



## Frederick Community College Procedure

Section 5.00 Student Procedures	Procedure Number	5.13
	Page	1 of 8
Tuition and Tuition Refund	Policy Number	5.13
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### A. Tuition

1. All past financial obligations must be paid at the time of registration unless other arrangements are made. Students are individually responsible for payment of tuition, fees and all other charges at Frederick Community College. If a third party such as, but not limited to, a federal, State, or municipal governmental agency or employer agrees to pay tuition and fees, students are not relieved of their primary responsibility. In the event that such a party fails to honor its agreement, the College reserves the right to bill students directly.
2. All tuition and fees must be paid by the deadline established in the course schedule each semester except for amounts expected to be covered by financial aid, third party reimbursement, or the College's approved deferred tuition payment plan.
3. Failure to make a payment by the applicable deadline could result in being dropped from all classes. Accounts with a partial payment do not guarantee a seat and may also result in being dropped from all classes. It is the responsibility of the student to drop/change classes and is not the responsibility of the College.
4. Stopping payment on checks written to the College to cover tuition and fees does not relieve students of their responsibility to pay for incurred charges. A check returned for non-sufficient funds will be turned over to a check collection company which will attempt to electronically collect an additional two times. If successful, the student will be charged a fee by the company.
5. Students must follow designated procedures for withdrawing from classes and obtaining tuition refunds. Outstanding financial balances must be paid before future registration is permitted, grades are released, or enrollment certifications, diplomas or transcripts are issued.
6. Non-credit, continuing education courses are individually priced and billed monthly if not paid at time of registration.

### 7. Payment

- a. Students may pay by credit or debit card.  
Applicable refunds will be made to the credit card within 60 days.
  - (1) No credit card payments will be accepted over the phone.

- (2) Web payments can be made at [www.frederick.edu](http://www.frederick.edu).
  - b. Students may pay by cash or check. Applicable refunds will be made by check to the student within 60 days.
  - c. Students may utilize the deferred payment plan. For a minimal fee, tuition costs will be paid automatically in monthly installments from either a checking account or credit card. The student is responsible to notify the Cashier's Office if classes are added/dropped causing adjustments. The plan is subject to change without notice.
  - d. Payment can be made at the cashier's office.
  - e. See Schedule of Courses for specific payment information and dates.
8. When payment is not made by established dates, accounts will be processed as outlined below.
- a. Finance will review the accounts placed on hold with appropriate departments to determine the validity of all holds.
  - b. The first past due notice will be sent approximately two weeks after the beginning of the semester. A financial obligation indicator is placed on the student's account at the end of 30 days. A second past due notice is sent approximately thirty days later. A third and final notice is sent thirty days after the second notice. The accounts will be forwarded to the Maryland Central Collection Unit (MDCCU) by the end of the semester if payment-in-full has not been received.
  - c. Once the account balance is paid in full, all collection indicators will be removed. In the event financial aid is later removed from a student account causing a balance to be reinstated, the collection process will begin with a first past due notice.
9. If an account has been sent to the MDCCU, the College will not accept payment on that account. Once proper documentation of payment is provided by the student showing payment in full to MDCCU, registration will be allowed. Proper documentation is web payment confirmation from MDCCU that clearly identifies the account paid in full.

**B. Tuition Refund**

- 1. To obtain a refund of tuition and fees upon withdrawal from the College, students must submit a withdrawal form to the Welcome & Registration Center. Refunds will be calculated from the date the withdrawal form is received by the Welcome & Registration Center.
- 2. Schedule of Refunds
  - a. Period of Enrollment: Portion of Tuition & Fees

<b>Fall &amp; Spring Semester (15-week session)</b>	
Through the first week of the semester.....	100%
Through the second week.....	50%
After the second week.....	No refund

<b>Summer Semester (8-week session)</b>	
Through the first week of the semester.....	100%
Through the second week.....	50%
After the second week.....	No refund

<b>Summer Semester (5-week sessions)</b>	
Through the first week of the semester.....	100%
Through the second week.....	50%
After the second week.....	No refund

<b>January Semester</b>	
Through the first day of class.....	100%
Through the third day of class.....	50%
After the third day.....	No refund

- b. The College offers courses of varying length during the fall, spring, and summer terms. The College reserves the right to establish additional refund schedules for terms of variable length. See schedule of classes for additional refund dates.

C. Tuition Refund Appeals

1. In cases where the student withdraws after the normal refund period, the College will consider granting a partial refund of tuition and fees for the following reasons: 1) medical reasons dated and certified by a physician; 2) job transfer dated and certified by the employer; 3) job schedule (shift) change which causes a conflict with the student's class schedule, dated and certified by the employer; or 4) military transfer dated and certified by documentation (copy of orders) from the military unit.
2. To be eligible for consideration the student must: 1) officially withdraw from the course(s) and 2) submit a tuition refund request form with documentation to the Welcome & Registration Center.
3. Requests pertaining to issues involving classroom instruction are handled through the College's grievance procedure for students.
4. Students must make requests for refunds prior to the end of the academic year in which they took the course. The academic year starts with fall and continues through the summer.

D. Tuition Refund Policies for Students Receiving Title IV Funding

1. All students who are awarded Title IV financial aid funds who completely withdraw from classes either officially or unofficially are subject to the Return of Title IV Funds calculation. This calculation will determine if any percentage of Title IV funds must be returned to the appropriate program. The amount of Title IV aid that a student must repay is determined by the federal formula for return of Title IV funds as specified in the Higher Education Act of 1998 (34 CFR 668).
2. The financial aid office is required to determine the last date of attendance and calculate the percentage of the payment period the student attended. This is the percentage of funds that the student has earned. After this percentage of aid earned is determined, the financial aid office will compare the amount earned and the amount disbursed. If the amount that has been earned is greater than the amount disbursed, a late disbursement will be calculated. However, if the amount earned is less than the amount disbursed, this amount will be calculated and the student will be notified. FCC will refund the unearned

Title IV aid back to the appropriate programs as specified by law. The student will be notified of the amount that is required to be returned and the finance office will bill the student for this amount. Funds must be returned to the Title IV programs in the following order:

- a. Unsubsidized Federal Stafford Loans
  - b. Subsidized Federal Stafford Loans
  - c. Federal PLUS Loans
  - d. Federal Pell Grants
  - e. Academic Competitiveness Grant
  - f. Federal Supplemental Educational Opportunity Grant
  - g. Iraq/Afghanistan Service Grant
3. Students may obtain a sample copy of the Return of Title IV Funds worksheet with sample calculations from the financial aid office.

E. Continuing Education and Customized Training Refunds

1. The Continuing Education Department will provide a 100% refund if the student drops the course the business day prior to the first day of class and a 100% refund if the class is canceled by the College. Classes that are one day long must be dropped before the class starts for any type of refund consideration. Refunds may not include the cost of materials/supplies ordered for the course or consumed/retained by the student. Students must officially withdraw from the course by either a) Completing the appropriate form in the Welcome and Registration Center; b) Withdrawing on-line, c) Submitting written notification; or d) Submitting notification by electronic mail.
2. After the course has started, students must submit a written request to the Office of Continuing Education.
3. Upon receipt of the written request, the Associate Vice President of Continuing Education or designee reviews the refund request and solicits feedback from the appropriate Program Manager.
4. For refunds in the amount of \$300.00 or less, decisions are made by the Associate Vice President of Continuing Education or designee.
5. Refunds that are over \$300.00 and fall within the criteria set-forth in this procedure shall be forwarded to the College refund committee.
6. Refunds are granted based on the following criteria:
  - a. Missing instruction due to a serious illness, or the serious illness or death of a family member.
  - b. Missing instruction due to a change in military or work schedule that causes a conflict with the student's class schedule.
  - c. Missing instruction due to other verified significant emergencies.

7. After classes begin, refunds that fall outside of the established refund criteria shall be governed as follows:
  - a. For classes lasting two (2) or fewer weeks, a 50% refund may be granted to those students who appropriately withdraw within the first two (2) business days of the first day of class, which days shall include the first day of class.
  - b. For classes lasting three (3) or more weeks, a 50% refund may be granted to those students who appropriately withdraw within the first five (5) business days of the first day of class, which days shall include the first day of class.
8. Requests pertaining to issues involving classroom instruction are handled through the College's grievance procedure for students.
9. Approved refund requests will be forwarded to the Welcome and Registration Center for processing.
10. If a refund request is disapproved, the Office of Continuing Education will inform the student.
11. Refunds are disbursed through Finance - Administration via Accounts Receivable.

F. Tuition Waivers

Tuition waivers may be granted to certain individuals in accordance with State law and State regulations. Fees other than tuition must be paid by the student.

1. Senior Citizens (any Maryland resident 60 years old or older)

According to Maryland law, senior citizens may receive a waiver of course tuition on a space-available basis in most classes.

- a. Credit courses: Senior citizens may enroll tuition-free three weeks prior to the start of the semester; specific dates are published in the schedule of classes. Senior citizens are required to pay all fees associated with classes. Those eligible for waivers who agree to pay full tuition and fees may register at any time during the registration period. Refunds will not be granted to seniors paying full tuition who then drop and later add the same course under the tuition-free benefit provision.
- b. Non-credit (continuing education) courses: Senior citizens may enroll tuition-free for any non-credit class that is listed as eligible for senior registration in the schedule of classes. This includes only courses that are eligible for state aid, based on Section 16:305, Annotated Code of Maryland. Enrollment may occur at any time within the normal registration cycle. Senior citizens are required to pay all fees associated with classes.

2. Disabled and Retired with Disability

Any resident of the State who is out of the work force by reason of total and permanent disability who enrolls in a class that has at least 10 regularly enrolled students is exempt from payment of tuition as defined in Section 16-106, Education Article, Annotated Code of Maryland.

- a. An individual shall obtain certification of his/her total and permanent disability from the Social Security Administration, the Railroad Retirement Board, or in the case of a former federal employee, the Office of Personnel Management.

- b. An individual can take up to 12 credits per semester if enrolled in classes as part of a degree or certificate program designed to lead to employment. Individuals not enrolled in a degree or certificate program will be limited to 6 credits per semester.
- c. Individuals enrolled in a degree or certificate program must apply for any state or federal student financial aid, other than a student loan, for which the student may qualify. Any student financial aid, other than a student loan, received by the student shall be applied first to pay the individual's tuition. The waiver shall apply to the difference, if any, between the charge for tuition and the financial aid award, not including a student loan that the individual receives.
- d. Continuing Education, non-credit courses do not qualify for a tuition waiver.
- e. The tuition waiver covers only the course tuition – no course fees, books or supplies are covered by the waiver and must be paid by the individual if not covered by Financial Aid or other sources of assistance.

### 3. Military Personnel

Notwithstanding any other provisions of this policy, effective April 2004, the following are exempt from paying **non-resident** tuition:

- a. An active duty member of the United States Armed Forces, if the active duty member is stationed in the State, resides in this State, or is domiciled in this State.
- b. The spouse or financially-dependent child of an active duty member. A spouse or financially-dependent child of an active duty member who remains continuously enrolled at this institution after the active duty member no longer meets these eligibility provisions.
- c. An honorably-discharged veteran of the United States Armed Forces, if the veteran provides documentation within 1 year after the veteran's discharge that he/she attended a public or private secondary school in this State for at least three years and graduated from a public or private secondary school in this State and received the equivalent of a high school diploma in this State.
- d. Maryland National Guard
  - (1) Any member of the Maryland National Guard who is certified by the Maryland Adjutant General to have at least 24 months remaining to serve or has agreed in writing to serve for a minimum of 24 months is entitled to a waiver of 50% of the in-county tuition charged for classes offered by the College, regardless of class size, location and number of semester hours the student is taking. Eligible students shall be charged in-county, in-State rates, regardless of their place of resident. The waiver does not apply to fees. Students must present a letter from the Maryland National Guard proving membership and length of service remaining.
  - (2) Members of the Maryland National Guard who joined or subsequently served to provide a Critical Military Occupational Skill or who serve as a member of the Air Force Critical Specialty Code are charged in-county tuition regardless of their place of residence. (Maryland SB373)

4. Health Manpower Shortage

The Maryland Higher Education Commission designates certain Maryland public community college programs as Health Manpower Shortage Programs. Students who are Maryland residents may attend a designated Health Manpower Shortage Program at any Maryland public community college in the State at in-county tuition and fees regardless of their county of residence based upon funding.

5. Mid-Maryland Healthcare Consortium

Frederick, Carroll and Howard counties formed the Mid-Maryland Allied Healthcare Education consortium. The consortium allows residents of all three counties to enroll in selected healthcare programs at any of the colleges at in-county rates.

6. Employees of Frederick County Business and Industry

Employees of businesses that operate within Frederick County are eligible for in-county tuition, regardless of their legal domicile. The employee must provide verification of current employment from the Human Resources Office of the Frederick County business.

Out-of-state students who receive the tuition waiver may not be included as an in-State resident for computation of State aid.

7. Statewide Instructional Programs

Certain programs offered at community colleges throughout Maryland are designated by the Maryland Higher Education as statewide. Maryland residents may enroll in these specialized programs and receive all or a portion of the difference in tuition between the in-county and out-of-county tuition costs if a similar program does not exist in their county of residence.

8. Tuition Waiver for Foster Care Recipients

Individuals who meet the following criteria are eligible to apply for the State of Maryland Tuition Waiver for Foster Care Recipients.

a. To be eligible for the waiver, the individual must:

- (1) Complete and file a Free Application for Federal Student Aid (FAFSA) between January 1 and March 1 each year for which they are seeking a tuition waiver.
- (2) Have resided in an out-of-home placement in Maryland at the time of high school graduation or successful completion of a GED; or have resided in an out-of-home placement on their 13<sup>th</sup> birthday and then be adopted after their 13<sup>th</sup> birthday.
- (3) Provide confirmation by the Maryland State Department of Human Resources that the individual is eligible to receive this waiver.
- (4) Enroll as degree-seeking before age 25.

b. Only the portion of the tuition and fees not covered by grants or scholarships will be waived, based upon confirmation of the Financial Aid Office.

9. Undocumented Students

Some non-U.S. citizens who attended at least 3 years of high school in Maryland may receive in-county tuition.

a. To be eligible for in-county tuition, the individual must:

- (1) Attend a public or nonpublic high school in Maryland for at least 3 academic years not earlier than the 2005-2006 school year;
- (2) Graduate from a public or nonpublic high school in Maryland or receive the equivalent of a high school diploma from the State not earlier than the 2007-2008 school year;
- (3) Register within four years after graduating from a public or nonpublic secondary school in the State or receive the equivalent of a high school diploma in the State;
- (4) Provide documentation that he/she, or his/her parent or legal guardian has filed a Maryland income tax return:
  - (a) annually for the 3 years that coincide with his/her attendance at a public or nonpublic secondary school in the State (home schooled students are subject to this requirement in the same manner);
  - (b) annually each year between secondary school attendance and enrolling at the college, and
  - (c) annually while attending a community college;
- (5) Provide an affidavit stating that he/she will file an application to become a permanent resident within 30 days after he/she becomes eligible to do so;
- (6) Provide proof that he/she has registered with the selective service system. *(This currently applies to all males 18 – 25. Proof of selective service registration can be obtained by filing with the Post Office and returning a receipt to the college that shows proof of registration or by providing a selective service card).*



