

STUDENT ACCOUNTS

Contact Information

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Student Accounts is located in the Controller's Office. The Student Accounts staff processes the billing of tuition and fees, receives payments, assists students with payment plans when needed, disburses financial aid, scholarships and other funding, and releases the residual funds (aid that exceeds charges). Our goal is to assist students with the financial aspects associated with enrollment at the College.

Fees, Tuition, and Other Charges

Any person attending a class must be a registered student. By registering for classes, a student incurs a legal obligation to pay tuition and fees. Regardless of whether a student pays tuition and fees with cash, personal check, credit card, financial aid or by some other means, it is the student's responsibility to satisfy this financial obligation by the payment due date established by the College. This debt may be canceled, or reduced, only if the student officially withdraws from the College. If a student drops on or after the first official day of the semester, the refund policy applies. (See Refund of Tuition and Fees.) Fees listed below are for the 2017-2018 academic year only and are subject to change thereafter as directed by the Idaho State Board of Education. For fee-paying purposes, full-time status is defined as 12 or more credit hours per semester. Please contact Student Accounts for the most current information. For information on additional course fees, see the Course Fees section. For residence hall/campus housing costs, see the Residence Life Section.

2017-2018 Tuition and Fee Schedule

Description	Amount	Terms
Full-Time Idaho Resident Fee	\$3,167	per semester
Full-Time Non-Resident Fee	\$9,205	per semester
Full-Time Asotin County Resident Fee	\$5,021	per semester
Part-Time (1-9 credits) Fee	\$324	per credit
Part-Time (10-11 credits) Fee - flat rate	\$3,167	per semester
Overload Fee (20 or more credits/term)	\$324	per credit

Course Fees

Some classes have additional course fees (lab fees, on-line technology fee, etc.). Course fees are subject to change without prior notification. Students enrolling in classes with course fees must pay these fees. Course fees are subject to the same payment due dates established by the College for tuition and fees. If course fees are incurred as a result of adding class(es), the additional course fees are due and payable at the same time the classes are added. Course fees are displayed on Warrior Web using the link "View Course Offerings". Please contact Student Accounts for the most current information.

Late Fees

Fall and Spring fees, tuition, housing, and meals, as well as other fees, are due on or before the fifth day of the semester. Late fees will be assessed to accounts that are not paid in full, or don't have a signed payment plan contract, beginning on the sixth day of the semester. Late fees are calculated from the start of the semester, not when a particular class begins. Students who do not pay or make formal payment arrangements may have their schedule canceled for non-payment. Late fees will be assessed per semester as follows:

Description	Fee
Day 1-5	no late fee
Day 6-10	\$50
Day 11 and thereafter	\$100
Reinstatement fee	\$100

Summer registration fees are due on the first day of the first summer session for which the student enrolls. Late fees will be assessed to accounts that are not paid in full, or don't have a signed payment plan contract, beginning on the second day of the session. Late fees will be assessed as follows:

Summer Fees

Description	Fee
Day 1	no late fee
Day 2-30	\$50
Day 31 and thereafter	\$100
Reinstatement fee	\$100

Fees for Employees and Spouses

College employees, who work half-time or more, and their spouse may be eligible for reduced fees under certain conditions. Employees and/or spouse should contact the Human Resources Office and review the college policy 3.130 before enrolling in courses. Reduced fees are only considered for part-time enrollment.

Fees for Employee's Dependents

Permanent College employees may be eligible to have a dependent receive a 50% reduction in resident and non-resident tuition and fees. This benefit is limited as described in policy 3.130.

Fees for Idaho Senior Citizens

A senior citizen must be an Idaho resident and at least 60 years of age on or before the first official day of the semester to qualify for the Senior Citizen fee waiver. Idaho senior citizens must present state issued identification to Student Accounts to establish eligibility by the first official day of the semester. The reduction in fees only applies to part-time enrollment up to 6 credits for fall and spring semesters and 3 credits during summer sessions. The total of reduced rate and normal rate credit hours shall not exceed 11 hours per semester. These reduced-rate educational privileges are not available to senior citizens who are full-time students. Course fees are not subject to fee reduction.

Miscellaneous Charges

Fees listed are subject to change without prior notice. Please contact Student Accounts, Registrar and Records, or the respective divisions for the most current information.

Description	Amount
Application for Admission Fee-International	\$50
Applied Music Instruction	(Contact the Humanities Division)
Credit by Exam (Challenge) Fee	\$70
Credit By Prior Learning Assessment	\$75 plus \$10 per credit
Course Fees	Varies
Graduation Cap and Gown	(Contact the Bookstore)
Late Fees, Reinstatement Fee	\$10-\$200
Nursing Fee	(Contact the Nursing and Health Sciences Division)
Parking Permit-Annual	\$10
Parking/Traffic Violations	\$10 or more
Payment Plan Administrative Service Fee	\$10-\$20
Returned Check Fee	\$20
Teaching Education Fees	(Contact the Education Division)
Transcript Fee	Varies \$10-\$50

Payment Plans

College policy states that all tuition, fees, housing and meal charges are due on or before the fifth official day of the Fall and Spring semester. However, the College recognizes that financial emergencies may make it difficult for a student to tender payment in full by the fifth day of the semester. Therefore, students who have no delinquent accounts with the Institution and have not defaulted on any previous financial obligations incurred at LCSC are given special consideration and may be permitted to make payment arrangements for payment of fees. Students allowed to make fee payment arrangements will be required to sign a formal promissory note and will be assessed an administrative service charge based upon

the dollar amount of the payment plan. The payment plan requires a 50% down payment. The balance will generally be due in two equal installments as specified on the promissory note. Due to the shorter timeframe for summer courses, a payment plan for summer enrollment requires a 50% down payment with the remaining balance due by the mid-point of the student's summer enrollment period. International students are not eligible for payment plans since a condition of their student visa requires proof of sufficient funding for the entire course of study.

Sponsored Students

Certain third parties, via written authorization, are allowed to provide financial assistance for specified students. Most governmental entities and some employers are eligible for this service. Students' initial contacts will be directly with the third parties. More information is available from the Student Accounts staff.

Returned Checks

A fee of \$20.00 will be assessed on returned checks, including electronic checks. A student who presents a check to avoid late fees that is subsequently returned by the bank upon which it is drawn will be assessed late payment fees as if he or she had failed to submit payment on a timely basis.

Financial Aid Release

The earliest financial aid can be disbursed to student accounts is 10 days before the Fall or Spring semester for students who have returned their award letters along with any other required documents, and are registered for the appropriate number of credits. If the financial aid disbursed exceeds the amount of charges, residual funds will be processed by paper check or direct deposit. The initial disbursement of residual funds before the term begins is limited to \$2,500. Remaining residual funds, if any, will be released after attendance has been verified.

Residual funds and scholarship assistance are released by paper check the first business day before the official start date of the semester. Students, who have advance registered, signed up for direct deposit and submit Intent to Attend by the deadline, may have residual funds electronically disbursed before the semester begins. Financial aid and residual funds will continue to be processed on a weekly basis throughout the semester. Aid release policies are subject to change as needed to comply with federal financial aid regulations.

Attendance verification is required to support all aid disbursements. Students who receive financial aid and fail to attend class(es) will be liable for immediate repayment of financial aid funding reductions. Residual checks are released by Student Accounts in the Controller's Office; photo identification is required. For information regarding residual check availability, please contact Student Accounts.

International students may receive qualified and/or non-qualified scholarship funding. Non-qualified scholarship funds are subject to federal tax withholding, based on specific criteria defined by IRS regulations and documentation provided by the student.

Refund of Tuition and Fees

The refund policy is subject to change without prior notice. Refunds are based on a 16-week semester for the Fall and Spring Semesters, contingent upon payment in full of tuition and fees. Upon completion of the withdrawal process, students are entitled to a refund of tuition and fees as established by the College and federal regulations regarding Title IV federal financial aid. Failure to initiate and/or complete the withdrawal process will result in no refund. The refund schedule for Fall and Spring Semesters is shown below. **The Summer Sessions refund schedule is available on the Student Accounts webpage.**

Total Withdrawal from All Semester Courses:

Notifications of withdrawal and requests for refunds must be in writing. Refunds are processed upon the completion of the withdrawal process. Please see the withdrawal information located in the Registrar and Records section for procedural details. Federal financial aid recipients 'earn' their aid as the semester progresses. When a federal aid recipient withdraws, a pro rata schedule is used to determine the amount of funds the student has earned at the time of withdrawal. Students who do not earn any credits and do not withdraw, may have their earned aid calculation based on the mid-point of the semester, or the last date of a verified academic related activity. Federal regulations regarding Title IV federal financial aid take precedence over institutional policy for refunds to recipients of Title IV financial aid. If Title IV funds are involved and a student fails to withdraw, and fails to complete any credits, the student will be responsible to pay LCSC, within 30 days, the amount returned by LCSC under the Return of Title IV Funds federal regulations. The same calculation used for the Department of Education Title IV refunds applies to the Department of Defense Tuition Assistance refunds.

Refund Schedule for Fall and Spring Semesters:

When withdrawal is completed on or before the tenth day of the fall or spring semester, 100% of the tuition and fees will be refunded. If withdrawal is completed after the semester has begun, the following schedule applies:

Week	Refund %
1	100%
2	100%

3	50%
4	50%
5	25%
6	25%
7	0%

Course Fees will be refunded as follows:

Day	Refund
1-10	100%
11 and thereafter	0%

- Overload fee refunds follow the same schedule as tuition and fees.
- All refunds include an administrative fee equal to 5% of fees and tuition.
- Refunds of less than \$10.00 will not be processed unless federal financial aid funds are involved.
- If tuition and fees are paid by credit card, refunds will be applied back to the credit card when possible.

Order of Refund Distribution:

For students who have NOT received federal financial aid, refunds are distributed to the appropriate party in the following priority order:

1. Sponsored funding, if applicable
2. Scholarship(s) or other funding, if applicable
3. Student

For recipients of federal financial aid, refunds are distributed in the following order based upon Return of Title IV Funds regulations:

1. Unsubsidized FFEL/Direct Stafford Loan
2. Subsidized FFEL/Direct Stafford Loan
3. Federal Perkins Loan
4. FFEL/Direct PLUS Loan
5. Federal Pell Grant
6. Federal SEOG
7. Other Student Title IV Aid Programs
8. Sponsored Funding, if applicable
9. Scholarship(s), if applicable
10. Other funding, if applicable (i.e. alternative loans)
11. Student

Students who withdraw from school, and whose financial aid disbursements exceed the amount of Title IV aid earned during their enrollment period, may be required to repay a portion of their Title IV financial aid. Please contact Student Accounts for important information.

Withdrawal from One or More Courses

Notifications of withdrawal and requests for refunds must be in writing. Refunds are processed upon the completion of the withdrawal process. Please see the withdrawal information located in the Registrar and Records section of this catalog.

Refund Schedule: The above referenced refund schedule is applicable for all refunds processed as a result of withdrawing from one or more courses.

Order of Refund Distribution: Refunds will be distributed in the order noted below based upon the number of remaining credits after the withdrawal has been processed.

Remaining credits equal 6 or more: Refunds are distributed in the following order:

1. Sponsored funding, if applicable
2. Student

Remaining credits equal 5 or less: Refunds are distributed in the following order:

1. Sponsored funding, if applicable
2. Title IV Financial Aid, if applicable
3. Scholarship(s), if applicable
4. Other funding, if applicable (i.e. alternative loans)
5. Student

Please contact Student Accounts in the Controller's Office to discuss the financial ramifications of withdrawing from courses or the Institution.

Delinquent Accounts

Privileges generally granted to students, including the receipt of transcripts and diplomas, are not available to students who are delinquent in the payment of any financial obligation to the Institution. When financial obligations are not paid in full by the due date, or satisfactory arrangements for payment have not been made with the Controller, or his/her designee, students may not be allowed to remain in class and will not be allowed to register for ensuing classes. Delinquent accounts are referred to a commercial collection agency. In addition to any balances owed, students are responsible for the costs of collection, including interest, penalties, collection agency fees, court costs and attorney fees. Collection agency fees may be based on a percentage, at a maximum of 33.3% of the debt. Payment agreements and terms are pursuant to Idaho state laws. Delinquent accounts may be reported to one or more of the national credit bureaus.