

4.8.3

Written Procedure for Projected Additional Student Charges

An institution that offers distance or correspondence education has a written procedure distributed at the time of registration or enrollment that notifies students of any projected additional student charges associated with verification of student identity.

Judgment

Compliance Partial Compliance Non-Compliance Not Applicable

Narrative

Tennessee Technological University (TTU) distributes notification of fees, conditions of assessment, and refund policies to all students through the Office of the Bursar. The University does not charge an additional fee for verification of student identity for any student, regardless of whether or not the student is enrolled in distance or correspondence education courses.

Procedures for Projected Additional Student Charges for Verification of Identity

TTU does not charge students enrolled in distance education courses an additional fee for verification of student identity, and there is no charge for exam proctoring at a TTU location.

TTU's procedures for projecting additional charges for student identity verification are published in the handbook and read as follows: "TTU does not currently charge students enrolled in distance education courses an additional fee for verification of student identity or for exam proctoring at a TTU location. Should it become necessary to implement charges for the verification of student identity or exam proctoring at a TTU location, adequate advance notice of any charges will be provided to students either at the time of registration or enrollment" [\[1\]](#).

Office of the Bursar

The Office of the Bursar maintains information on tuition and fees [\[2\]](#) as well as incidental fees and other charges. Additionally, the Bursar News [\[3\]](#) provides updates and changes in fee structures. The Bursar's website also verifies that TTU does not charge students enrolled in distance education courses an additional fee for verification of student identity or for exam proctoring at a TTU location [\[4\]](#).

Conclusion

Students, including those enrolled in distance or correspondence education programs, are provided with information on tuition and fees through the website of the Office of the Bursar and the Bursar News. As the University does not charge additional fees for verification of student identity or exam proctoring at a TTU location, the institution is in compliance with Federal Requirement 4.8.3. If at any future time the University determines it is necessary to implement a fee for verifying the identity of students enrolling in distance learning courses, it will distribute a written procedure at the time of registration or enrollment that notifies students of the projected additional charges associated with the verification of student identity.

Sources

 [1] Administrative Regulation_Student Handbook

 [2] Bursar Office Tuition and Fees

 [3] Bursar News

 [4] Other Fees & Expenses_Office of Bursar