

FINANCE



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• General Information

Full payment of fees is required when registering for classes at Northwest Florida State College. Payment due dates are available from the Office of Enrollment Services and are printed on the student's registration receipt, or displayed/printed using on-line web registration. For your convenience, payment may be made using cash, check, e-check, MasterCard, Visa, Amex, or Discover credit cards. Students who have not paid their fees will not be admitted to classes and will be dropped from their classes on their payment due date. The Comptroller and the College President may grant deferments as specifically defined and limited by Florida Statutes.

• Financial Assistance

Northwest Florida State College offers a variety of financial aid programs. Inquiries concerning financial aid should be directed to the Student Financial Aid Office.

• Military Assistance

Active-duty military personnel who enroll in college-credit programs through base education offices may be eligible for financial assistance. The college has Military Assistance Agreements in effect with both Eglin and Hurlburt Field Air Force Bases. Contact the base education office for details.

• Veterans Benefits and Assistance

Refer to the Financial Aid section of this catalog. VA deferments may be available on a limited basis for qualifying students. Students should consult Northwest Florida State College Veterans Affairs (850-729-5375) in the Financial Aid Office for further information.

• Refund Policy

Refunds resulting from course adjustments are processed at the end

of the registration period. Students are responsible for completing the proper withdrawal or drop/add forms obtained from the Office of Enrollment Services. Students may also transact drop/add actions within the schedule adjustment period via the on-line web registration system with proper authorization and PIN number. No refunds or financial credit will be granted after the schedule adjustment period ends. Registration and refund dates are published each term in the Schedule of Classes.

Refunds will be disbursed in the same method as was originally received unless otherwise determined by the College Business Office. If payment was received by check, money order, or cash, the refund will be returned by check. Amounts received by check or money order will be held 15 business days from the date of receipt. Checks will be mailed to the student's most current local address on file with the Office of Enrollment Services. IT SHALL BE THE RESPONSIBILITY OF THE STUDENT TO KEEP NWFSC INFORMED OF A CORRECT MAILING ADDRESS AT ALL TIMES. Refund checks will only be issued for overpayments of \$5.00 and more. Refunds of less than \$5.00 will be paid in cash upon presentation of proper identification at a NWF State College Business Office.

Full financial credit will be granted for cancelled classes. Students can select alternate classes to which the fees can be applied. A refund will be processed automatically if replacement classes are not selected.

Any refunds for dropping classes after the end of the last day of registration are implemented through the Vice President of Administrative Services' office. Refunds are authorized for administrative errors, for change of status from out-of-state to in-state (as confirmed by the Coordinator of Enrollment Services), and for the death of a student during the term of current enrollment. Refunds may be made

during the term for the following: serious illness or incapacity (confirmed in writing by a physician) or for transfer of military personnel and dependents (confirmed by military orders). Refunds are NOT authorized for changes in work schedules or for enrollment status changes due to illegal activities.

Testing Fees Refund Policy

Individuals who have paid the registration fees to take the CAT CLAST, CLEP, or TABE (non-NWFSC students) and who are unable to test at the scheduled date and time, may request to re-schedule the test or may request a refund.

A request to re-schedule a GED exam must be made by calling the Testing Center at the Niceville Campus (850-729-6922) as soon as a person knows that he/she will not be able to take the scheduled test. The re-scheduled test date must occur within thirty (30) days of the first scheduled test date.

Individuals who are unable to reschedule a test may request a refund within thirty (30) days after the scheduled test date. Requests for refunds must be submitted in writing via the Vice President for Administrative Services and can be requested only for the following reasons:

- Administrative college error
- Death of student
- Serious illness or incapacity (confirmed in writing by a physician)
- Transfer of military personnel and dependents (confirmed by military orders)

Refunds are NOT authorized for changes in work schedules. If a request for a refund is not made within thirty (30) days to either re-schedule the test or request a refund, then all testing fees paid shall be forfeited. The above policy applies only if an entire exam was missed. No re-scheduling or refunds shall be issued for portions of tests missed.

• Dishonored Check Policy

Checks returned by the bank will be processed as follows:

1. The student will be notified by certified mail that their check was dishonored by the bank. A \$25 return check charge will be applied to the student's account.
2. The student will have seven (7) calendar days to pay for the check and the return check charge. Payment must be in the form of cash or certified funds. If any portion of the dishonored check funds includes payment of tuition and fees, failure to make the payment will result in cancellation of enrollment.
3. Reinstatement after enrollment cancellation will be considered only after full payment which will include an additional \$25.00 reinstatement fee.
4. The student's record at the college will reflect the obligation as an outstanding debt which will result in the withholding of transcripts, diplomas, certificates, and other official documents. Students will also be prohibited from any future registrations until all debts are paid in full.
5. Students who have written two or more bad checks will be subject to disciplinary action even though their checks have been paid. The college will also suspend their check writing privileges, and may report to other colleges and credit reporting agencies.
6. The college will forward unpaid dishonored checks, returned check charge, and related information about the student to a collection agency within 35 days.

• Student Tuition Payment Plan

A student tuition payment plan is available on the college website through Sallie Mae. Northwest Florida State College will hold academic transcripts and refuse re-enrollment to any student who is delinquent on their agreement from any preceding semester until all amounts owed on prior agreements are paid or the student is released by Sallie Mae. Please refer to the College website for additional information or to apply for this service.

• Fines, Penalties and Indebtedness

Students may avoid being assessed fines and penalties by becoming familiar with established policies and procedures contained in this catalog. Failure to comply with the college's regulations can result in fines being assessed. All unpaid debts with the college will result in the withholding of transcripts, diplomas, certificates, and other official documents. Students will also be prohibited to re-register until all debts are paid in full. Students may also be subject to liabilities not only for the principal but also for collection costs and reasonable attorney's fees.

The college will also withhold transcripts and deny registration privileges to students in DEFAULT STATUS on their Federal Guaranteed Student Loan until such time as the student achieves satisfactory repayment status as determined by the lending institution.

• Inconsequential Checks and Debts

Some governmental regulations require the "rounding" of awards which often create minor amounts, less than \$1, due to students or due from students. The college will not write checks for these minor amounts, nor bill students or customers, for amounts less than \$1. Any funds remaining will be part of supplemental financial aid scholarships. Students may, however, make a special request for their amounts in person, and obtain the rounding residual amount in cash.

• Parking Fines

Operating a private vehicle on Northwest Florida State College campuses is a privilege and not a right. Individuals who show poor judgment or lack of consideration for the rights and safety of others may have this privilege revoked. Violating the college's parking regulations may result in parking fines being assessed or the vehicle being towed, or "booted" at the owner's expense. For a listing of parking fines see page 21. Repeat offenders are subject to disciplinary action by the college.

Complete parking and traffic regulations are published on pages 26 and 27. Note: All students and staff must register their vehicles with the college and display a NWF State College parking decal when parked on College property. Parking fees may

apply and decals must be renewed annually. Visitors may obtain a parking permit from the Campus Information Center for the duration of their visit or park in spots designated as visitor parking.

• Fee Changes

All fees are subject to change without notice. Contact the Business Office or the Office of Enrollment Services for additional information or consult the College website "Notices and Policy Updates" page, www.nwfstatecollege.edu.

• Fee Schedule

These fees are subject to change by the Florida Legislature and the District Board of Trustees. Current fees are available from the College Business Office and are published in the class schedule. These fees apply whenever applicable, except: (1) courses in which complimentary instructional services or equivalent program costs are provided by appropriate persons, agencies or organizations; or (2) when specifically waived by the Board of Trustees. Active Duty Military and their dependents pay only Florida Resident, in-state fees. The fees listed on the next page are for the 2008-2009 academic year. Fee payment may be made by cash, check, e-check, VISA, MasterCard, Amex, Discover Card or by approved Financial Aid. Fees noted are per credit hour and/or credit hour equivalent.

Turn to page 21 for fees.

FEES SUBJECT TO CHANGE BY ACTION OF THE FLORIDA LEGISLATURE AND THE DISTRICT BOARD OF TRUSTEES

	Tuition Fee	Out-of-State Fee	Financial Aid Fee	Capital Improv. Fee	Total	Border State Fee
Florida Residents						
Baccalaureate (College Credit)	\$69.40	-	\$3.47	\$6.94	\$79.81	\$1.00
Advanced & Professional (College Credit)	\$58.07	-	\$2.90	\$5.81	\$66.78	\$1.00
Postsecondary Voc. (College Credit)	\$58.07	-	\$2.90	\$5.81	\$66.78	\$1.00
College Preparatory	\$58.07	-	\$2.90	\$5.81	\$66.78	\$1.00
Educator Preparation Institute (EPI)	\$58.07	-	\$2.90	\$5.81	\$66.78	\$1.00
Vocational Preparatory	\$27.41	-	\$2.74	\$1.37	\$31.52	\$1.00
Postsecondary Adult Vocational (Voc. Credit)	\$55.76	-	\$5.58	\$2.79	\$64.12	\$1.00
Adult Basic & Adult Secondary*	\$27.41	-	\$2.74	\$1.37	\$31.52	\$1.00

Laboratory and Special Tuition Fees are to cover unique costs related to a given course. The amount is determined course-by-course on the costs for each. A fee schedule is on file in the Business Office and is printed in the class schedule each session.

Non-Florida Residents

Baccalaureate (College Credit)	\$69.40	\$208.20	\$13.88	\$27.76	\$319.24
Advanced & Professional (College Credit)	\$58.07	\$174.21	\$11.62	\$23.24	\$267.14
Postsecondary Vocational (College Credit)	\$58.07	\$174.21	\$11.62	\$23.24	\$267.14
College Preparatory	\$58.07	\$174.21	\$11.62	\$23.24	\$267.14
Educator Preparation Institute (EPI)	\$58.07	\$174.21	\$11.62	\$23.24	\$267.14
Vocational Preparatory	\$27.41	\$82.22	\$10.96	\$5.48	\$126.07
Postsecondary Adult Vocational (Voc. Credit)	\$55.76	\$167.27	\$22.30	\$11.15	\$256.48
Adult Basic & Adult Secondary*	\$27.41	\$82.22	\$10.96	\$5.48	\$126.07

Laboratory and Other Fees – See www.nwfstatecollege.edu

* This fee may be assessed for students with high school diplomas who enroll in Adult General Education courses.

• **Other Fees**

Returned Check Fee*	\$25.00
Student I.D. Card Replacement Fee	\$10.00
Reinstatement Fee*	\$25.00
Special Service Charges	At Cost
Recreational & Leisure Courses	At Full Cost of Instruction
Continuing Workforce Education	At Full Cost of Instruction
Tech Prep Assessment Fee	\$10.00
Parking Fines	
No Decal Fee	\$10.00
Parking Ticket	\$10.00
Tire Boot Removal Fee	\$10.00
(plus parking ticket of \$10.00)	
Towing and Storage	Actual charges/cost
Library Fines	
Daily Rate	\$ 0.20
Lost Book Charge	Actual cost of replacement (if available) or \$25.00 plus \$5.00 processing fee

*After the last day to register for a given term, students who request to be reinstated in a class will be charged a \$25 reinstatement fee if they receive an administrative withdrawal from the class due to: late payment or non-payment of fees, loans or deferments or due to a dishonored check.

• **Testing Fees**

CAT CLAST (Non-NWFSC Students)	\$30.00
College Level Exam Program (CLEP)	
Exam Fee \$70.00/Administration Fee \$15.00	\$85.00
Course Challenge Exam	\$85.00
DSST Exams (formerly Dantes)	
Exam Fee \$70.00/Administration Fee \$15.00	\$85.00
FBAT Test	
	\$35.00
GED Test	
Complete Battery	\$50.00
Individual Subtests	\$10.00
Proctoring (Other Schools)	\$30.00
TABE (Non-NWFSC Students)	\$15.00

• **Testing Fees (continued)**

Microsoft Office Specialist Certifications (MOS)

(Non-NWFSC Students) Exam Fee per Section..... \$52.00

Certiport Internet and Computing Core Certification (IC3)

(Non-NWFSC Students) Exam Fee per Section..... \$20.00

• **Directed Independent Study Course Fees**

All regular fees apply to DIS courses in addition to a special fee of \$25 per credit hour which would be assessed for each registration in specially designated sections.

• **Full Cost of Instruction**

College credit, vocational credit and preparatory course enrollments beginning with the third attempt and other enrollments beginning with the third attempt in the same course pay the full cost of instruction (based on action by the Florida Legislature).

• **Cost Summary**

The range of basic charges for a typical full-time college-credit tuition non-baccalaureate student, per year, registered for 15 credit hours per term for two terms are noted below. Lab fees, food, housing, and travel costs depend upon the individual student's circumstances.

Florida Resident

Fees	\$2,003.42
Books and Supplies	\$1,440.00
	<u>\$3,443.42</u>

Alabama Border-State Resident

Fees	\$2,033.42
Books and Supplies	\$1,440.00
	<u>\$3,473.42</u>

Non-Florida Resident

Fees	\$8,014.20
Books and Supplies	\$1,440.00
	<u>\$9,454.20</u>