

# Tuition and Fees Policy

- Tuition and Fees Schedule (<http://finaid.gfcmsu.edu/tuition.html>)
- Academic Calendar (<http://students.gfcmsu.edu/academiccalendar.html>) (with payment deadlines)

Tuition and fees are to be paid each semester prior to the posted fee payment deadline unless prior arrangements have been made with Student Accounts. Acceptable payment arrangements include financial aid and the deferred payment plan (explained below). The College accepts credit cards (Visa, MasterCard, and Discover) in addition to cash and checks. Payment must be in U.S. funds only.

## Deferred Payment Plan

The deferred payment plan is an interest-free installment loan available for qualified applicants who are unable to make full payment of current semester tuition, fees, and other charges on the regular fee payment day. This plan is available to all qualifying students through Student Accounts. Installment payments and the applicable \$30 fee are collected and processed by Student Accounts. The Student Accounts office is located in Student Central.

## Late Fee

A \$40 late registration fee may be assessed if registration for classes is not accomplished prior to 12:01 AM on the first day of class each semester.

## Fee Refunds - Withdrawal from the College

Per Montana Board of Regents of Higher Education Policy 940.7: Unless otherwise required by the Higher Education Act of 1965, as amended, refunds of fees in the event of withdrawal from school are authorized according to the following procedures. The registration and application fees are non-refundable.

Students withdrawing from Great Falls College MSU are refunded the tuition and fees paid in accordance with the following schedule established by the Board of Regents. In order for a student to receive a refund under the Board of Regents policy, an official withdrawal form must be on file in the Registrar's Office:

Fall & Spring Semester:

Days of Instruction*	Percent Refunded
Prior to first day of class	100
1 - 5	90
6 - 10	75
11 - 15	50
16 - on	0

These dates are pro-rated for the summer term(s)

\* Days of instruction begin with the first day of classes for a term and conclude on the 15th day, which is the deadline to drop/delete courses.

The registration fee and application fees are nonrefundable per Montana Board of Regents of Higher Education Policies 940.2 and 940.7

## Cancellation, Refund, and Grading Policy for Courses Numbered 194 and 094

All students wishing to drop from credit or non-credit-bearing Professional and Continuing Education (PCE) courses are required to fill out a Drop Form. These forms are available at the Lifelong Learning office or online. If a class is dropped at least 3 working days prior to the first day of class, the full amount of tuition and fees will be refunded. For credit-bearing courses, the \$30 semester registration and \$30 one-time application fee will NOT be refunded.

If a class is not dropped at least 3 working days prior to the first day of class or the student enrolls and does not attend, the full amount of tuition and fees will be assessed. In certain instances exceptions to this policy may occur for drops occurring less than 3 working days prior to the first day of class. To be considered for an exception, an appeal stating the justification for this exception must be made in writing to the Registrar's Office.

If the Division of Lifelong Learning decides to cancel a class, students will receive a 100% refund on all tuition and fees for non-credit courses and a refund on all but the \$30 semester registration and one-time \$30 application fees for credit-bearing courses. All PCE courses are graded and will show on the student's transcript. Considering that many PCE courses are short in length and therefore intense in content, attendance plays an integral part in the grading process. If you do not attend all of the class dates and times, you may receive a lowered grade for poor attendance. Grade appeals are considered academic complaints. More information can be found in the Great Falls College MSU Policy on Student Conduct and Grievance (<http://www.gfcmsu.edu/about/policies/PDF/300/300.pdf>).

Lifelong Learning can be reached at 406.771.4303 or l (outreach@gfcmsu.edu)lifelonglearning@gfcmsu.edu (lifelonglearning@gfcmsu.edu)

## Changes in Credit Load After Payment of Fees

Students adding courses after payment of tuition and fees are required to pay additional tuition and fees created by the change in credit load.

Students dropping classes (but not withdrawing) will receive a 100 percent refund on courses dropped before the end of the 15th class day. Refunds will not be made after the 15th class day. This schedule applies only to fall and spring semesters. For the summer withdrawal schedule, please see the academic calendar for that term.

## Financial Aid Refunds

Refunds are processed approximately three weeks after the start of a semester. If a student's current mailing address (as reported to the College) is within zip codes 59401-59414 (primarily Great Falls and Black Eagle), refund checks will be held in the Student Accounts office for two weeks to allow students to pick up their checks in person. After that time, the checks will be mailed.

If the student's current mailing address(as reported to the College) is outside of these zip codes, the refund check will be mailed immediately unless prior arrangements are made to pick up the check in person.

Some form of picture ID must be presented when picking up refund checks in person.

It is the student's responsibility to maintain a current mailing address with the College.

## **Students Owing Debts**

The College reserves the right to deny registration access to a student who has an overdue debt to any Montana State University unit. Students whose tuition and fees remain unpaid may have their registration for classes cancelled for the current semester. Transcripts, certificates, and degrees will be withheld from any student owing tuition, fees, or charges to a Montana State University unit. In the event a student has not returned books and/or materials belonging to this college or any other Montana University System unit, transcripts, certificates, and degrees may be withheld. Great Falls College MSU may refer past due student accounts to the Montana Department of Revenue and/or a commercial collection agency for collection action. Collection costs, attorney fees, and court costs incurred in the collection of past due accounts will be added to the account and become part of the total amount due.