

**SUBJECT:** Student Affairs

**POLICY:** 308.2 Tuition and Fees

**RELATED PROCEDURE:**

**EFFECTIVE:** April 2013

**REVISED:** April 2018

**REVIEWED:** April 2018

**Policy**

**DEFERRED PAYMENT PLAN**

The deferred payment plan is an installment loan available, for the fall, spring, and summer terms, for qualified applicants who are unable to make full payment of current semester tuition, fees, and other charges on the regular tuition and fee payment day. This plan is available to all qualifying students through the Student Accounts Office. Installment payments and applicable fees are collected and processed by the Student Accounts Office.

**FEE REFUNDS**

**Withdrawal from the College**

Unless otherwise required by the Higher Education Act of 1965, as amended, students withdrawing from Great Falls College Montana State University (GFC MSU) are refunded the fees paid in accordance with the following schedule established by the Board of Regents. In order for a student to receive a refund under the Board of Regents policy, an official withdrawal form must be on file in the Registrar’s Office:

**Fall & Spring Semester:**

**Days of Instruction\* Percent Refunded**

Registration day .....	100
1-5 .....	90
6-10 .....	75
11-15 .....	50
16-on .....	0

\* Days of Instruction begin with the first day of classes for a term and conclude on the 15th day, which is the deadline to drop/delete courses.

**The Registration Fee and Application Fee are nonrefundable.**

**Refund Policy for Courses Numbered 094 and 194**

All students wishing to drop or withdraw from courses numbered 094 and 194 are required to fill out an Add/Drop or Withdrawal Form. These forms are available at the Lifelong Learning Center.

- If a class is dropped at least **three (3) working days** prior to the first day of class, the full amount of tuition and fees will be refunded. For credit-bearing courses (those with a course number of 194), the \$30 semester registration and \$30 one-time application fee will not be refunded.
- If a class is not dropped at least three (3) working days prior to the first day of class or the student enrolls and does not attend, the full amount of tuition and fees will be assessed. In certain instances exceptions to this policy may occur for drops occurring less than 3 working days prior to the first day of class. To be considered for an exception, an appeal stating the justification for this exception must be made in writing to the Registrar’s Office.
- If the Lifelong Learning Center decides to cancel a class, students will receive a 100% refund on all tuition and fees.

See course descriptions section of this catalog for more information on these courses.

#### **CHANGES IN CREDIT LOAD AFTER PAYMENT OF TUITION AND FEES**

Students adding courses after payment of tuition and fees are required to pay additional tuition and fees created by the change in credit load.

Students dropping classes (but not withdrawing) will receive a 100 percent refund on courses dropped before the end of the 15th class day. Refunds will not be made after the 15th class day, unless the course has not begun, then see Course Addition, Drop/Withdrawal policy (211.1) section on drops/withdrawals. This schedule applies only to fall and spring semesters. For the summer withdrawal schedule, please see the academic calendar for that term. Refunds are processed approximately five (5) weeks after the start of a semester and mailed to the student's permanent address.

#### **RETURNED CHECK POLICY**

Individuals presenting checks to the GFC MSU, which the bank subsequently refuses to honor, are required to reimburse the College for the amount of the check plus any fee charged by the bank for processing the dishonored check. Individuals (faculty, staff, and students) will be notified in writing of the dishonored check(s) and the amount needed to clear the item(s). Personal checks may not be used to clear dishonored checks. Dishonored checks presented by students will be added to their account balance. Unpaid balances may result in a 'Hold' being placed on the student's account. This 'Hold' will prevent the student from registering for further semesters at this or any other Montana State University campus. Individuals presenting two dishonored checks within a calendar year to the college will be prohibited from writing further checks payable to the college during that calendar year even after clearing the two dishonored items. This applies to all checks payable to the college or a college entity including the library, bookstore, cafeteria and dental clinic.

#### **STUDENTS OWING DEBTS**

The college reserves the right to deny registration access to a student who has an overdue debt to any Montana State University unit. Transcripts, certificates, and degrees will be withheld from any student owing tuition, fees, or charges to a Montana State University unit. In the event a student has not returned books and/or materials belonging to this college or any other Montana University System unit, transcripts, certificates, and degrees may be withheld.

Students owing past due amounts may be referred to the State Department of Revenue and/or a commercial collection agency for collection action. The costs associated with collection through a commercial agency may be passed on to the student.

#### **BILLING**

In addition to traditional hardcopy bills, the college has implemented paperless billing, as well as online bill payment by credit card or bank account.