

# COSTS

Tuition & Fees  
Payment of Obligations  
Refund Policy



## Tuition & Fees

### Seward County Community College

In-State Tuition/Fees	\$62/credit hour
Border County* Tuition/Fees	\$72/credit hour
* Colorado: Baca County	
* Oklahoma: Cimarron, Texas, Beaver Counties	
* Texas: Dallam, Sherman, Hansford, Ochiltree, Lipscomb Counties	

Out-of-State/International Tuition/Fees	\$85/credit hour
**EduKan Courses Tuition/Fees	\$125/credit hour
**SCCC Online	\$86/credit hour

Special Course Fees vary and are published in the semester schedule of courses.

\*\*EduKan courses and some SCCC online courses have a different price structure than stated above; students should check costs before enrolling.

### Area Technical School

In-State Tuition	\$48.00 per credit hour
Out-of-state	\$320.00 per credit hour

A non-refundable Student Activity Fee of \$200 for all programs is required of each student at the time of application for enrollment.

Fees for programs with Professional Certification Testing are the responsibility of student.

## Tuition

Tuition rates are approved by the Seward County Community College/Area Technical School Board of Trustees each academic year. The tuition categories established are:

- In-State
- Border County (designated counties in Colorado, Oklahoma, and Texas)
- Out-of-State
- International Student
- Seward Online Courses

## Fees

### Student Fees

Student Fees are approved by the Seward County Community College/Area Technical School Board of Trustees each academic year. These fees are charged per credit hour regardless of the student's residency status. The Board of Trustees also determines the specific use of these fees; the designated uses of these funds are:

- Scholarships
- Revenue Bond Retirement
- Reserve for Future Expansion

- Student Organizations
- Technology

### **Special Course Fees**

In addition to Student Fees, Special Course Fees are established for certain courses, including laboratory classes, classes requiring travel, classes requiring additional supplies, etc. Current lists of these Special Course Fees are published each semester in the class schedule.

### **Student Housing Costs**

SCCC/ATS offers on-campus student housing which accommodates up to 200 students. A Student Living Center and two apartment style units provide a computer lab, study room, spacious rooms with individual climate control, local phone service, Internet access, cable TV, security cameras, student lounges, and laundry centers. Food service is located in the Student Union.

Rates for the 2008-2009 school years are:

- \$3,900 for double occupancy
- \$4,400 for single occupancy (based upon availability)

Both rates include 19 meals per week in the cafeteria.

### **Book Estimates**

Seward County Community College/Area Technical School operates a college bookstore which is located in the Student Union. Costs of books and supplies vary with a student's program of study and semester course load. The following provides an estimate of a student's semester cost of books:

- Books for a general course of study are estimated at \$400
- Books for specialized course of study are estimated at \$500
- Books for an allied health course of study are estimated at \$600

### **Transcript Charges**

The cost for an Official Transcript is \$3 per copy and must be paid in advance by cash, check, money order, Visa, MasterCard, Discover or American Express. The fee for a Faxed transcript is \$5 (paid in advance).

Student copies, which are Unofficial, are issued in person at no cost from the Registrar, or may be obtained from the Student Records secure login page on the SCCC/ATS web site. Students should be aware that some holds prevent access to transcripts; contact the Registrar's office for more information on holds against your student records.

### **Evaluation of Transcripts for College Credit**

Official transcripts, certificates, licenses, training documents may be submitted to the Registrar for evaluation when SCCC/ATS credit is requested. When necessary, the Registrar will consult with instructor, division chair, agency, certification, etc. board to determine educational content and appropriate classification of work presented.

Types of learning or educational experiences that can be evaluated for SCCC/ATS credit include:

- College Level Examination Program (CLEP)
- Advanced Placement (AP)
- Credit for Prior Learning
- Advanced standing tests from College Entrance Examination Board (CEEB)
- Skill based tests (MOUS, A+, ASE, ASPA, MCSE, etc.)
- License and Certificates (LPN, EMT, Medical Lab Technicians, Law Enforcement Training Certificates, Cosmetology/Barber Licenses, Certified Dietary Management Certificate, etc.)
- Military service/ courses
- Proprietary and Trade Schools

A fee will be charged per transcript/document for this evaluation process; a fee schedule is available from the Registrar's Office.

There is no fee charged when students submit official transcripts from accredited colleges and universities in order to transfer credit to SCCC/ATS.

## **Payment of Obligations**

Students are expected to make prompt payment of all financial obligations to Seward County Community College/Area Technical School; tuition and fees, bookstore charges, student housing charges, special course fees, library fines, traffic fines, and parking fines, etc., charged to a student's account are due immediately.

### **Payment Schedule**

Payment in full of all charges on the student account must be made by the first day of each semester to avoid a service charge of \$35 being assessed by SCCC/ATS. Deferment of payment, without an SCCC/ATS service charge, is allowed by:

1. Students who are participating in the FACTS Plan (arrangements must be made prior to the first day of class and/or semester);
2. Students who make payment arrangements with the Dean of Administrative Services prior to the first day of class and/or semester);
3. Students who have been approved for financial aid that will pay the entire amount owed (the amount of financial aid may be deferred, however if total charges exceed the amount of financial aid, students are expected to pay the remaining balance by the first day of the class and/or semester to avoid a service charge).

### **FACTS Plan**

Students may choose to defer payment to SCCC/ATS by participating in the FACTS Plan. FACTS is a method for students to budget tuition, fees, and educational expenses and then make monthly payments. The FACTS Plan allows students to authorize automatic payment by:

1. An electronic bank-to-bank transfer or
2. By electronically charging their monthly payment to their credit card.

A \$35 fee per semester is charged to use the FACTS Plan. Other costs possible when using the FACTS Plan are: a \$2.50 fee is assessed when FACTS is used to make a full payment; a \$25 fee is assessed for each month that an automatic bank payment is missed. For more information students should refer to a FACTS Plan brochure available from the business office, admissions office, and the financial aid office or access FACTS Plan information at [www.secc.edu](http://www.secc.edu). (Requires student log-in). General information about the FACTS Plan can be found at [www.factsmgt.com](http://www.factsmgt.com).

## Payment Guidelines

- MasterCard, VISA, American Express, and Discover cards are accepted for payment of student charges along with cash, checks, and money orders. All payments must be made in U.S. Dollars.
- All students who have an account balance after the first day of the class and/or semester will be assessed a \$35 service charge by SCCC/ATS (some exceptions apply).
- All existing financial obligations for a semester must be paid, or arrangements made, before enrollment will be allowed for the subsequent semester or summer session.
- Students with unpaid accounts will have a hold placed on their records and no transcripts will be issued until the account is paid.
- Graduates will not receive diplomas and/or academic transcripts if their account has a balance.
- Holds will be placed on records of students who have defaulted on Federal Student Loans received while attending SCCC/ATS; academic transcripts will be issued only after the default status is resolved.
- Students who have been approved to receive financial aid may defer payment, in the amount of the award, until the financial aid is disbursed; if the amount of the financial aid will cover the full amount of the charges on the student's account, no service charge will be applied by the Business Office; if the financial aid to be disbursed does not cover the entire charges the student must pay the balance by the first day of the semester or a \$35 service charge will be applied. For more information students should contact the Business Office and/or the Financial Aid Office.
- If a check made payable to the college is returned unpaid by a bank, for any reason, the student's records will be placed on hold until the financial obligation is paid. The student will be charged a returned check fee for each returned check.

## Refund Policy

### Written Notification

Students who decide to drop a course are required to officially withdraw by completing a Change of Schedule form in the Registrar's Office. Students who decide to drop all courses are required to officially withdraw from the college by completing the Total Withdrawal from School form in the Registrar's Office. In either case, it is the student's responsibility to obtain required signatures, complete the forms, and return the forms to the Registrar's Office.

### Change of Schedule Guidelines

There is no additional charge, other than tuition and fees, for adding a course to the student's class schedule. However, a \$5 fee is assessed for each change of schedule card reflecting one or more class withdrawals after the published class registration date. Actual payment must be made at the time of processing.

You may make changes in your class schedule by following proper procedure. After the date published in the academic calendar, you may not add classes to your class schedule.

If you make a change after registration, you must:

- Obtain the approval and signature of your advisor and course instructors on the proper add/drop form
- Pay \$5 to the Business Office Cashier
- Present the add/drop form and payment receipt to the Registrar's Office

### 100% Refund Period

Students who officially withdraw from a course or courses during the first three weeks of the regular 16 week semester (Fall/Spring) are entitled to a full refund (100%) of tuition and fees paid. No refund on tuition and fees is given after the published date, and the student is obligated for the full amount of tuition and fees incurred.

For courses less than a regular semester length (including summer semester courses) the 100% refund period is during the first 10% of the scheduled course duration. No refund on tuition and fees is given after the published date, and the student is obligated for the full amount of tuition and fees incurred.

Specific dates will be published each semester with the course schedule; it is the student's responsibility to comply with timelines associated with the refund policy.

#### Refunds for Courses That Do Not Materialize

Students enrolled in courses that do not materialize will receive a full refund of all tuition and fees paid. To facilitate refunds on such classes, students should contact the Registrar's Office or the Business Office.

#### Refunds for Military Personnel Called to Active Duty

When a student is called to active military duty, the following refund options are available:

1. If a student leaves prior to completion of 2/3 of required class time, the student must withdraw from all classes and is entitled to a full refund (100%) of tuition and fees paid.
2. If a student leaves after completion of at least 2/3 of required class time, the student may elect one of the following options:
  - a) The student may withdraw from all courses and be entitled to a full refund (100%) of tuition and fees.
  - b) The student may test out of classes, receive credit, and not be entitled to a refund.
  - c) The student may elect to receive an incomplete (including a waiver of the one year requirement for completion of the incomplete grade) and not be entitled to a refund.
  - d) The student may elect to receive the grade that he/she has earned at the time of leaving and not be entitled to a refund.

In all cases refunds of tuition and fees will be to the student or to the agency providing funds for payment of these charges.

### Refund of Title IV Funds

In addition to the SCCC/ATS refund policy, all students receiving Federal Financial Aid (Title IV Funds) are subject to a calculation to determine the return of federal funds; this calculation is required for students who completely withdraw on or before the 60% point of the semester. The "Return of Title IV Funds" calculation involves only the Federal Financial Aid portion of funds received by the student. The calculation determines the amount of federal funds the student and SCCC/ATS are entitled to keep; the calculation is based on how long the student was enrolled during the semester. It is possible that the student will owe federal funds back to the Department of Education; when it is determined that a student must pay funds back, all future federal financial aid is suspended until the amount is returned. The Financial Aid Office will conduct the calculation and notify the student of the outcome.