) North Hall/Rick Tonder Up-date

i) Rick Tonder recommended a Mechanical Engineer Consultant come to campus to meet with Physical Plant Director Estenson to evaluate the tunnel and air handling system. Options will be discussed after an evaluation report has been reviewed.

3) NEW BUSINESS

a) Policies (See attachments)

i) **Tuition and Fees: Refund Policy 800.06** (Student Affairs)

(1) Approved

ii) **Tuition and Fees: Waivers and Special Provisions 800.07** (Student Affairs)

(1) Approved

iii) **Residence Life/Housing: Facilities, Contracts and Regulations 800.08** (Student Affairs)

(1) Approved

iv) **Registration and Fee Payments 800.10** (Student Affairs)

(1) Approved

b) List of Shared Services

i) President Darling asked VP's to work within departments to document all shared services so a list can be provided for the SBHE and the Legislature.

c) Standard Information Requests from Council Members (Administrative Affairs)

i) VP Kenner announced; The Administrative Service office would like to set-up a routine for anyone requiring assistance from Administrative Services to acquire information on a regular basis. Please contact them with information about this requirement.

d) **Accounts Payable Associate Position Vacancy** (Administrative Affairs)

- i) Due to LRSC budget concerns, Administrative Affairs will move the responsibilities of the Accounts Payable Associate position to remaining positions in the Administrative Affairs office instead of filling the upcoming vacancy. To make the change successful and avoid processing delays, Council members were asked to remind all departments to ensure Voucher Payment and Travel Reimbursement requests are timely submitted and contain the complete and correct information for processing. A complete and correct payment request also includes the proper signatures and has been checked to ensure funding codes are correct and budgets have been verified. If a new vendor is being paid, the Administrative Services office will need to obtain a completed Form W-9 from the vendor if the vendor has not already been used in the NDUS. The Form W-9 requirement can delay the payment process so departments should check with the Administrative Services office early in the process to see if a W-9 is needed. VP Kenner suggested staff and faculty also be updated at other venues: Staff Senate meetings, Faculty Senate meetings, Academic Affairs meetings, etc.
- ii) Council discussed exploring the use of online fillable PDF forms to help streamline the completion of various manual forms like travel requests, inventory sheets, etc.

e) **FY17 Budget Approval** (Academic Affairs)

- i) The Academic Affairs office requests that budgets be approved as they have requests to utilize funds. VP Kenner explained that the budget was approved by the Chancellor and no additional action is needed by the Council. It is assumed there has been a misunderstanding due to the Governor's budget allotment and VP Kenner indicated the budgeted amounts on PeopleSoft are available.

f) **Athletics Update** (Director Danny Mertens)

- i) Athletic Director Mertens informed council that Volleyball has recruited 14 student athletes, Baseball-23, Softball-18-20, Men's Basketball-15, Women's Basketball-16, Men's-Golf-6, Women's-Golf-4. Director Mertens proposed Suspending women's golf this year and utilizing the extra money in other areas. All women golfers are on other athletic teams and this request has been previously discussed with them. If/when women's golf is reinstated he proposed switching to division III. Matches will be in the ND/MN area and no scholarships/waivers are allowed. Council granted permission to suspend women's golf for one year, to be reinstated in division III in the 2017-18 school year.
- ii) Athletic Director Mertens announced the Baseball and Softball teams will be traveling together and all games will be on Saturday's and Sunday's instead of during the week. The department is searching for an Assistant Men's baseball coach. They would like to move Ben into an office due to coaching duties.
- iii) Derrick Webb is the new Assistant Men's Basketball Coach. He is qualified and will teach ASC math classes during Kristi Hernandez's maternity leave.
- iv) Fall Calendar Raffle tickets are on sale, available now until October 1, 2016 when drawings begin. Also the Spring Raffle will be on schedule this year.
- v) Regular Coaches and Booster Club meetings will be scheduled throughout the year. The third Tuesday of each month will be the Booster Club meeting date.
- vi) Director Mertens announced Samaritan's Feet distribution dates are August 18th and October 22nd. President Darling asked Director Mertens to work with Director of Development Wood to get a press release scheduled and also proof artwork for new chairs and LRSC scorer's table front for the DLHS gym.
- vii) Director Mertens requested a new lock on the gym door with a combination pin lock and card swipe code to keep public out but allow staff and students to use the facilities at will. Permission for the new lock was granted and Gary Haugland has been asked to research two different options: Option 1 for a combination card swipe and pin code lock for the Gym door closest to the Athletics offices and Option 2 for a pin code lock on the door closest to the Athletics offices and a card swipe lock on a door in the Wall of Fame hallway.

g) **College for Kids** (Academic/Student Affairs)

We enhance lives and community vitality through quality education.

i) This year's College for Kids event was a financially sound, successful event. The Distance Ed & Outreach Office with the assistance of Cindy Brown did a wonderful job. The Distance Ed & Outreach Office will be appointed to handle the event internally in the future.

h) **2.5% Budget Allotment**

i) Bergstrom Electric won the bid on Electrical Switch Gear project.

ii) Community Contractors continues to work out details on the Tech Center project.

iii) Council agreed LRSC will be able to make the cuts for the 2.5% Budget Allotment through employee attrition and a decreased operating budget. In addition, LRSC does not anticipate the need to RIF employees to meet the requirements of the 2017-19 Biennial 90% budget.

i) **Signs**

i) Communications Director Wood presented a plan to add four new outdoor campus signs including a new sign at the North entrance on Hwy 20. President Darling requested Physical Plant paint the sign near the Erlandson entrance to match the sign they painted near the Student Service entrance. Plan approved.

j) **Goals** (President)

i) Due to President by Friday, August 12, 2016. President Darling notified council they will be using the SPOL software to enter their goals next year.

1) ADJOURNMENT

a) **Upcoming Scheduled Council Meeting**

i) The meeting was adjourned at 11:00 a.m. and the next meeting of the Administrative Council will be:

(1) Monday, August 29th @ 1:00p

Lake Region State College
Policy and Procedure Manual

SECTION 800.06

TUITION AND FEES: REFUND POLICY

The information below is based on the North Dakota University System Refund Policy, which can be found at <http://www.ndus.edu>, [Policy and Procedure 830.2](#).

1. Refunds for Class Drops

Students who drop a class or classes prior to completing 9% of the period of enrollment for the class or classes shall receive a 100% refund of tuition and fees for the credit hours attributable to the class or classes dropped. There shall be no refund for partial drops after completing 8.999% of the period of enrollment. Students who totally withdraw from all classes during the term or period of enrollment shall receive a prorated refund.

2. Calculating Refunds for Dropping a Class

- Count the total number of days in the term or session (8-week course, semester-long course) that the class is being held. This means all days including days class does not meet and weekends. For example: First 8-week term started August 24th and goes until October 16th or 53 days.
- Count the number of days that passed from the first day of class to the day you officially dropped the class. For example: You officially dropped the class on September 2nd. Nine days passed from the day class started until you dropped.
- Divide the number of days that you were enrolled (Step 2) by the total of days in the term or session (Step 1). This will give you a percentage of course completion. For example: Your nine days of class prior to the drop divided by the 53 total days in the term equals 17 percent. Since 17 percent exceeds 8.999 percent, you are not eligible for a refund.

3. Refunds for students who officially withdraw from the college: The amount of unearned institutional charges is based on the student's withdrawal date. The following schedule shall be used to establish the percentage of unearned institutional charges to the sixty percent point in the enrollment period and for unearned board charges from that point to the end of the term. In a term that has a scheduled break of 5 or more calendar days, the unearned institutional charges during that break shall be based on the percentage of unearned institutional charges on the last day of classes before the scheduled break. After the break, the percentage of unearned institutional charges shall resume based on the percentages set forth in the definition of "Refund of Institutional Charges". **The calculation for Return to Title IV Funds will be made for recipients that withdraw. The amount of institutional refund may differ from the amount of financial aid to be returned.**

a. Refund Categories ~~Table 1: All Sessions~~

Percent of Enrollment Period Completed	% of Refund
0 to 8.999%	100%
9.000% to 34.999%	75%
35.000% to 59.999%	50%
60.000% to 100%	No Refund

4. LRSC Refund Policy: The North Dakota University System of Higher Education determines the refund policy. The current policy is published annually and is available to students. See the following website: <http://www.lrsc.edu/student/default.asp?ID=631#arrefund>

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SECTION 800.06

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2. Calculating Refunds for Dropping a Class
 - a. Count the total number of days in the term or session (8-week course, semester-long course) that the class is being held. This means all days including days class does not meet and weekends. For example: First 8-week term started August 24th and goes until October 16th or 53 days.
 - b. Count the number of days that passed from the first day of class to the day you officially dropped the class. For example: You officially dropped the class on September 2nd. Nine days passed from the day class started until you dropped.
 - c. Divide the number of days that you were enrolled (Step 2) by the total of days in the term or session (Step 1). This will give you a percentage of course completion.
For example: Your nine days of class prior to the drop divided by the 53 total days in the term equals 17 percent. Since 17 percent exceeds 8.999 percent, you are not eligible for a refund.
3. Refunds for students who officially withdraw from the college: The amount of unearned institutional charges is based on the student's withdrawal date. The following schedule shall be used to establish the percentage of unearned institutional charges to the sixty percent point in the enrollment period and for unearned board charges from that point to the end of the term. In a term that has a scheduled break of 5 or more calendar days, the unearned institutional charges during that break shall be based on the percentage of unearned institutional charges on the last day of classes before the scheduled break. After the break, the percentage of unearned institutional charges shall resume based on the percentages set forth in the definition of "Refund of Institutional Charges". The calculation for Return to Title IV Funds will be made for recipients that withdraw. The amount of institutional refund may differ from the amount of financial aid to be returned.

- a. Refund Categories: All Sessions

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History

The navigation menu includes: COLLEGES & UNIVERSITIES, ACADEMICS & ACTIVITIES, STATE BOARD OF HIGHER EDUCATION, NORTH DAKOTA UNIVERSITY SYSTEM, NEWS, REPORTS & INFORMATION. The left sidebar lists: STUDENTS, POLICYMAKERS, BUSINESS & INDUSTRY, EMPLOYEES, MEDIA, HOME. The banner features a large crowd of students and a photo of a student with a drink.

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[NDUS Office Openings and Requests for Proposals](#)

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[<< return](#)

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[SBHE Policies](#)

[Proposed SBHE Policies](#)

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[NDUS Guide to Authorized Use of State Fleet Vehicles](#)

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[Employee Benefits](#)

SUBJECT: 800s: Financial Affairs

EFFECTIVE: September 17, 2009

Section: 830.2 Refund Policy

1. This policy applies to refunds of institutional charges to students who withdraw, drop out, are expelled from the institution or otherwise fail to complete a program on or after the first day of class of the period of enrollment for which they are charged. "Institutional charges" means tuition, fees, room, board and other education-related charges assessed the student by the institution.
2. Each institution shall adopt a written procedure to comply with requirements of federal law and implementing regulations and this policy concerning refunds to students and the Return of Title IV Funds. The written procedures shall include the allocation of refunds and unearned aid in the order specified by law. The information must be made available to current students and to prospective students (individuals who contact the institution to request information concerning admission) prior to the earlier of a student's enrollment or the execution of the student's enrollment agreement. The information shall include the procedures a student needs to follow to withdraw from the institution and the policy with which the institution is required to comply for the return of unearned institutional charges paid to the institution and a summary of the requirements for the return of Title IV grant or loan assistance and provide that refund.
3. Institutional charges shall be refunded according to a schedule approved by the Chancellor that provides for a percentage refund which approximates the amount the institution must return to the Title IV financial aid programs. Institutional refunds shall be used to reimburse Title IV financial aid only. If the amount of a student's institutional refund is less than the total amount the institution is responsible for returning to the Title IV financial aid programs, the student is responsible for the difference. In addition:
 - A. No administrative fee shall be charged.
 - B. Students who withdraw from all classes before 9% of a term is completed shall receive a 100% refund of tuition and fees.
 - C. Students with a room contract who withdraw shall receive a refund prorated up to the sixty percent point of the enrollment term according to a schedule approved by the Chancellor. Students with a board contract who withdraw shall receive a refund of the board contract amount according to a schedule approved by the Chancellor.
4. Allocation of unearned aid shall be consistent with federal law. Any balance after allocation to sources of aid and payment of the student's accounts shall be returned to the student.
5. Any student who withdraws during the term for reasons beyond the student's control may request waiver of the tuition and fee refund schedule. The chief financial officer (or designated representative) is authorized to determine, consistent with applicable federal law, the amount of the refund in such cases.
6. This refund policy shall not apply to deposits which may be subject to forfeiture under housing contracts or program admission policies.
7. Any student who drops a class before 9% of the period of enrollment for the class is completed shall receive a 100% refund of tuition and fees for the credit hours attributable to the class or classes dropped. After 9% of the period of enrollment for a class is completed, no refund shall be made for a class which is dropped. However, classes of the same number of credits may be substituted for the dropped class at no additional tuition and fee charge, unless the added class requires a special fee or change in tuition. If adding classes results in any change in number of credit hours or if an added class requires a special course fee or additional tuition charge, the institution shall charge the student for the additional credits and any special course fee or tuition. Institution refund procedures shall include provisions governing allocation or repayment of refunds for dropped classes.

- 8. Subject to compliance with applicable federal law, institutions are authorized to adopt a separate refund schedule and drop dates for open enrollment classes, in which case the institution procedure and not schedules or deadlines set out in this policy or approved by the chancellor applies. An "open enrollment" class is one for which there is not an established beginning and ending date. An example of an open enrollment class is a correspondence class for which a student may enroll at any time and complete on a schedule established by the instructor or on the student's own schedule.

REFERENCE: 34 CFR Part 668

EFFECTIVE DATE: This policy is effective with the beginning of the 2004 fall semester at BSC, DSU, LRSC, MaSU, NDSCS, VCSU and WSC and on July 1, 2005 at MiSU, Dakota College at Bottineau, NDSU and UND.

Reference: NDUS Procedure - [830.2](#)

History:

- Replaces Article IV, Section G, page IV-5.
- Amendment SBHE Minutes, May 17, 1991, page 6125.
- Amendment SBHE Minutes, May 27, 1993, page 6361.
- Amendment SBHE Minutes, January 25, 1996, page 6610.
- Amendment SBHE Minutes, February 21, 1997, page 6733.
- Amendment SBHE Minutes, June 16, 2000.
- Amendment SBHE Minutes, September 16, 2004.
- Amendment SBHE Minutes, April 3, 2008.
- Amendment SBHE Minutes, September 17, 2009.



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POLICY AND PROCEDURE MANUAL CHANGE REQUEST FORM

NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
TUITION AND FEES: WAIVERS AND SPECIAL PROVISIONS	800	07

REQUESTED ACTION: CHANGE ADD REMOVE

Text of Requested Change: (Continue on other side or attach a separate document.)
See attached paperwork <p style="text-align: center; font-size: 1.2em;">LRSC 400.33 included for reference</p>

HAS THIS CHANGE BEEN REVIEWED FOR CONSISTENCY WITH NDUS POLICY?	Reviewer Initials
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	SLS

NAME OF LRSC GROUP SUBMITTING CHANGE REQUEST	DATE
Student Services	
SIGNATURE & TITLE OF SUBMITTER	DATE
Director of Admissions & Enrollment Management	7/22/2016

ADMINISTRATIVE COUNCIL ACTION:

- | | |
|--|---|
| <input checked="" type="checkbox"/> REQUEST APPROVED | <input type="checkbox"/> REQUEST Tabled FOR FURTHER REVIEW
Date: _____ |
| <input type="checkbox"/> REQUEST NOT APPROVED | <input type="checkbox"/> REQUEST APPROVED WITH REVISIONS
Date: _____ |

LRSC PRESIDENT'S SIGNATURE	DATE
	8/9/16

The official original copy of the Change Request will be filed in the President's Office and copies distributed to the:

- Faculty Senate President
- Staff Senate President

Final printed versions of the change will be distributed to the following for placement in paper manuals:

- Library Director
- Administrative Affairs
- Academic and Student Affairs
- CCF / Advancement

**Lake Region State College
Policy and Procedure Manual**

SECTION 800.07

TUITION AND FEES: WAIVERS AND SPECIAL PROVISIONS

1. Tuition, fees, room and board may be billed to a governmental agency or private organization (not person) (third party payor) which has provided an approved billing authorization. Payment for such bill shall be due prior to the end of the enrollment period for which billed. Move to 800.10
2. Students auditing classes shall pay the regular tuition and fees. Move to 800.10
3. The President of the College will periodically set the rate of evaluation fee for non-traditional courses of students enrolling in Lake Region State College.
4. The North Dakota State Board of Higher Education allows Lake Region State College to waive tuition for a limited number of students (i.e. Cultural diversity, N.D. National Guard, international student, employee and elderly waivers, etc.). See "NDUS Tuition Waivers Policy" Section 820 at <http://www.ndus.edu/policies/policy.asp?Ref=2508>. Already in 400.34
5. —
6. Lake Region State College Staff and Faculty Dependent Tuition Waiver:
The Staff and Faculty dependent tuition waiver will include a 50% tuition waiver at Lake Region State College covering all eligible dependents (child and spouse) of benefited employees. This will include students full and part-time on campus (LRSC or GFAFB campuses), dual credit, and online. Students will be eligible to apply for scholarships to help pay the other half of the tuition, books and miscellaneous expenses. The definition of dependent children will be the same as for receiving family health benefits. To be eligible, a family tuition waiver must be filed with the Financial Aid Director prior to enrolling in a course or program. Already in 400.33

History

Administrative Council Approved 10/29/02

Recommend delete and combine with other policies

**Lake Region State College
Policy and Procedure Manual**

SECTION 800.07
TUITION AND FEES: WAIVERS AND SPECIAL PROVISIONS

History

Administrative Council Approved 10/29/02
Recommended to delete 04/14/2016

**Lake Region State College
Policy and Procedure Manual**

**SECTION 400.33
TUITION WAIVERS**

DEPENDENT TUITION WAIVER

The Staff and Faculty dependent tuition waiver will include a 50% tuition waiver at Lake Region State College covering all eligible dependents (child and spouse) of benefited employees. This will include students that are full and part-time on campus (LRSC or GFafb campuses), dual credit, and online. The definition of dependent children will be the same as for receiving family health benefits. To be eligible, a family tuition waiver must be filed with the Human Resource Office prior to enrolling in a course or program.

FACULTY AND STAFF TUITION WAIVER

The North Dakota State Board of Higher Education encourages its employees to pursue a program of continuing education.

1. The Tuition Waiver Program is to provide an opportunity for an eligible employee to have the tuition waived for a course taken at any of the institutions of the North Dakota University System. Participation is voluntary and courses may be taken for career development.
2. All benefited employees are eligible to receive the employee tuition waiver. Benefited employees are defined as an employee, including probationary employees, who work at least 20 hours per week and 20 weeks each year.
3. The waiver or payment shall be limited to no more than three academic classes during each calendar year for NDUS undergraduate and graduate courses as outlined below.
 - a. For on campus face to face academic classes at an institution within the North Dakota University System, a waiver will be applied with students responsible for non-covered fees and class materials.
 - i. Employee must obtain initial approval from his/her immediate supervisor and/or department head and eligibility approval.
 1. Upon approval, employees are responsible for registering for classes through regular admission/registration procedures.
 - b. For courses taken at another NDUS campus, other than the campus of employment, regardless of delivery type: a system-wide fixed 50% employer paid tuition assistance, with the employee paying the remaining 50% of tuition and 100% of all fees.
 - i. Employee must obtain initial approval from his/her immediate supervisor and/or department head and approval from Human Resources.
 1. Upon approval, employees are responsible for registering for classes through regular admission/registration procedures.
 - ii. Employee must present a structured plan of study that relates to Lake Region State College career development.
 - iii. Employees must submit an approved "Tuition Waiver Request" form to the Human Resources Office.
 1. Tuition waiver requests approval will be granted subject to available funds.

- c. For approved courses taken from non-NDUS institutions or at the request of LRSC, the assistance shall be determined by the employer.
 - d. Employees may be released from work for one face-to-face class each academic term with approval of the employee's supervisor or department head; approval shall be granted if it does not interfere with completion of the employee's essential job duties and the essential work of the institution.
 - e. This waiver does not apply to non-credit community or continuing education programs.
 - f. Lake Region State College will pay for a class once, if a passing grade is not received, the employee may have to pay the full tuition to retake the class.
 - g. Employees are enrolled in tuition waiver classes on a space-available basis. No classes will be created solely for employees receiving a tuition waiver.
 - h. An employee who has an overdue accounts receivable balance with any North Dakota State University System institution may not receive a tuition waiver.
4. Eligible employees taking a class for credit at Lake Region State College, with an approved tuition waiver, will have all fees waived, with the exception of CND, NDSA, program and course fees which shall be paid by the employee..
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History

Administrative Council Approved 07/28/09

Administrative Council Approved 09/03/14

Administrative Council Approved 07/07/15

Administrative Council Approved 06/27/16



POLICY AND PROCEDURE MANUAL CHANGE REQUEST FORM

NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
RESIDENCE LIFE/HOUSING: FACILITIES, CONTRACTS AND REGULATIONS	800	08

REQUESTED ACTION: CHANGE ADD REMOVE

Text of Requested Change: (Continue on other side or attach a separate document.)

See attached paperwork

HAS THIS CHANGE BEEN REVIEWED FOR CONSISTENCY WITH NDUS POLICY?	Reviewer Initials
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	SLS

NAME OF LRSC GROUP SUBMITTING CHANGE REQUEST	DATE
Student Services	
SIGNATURE & TITLE OF SUBMITTER	DATE
 Director of Student Services	06/30/2016

ADMINISTRATIVE COUNCIL ACTION:

- | | |
|---|--|
| <input checked="" type="checkbox"/> REQUEST APPROVED | <input type="checkbox"/> REQUEST TABLED FOR FURTHER REVIEW
Date: _____ |
| <input type="checkbox"/> REQUEST NOT APPROVED | <input type="checkbox"/> REQUEST APPROVED WITH REVISIONS
Date: _____ |

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SECTION 800.08

RESIDENCE LIFE/HOUSING: FACILITIES, CONTRACTS AND REGULATIONS

1. Lake Region State College offers campus living to students in three residence halls.
2. Each returning resident must sign a "Contract for Residence Halls" for a room for a school year. New students must apply for housing by completing the *Application for Housing* form and sign a "Contract for Residence Halls".
3. Services
 - a. All resident hall rooms are provided with digital cable service.
 - b. All rooms in college residence halls are furnished with single beds, limited wardrobe and drawer space and desks and chairs. Students are responsible for their own bed linens, pillows, spreads and blankets. Refer to the Housing Contract for allowable student furnishings.
 - c. Students attending Lake Region State College and living in the residence halls have access to free, high speed internet access. Resident hall students interested in renting an internet-ready computer from the college are required to complete a rental agreement form with Information Technology.
 - d. Laundry rooms are equipped with R-card operated washers and dryers.
 - e. Each room is provided with a student mailbox. Mail service will be provided Monday through Friday.
 - f. Contact either the RA (Resident Assistant) or AD (Assistant Director) and fill out the proper form for needed repairs for maintenance.
 - g. During the academic year, a limited number of outdoor outlets are available for rent to students. Students must provide their own extension cord and only one vehicle should be plugged into each outlet. There is a charge for these outlets for the winter with reservations made at the Business Office.
 - h. Refrigerators are allowed in student rooms. Students need to bring their own. Size limit is four cubic feet unless other arrangements have been made.
 - i. All Resident Halls are alcohol and tobacco free.
 - j. No soliciting is allowed in the residence halls. This includes representatives of businesses as well as door-to-door salespersons.
 - k. In the event of a tornado and/or severe weather, the warning signal is a steady tone or ringing of bells lasting 3 to 4 minutes. Students living in Gilliland and South Hall should go to the basement next to Central Receiving, and students in North Hall should go to the basement areas next to the kitchen.
4. Guidelines to Residence Life
 - a. Administrative Structure

The residence halls are part of the Academic and Student Affairs Division. The Director of Housing has direct authority and responsibility of administering the residence hall. The Director of Housing supervises the Assistant Director of Housing, who in turn supervises the Resident Assistants (RA's), all of whom are charged with creating and maintaining a residence hall living environment conducive to learning and personal growth. This charge carries with it the responsibility of enforcing the rules and

regulations of the residence halls and the authority to take the action necessary when rule infractions occur.

b. Residence Hall Staff

The residence hall staff serve three primary functions:

- i. To be of service to students. This can take many different forms, from providing a friendly ear to organizing programs which interest or benefit residents.
- ii. To perform administrative tasks, such as checking students in and out of rooms, locking outside doors, distributing mail, duty rounds, etc.
- iii. To enforce the guidelines outlined in the LRSC policy manual, Residence Hall Contract and student handbook.

5. Checking In/Checking Out/Improper Check Out

a. Checking In

- i. All students are required to check into the residence halls to verify room assignments and complete a Room Condition Form.
- ii. All standard furnishings must remain with the room and may not be removed or exchanged between rooms. All items listed on the room inventory must be in place when the student checks out.

b. Checking Out

- i. Students need to follow the below guidelines when checking out. Failure to follow checkout procedures or failing to checkout will result in a fine up to \$100.
- ii. Student must sign up for checkout with a Housing staff member 24 hours prior to departure. At the time of checkout, the staff member will conduct a room inspection and collect keys.
- iii. Student room must be returned to its original condition. This means rooms must be cleaned, floors swept/washed, and all furniture must be returned and assembled.

6. Entry of Student Rooms

College policy on privacy of student rooms stipulates that room entry will be restricted to the following instances:

- a. The Lake Region State College Residence Hall Contract stipulates that room inspections may be made by staff for reasons of residence maintenance. Whenever possible, 24 hour notice will be given to the student prior to entry. In addition, pre-announced room inspections will be held to check for general sanitation and/order. Safety inspections will be made at the closing of Fall Semester and the closing of Spring Break.
- b. When residence or college officials reasonably fear danger to health, safety, life or property.
- c. When residence or college officials have just cause to suspect a violation of college regulations.
- d. During periods of academic recess primarily for maintenance purposes. Whenever possible, rooms will be entered when the room's occupants are present and college officials to be present during room entry.
- e. If the occupants are not present when the room entry is needed, the occupants will be notified of the time and reason for the entry.

7. Deposit/Damage Policies

Costs are outline in the student handbook for damages that may occur in the Residence Halls. Costs related to damages, cleaning or lost keys will be billed to the resident's account.

8. Resident Behavior

Students must follow the LRSC Student Conduct Policy 800.30.

9. Visitor Policy

- a. Guests – All guests are subject to all LRSC policies including the policies of the residence halls. Residents are responsible for their guests' behaviors and actions.
- b. Overnight Guests – Adult residents may have adult guests stay overnight for up to three consecutive nights as long as it is acceptable with all of the roommates and suitemates. At the beginning of the semester, residents will fill out the *Overnight Visitors Agreement form* for their room/suite. When there is not unanimous agreement, the most conservative view will prevail. No overnight guests will be allowed prior to the start of each semester, during the first week of school, the last two weeks of the semester and during breaks (winter and spring break).
- c. Use of Restrooms - When a guest of a resident is not of the same gender, the resident shall escort the guest to the restroom, ensure the restroom is clear of residents, and remain outside the restroom to alert others. All residents shall respect the need for guests to use the restroom and shall afford them the opportunity for privacy.

10. Juveniles in the Residence Halls

For the purpose of this policy, the word "juvenile" means anyone under 18 years of age. Resident hall staff have the authority to request identification of anyone entering the residence halls. No juvenile will be allowed in the residence halls as a guest or visitor unless they are a current student and at least 17 years of age. Juveniles may live in the resident hall under special circumstances approved by the Director of Housing or if they are a child of a student living in the campus apartments. Unauthorized juveniles found in the residence halls will be asked to leave the premises immediately. If the juvenile does not cooperate with the staff, law enforcement will be called to remove the juvenile and contact his/her parents.

11. Alcohol and Drug Policy

Lake Region State College prohibits any alcohol or illegal drugs in the residence halls (See Alcohol and Drug Policy 1500.15).

12. Student Complaints and Students Grievances

The process for filing complaints and student grievances can be found in LRSC Policy 800.31.

13. Residence Hall Association (RHA)

- a. The RHA is the residence hall governance association. The RHA meets on a regular basis throughout the academic year. This association provides an opportunity for student input concerning residence hall programming, rules and policies. All residents are eligible to serve as representatives to the RHA. Students are encouraged to participate in this opportunity and to be involved in their own environment and governance. The RHA operates under a constitution, is recognized by the Student Senate and fulfills all requirements of recognized campus organizations.
- b. See Section 1400.04 for the RHA Constitution.

14. Immunization Requirements:

All students ages 21 and younger residing in campus housing must provide documentation of immunity against meningococcal disease. Exemptions may be provided upon application if; (a) immunization is contraindicated by medical conditions; or (b) a student's beliefs preclude participation in an immunization program.

History

Administrative Council Approved Updates 08/17/15

Administrative Council Approved Updates 09/28/15



POLICY AND PROCEDURE MANUAL CHANGE REQUEST FORM

NAME OF POLICY, PROCEDURE OR FORM	CHAPTER NUMBER	ARTICLE NUMBER
REGISTRATION AND FEE PAYMENTS	800	10

REQUESTED ACTION: CHANGE ADD REMOVE

Text of Requested Change: (Continue on other side or attach a separate document.)
<p>See attached paperwork</p> <p style="text-align: center; color: blue; font-family: cursive;">NDUS 830.1 included for reference</p>

HAS THIS CHANGE BEEN REVIEWED FOR CONSISTENCY WITH NDUS POLICY?	Reviewer Initials
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	SLS

NAME OF LRSC GROUP SUBMITTING CHANGE REQUEST	DATE
Student Services	
SIGNATURE & TITLE OF SUBMITTER	DATE
<div style="font-family: cursive; color: blue; font-size: 1.2em;">Stephanie Shock</div> <p style="font-size: 0.8em;">Director of Admissions & Enrollment Management</p>	7/22/2016.

ADMINISTRATIVE COUNCIL ACTION:

- | | |
|---|---|
| <input type="checkbox"/> REQUEST APPROVED | <input type="checkbox"/> REQUEST TABLED FOR FURTHER REVIEW
Date: _____ |
| <input type="checkbox"/> REQUEST NOT APPROVED | <input type="checkbox"/> REQUEST APPROVED WITH REVISIONS
Date: _____ |

LRSC PRESIDENT'S SIGNATURE	DATE
<div style="font-family: cursive; color: blue; font-size: 1.5em;">Doug D. S.</div>	8/19/16

The official original copy of the Change Request will be filed in the President's Office and copies distributed to the:

- Faculty Senate President
- Staff Senate President

Final printed versions of the change will be distributed to the following for placement in paper manuals:

- Library Director
- Administrative Affairs
- Academic and Student Affairs
- CCF / Advancement

Lake Region State College
Policy and Procedure Manual

SECTION 800.10

~~REGISTRATION AND FEE PAYMENTS~~ STUDENT PAYMENT

The information below is based on the NDUS Student Payment Policy 830.1.

1. All student ~~fees~~ institutional charges are payable at the Administrative Services Office by the payment date designated by Lake Region State College. All students, regardless of financial arrangements, must proceed through the Administrative Services Office to complete registration. A late fee is charged if arrangements have not been made at the Administrative Services Office or payment has not been received according to the schedule.
2. Eligible financial aid disbursements will be applied directly to student charges for tuition, fees, room, board, and other approved expenses prior to payment date.
3. Tuition, fees, room and board may be billed to a governmental agency or private organization, which has provided an approved billing authorization. Payment for such bill shall be due prior to the end of the enrollment period for which billed.
4. Students with outstanding financial obligations to LRSC will have holds placed on their account and they will not receive official transcripts or be allowed enrollment in subsequent semesters.
5. Students auditing classes shall pay the regular tuition and fees, unless specifically exempted.
6. ~~Fee refunds will be processed upon completion of the proper withdrawal forms.~~

History

**Lake Region State College
Policy and Procedure Manual**

**SECTION 800.10
STUDENT PAYMENT**

The information below is based on the NDUS Student Payment Policy 830.1.

1. All student institutional charges are payable at the Administrative Services Office by the payment date designated by Lake Region State College
 2. Eligible financial aid disbursements will be applied directly to student charges for tuition, fees, room, board, and other approved expenses prior to payment date.
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 5. Students auditing classes shall pay the regular tuition and fees, unless specifically exempted.
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History

The screenshot shows the top portion of a website. At the top left is the North Dakota University System logo with the tagline 'ACCESS. INNOVATION. EXCELLENCE.' and an 'A-Z INDEX' link. Below this is a horizontal navigation bar with links for 'COLLEGES & UNIVERSITIES', 'ACADEMICS & ACTIVITIES', 'STATE BOARD OF HIGHER EDUCATION', 'NORTH DAKOTA UNIVERSITY SYSTEM', 'NEWS', and 'REPORTS & INFORMATION'. On the left side, there is a vertical menu with links for 'STUDENTS', 'POLICYMAKERS', 'BUSINESS & INDUSTRY', 'EMPLOYEES', 'MEDIA', and 'HOME'. The main content area features a large image of students in a library, with two smaller inset photos of students sitting on a lawn and a portrait of a man. Below the main image is a 'PRINTER FRIENDLY PAGE' icon and a 'YOU ARE HERE' breadcrumb trail: 'NDUS Home | Employees | Policies and Procedures | SBHE Policies'.

- [Printer Friendly Page](#)
- [Campus Employment Opportunities](#)
- [NDUS Office Openings and Requests for Proposals](#)
- [Policies and Procedures](#)
 - [Broadband Job Classifications](#)
 - [SBHE Policies](#)
 - [Proposed SBHE Policies](#)
 - [NDUS Procedures](#)
 - [NDUS Human Resource Policy Manual](#)
 - [NDUS Guide to Authorized Use of State Fleet Vehicles](#)
- [Articulation and Transfer](#)
- [Accounting Manual and Forms](#)
- [Reporting Fraud](#)
- [Academic Calendar](#)
- [Employee Benefits](#)

YOU ARE HERE
[NDUS Home](#) | [Employees](#) | [Policies and Procedures](#) | [SBHE Policies](#)

SBHE Policies

[<< return](#)

SUBJECT: 800s: Financial Affairs **EFFECTIVE:** November 21, 2013
Section: 830.1 Student Payment Policy

1. All tuition and fees payable by a student are due by the payment date designated by the institution. Except as otherwise provided by this subsection, the designated payment date must be within the first 12 scheduled class days of the term for the regular fall or spring semester or equivalent deadline for a summer term or classes scheduled outside a regular term. For classes scheduled for a term of 12 days or less, the payment deadline is the end of the class term. Institutions may establish a different payment date or grant extensions permitting later payment of tuition and fees as follows:
 - a. For classes scheduled outside of the traditional academic calendar or classes that don't begin at the beginning of a traditional academic term, provided a separate payment deadline is established within 12 scheduled class days of the beginning of the class or classes;
 - b. For payment of tuition and fees by an employer or other third party under a contract or plan approved by the institution;
 - c. For high school students enrolled in dual credit classes;
 - d. Under a deferred payment plan option, according to which a student may elect to pay tuition and fees in installments with the following terms:
 1. The institution may collect a deferred payment plan enrollment fee, not to exceed a maximum amount established by the chancellor;
 2. The institution may, but is not required to collect an initial down payment;
 3. Payments must be made in not more than four installments, not counting an initial down payment;
 4. The payment schedule must provide for payment in full by the end of the term for which payments are due; and
 5. Subject to restrictions imposed by state law and this policy, the institution shall assess late fees on any payment past due more than 30 days.
 - e. For students expected by the institution to receive financial aid at a later date;
 - f. For students that register or add a class or classes after the first scheduled class day; or
 - g. For any other student based on financial hardship or other good cause as determined and approved by an authorized institution official.
2. Financial aid disbursements may be applied directly to student charges for tuition fees, room, board, and other expenses. Such crediting for financial aid disbursements and appropriate distribution or collection of any resulting balances shall be in accordance with federal regulations and the institution's payment schedules.
3. Tuition, fees, room, board and other charges may be billed to a third party payor, including a governmental agency or private organization which has provided an approved billing authorization. Payment for such bill shall be due prior to the end of the enrollment period for which billed.

4. Other charges posted to student accounts may include room and board, parking fees, flight costs, and student health charges. Room and board charges or rent shall be due according to the room and board or housing contract. Other charges shall be due when posted to a student account or by the term due date established in subsection 1, whichever is later.
5. Institutions shall assess a late fee not to exceed 1.75% per month for all unpaid student charges after the charges are past due for thirty days, in accordance with N.D.C.C. § 13-01-14.
6. Institutions may also impose additional sanctions according to the room and board or housing contract for past due housing charges.
7. Institutions may remove late fees based on financial hardship or other good causes, as determined and approved by an authorized institution official.
8. Institutions shall place holds on transcripts and on future enrollment of students who have past due student charges or who have not complied with this policy. Institutions may remove holds based on adequate resolution of past due student charges or noncompliance with this policy, as determined and approved by an authorized institution official.

REFERENCE: NDCC chapter 13-01

History:

Replaces Article IV, Section 2-F, page IV-4
SBHE Minutes, June 7-8, 1984, page 5256
Amendment SBHE Minutes, June 27-28, 1988, page 5731
Amendment SBHE Minutes, June 26, 1995, page 6569
Amendment SBHE Minutes, April 4, 2000
Amendment SBHE Minutes, December 20, 2007
Amendment SBHE Minutes, June 17, 2010
Amendment SBHE Minutes, March 1, 2011
Amendment SBHE Minutes, November 21, 2013



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