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

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

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.
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.

Tuition and Fees are Subject to Change Without Notice

Student Accounts Worksheet 2012-2013

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

Total Charges for Item 2:

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

Total Aid for Item 3:

4. Add total of item 1&2 minus total of item 3:

   If #1 is a positive number, this is the amount you owe. If #2 is a negative number, this is the amount you overpaid. 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 2012-2013

2012-2013 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. George C. Bradley, President
This Fee Schedule is provided to assist students in understanding the fee structure at 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 $100. 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 reserves the right to adjust tuition, fees, room and board and revise pertinent College policies during the year should conditions warrant. *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.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Resident Student Year</th>
<th>Semester</th>
<th>Non-Resident Student Year</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity</td>
<td>$478</td>
<td>$239</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Breakage</td>
<td>94</td>
<td>47</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Health</td>
<td>194</td>
<td>97</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student ID</td>
<td>38</td>
<td>19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transit</td>
<td>20</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technology Fee</td>
<td>132</td>
<td>66</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$956</td>
<td>478</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*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.

### Administration of the Fee Schedule:

The itemized fee schedule is designed to provide students with an accurate and complete picture of the cost of attendance at Paine College. Students should use this schedule to determine the 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.

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester</th>
<th>Activity</th>
<th>Resident Student Year</th>
<th>Semester</th>
<th>Non-Resident Student Year</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 Payments Beginning</td>
<td>July 1</td>
<td>$478</td>
<td>$239</td>
<td>9 Payments Beginning</td>
<td>August 1</td>
<td>8 Payments Beginning</td>
</tr>
<tr>
<td>Application Fee</td>
<td>$55</td>
<td>Late Fee</td>
<td>$25/11 day grace period</td>
<td>Termination Policy</td>
<td>3 Missed payments</td>
<td>Semester Payment Plan Terms</td>
</tr>
<tr>
<td>Spring</td>
<td>5 Payments Beginning</td>
<td>December 1</td>
<td>4 Payments Beginning</td>
<td>January 1</td>
<td>3 Payments Beginning</td>
<td>February 1</td>
</tr>
</tbody>
</table>