COSTS & FINANCIAL POLICIES

Fees
Florida Residency Requirements
Refund Policy
Since the catalog must be published well in advance of the beginning of each school year, it is not always possible to anticipate fee changes. All fees and policies are subject to change, even after this schedule has been printed. Call the CJC business office at 718-2204 or check out our website at www.chipola.edu/fiscal/fees.htm for current fee information before registering.

The Business Office is located in Room 135 of the Administration Building; call (850) 718-2204.

Fees

No registration will be complete until all fees and tuition have been paid in full and students have received their ID cards and proof of payment. It is the student’s responsibility to alert the cashier of any scholarship or financial aid awards at time of registration. Students who are scholarship holders will be considered as having paid all fees and tuition, provided the amount of the scholarship covers all charges due. No faculty or staff member of the college, other than the president, has the authority to set aside this regulation.

For the definition of Florida Residency, see page 47.

Associate in Arts, Associate in Science, Associate in Applied Science and College Credit Certificate Programs

<table>
<thead>
<tr>
<th>Type of Course</th>
<th>Per Semester Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Florida</td>
</tr>
<tr>
<td>College Credit and</td>
<td>$ 52.50</td>
</tr>
<tr>
<td>College Prep Courses*</td>
<td></td>
</tr>
</tbody>
</table>

*These amounts include a $3.10 financial aid fee, a $4.11 student activity fee, a $1 capital improvement fee and a $1.80 technology fee.

Workforce Development Certificate Programs and Continuing Education

<table>
<thead>
<tr>
<th>Type of Course</th>
<th>Florida</th>
<th>Alabama and Georgia</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post Secondary</td>
<td>$ 1.57</td>
<td>$ 1.60</td>
<td>$ 5.69</td>
</tr>
<tr>
<td>Adult Vocational</td>
<td>$ 1.57</td>
<td>$ 1.60</td>
<td>$ 5.69</td>
</tr>
<tr>
<td>Vocational Preparatory</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplemental</td>
<td>Varies per course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recreational and Leisure Time</td>
<td>Equal to the cost of instruction.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Laboratory Fees

When required, listed in the course syllabus or course announcements.

To be classified as full-time, a noncollege credit student is enrolled for six hours or class periods per day, five days per week; half-time students are those who attend three hours or class periods per day, five days per week.

In addition to the cost per semester hour or clock hour, the following fees apply.

Additional Fees

1. Evaluation of noncredit program: A fee will be assessed to evaluate a noncredit program of study for optional credit in an AS degree program of study. (See page 34 for requirements.)
2. Special Fees: Special course fees may apply. When required, they are listed in the course schedule.
3. Graduation Fee (applicable only to graduating sophomores): $30, whether or not the student participates in the graduation ceremony.
4. Late Application Fee: Applications received after the published deadline dates through the last day of drop/add/late registration for that term must be accompanied by a $15 late application fee.
5. Late Registration Fee: $25. A student who both applies late and registers late only pays $25.
6. Student ID: $2.00.
7. Parking decal: $3.00.
8. Experiential Learning Evaluation fee: (Contact College Registrar)

Methods of Payment

The college will accept personal checks for payment of tuition, fees, fines and other charges.

Students may cash personal checks in amounts up to $15 at the Cashier’s Window in the Administration Building (A). There is a ten cents charge for this service.

Students will be charged $25 for any check returned by the bank, if the bank or college is not at fault.

If students receive a certified letter notifying of a bad check, they have ten days to redeem the check. If the check is not re-
deemed within this time, students will be withdrawn from classes. VISA, MasterCard, Discover and American Express are accepted at the Cashier’s Window.

Textbooks and Supplies

The cost per school year depends upon the program of study. For most academic students the total should not exceed $375 per semester. For Workforce Development students the costs vary with the program, depending upon whether or not specialized clothing and tools are required. Except for programs requiring specialized clothing, uniforms, the total costs for textbooks and supplies should not exceed $650 per school year.

Summary of Costs

Student costs shown in this catalog, including those estimated, are the minimum amounts necessary and are not to be construed as the total expenditure of a student attending Chipola Junior College.

For the day student who resides in the college district, the minimum estimated expenses, exclusive of room and board, transportation, and personal expenses, range from $1,825 to $2,200 per school year of two semesters. This does not include any allowances for clothing or incidental expenses.

Florida resident students who rent a room in Marianna should add $4,610 to $5,438 to the amounts estimated above for a total estimated expense of $6,435 to $7,638 per school year (or two semesters) for fees, room and board, textbooks and supplies. This does not include expenditures for clothing, transportation or incidental expenses.

Non-Florida residents should add out-of-state tuition to the estimates shown.

Florida Residency Requirements

For purposes of assessing fees, a Florida resident is defined as a person who shall have resided in, and has his or her habitation, domicile, home and permanent abode in the State of Florida for at least twelve months immediately preceding his/her current registration. In applying this regulation the following will be observed:

a. “Applicant” means a student applying for admission to Chipola Junior College.

b. In all applications for admission by students as citizens of the state, the applicant, if married or 24 years of age, or if a minor, his parents or legal guardian, will make and file with such application a written statement under oath that such applicant is a bona fide citizen and resident of the state and entitled as such to admission upon the terms and conditions prescribed for citizens and residents of the state.

c. The burden of proof is on the applicant. An applicant can change his or her place of residence from another state to the State of Florida only by physically coming into the state and establishing a residence with the intention of permanently residing within the state. The domicile or legal residence of the wife is that of the husband, or the domicile or legal residence of the husband is that of the wife as determined by the couple and duly expressed in writing. The legal residence of a minor is that of the parents, parent, or legal guardian of his or her person.

d. Alabama and Georgia residents need to check with the Admissions and Registration Office concerning the differentiated fees.

e. A non-Florida resident may apply in writing for reclassification prior to any subsequent registration under the provisions set forth below. To qualify for reclassification as a Florida resident, a person (or, if a minor, his parents or legal guardian) shall have resided in Florida for twelve months and, if applicable, must present United States immigration and naturalization certification that he or she is a resident alien. If the application is supported by evidence satisfactory to the community college that the student qualifies as a Florida resident, then his or her classification will be changed for future registrations.

f. The following categories will be treated as Florida residents for tuition purposes:

   (1) Active duty United States military personnel stationed in Florida, their spouses, and their dependent children.

   (2) Public school, public college, and full-time employees classified as instructional or administrative, their spouses, and their dependents.

   (3) Latin American and Caribbean full-time students on federal or state scholarships.

In addition to any other penalties which may be imposed, the college may deny credits for work done by the student at the college if it finds that the applicant has made false or fraudulent statements regarding residency in his or her application or accompanying documents or statements.

Refund Policy

Matriculation, tuition and other fees assessed students shall be refunded according to the following criteria.

Credit Courses and Workforce Development Courses Following the College Calendar

A. Students who officially withdraw or drop one or more classes prior to the last published date for registration for any term shall receive a 100 percent refund of matriculation, tuition, lab, activity and financial aid fees.

B. Students who do not officially withdraw or drop one or more classes, or who do so after the last published date for registration for any term shall receive no refund.

Credit Courses Not Following the College Calendar

A. Students who officially withdraw or drop one or more classes prior to completing one-sixteenth of the total clock hours required to complete the course shall receive a 100 percent refund of matriculation, tuition, lab, activity and financial aid fees.

B. Students who do not officially withdraw or drop one or more courses, or who do so after completing one-sixteenth or more of the total clock hours required to complete the course shall receive no refund.
Noncredit Courses
A. Students who officially withdraw from class one work day prior to the first class meeting shall receive a 100 percent refund of class related fees.
B. Students who do not officially withdraw, or who do so after the deadline, shall receive no refund.

Nonrefundable Fees
A. Graduation fee.
B. Late application.
C. Late registration.

Exceptions to Refund Criteria
Students receiving Federal Student Aid (Title IV) who withdraw from or ceases attendance in all courses prior to completing 60.5% of the term enrolled, may be required to repay all or part of the Title IV Financial Aid received that term. Before withdrawing from any class, it is strongly recommended that students consult the Financial Aid Office regarding potential financial liability. Title IV aid includes Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal Subsidized and Unsubsidized Stafford Loans, and PLUS loans.

Fines
Students may not register for new course work, may not graduate, and may not receive transcripts until all records are clear of fees and fines owed the college.