

TUITION AND FEES

NOTE: All Tuition and Fees are payable in the Tuition/Fee Payment Center in College Hall - Administration. Tuition and fees are subject to change without notice.

Required Tuition and Fees for Credit Courses	Tuition Per Semester Credit Hour	Maximum Tuition
Fall and Spring Semester	\$50.00	\$900.00
Summer Session	\$50.00	
Out-of-State Tuition	\$100.00	\$1,800.00

Any student account that remains unpaid at the end of the semester and is not paid within thirty (30) days may be turned over to an outside collections agency for assistance in collecting. A collection fee will be added to the amount owed by the student to cover the collection agency costs.

Tuition -- \$50.00 Per Credit Hour

Part-time and full-time students are charged \$50.00 per semester credit hour. Example: If a student is enrolled in a three semester credit hour course, the tuition would be \$150.00.

Non-Credit Course Fees

Non-credit course fees are determined for each individual course. The charge is based on the clock hours of instruction, the supplies and materials required, and the fee of the instructor.

Tuition Waiver for Senior Citizens

Arkansas residents who are 60 years of age and older are entitled to attend college credit classes at Southeast Arkansas College and other state colleges and universities without a tuition charge. Proof of age must be presented at the time of registration. This waiver does not apply to non-credit classes, assessment fees, or any other fee collected by the College. Senior citizens are responsible for acquiring books and supplies.

Arkansas Assessment Fee -- \$5.00

This fee is payable each Fall and Spring Semester and Summer Term when registering for college credit courses. The State Board of Higher Education initiated the Arkansas Assessment Fee to cover the cost of student assessment at all Arkansas institutions of higher education.

ACT Fee -- \$21.00

CIV Course Fee -- \$30.00 per course

College Services Fee -- \$2.00 per credit hour; maximum of 18 hours, or \$36.00. Note: This fee is in lieu of transcript fees, class change fees, late registration fees, and graduation fees.

COMPASS Test Fee -- \$6.00

Credit By Examination (Challenge Exam) Fee -- \$50.00 Per Credit Hour

Professional Fee -- \$15.00 per credit hour for NAH, ECDT, and AAT (EDUC) courses, maximum of 18 credit hours

Science/Technical Lab fee -- \$30.00 per course

Internet Fee -- \$30.00 per course

Technology Fee -- \$7.00 per semester credit hour; maximum of 18 credit hours

COST OF MATERIALS

Books, tools, uniforms, supplies, etc., are required in most courses. Instructors will give students a list of needed items on the first day of class. Total cost of materials for a full-time student will depend upon the program of study.

PAYMENT OF TUITION AND FEES

All tuition and fees must be paid at the Business Affairs Office in College Hall- Administration prior to attending any class. Personal checks are accepted for payment of accounts, **but a charge will be assessed by a check recovery service for returned checks.** Students whose tuition and/or fee checks are returned by the bank are subject to administrative withdrawal. VISA and MasterCard are accepted for payment of tuition.

Any student account that remains unpaid at the end of the semester and is not paid within thirty (30) days may be turned over to an outside collection agency for assisting in collecting. A collection cost will be added to the amount owed by the student to cover the collection agency cost. Unpaid account balances may also be sent to the state utilizing the Debt-Set Off program which deducts amounts due the College from an individual's tax return.

Students may not attend classes until they have paid tuition in full or made definite arrangements concerning Financial Aid with the Financial Aid Officer in the Student Affairs Office. This applies to all students, including recipients of Pell, WIA, NAFTA/TAA, scholarships, Rehab, Veterans' benefits, and other types of aid.

Students may *pre-register* for a semester by paying at least 25 percent of the tuition with the remaining tuition being payable according to a payment plan.

A **Tuition Deferred Payment Agreement** is available to students enrolled in six (6) or more semester credit hours. The student must pay at least 50 percent (25% if pre-registered) of the tuition at registration and the balance as scheduled.

NOTE: Before any financial aid funds from student loans, scholarships, and federal or state aid are released to a student, all charges or any monies owed to the College must be paid. All financial aid funds received will be credited to the student's account. After all charges to the student's account have been satisfied, remaining funds will be disbursed to the student in a timely manner.

REFUND OF TUITION

When a student **officially withdraws** from credit courses, his/her tuition will be refunded according to the following schedule:

<u>Date of Official Withdrawal</u>	<u>Regular Semester</u>	<u>Summer Term</u>
First two weeks of the regular semester and/or the first two days of the summer term for 4-week classes and the fourth day of summer term for 8-week classes*	100%	100%
The third week of the regular semester and/or the third day of the summer for 4-week classes and fifth day of summer term for 8-week classes	0%	0%

*8-week classes follow the summer term refund period guidelines. No refunds will be issued for withdrawals from Intersession courses. Students receiving Veterans' benefits will receive refunds based on a prorated basis.

Refunds for short-term courses or courses starting at times other than the beginning of the semester will be calculated on the prorated basis of a regular semester course.

Fees are NOT refundable unless the student **officially withdraws** prior to the first day of the semester, in which case 100 percent of all tuition and fees will be refunded. Tuition for non-credit courses is not refundable after the first class meeting. **Failure to attend does not constitute official withdrawal.** *If a student withdraws from college after the outlined withdrawal dates, the student is still responsible for full payment of tuition and fees.*

TEXTBOOK REFUNDS

Textbook refunds have the following requirements: 1) price tags are to remain on the books, 2) new books must be returned in the same condition as purchased, and 3) new books in shrink wrap must be returned in the same condition and the shrink wrap must be unopened.

If a student has dropped a class, a drop slip will be required for a refund. Students have two weeks from the first day of class of the Fall and Spring semesters to receive a full refund and two days from the first day of class in either summer session.

Software, Soft Goods, and Food Refunds: All food items are non-refundable! Software and soft good purchases may be returned within two business days, but they must be accompanied with a receipt and in the same condition as purchased. Damaged backpacks are to be returned to the Jansport Company for a repair or refund.

Purchases with book cheques: Text books purchased with book cheques are issued a credit memo if the student is not replacing the class. Soft goods and supplies purchased with book cheques are non-refundable

ADDING OF CLASSES/LATE REGISTRATION

The deadline for class changes and late registration is published in the Academic Calendar by term. The student's advisor or instructor must approve the request for class changes. **Official Class Change Forms are available in the Registrar's Office.** Changes, which occur after the published deadline, are limited to:

1. Same course and instructor at a different time.
2. Re-enrollment in classes that student has been attending. (A student may have been dropped due to institutional or student error.)
3. Extenuating circumstances to be determined on an individual basis.

The Class Change Form may be obtained in the Registrar's Office.

WITHDRAWAL FROM CLASSES

The College recognizes and understands that there are circumstances in which a student must withdraw from a class or completely withdraw from the College. **Students are urged to meet with a counselor or academic advisor to determine if an alternate action may be available.**

Students who wish to withdraw from a single course completely withdraw from college, or change classes are governed by the following policy:

1. Courses dropped through the 11th class day of the semester OR the second day of a summer term are not recorded on the student's permanent record.
2. After the official reporting day:
 - a. Students withdrawing from a credit course prior 6 p.m. at the end of the 14th week of the Fall or Spring Semester will receive a grade of "W" on their permanent academic record. (See Calendar in College Catalog and Student Handbook for exact date.)
 - b. Summer term students withdrawing from a credit class prior to 6 p.m. on the Friday of the third week of a summer term during which they are enrolled will receive a "W" on their permanent academic record. (See Calendar in College Catalog and Student Handbook for exact date.)
 - c. The period to withdraw from a class or withdraw from the College closes approximately two weeks prior to the end of the regular semester or the final week of the summer terms. (See calendar in College Catalog for exact dates.)

If a student finds it necessary to withdraw from college, it is important that the proper withdrawal procedures be followed completely. **The Official Withdrawal Form is available in the Registrar's Office.** (The College will mail a Withdrawal Form to a student upon request. The form must be completed and returned to the Registrar's Office by the published deadline to constitute a valid withdrawal.) Failure to attend class for a prolonged period of time does NOT constitute a withdrawal. If a student stops attending a class and fails to drop the course through the Office of Student Affairs, a grade of "F" will be recorded for the course on the student's transcript. Instructors are NOT allowed to drop students from class.

The above information is from the 2007-2008 Catalog and Student Handbook.