

New Student Fee Policy

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Purpose and Scope

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, full time students entering West Chester University are asked to participate in new student programming. 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 maintain a new student fee used for programming, staffing, education materials, and supplies which facilitate and support new student programming experiences.

Policy Statement

The Office of New Student Programs 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 is charged 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 supplies needed to successfully implement orientation, welcome week, and other programming. The Director of New Student Programs makes a fee recommendation in partnership with the Senior Associate Vice President of Enrollment based on the aforementioned costs, as calculated per student. The recommendation is then

communicated to the Deputy Provost and Vice President for Academic Operations. 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 orientation, welcome week, and other programs. 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 a part of the annual fee chart approved and published on the [Tuition & Fees](#) webpage of the West Chester University website. A description can be found on the [Other Fees](#) section.

Reviewed by: Director of New Student Programs and Senior Associate Vice President of Enrollment

Policy Owner: Devan Zgleszewski, Director of New Student Programs

Approved by:

Jeffery L. Osgood, Jr. Ph.D.



— UNIVERSITY POLICY —

Deputy Provost and Vice President of Academic Operations

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History:

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