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## Tuition, Fees and Refunds

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### Tuition and Fees

After completing the registration process, a student must pay tuition fees either by Internet registration systems or in the Gadsden State Business Office at one of the following locations: Wallace Drive Campus, East Broad Campus, Ayers Campus, Gadsden State Cherokee, or the McClellan Center. Registration is not considered confirmed until all tuitions/fees are paid in full. Gadsden State accepts the following types of payment: cash, checks drawn on domestic banks in U.S. dollars only, money orders, travelers' checks, and Visa, MasterCard, and American Express credit cards. The McClellan Center and Gadsden State Cherokee do not accept cash or credit card payments. The Internet registration system is available to accept payments by Visa, MasterCard, and American Express credit cards and can also provide the student with a current account balance. Checks must have the student's identification (I.D.) number, or Gadsden State personnel will write the student's I.D. number on the check. A student who prefers not to have his/her I.D. number on the check may pay tuition fees by cashier's check, money order, or cash, except for "mail-in" or "drop-in" payments. Students in default of any indebtedness to the College will not be allowed to register, graduate, receive transcripts, or transfer Gadsden State credits.

Financial assistance to attend GSCC is available to qualified United States citizens and eligible non-citizens. For information about such help, students should see the "Financial Assistance" section of this catalog.

The following tuition fees are required each semester or summer term and are subject to change without notice. In-state tuition fees are \$136.00 per credit hour and consist of \$117.00 per credit hour for tuition, \$9.00 per credit hour facility renewal fee, \$9.00 per credit hour technology fee, and a \$1.00 ACCS reserve fee. In addition to paying the appropriate tuition and fees, a student may also be required to purchase certain necessary tools and supplies for some courses or programs.

<u>Credit Hours</u>	<u>In-State</u>	<u>Out-of-State</u>	<u>Credit Hours</u>	<u>In-State</u>	<u>Out-of-State</u>
1	\$136	\$253	14	\$1904	\$3542
2	272	506	15	\$2040	\$3795
3	408	759	16	\$2176	\$4048
4	544	1012	17	\$2312	\$4301
5	680	1265	18	\$2448	\$4554
6	816	1518	19	\$2584	\$4807
7	952	1771	20	\$2720	\$5060
8	1088	2024	21	\$2856	\$5313
9	1224	2277	22	\$2992	\$5566
10	1360	2530	23	\$3128	\$5819
11	1496	2783	24	\$3264	\$6072
12	1632	3036	25	\$3400	\$6325
13	1768	3289			

### Sponsored Students

Students for whom a third-party agency will be paying tuition, fees, and/or other educational expenses should see the Gadsden State staff member representing that agency before coming to the Business Office. The College will collect payments from the third party. If the third party refuses to make payment, the balance due becomes the student's responsibility. These representatives and their office locations are listed below.

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<u>Program</u>	<u>Office Location</u>		
	<u>Wallace Drive</u>	<u>East Broad</u>	<u>Ayers</u>
Chapter 31 VA Voc Rehab		One Stop Center	Admin Bldg-Financial Aid
Chapter 33 Post 9/11 GI Bill		One Stop Center	Admin Bldg-Financial Aid
Montgomery GI Bill		One Stop Center	Admin Bldg-Financial Aid
Alabama Childcare Consortium		One Stop Center	
Alabama GI Dependents' Scholarship		One Stop Center	Admin Bldg-Financial Aid
Anniston Army Depot			Admin Bldg-Business Office
Anniston Army Depot Dept. of Army	106 Allen Hall		Admin Bldg-Business Office
Machine Apprentice Program		One Stop Center	
Army Tuition Assistance	106 Allen Hall		
Headstart	106 Allen Hall		
PACT	106 Allen Hall		Admin Bldg-Business Office
Skills Training		Skills Training Bldg	
Tape Craft	106 Allen Hall		
TEACH Scholarship Program	106 Allen Hall		
TRA		One Stop Center Skills Training Bldg	Admin Bldg-Financial Aid
US Department of Labor	106 Allen Hall		
Voc Rehab Skills Training		Skills Training Bldg	
Vocational Rehabilitation			Admin Bldg.-Business Office
WIOA-Academic		One Stop Center	Admin Bldg-Financial Aid
WIOA-Skills Training		Skills Training Bldg	
WIOA-Technical		One Stop Center	Admin Bldg-Financial Aid
Other	106 Allen Hall	One Stop Center	Admin Bldg-Business Office

### Tuition Categories

1. Residency Status

Residency Status must be determined upon admission. Applicants must first satisfy the admission requirements stated in Alabama Community College System Policy 801.01.

2. In-State Tuition

The in-state tuition rate shall be extended to students who reside outside of Alabama in a state and county within fifty (50) miles of a campus of the Alabama Community College System institution, provided, however, that the campus must have been in existence and operating as of January 1, 1996.

The in-state tuition rate shall be extended to students who have graduated from Alabama high schools or who have obtained a GED in the State of Alabama within three years of the date of their application for admission in accordance with the requirements set forth in the *Code of Alabama*.

Students who are not eligible for in-state tuition based on the above requirements, may still qualify for in-state tuition. Please refer to the guidelines associated with this policy for a full explanation of alternative in-state residency requirements. **Note: In accordance with Section 702 of the Choice Act, out-of-state students receiving Chapter 30 or 33 VA benefits may be eligible for the in-state tuition rate. Please visit the VA Office at the College.**

3. Out-of-State Tuition

The out-of-state tuition rate shall be 2.00 times the in-state tuition rate, rounded up to the nearest dollar. International students must pay the out-of-state tuition rate.

**NOTICE: Any student who was previously admitted to GSCC but who has not attended within one academic year must establish eligibility for in-state tuition upon re-enrollment. Students who cannot provide sufficient evidence of eligibility for in-state tuition will be charged out-of-state tuition.**

### Other Fees

GSCC also charges the following fees, all of which are subject to change without notice:

1. **Placement Test Retesting Fee** – No fee is charged for the first time a student takes the ACCUPLACER Placement Test. To retake this test, the student will be charged a fee of \$10.00. For further information, students should contact one of the following test centers: Gadsden, telephone 256.549.8497; Ayers, telephone 256.835.5411; McClellan, telephone 256.238.9348; and Gadsden State Cherokee, telephone 256.927.1800.
2. **Student Accident Insurance** – Students registering for the following courses or programs will be required to purchase student accident insurance through Gadsden State: Air Conditioning and Refrigeration, Aquaculture Technician, Auto Body Repair, Automotive Manufacturing Technology, Automotive Service Technology, Carpentry, Child Development/Child Care Assistant, Civil Engineering Technology, Computer Science Technology, Computer Science Technology/Microcomputer Repair Technician, Cosmetology, Diesel Mechanics, Drafting and Design Technology, Electrical Technology, Electronics Engineering Technology, Esthetics Technology, Industrial Automation Technology, Machine Tool Technology, Massage Therapy, Mechanical Design Technology, Nail Technology, Realtime Reporting, and Welding Technology. **NOTICE: Courses or programs requiring student accident insurance are subject to change without notice.**

Student accident insurance costs \$10.00 per semester – due at the time of registration – and is **not subject to refund**. Students majoring in other program areas may purchase student accident insurance, if desired. With no deductible, this insurance provides a medical benefit of up to \$10,000 and an accidental death benefit of \$7,500 and covers all activities and travel related to activities sponsored and supervised by the College. Please consult the policy for coverage and restrictions. For further information, contact Jason Millirons, Business Services Analyst, 127 Allen Hall, Wallace Drive Campus, or telephone 256.439.6831. Students participating in an athletic or band event as a representative of Gadsden State or riding on a bus as a representative of Gadsden State to or from a College-sponsored event are encouraged to obtain accident insurance or other insurance that provides coverage in case of an injury related to a College-sponsored event. In any case, students and/or their parents/guardians shall assume all responsibility and shall not hold the College liable for any injury resulting from an accident related to a College-sponsored event.

3. **Room and Board** – Students residing in the Gadsden State residence hall will be charged a room and board fee. The room and board fee pays for a double-occupancy suite, as well as for fifteen (15) meals per week in the Wallace Drive Campus cafeteria while classes are in session. The room and board fees based on double occupancy are as follows:

Fall Semester	\$1,800.00*
Fall Mini I	\$ 900.00
Fall Mini II	\$ 900.00

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Spring Semester	\$1,800.00*
Spring Mini I	\$ 900.00
Spring Mini II	\$ 900.00
Full Summer Term (10 weeks)	\$1,125.00*
Summer Mini I (no meal plan)	\$ 192.00
Summer Mini II	\$ 563.00
Summer Mini III	\$ 563.00

**(Subject to change)**

\*There is also an additional **reservation/damage/key deposit** of \$200.00 that the student must pay to be placed on a waiting list for a room. (The Refunds' section that follows contains more information about the dormitory deposit refund.) A **processing fee** of \$25.00 may be withheld from a student's deposit if the student fails to cancel the reservation at least three weeks prior to the beginning of the semester. Rates for special course periods will be furnished. For further information, students should contact the Residence Hall Office at 256.549.8369.

4. **Diploma Fee** –Gadsden State graduates will be charged an amount (not subject to refund) equal to the actual cost of their diplomas. Students who need further information about diploma fees should contact the Admissions Office in the One Stop Center or telephone 256.549.8261.
5. **Transcript Fee** – There is no transcript fee. Students needing transcripts of Gadsden State academic records should contact the Records Office in the One Stop Center or telephone 256.549.8262.
6. **Administrative Fee** – If a student officially withdraws from all classes and if that withdrawal is dated the official first day of class through the end of the first three weeks of class, the amount assessed may be as much as 5% of tuition and other institutional charges, but the amount may not exceed \$100.00. For further information, students are asked to contact Janice McCormick, 101 Allen Hall, Wallace Drive Campus, or telephone 256.549.8353.
7. **Returned Check Fee** – If a check has been returned because of insufficient funds or other cause, (1) the student will be charged \$25.00 for each such returned check, and (2) the College will stop accepting checks for payments on that account. If within ten (10) days the student fails to make the check good with cash, credit card, a money order, or a cashier's check and/or if the student fails to pay the returned check fee, the student will be withdrawn from the College. Tuition fees will remain due on the student's account subject to the refund policy as indicated below. If they remain unpaid, the College will file a claim in small claims court. This fee is not subject to refund. For additional information, students should contact the Business Office on the Wallace Drive Campus, 106 Allen Hall, or telephone 256.549.8215.
8. **Service Fee** – Any student whose returned check case is taken to small claims court will be assessed a service fee (currently \$37.00) by the small claims court. For further information, students are asked to contact the Business Office on the Wallace Drive Campus, 106 Allen Hall, or telephone 256.549.8215.
9. **College-Level Examination Program (CLEP) Fee** – The CLEP provides students of any age with the opportunity to demonstrate college-level achievement through a program of exams in undergraduate college courses. Students will be charged a fee of \$15.00 in order for Gadsden State to administer the CLEP test. Students will have to pay an additional amount directly to CLEP in order to take an exam. For additional information or to schedule an exam, students may contact the Testing Center in the One Stop Center at 256.549.8497.

**NOTICE: A student who owes the College any fee, such as one or more of those described above, or a parking or moving vehicle violation fine, a book fine, etc., will be prohibited from enrolling at Gadsden State. Additionally, transcripts of the student's Gadsden State academic records will not be released until such fees and/or fines have been paid.**

## Refunds

### Tuition

Students who **completely withdraw from all classes** before the first official day of classes or during the first three calendar weeks of classes will be refunded tuition and fees on the following basis:

Withdrawal before the first official day of classes	100% refund of tuition
Withdrawal during the first week of classes	75% refund of net tuition
Withdrawal during the second week of classes	50% refund of net tuition
Withdrawal during the third week of classes	25% refund of net tuition
Withdrawal after the close of the third week of classes	No refund

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**NOTICE: This refund policy applies to the sixteen-week semester. Refunds of tuition for terms shorter than sixteen weeks, such as summer terms and mini-mesters, will reflect a prorated week based on the number of days in the term.**

A student who drops one class before the official first day of classes or during the add/drop period while remaining registered for one or more other classes in that semester/term will receive a full refund of tuition and fees for the dropped class. No refund is due if a student withdraws from one class after the add/drop period while remaining registered for one or more other classes.

The **first official day of classes** is indicated on the College calendar as the day that classes begin for that semester. This day may not be the first day on which all classes begin. The calendar also indicates the **last day to add/drop**. For calculating refunds, a **week** is defined as seven (7) calendar days.

**Net tuition** is tuition minus the administrative fee as described in Item # 7 ("Administrative Fee").

**EXCEPTION 1:** A student is due a refund for a **deleted** class(es).

**EXCEPTION 2:** A student who is a **member of either the Alabama National Guard or the Reserves** and is called to active duty in a time of national crisis may be eligible for a refund.

**EXCEPTION 3:** The President has the authority to make exceptions to the refund policy in the event of the **death of a student or of a family member or other catastrophic event** requiring the student to leave the institution.

For more information about refunds, students may contact a Gadsden State Business Office: Wallace Drive Campus, 106 Allen Hall, telephone 549.8215; Ayers Campus, Administration Building, telephone 256.835.5440; McClellan Center, telephone 256.238.8342; or Gadsden State Cherokee, telephone 256.927.1800.

**NOTICE: Financial aid recipients who completely withdraw are subject to Return of Title IV Funds Calculation as described in the "Financial Aid" section of this catalog.**

A student with funds remaining in his/her student account after the final add/drop day of a semester or summer term will have a refund issued to him/her in the amount of this balance.

### Room and Board

Per Alabama Community College System policy, students who officially withdraw from the residence hall before the official first day of classes or during the first three weeks of the semester/term will receive any refund due on the same basis as listed previously for complete withdrawals.

When a student exits the residence hall, he/she must complete an exit form. The exit form has an area where the student requests a refund of their \$200.00 security deposit. Any tuition, fees, fines, or penalties that are owed Gadsden State will be deducted from the student's deposit refund. A student who does not owe GSCC any money will have the entire deposit refunded, with the exceptions noted below. A student must return his/her room key and leave the room in a satisfactory condition (free of damage). However, (1) if the room needs cleaning, a cleaning fee will be assessed as required and withheld from the deposit; (2) if the room needs painting, \$100.00 will be withheld; and (3) if the key is not returned, \$40.00 will be withheld. In addition, the student will be charged (4) \$12.00 per night for failing to vacate the room by the stated time (24 hours after the last day of finals); (5) \$12.00 per night for failing to remove personal belongings from the room by the stated time; and (6) \$75.00 if a College official must remove personal belongings from a student's room. Personal belongings left at the College for thirty days are abandoned and considered property of the College. If the amount owed exceeds \$200.00, the student will be responsible for paying the balance due.

**NOTICE: Refund checks are mailed to the address on record in the Records Office. Tuition, fees, and fines owed by the student are deducted from that student's refund amount.**