

Schedule will be adhered to when applying credit(s) to the student's account.

	<b>Credit</b>
Withdrawal before the 1 <sup>st</sup> day of class	100%
Withdrawal during the 1 <sup>st</sup> week	90%
Withdrawal during the 2 <sup>nd</sup> week	80%
Withdrawal during the 3 <sup>rd</sup> week	80%
Withdrawal during the 4 <sup>th</sup> week	70%
Withdrawal during the 5 <sup>th</sup> week	70%
Withdrawal during the 6 <sup>th</sup> week	60%
Withdrawal during the 7 <sup>th</sup> week	50%
Withdrawal during the 8 <sup>th</sup> week	50%
Withdrawal after the 8 <sup>th</sup> week	<b>NO CREDIT</b>

There is no reduction in tuition, fees, room, and board made for days absent at the beginning of the semester.

Note: Any recipient of Title IV funds that withdraws prior to the end of the term will be subject to the "Return of Title IV Funds" policy. \*Refer to: Financial Aid Student Consumer Information Guide.

### **Change of Schedule (Drop/Add)**

Students may drop and/or add courses in accordance with procedures outlined in the College Catalog. Forms for making any changes to class schedules may be obtained from the Registrar's Office. No change to the student's schedule will be considered valid unless the student has fully complied with the procedures mandated by the Registrar's Office.

The College will not make tuition adjustments for dropping a class after the **"Last Day for Class Changes"** (see academic calendar). A drop/add fee is charged to students who change courses previously confirmed.

### **Refund Policy**

Refunds will be made in accordance with the following refund regulations.

- Institutional funds (scholarships, tuition waivers, or grants) are non-refundable.
- Only students with credit balances are eligible for refunds, and a student's refund cannot exceed his

credit balance. A credit balance occurs when funds credited to a student's account (such as cash, federal and state financial aid, scholarships, credits, etc.) exceed the amount of charges such as tuition, fees, and room and board.

- **THE STUDENT IS LIABLE FOR ANY REFUND THAT IS GENERATED BY A FINANCIAL AID OVERAWARD.** The student can prevent overawards by reporting all external awards (scholarships, grants, stipends, tuition waivers, etc.) to the Office of Financial Aid immediately. The external awards should be in writing on the letterhead of the donor or agency. Students with pending scholarships and credit balances are advised to request that the institution hold their credit balance until ALL scholarships are posted to their account.

**NOTE:** It should be noted that most financial aid is not on your account at the beginning of the semester. However, the College is required to send monthly billing statements as long as the student has a balance. Do not become alarmed if the first statement does not have any financial aid listed. Please make sure that you have all necessary paperwork on file in the Financial Aid Office so there will be no delays in receiving your aid. Please keep copies of all receipts and check stubs for your personal records

### **Other Regulations**

1. In case of suspension, no refund will be allowed nor any tuition adjustments.
2. Any expense incurred in an emergency by the College for a student-such as medicine, hospitalization, damages, etc. – will be charged to the student's account.
3. Students requesting transcripts will receive the first one free, and all other transcripts will cost \$10. Transcripts will be released only when accounts are cleared.
4. **Student refunds will be issued within 14 days of a credit balance and after institutional charges have been met.**
5. All seniors applying for graduation must pay a NON-REFUNDABLE fee of \$227.00 regardless of participation in the ceremony.

The fee covers graduation activities, caps and gowns, diplomas, etc. Fees paid for services by members of special groups, e.g., Alpha Kappa Mu Honor Society, are also **NON-REFUNDABLE**.

**TUTION AND FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE**

### **STUDENT ACCOUNTS WORKSHEET 2015-2016**

1. Prior Balance	_____
	Debit/Credit
2. Enter the charges you will incur for this semester: (see pages 2 and 3)	
Tuition	_____
Comp. Fees	_____
Room	_____
Board	_____
Phone	_____
Cable	_____
Deferred Payment	_____
New Student Fee	_____
Miscellaneous Fee	_____
<b>Total Charges for Item 2:</b>	_____
3. Enter any financial aid listed on your AWARD Letter:	
Pell Grant	_____
Hope Scholarship	_____
GA Equalization Grant	_____
SEOG	_____
Scholarships	_____
Loans (approved):	_____
*Stafford Loan	_____
*Parent Plus Loan	_____
*Unsubsidized Loan	_____
Perkins Loan	_____
Alternative Loans	_____
Other Payments	_____
<b>Total Aid for Item 3:</b>	_____
4. Add total of item 1&2 minus total of item 3:	_____

If #4 is a positive number, this is the amount you owe. If #4 is a negative number, this is the amount you overpaid. If your account is overpaid, you may be eligible for a refund after all of your institutional charges have been posted to your account.

The amount of work-study listed on your award letter is the total you should receive if you work all of the hours required for this amount. You may use the amount awarded for work-study if it covers the amount you owe on line 4.

\*For Stafford, Plus and Unsubsidized Loans, a loan origination fee of 1.5% and/or 2.5% must be subtracted from the loan amount on your award letter.

# Paine College Fee Schedule



## 2015-2016 Academic Year

*Paine College does not discriminate on the basis of race, color, national origin, religion, sex, disability, or age in any of its policies, procedures, or practices; nor does the College, in compliance with Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, discriminate against any employees or applicants for employment because they are disabled veterans of the Vietnam Era, or because of their medical condition, their ancestry or their marital status; nor does the College discriminate on the basis of citizenship, within the limits imposed by law or College policy; nor does the College discriminate on the basis of sexual orientation. This non-discrimination policy covers admission, access, and treatment in College programs and activities, and application for and treatment in College employment.*

**Dr. Samuel Sullivan, Interim President**

This Fee Schedule is provided to assist students in understanding the fee structure Paine College. It also provides pertinent due dates. In order to insure a smooth registration, read this document thoroughly.

If you are depending on financial aid for all or a portion of your resources, your financial aid must be APPROVED and all requirements of the Financial Aid Office satisfied. Filing an application for financial aid does not constitute approval. Therefore, it is critical that you adhere to the financial aid due dates and deadlines. Students are encouraged to contact the Financial Aid Office as soon as possible.

Students will be required to **clear old balances before being allowed to register.**

**In order to secure a room, one must have paid the non-refundable room reservation fee of \$250. Occupancy cannot be guaranteed if fee is not paid by the deadline. Students living in the residence halls will be required to purchase the meal plan. Students will not be released from financial responsibility should they vacate the residence halls during the semester.**

The College accepts payments made by Money Order, Cashier's Check, all major credit cards or cash. **Do not send cash by mail.** Personal checks are accepted in accordance with the College's personal check policy. Student's name, social security number and ID number should be included on all correspondence. All payments sent by regular mail should be addressed to:

**Paine College  
Controller's Office  
1235 15<sup>th</sup> Street  
Augusta, Georgia 30901  
Office: 706-821-8316 or 8317  
Fax: 706-821-8697**

The College reserves the right to adjust tuition, fees, room and board and revise pertinent College policies during the year should conditions warrant.

**\*2015-2016 Tuition, Fees, Room and Board**

	Resident Student		Non-Resident Student	
	Year	Semester	Year	Semester
Tuition	\$12,705	\$6352.50	\$12,705	\$6352.5
Comp. Fee	\$1,019	509.5	1,019	509.5
Board	\$3,526	1,763	0	0
Room	\$3,136	1,568	0	0
Athletic Fee	500	250	500	250
<b>Total</b>	<b>\$20,886</b>	<b>\$10,443</b>	<b>\$14,224</b>	<b>\$7,112</b>

*\*This amount does not include other fees student may be charged, if applicable.*

**Comprehensive Student Fee:**

The comprehensive student fee includes assessments for student activities, athletics, SGA, yearbook, Library, Lyceum, etc., health, breakage, I.D., transit and technology. The comprehensive student fee will be assessed to all students per semester. Below is a breakdown of all costs associated with this fee.

	Year	Semester
Activity	\$507	\$253.50
Breakage	105	52
Yearbook	24	12
*Health	212	106
Student ID	24	12
Transit	6	3
Technology Fee	141	71
<b>Total</b>	<b>1,019</b>	<b>509.50</b>

*\*A full time registered student of Paine College is covered under the institution's student insurance plan for medical expenses incurred in excess of expenses payable by any other Health Care Plan. Other Health Care Plans include insurance provided by primary/family insurance plan.*

**Part-time Fees**

Per Semester Hour       \$529.38  
Audit Courses           \$410

**Other Fees**

Graduation	\$227
Late Registration	38
Student Teaching	227
Applied Music (per year)	29
Drop and Add Fee (per course)	7
Deferred Payment Fee	84
New Student Orientation Fee	117
Lost I.D. Card	24
Lost Key	24
Laundry Service Fee (per year)	100
Return Check Fee	35
Refrigerator Fee (per semester):	
Sharing with a roommate	19
Not sharing with roommate	38
Deferred Fee	84
Lab Fee	23

**Tuition, Fees, Room and Board–Payment Plans**

**Payment Plan Terms**

50% of the current charges, not covered by financial aid, is due at registration, along with a signed payment plan for the current semester charges not covered by financial aid. The remaining balance for the current semester is due in 3 equal remaining payments.

**Semester Payment Plan Terms**

<b>Fall</b>	
1 <sup>st</sup> Payment Due	August 15
2 <sup>nd</sup> Payment Due	September 15
3 <sup>rd</sup> Payment Due	October 15
4 <sup>th</sup> Payment Due	November 15
5 <sup>th</sup> Payment Due	December 15

**Spring**

1 <sup>st</sup> Payment Due	January 15
2 <sup>nd</sup> Payment Due	February 15
3 <sup>rd</sup> Payment Due	March 15
4 <sup>th</sup> Payment Due	April 15
5 <sup>th</sup> Payment Due	May 15

Students should use the Student Account Worksheet in this pamphlet to calculate the total amount of the payment plan; (cost of attendance minus financial aid awards and other sources of payment).

Failure to comply with the above payment plans may affect eligibility to take final exams, receive final grades and degree, obtain transcripts and/or register for the subsequent semesters.

**Withdrawal Policy**

Any student who wishes to withdraw from the College must complete a withdrawal form from the Office of the Registrar. Signatures of the Director of Financial Aid, Chief Financial Officer and the Dean of Students are also required. The withdrawal form must be filed in the Registrar's Office. **A student who withdraws from the College and does not follow the withdrawal procedures as outlined may be charged full tuition for the semester.** Only after the above requirements have been completed will students be eligible for a credit to their account.

**Note:** When a student is considering withdrawal, the College will provide any necessary counseling or assistance to the student prior to the withdrawal.

