

Administrative Procedure

Distance Education Only Program Tuition Request

- **Tuition:** Distance Students benefit from a special tuition rate, acknowledging their unique needs and interests separate from those of on-campus students. Distance students refer to students enrolled in an approved fully online program.
- **Access to Services for Distance students:** They have access to select student services including advising and career planning but are limited in participating in certain campus activities and events.
- **Course Registration for Distance students is** restricted from enrolling in traditional face-to-face classes.
- **Tuition for fully online programs** is set to the same rate as in-state student tuition.
- **Enrollment Changes:**
 - o Registering for face-to-face courses may lead to removal from those courses and affect eligibility for returning to Distance Student status and its tuition benefits.
 - o Changing majors to a program that is not fully online results in automatic reversion to regular enrollment status, requiring reapplication for Distance Student designation if moving to another qualifying distance program.

Procedure:

Dean will submit an Online Only Program form to Vice President Academic Affairs (VPAA) for signature and VPAA will submit to both the Vice President of Student Services and the Vice President of Finance for review and signature.

Mountwest is committed to empowering students for community and workforce leadership, offering tailored support for distance learners.

Dean recommends to the VPAA and the VPAA brings forward to the President Council for discussion and approval.

Student notification form

Online Only Tuition - Distance Student Procedure

Student ID: _____

Email: _____

Phone Number: _____

Address: _____

City: _____

State: _____

Zip Code: _____

Tuition Rate: In-state

Access to Services: Limited access to campus activities and events, but access to select student services including advising and career planning.

Course Registration: Restricted from enrolling in traditional face-to-face classes.

Enrollment Changes:

- Registering for face-to-face courses may lead to removal from distance student status and affect eligibility for returning to distance student status.
- Changing majors to a different degree program results in automatic reversion to regular enrollment status, requiring reapplication for distance student designation if moving to another qualifying distance program.

Procedure:

- Dean will submit an Online Only Program form to Vice President Academic Affairs (VPAA) for signature.
- VPAA will then submit the form to both Vice President Student Services and Vice President of Finance.
- I acknowledge and understand the terms and conditions of the Online Only Tuition - Distance Student Procedure.
 - Signature: _____
 - Date: _____