

# BISHOP STATE COMMUNITY COLLEGE

## Financial Regulations

### Payment of Tuition and Fees

Tuition and fees may be paid by DEBIT CARD, CASH, MONEY ORDER, CASHIER'S CHECK, VISA, MASTERCARD, DISCOVER, and AMERICAN EXPRESS. Tuition for Online and Hybrid courses follows the same fee schedule above.

### ALL TUITION AND FEES MUST BE PAID IN FULL PRIOR TO THE FIRST DAY OF CLASSES.

Schedules with unpaid balances **will be deleted** prior to the first day of classes. All tuition and fees are due at the time credit hours are added. Schedules **will be deleted** if added charges are not paid in full at the time of drop/add registration.

**NOTE: Out-of-state tuition is 2.0 times the in-state tuition rate.**

### Tuition for Non-residents of Alabama

Students who are not residents of Alabama and/or who are not citizens of the United States shall pay 2.0 times the normal in-state tuition rate. Students who live in the following counties meet the 50 miles radius qualification and shall receive in-state tuition: Mississippi- George County, Greene County, Harrison County, Jackson County, Perry County, and Stone County; Florida- Escambia County and Santa Rosa County. The in-state tuition rate shall be extended to students who have graduated from Alabama high schools, or who have obtained a GED in Alabama within two years of the date of their applications for admission in accordance with the requirements set forth in the *Code of Alabama*.

### Special Fees (when applicable):

#### Nursing, PTA, EMS, and FSE Students:

Liability insurance fee is .....	\$13.00 - \$17.50
I.D. Cards (Replacement) .....	\$5.00
Graduation fee (non-refundable) .....	\$50.00

### FINANCIAL REGULATIONS

Students are required to pay tuition fees upon registration for each semester. Tuition and fees for students who have established Pell Grant, Supplemental Educational Opportunity Grant (SEOG), or Alabama Student Assistance Program (ASAP) eligibility will be charged to their accounts. Exceptions will be made for those students who establish eligibility for participation in Veterans' Affairs and Vocational Rehabilitation Services. In addition, students who are sponsored by agencies (Masonic organizations, sororities, fraternities, etc.) will be permitted to enroll without payment pending billing agencies for required fees. *All students not paying tuition and fees at the time of registration must present written authorization from the sponsoring agency to the Business Office in order to complete financial registration.*

Students must clear all financial obligations with the College prior to the end of each semester of enrollment. Students will not be allowed to complete registration or attend classes until financial obligations of the previous semester are satisfactorily met, including, but not limited to, parking and library fines.

A student has not finalized enrollment until he or she has completed all requirements of registration and paid all tuition and fees.

### **Official Office for Withdrawals**

Students who enroll at Bishop State Community College and decide, for any reason, that they no longer want to be enrolled at the College must officially withdraw from class. **Students can obtain the withdrawal form and procedures from withdrawing from the Admission/Registrar's Office. The official withdrawal process does not begin until the Admissions Office has been notified.**

## **REFUND POLICIES**

### **Partial Withdrawal**

Students who do not completely withdraw from the College but drop a class during the regular drop/add period will be refunded the difference in the tuition paid and the tuition rate applicable to the reduced number of hours, including fees appropriate to the classes dropped. **THERE IS NO REFUND DUE TO A STUDENT WHO PARTIALLY WITHDRAWS AFTER THE OFFICIAL DROP/ADD PERIOD.**

### **Complete Withdrawal**

Students who officially withdraw before the first day of class will be refunded the total tuition and refundable fees. The "first day of class" is the first day classes are offered within any term configuration, including, but not limited to, full terms, split terms, minim terms, and weekend terms.

Withdrawal during first week .....	75% of net tuition
Withdrawal during second week .....	50% of net tuition
Withdrawal during third week.....	25% of net tuition
Withdrawal after end of third week .....	No refund

For calculating refunds during the fall and spring fifteen (15) week terms, a "week" is defined as seven calendar days. Refunds of tuition for terms shorter than fifteen (15) weeks, such as summer terms, minimum terms, split terms, and weekend terms, will reflect a prorated week based on the number of days in the term.

### **Tuition Refund**

Students who drop a course during drop/add will receive their refund two to four weeks after classes begin. Students who withdraw completely after classes begin will receive their refund two to four weeks after the official withdrawal is submitted to the Business Office.

Note: All students who add credit hours during the drop/add period will be charged additional tuition at the applicable rate.

**Administrative Fee**

An administrative fee, not to exceed 5 percent of tuition and other institutional charges or \$100, whichever is smaller, will be assessed for each withdrawal with the period beginning the first day of class and ending at the end of the third week of class.