

# STUDENT ACCOUNTS

## Contact Information

**Director of Student Accounts:** Laura Hughes

**Office E-mail:** [studentaccounts@lcsc.edu](mailto:studentaccounts@lcsc.edu) ([studentsaccounts@lcsc.edu](mailto:studentsaccounts@lcsc.edu))

**Office:** RCH 102

**Phone:** 208-792-2790

**Web:** <http://www.lcsc.edu/student-accounts> (<http://www.lcsc.edu/student-accounts/>)

The Student Accounts staff processes the billing of tuition and fees, receives payments, assists students with payment plans, disburses financial aid, scholarships, and other funding, and releases residual funds (aid or funding 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.) The fees listed below are for the 2024-2025 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 credits per semester hour for undergraduate programs and 9 or more credits per semester hour for graduate programs. 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.

### 2024-2025 Tuition and Fee Schedule

Description	Amount	Terms
Full-Time Idaho Resident Undergraduate Tuition & Fees	\$3,694	per semester
Full-Time Non-Resident Undergraduate Tuition & Fees	\$10,693	per semester
Full-Time Asotin County Resident Undergraduate Tuition & Fees	\$5,843	per semester
Part-Time Undergraduate Tuition & Fees (1-9 credits)	\$378	per credit
Part-Time Undergraduate Tuition & Fees (10-11 credits)	\$3,694	per semester
Overload Undergraduate Tuition (20+ credits/semester)	\$378	per credit
Full-Time Idaho Resident Graduate Tuition & Fees	\$4,966	per semester
Full-Time Non-Resident Graduate Tuition & Fees	\$12,280	per semester
Part-Time Graduate Tuition & Fees (1-8 credits)	\$496	per credit

## Consolidated Mandatory Fee

Any reference to fees in the Tuition and Fee Schedule above refers to the Consolidated Mandatory Fee that is approved by the Idaho State Board of Education annually. Additional details including the breakdown of the Consolidated Mandatory Fee or information about optional fees can be found on the LC State Budget Office webpage at <https://www.lcsc.edu/budget/student-tuition-and-fees> (<https://www.lcsc.edu/budget/student-tuition-and-fees/>).

## Course Fees

Some classes have additional course fees (lab fees, online technology fees, 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 a schedule change, the additional course fees are due and payable at the same time the class(es) are added. Course fees are displayed in Student Planning's course catalog by clicking on the section to view the Section Details. Please contact Student Accounts for the most current information.

## Late Fees

All tuition, housing, and meals, as well as other fees billed to the student account, 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 after the payment deadline. 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. There is a specific procedure and limited time frame for students to reinstate their enrollment once canceled for non-payment.

In accordance with Title 38 US Code 3679 subsection (e), any student utilizing VA education Benefits under the POST 9/11 G.I. Bill® (Ch. 33), Veterans Readiness and Employment (CH. 31), or Dependents' Educational Assistance (CH. 35), will not be prevented from enrollment, have late fees assessed or be denied access to any resource such as classes, libraries, etc., so long as they have provided a Certificate of Eligibility, or equivalent, by the first day of class.

Please be informed: The statement above pertains to the portion of tuition and fees paid for and covered by VA benefits (Chapters 31, 33 and 35). Any charges exceeding VA benefits are the responsibility of the student and are subject to potential additional fees (payment plan fees, late fees, etc.). The beneficiary will be invoiced for the debt and be given a grace period of 30 days before these other fees or charges are imposed.

Late fees will be assessed per semester as follows:

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

## Fees for Employees, Spouses, and Retirees

LC State employees who work half-time or more, and the employees' spouse, may be eligible for reduced fees under certain conditions. The employee and/or spouse should contact the Human Resources Office and review the college policy 3.130 before enrolling in courses. LC State faculty emeriti and staff retirees, and their spouses, are also eligible for a fee reduction. Reduced fees are only considered for part-time enrollment.

## Fees for Employee's Dependents

Permanent College employees may be eligible for up to 2 dependents to receive a 50% reduction in resident and non-resident tuition and fees for fall and spring semesters. No discount is offered for summer terms. 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 discount. 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 a fee reduction.

## Miscellaneous Charges

The 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
Course Fees	Varies
Graduation Cap and Gown	(Contact the Bookstore)
Late Fees, Reinstatement Fee	\$25-\$200
Nursing Fee	(Contact the Nursing and Health Sciences Division)
Parking Permit-Annual	\$75
Parking/Traffic Violations	\$10 or more
Payment Plan Contract Fee	\$25/contract
Portfolio Exam Fee	\$70

Portfolio Review Fee	\$75/course
Portfolio Preparation Course	\$50
Returned ACH/Check Payment Fee	\$20/returned item
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 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 do not have any delinquent accounts with the Institution and have not defaulted on any previous financial obligations incurred at LC State 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 a \$25 non-refundable service charge. The standard payment plan requires a 50% down payment and the remaining balance is generally due in two equal installments. Payment plans with extended dates or reduced down payments may be an option. Payment is required as specified on the promissory note and must be paid in full before the end of the term. Payment plan contracts must be paid in full before students can register for the next term. Unpaid payment plans could invoke cancellation of enrollment in the next term. International students typically do not need a payment plan since a condition of their student visa requires proof of sufficient funding for the entire course of study. However, if a delay with international banking, or a financial emergency, prevents the ability to tender payment in full by the fee payment deadline, the student should contact Student Accounts before the deadline to arrange a delayed fee payment agreement.

## 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 will initially work directly with the funding agency or company and the funding authorization should be sent to Student Accounts for processing. More information is available from the Student Accounts staff.

## Returned Checks & Credit Card Chargebacks

A fee of \$20.00 will be assessed on returned checks, including electronic checks. A student who presents a check to pay tuition that is subsequently returned by the bank upon which it is drawn may be assessed late payment fees as if he or she had failed to submit payment on a timely basis. Credit or debit card payments that are later disputed by the cardholder will potentially result in late fees and enrollment cancellation for non-payment.

## Financial Aid Release

The earliest federal 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 total charges billed, 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. Any remaining residual funds will be released to the student after their academic activity has been verified for the semester.

Residual funds are released by paper check the first business day before the official start date of the semester to students with credit balances. Only students who are signed up for direct deposit on WarriorWeb [and](#) submit their Intent to Attend by the deadline, may have residual funds direct deposited 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.

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

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 total amount of funds the student has earned at the time of withdrawal. LC State returns the 'unearned' aid to the applicable federal program, which will reduce the funding on the student account. An aid recipient who has attended 60% of the term is considered to have 'earned all of their aid'. **Students who receive federal aid and do not complete 60% of the semester must repay a portion of the 'unearned' aid immediately.** The earlier a student withdraws, the less aid they earn. 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 an academically related activity in which the student participated and the school can verify

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 to the Student Accounts office.

## 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 is shown below.

### 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 LC State, within 30 days, the amount returned by LC State 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:

When a withdrawal is completed before the first day of the semester, 100% of the tuition and fees will be refunded. If a withdrawal is completed after the semester has begun, the following schedule applies:

Week	Refund %
1	100%
2	100%
3	50%
4	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.
- Discounted registration fees for eligible Idaho senior citizens, employees/spouses, or retirees/spouses follow the same schedule as course fees.
- All refunds include an administrative fee equal to 5% of fees and tuition.
- Refunds of less than \$10.00, that are not from federal funding, can be refunded by direct deposit or cash. Direct deposit refunds for less than \$10 that are subsequently rejected by the bank may be forfeited.
- 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 refund schedule referenced above 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 to discuss the financial ramifications of withdrawing from courses or the Institution.

## Delinquent Accounts

Privileges generally granted to students, including the receipt of 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 Student Accounts Director, 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.