New Student Fee Policy

Accommodations for individuals with disabilities in accessing these policies are available upon request by emailing accessiblepolicy@wcupa.edu

Purpose and Scope
In order to promote new student success and retention; bring awareness to basic campus policies, standards, and expectations; and to promote a sense of belonging within the WCU community, it is strongly recommended that new, full time students, entering West Chester participate in new student education. These dynamic, student-centered learning opportunities introduce new first-year and transfer students to resources and tools that proactively empower students’ transition to and through WCU. The purpose of this policy is to establish a fee schedule for programming, staffing, education materials and supplies which facilitate and support new student education experiences.

Policy Statement
The New Student Programs Office provides new students with a series of transition and onboarding education experiences which are funded by a required, non-refundable New Student Fee. To provide robust, high-impact learning experiences, each new student will be assessed the one-time New Student fee in accordance with the annual fee schedule set and approved by West Chester University and the Council of Trustees.

Procedures
The new student fee is calculated based on the costs of staffing, programming, and education supplies and materials of multiple educational experiences for new students. The Sr. Director of New Student Programs makes a fee recommendation to the Assistant Vice-President of Student Development based on the aforementioned costs, as calculated per student. The recommendation is then communicated to
the Vice-President of Student Affairs. The New Student Fee is included in the collective consideration of required fees, as reviewed and approved by the Council of Trustees.

As part of the automated enrollment and billing processes executed by the Bursar Office, all new students attending the West Chester campus will be automatically charged the non-refundable New Student fee regardless of the student’s participation in new student education experiences. Students will satisfy their new student fee via the mechanisms available to them through the Bursar Office.

Definitions
For the purposes of this policy, “new students” are defined as first-time, full-time, first-year and transfer students enrolled at the West Chester campus of West Chester University.

References (if needed)
The New Student Fee is listed in the annual fee chart approved and published on the Tuition & Fees webpage of the West Chester University website.

Reviewed by: Dr. Judy Kawamoto, Assistant Vice President of Student Affairs for Student Development, Amanda Thomas, Student Affairs Policy Designee

Policy Owner: Dr. Kristin Austin, Sr. Director of New Student Programs

Approved by:

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Vice President for Student Affairs
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History:

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