

## FINANCE

### ♦ *Finance / General Information*

Full payment of fees is required when registering for classes at Okaloosa-Walton Community College. Payment due dates are available from the Office of Enrollment Services and are printed on the student's registration receipt, displayed/printed using on-line web registration, or transmitted via telephone registration system. For your convenience, payment may be made using Mastercard, Visa or Discover credit cards. Students who have not paid their fees will not be admitted to classes. The Comptroller and the College President may grant deferments as specifically defined and limited by Florida Statutes.

### ♦ *Financial Assistance*

The college offers a variety of financial aid programs. Inquiries concerning financial aid should be directed to the Student Financial Aid Office.

### ♦ *Residency Classification*

To assess fees, students are classified as Florida residents or as non-Florida residents. Criteria for determining residency status are detailed in the Florida Statutes and the administrative rules of the State Board of Education. Information for Residence Classification and Residency Declaration forms are available in the Office of Enrollment Services. Completed Florida Residency Declaration forms are required of all new students.

A student's "residency classification" is determined at the time of initial registration. A non-resident student may petition the Director of Enrollment Services for a change in residency status after establishing residency in Florida as defined by law. To petition, students should complete and submit a new Florida Residency Declaration form.

Active-duty military personnel (including dependent members of their immediate families) stationed in Florida are classified as Florida residents.

Providing false residency information is a violation of Florida state law and could result in disciplinary action being initiated. The college will correct the fees assessed those students who misrepresent their place of legal residence. An invoice will be issued for the increase in tuition.

### ♦ *Student Fee Audit*

OWCC staff will conduct an audit of all fees collected at the close of each registration. All students owing additional fees as a result of this audit will be required to pay them. Over collection of fees will be refunded.

### ♦ *Military Assistance*

Active-duty military personnel who enroll in college-credit programs through base education offices may be eligible for financial assistance. The college has Military Assistance Agreements in effect with both Eglin and Hurlburt Field Air Force Bases. Contact the base education office for details.

### ♦ *Veterans Benefits and Assistance*

Refer to the Financial Aid section of this catalog. VA deferments may be available on a limited basis for qualifying students. Students should consult OWCC Veterans Affairs (729-5375) in the Financial Aid Office for further information. Financial assistance for college preparatory classes and books is provided for participants in the Veterans Upward Bound program. Call 729-4999.

### ♦ *Refund Policy*

Refunds resulting from course adjustments are processed at the end of the registration period. Students are responsible for completing the proper withdrawal or drop/add forms obtained from the Office of Enrollment Services. Students may also transact drop/add actions within the schedule adjustment period via the on-line web or telephone registration systems with proper authorization and PIN number. No refunds or financial credit will be granted after the schedule adjustment period ends. Registration and refund dates are published each term in the Schedule of Classes.

Refunds will be disbursed in the same method as was originally received unless otherwise determined by the College Business Office. If payment was received by check, money order, or cash, the refund will be returned by check. Amounts received by check or money order will be held 10 business days from the date of receipt. Checks will be mailed to the student's most current local address on file with the Office of Enrollment Services. **IT SHALL BE THE RESPONSIBILITY OF THE STUDENT TO KEEP OWCC INFORMED OF A CORRECT**

**MAILING ADDRESS AT ALL TIMES.** Refund checks will only be issued for overpayments of \$5.00 and more. Refunds of less than \$5.00 will be paid in cash upon presentation of proper identification at an OWCC Business Office.

Full financial credit will be granted for cancelled classes. Students can select alternate classes to which the fees can be applied. A refund will be processed automatically if replacement classes are not selected.

Any refunds for dropping classes after the end of the last day of registration are implemented through the Senior Vice President of Administrative Services' office. Refunds are authorized for administrative errors, for change of status from out-of-state to in-state (as confirmed by the Director of Enrollment Services), and for the death of a student during the term of current enrollment. Refunds may be made until mid-term for the following: serious illness or incapacity (confirmed in writing by a physician) or for transfer of military personnel and dependents (confirmed by military orders). Refunds are NOT authorized for changes in work schedules or for enrollment status changes due to illegal activities.

### Testing Fees Refund Policy

Individuals who have paid the registration fees to take the GED exam, CAT CLAST, CLEP, or TABE (non-OWCC students) and who are unable to test at the scheduled date and time, may request to re-schedule the test or may request a refund.

A request to re-schedule must be made by calling the Testing Center at the Niceville Campus (729-6922) as soon as a person knows that he/she will be able to take the scheduled test. The re-scheduled test date must occur within ninety (90) days of the **first** scheduled test date.

Individuals who are unable to re-schedule a test may request a refund within ninety (90) days after the scheduled test date. Requests for refunds must be submitted in writing via the Vice President for Administrative Services at OWCC and can be requested only for the following reasons:

- Administrative college error
- Death of student
- Serious illness or incapacity (confirmed in writing by a physician)
- Transfer of military personnel and dependents (confirmed by military orders)

Refunds are NOT authorized for changes in work schedules. If a request for a refund is not made within ninety (90) days to either re-schedule the test or request a refund, then all testing fees paid shall be forfeited.

The above policy applies only if an entire exam was missed. No re-scheduling or refunds shall be issued for portions of tests missed.

### ♦ Dishonored Check Policy

Checks returned by the bank will be processed as follows:

1. The student will be notified by certified mail that their check was dishonored by the bank. A \$25 return check charge will be applied to the student's account.
2. The student will have seven calendar days to pay for the check and the return check charge. Payment must be in the form of cash or certified funds. Failure to make the payment will result in cancellation of enrollment.
3. Reinstatement after enrollment cancellation will be considered only after full payment.
4. Students who have written two or more bad checks will be subject to disciplinary action even though their checks have been paid. The college will also suspend their check writing privileges, and may report to other colleges and credit reporting agencies.
5. The college will forward unpaid dishonored checks, returned check charge, and related information about the student to a collection agency within 35 days.

### ♦ Student Loans

The college offers students a short-term, no-interest loan program to assist in the payment of fees. Additional details on the loan program are contained in the Financial Aid section of this catalog.

Students are required to repay loans at a specified interval as prescribed in the promissory note. Thirty-five percent of the total fees must be paid at the time of registration. A non-refundable processing fee is assessed on all loans. (Subject to change as announced in the Schedule of Classes.)

The College Student Loan program approved by the District Board of Trustees requires that payments be made by the designated date. Students not meeting their scheduled payment date will be administratively withdrawn from all classes. Students will be considered for reinstatement within a limited time period only after paying the FULL loan amount and all penalties if applicable.

Students withdrawn from their classes are not released from the obligation to repay their loans. All loans that remain unpaid after the due date will be referred to a collection agency.

A student who does not comply with the terms of the loan program will lose the right to receive future loans.

### ♦ Fines, Penalties, and Indebtedness

Students may avoid being assessed fines and penalties by becoming familiar with established policies and procedures contained in this catalog. Failure to comply with the college's regulations can result in fines being assessed. All unpaid debts with the college will result in the withholding of grades, transcripts, diplomas, certificates, and other official documents. Students will also be prohibited to re-register until all debts are paid in full. Students may also be subject to liabilities not only for the principal but also for collection costs and reasonable attorney's fees. The college will also withhold transcripts and deny registration privileges to students in DEFAULT STATUS on their Federal Guaranteed Student Loan until such time as the student achieves satisfactory repayment status as determined by the lending institution.

### ♦ Inconsequential Checks and Debts

Some governmental regulations require the "rounding" of awards which often create minor amounts, less than \$1, due to students or due from students. The college will not write checks for these minor amounts, nor bill students or customers, for amounts less than \$1. Any funds remaining will be part of supplemental financial aid scholarships. Students may, however, make a special request for their amounts in person, and obtain the rounding residual amount in cash.

### ♦ Parking Fines

Operating a private vehicle on OWCC campuses is a privilege and not a right. Individuals who show poor judgment or lack of consideration for the rights and safety of others may have this privilege revoked. Violating the college's parking regulations may result in parking fines being assessed or the vehicle being towed, or "booted" at the owner's expense. For a listing of parking fines see page 16. Repeat offenders are subject to disciplinary action by the college.

Complete parking and traffic regulations are published on page 22 and 23. Note: All OWCC students and staff must register their vehicles with the college and display an OWCC parking decal when parked on college property. Parking fees may apply and decals must be renewed annually. Visitors may obtain a parking permit from the Campus Information Center for the duration of their visit or park in spots designated as visitor parking.

### ♦ Fee Changes

All fees are subject to change without notice. Contact the Business Office or the Office of Enrollment Services for additional information or consult the OWCC website "Notices and Policy Updates" page, <http://www.owcc.edu>



*OWCC tuition and fees are among the lowest in Florida of any public or private college or university. Financial aid is available and about 80 percent of last year's graduating class received some form of financial assistance to attend OWCC. Many scholarships are also sponsored by various community groups.*

♦ **Fee Schedule**

These fees are subject to change by the Florida Legislature and the District Board of Trustees. Current fees are available from the OWCC Business Office and are published in the class schedule. These fees apply whenever applicable, except: (1) courses in which complimentary instructional services or equivalent program costs are provided by appropriate persons, agencies or organizations; or (2) when specifically waived by the Board of Trustees. Active Duty Military and their dependents pay only Florida Resident, in-state fees. The fees listed below are for the 2002-2003 academic year. Fee payment may be made by cash, check, VISA, MasterCard, Discover Card or by approved Financial Aid. Fees noted are per credit hour and/or credit hour equivalent.

	<u>Matriculation Fee</u>	<u>Tuition Fee</u>	<u>Financial Aid Fee</u>	<u>Total</u>	<u>Border State Fee**</u>
<b>Florida Residents</b>					
Advanced & Professional (College Credit)	\$42.43	–	\$2.12	\$44.55	\$1.00
Postsecondary Vocational (College Credit)	\$42.43	–	\$2.12	\$44.55	\$1.00
College Preparatory	\$42.43	–	\$2.12	\$44.55	\$1.00
Vocational Preparatory*	\$41.40	–	\$2.08	\$43.48	\$1.00
Postsecondary Adult Vocational (Voc. Credit)	\$41.40	–	\$2.08	\$43.48	\$1.00
Supplemental Vocational	\$72.10	–	\$2.08	\$74.18	\$1.00
Adult Basic & Adult Secondary*	\$20.40	–	\$1.02	\$21.42	\$1.00

Laboratory and Special Tuition Fees are to cover unique costs related to a given course. The amount is determined course-by-course on the costs for each. A fee schedule is on file in the Business Office and is printed in the class schedule each session.

**Non-Florida Residents**

Advanced & Professional (College Credit)	\$42.43	\$127.30	\$2.12	\$171.85
Postsecondary Vocational (College Credit)	\$42.43	\$127.30	\$2.12	\$171.85
College Preparatory	\$42.43	\$127.30	\$2.12	\$171.85
Vocational Preparatory*	\$41.40	\$123.60	\$2.08	\$167.08
Postsecondary Adult Vocational (Voc. Credit)	\$41.40	\$123.60	\$2.08	\$167.08
Supplemental Vocational	\$72.10	\$216.30	\$2.08	\$290.48
Adult Basic & Adult Secondary*	\$20.40	\$ 61.50	\$1.02	\$ 82.92
Laboratory and Special Tuition Fees – See note above.				

\* This fee will be assessed for students with high school diplomas who enroll in Adult General Education, or Vocational Preparatory courses, but enrollees without a high school diploma are exempt.

\*\* Effective January 1, 2003, residents of Alabama who are OWCC students pay In-State Fees plus the Border State Fee.

♦ **Other Fees**

Returned Check Fee.....	\$25.00
Student I.D. Card Replacement Fee.....	\$10.00
Parking Fines	
No Decal Fee.....	\$10.00
Parking Ticket.....	\$10.00
Tire Boot Removal Fee.....	\$10.00 plus parking ticket of \$10.00
Towing and Storage.....	Actual charges/cost
Library Fines	
Daily Rate.....	\$ 0.20
Lost Book Charge.....	Actual cost of replacement (if available) or \$25.00 plus \$5.00 processing fee
College Student Loan Processing Fee.....	3% of amount borrowed (non-refundable)
Computer Adaptive CLAST Test for	
Non-OWCC Students.....	\$30.00
GED Test	
Total Test Battery.....	\$35.00
Individual Test Re-Takes.....	\$ 7.00
Writing Test Re-Takes.....	\$ 8.00
TABE Test for Non-OWCC Students.....	\$10.00
Special Service Charges.....	At Cost
Recreational & Leisure Courses.....	At Full Cost of Instruction
Comprehensive Examination Testing Fee.....	\$35.00
Tech Prep Assessment Fee.....	\$10.00
FBAT Test for Non-OWCC Students.....	\$30.00

♦ **Other Fees, continued**

**Directed Independent Study Course Fees:**

All regular fees apply to DIS courses in addition to a special fee of \$25 per credit hour which would be assessed for each registration in specially designated sections.

**Full Cost of Instruction:**

College credit, vocational credit and preparatory course enrollments beginning with the third attempt and other enrollments beginning with the third attempt in the same course pay the full cost of instruction (based on action by the Florida Legislature).

College Level Examination Program (CLEP)	
Testing Fee.....	\$15.00
Education Testing Service Fee.....	\$50.00
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Total Fee: .....	\$65.00

♦ **Cost Summary**

The range of basic charges for a typical full-time college-credit student, per year, registered for 16 credit hours per term for two terms are noted below. Food, housing, and travel costs depend upon the individual student's circumstances.

<b>Florida Resident</b>	<b>Alabama Border-State Resident*</b>	<b>Non-Florida Resident</b>
Fees .....\$1,426.00	Fees .....\$1,458.00	Fees .....\$5,500.00
Books and Supplies .....\$ 538.00	Books and Supplies .....\$ 538.00	Books and Supplies .....\$ 538.00
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\$1,964.00	\$1,996.00	\$6,038.00

\*Effective January 1, 2003



*Leadership training . . . A smart career move . . . Scholarships . . . All are great reasons to consider the new ROTC program at Okaloosa-Walton Community College. The Reserve Officers' Training Corps at OWCC provides an outstanding opportunity for high school graduates who have participated in ROTC to attend college and to continue their military leadership training. Students may also begin ROTC leadership training at the college level.*