

## Schedule of Tuition

Tuition, fees, and additional costs are outlined in the charts that follow. Note that the cost of tuition is determined by the total number of credit hours for which a student registers, while fees are based upon the service(s) provided. In order for a student to be registered for classes, the student must pay the total cost of both tuition and fees.

CREDIT HOURS	TUITION LA Resident	TUITION Non LA Resident
1	\$71	\$71
2	\$142	\$142
3	\$213	\$213
4	\$284	\$284
5	\$355	\$355
6	\$426	\$426
7	\$497	\$1,365
8	\$568	\$1,547
9	\$639	\$1,729
10	\$710	\$1,911
11	\$781	\$2,093
12 or more	\$852	\$2,275

TUITION IS REFUNDABLE ACCORDING TO COLLEGE POLICY.

### STUDENT CLASSIFICATION FOR TUITION PURPOSES

#### *Resident & Non-Resident Classification*

The governing board of River Parishes Community College has established policies for determining residency for tuition purposes. Eligibility for classification as a Louisiana resident is determined by the Office of Admissions from information provided on the Application for Admission and other related documents. A resident for tuition purposes is defined as one who has abandoned all prior domiciles, and has been domiciled in the state of Louisiana continuously for at least one full year (365 days) immediately preceding the first day of class for the term for which resident classification is sought. After enrollment as a non-resident, a student may request a review of their residence status by the Office of Admissions.

For further information about the resident classification policy and the conditions which may be used to determine residence status, contact the Office of Admissions.

# Fee Schedule

FEE CATEGORY/ AMOUNT	SERVICE	TIME OF ASSESSMENT
<b>Application Fee</b> \$10	<i>for processing the application</i>	upon submission of an application for admission
<b>Registration/ Activity Fee</b> <i>Full-time Student</i> \$80 fall/spring \$40 summer <i>Part-time Student</i> \$40 fall/spring \$20 summer	<i>for additional student services and materials used in the classroom and laboratories</i>	at registration
<b>Academic Enhancement Fee</b> \$15	<i>for enhancement of academic services in the classroom</i>	at registration
<b>Academic Excellence Fee</b> \$5 per credit hour (maximum 12 hours)	<i>for enhancement of teaching, learning resources and technology</i>	at registration
<b>Late Registration Fee (nonrefundable)</b> \$25	<i>for students allowed to register late</i>	at registration if applicable
<b>Laboratory Fee</b> \$15 – \$25 per course	<i>fee varies depending on course</i>	at registration if applicable
<b>Graduation Fee</b> \$45	<i>for graduation costs (caps, gowns, etc.)</i>	in the final semester of study to complete a degree or certificate
<b>Credit Exam Fee</b> \$15 per credit hour	<i>for credit examinations</i>	at the time of examination

FEES ARE NON-REFUNDABLE once classes have begun.

## Additional Costs

<b>FEE CATEGORY</b>	<b>AMOUNT</b>	<b>TIME OF ASSESSMENT</b>
Textbooks & Class Materials	depending on course	at time of purchase
Returned check	\$20	upon notification

THE COSTS OF TEXTBOOKS AND CLASS MATERIALS ARE REFUNDABLE ACCORDING TO SUPPLIER'S POLICY. CHECK FEE IS NON-REFUNDABLE.

### Full-time/Part-time Classification

A student is classified, for enrollment verification and financial aid and fee purposes, as either full-time or part-time based upon the number of credit hours attempted and as defined as follows.

### Fall & Spring Semesters

<b>CREDIT HOURS</b>	<b>ENROLLMENT STATUS</b>
12+	Full-time
9-11	Part-time 3/4 time
6-8	Part-time 1/2 time
1-5	Part-time < 1/2 time

### Summer Semesters

<b>CREDIT HOURS</b>	<b>ENROLLMENT STATUS</b>
6+	Full-time
5	Part-time 3/4 time
3-4	Part-time 1/2 time
1-2	Part-time < 1/2 time

**SCHEDULE CHANGES**

Students will be permitted to add and drop courses and make schedule changes according to dates published in the academic calendar and availability of seats in a class. Students should report to the Office of Student Services to begin these transactions.

**WITHDRAWAL FROM COURSES & RESIGNATION FROM THE COLLEGE**

Withdrawal from a course occurs when a student desires to withdraw from one or more courses, but is still enrolled in at least one course. Students are allowed to officially withdraw from a course upon completion and submission of a Course Withdrawal form by the deadlines published in the academic calendar.

Resignation from the College is the withdrawal from all courses in which a student is enrolled for the semester. Students are allowed to officially resign from the College upon completion and submission of a Resignation form by the deadlines published in the academic calendar.

Students begin the withdrawal or resignation process by contacting the Office of Student Services to obtain the necessary form.

Students will not receive a "W" grade if the transaction takes place by the last day to withdraw without a grade of "W". Students will receive a grade of "W" if the transaction takes place prior to the last day to withdraw or resign.

Students who discontinue class or leave the College without following the official procedures are subject to receiving a grade of "F" posted on their RPCC academic record for each course in question.

**REFUND POLICY**

Upon official withdrawal or resignation from the College, refunds will be made as follows:

- ≡ Refunds are calculated on the tuition amount only, minus \$15 per transaction.
- ≡ If a student withdraws or resigns before the first day of class, a 100% refund of tuition and fees will be made.

**TUITION REFUND SCHEDULE**

*Fall and Spring Semesters*

Up to and including first five days of semester	100%
Sixth through tenth day of semester	50%
Eleventh through thirteenth day of semester	25%
After thirteenth day of semester	none

*Summer Semesters*

Up to and including first three days of semester	100%
Fourth through sixth day of semester	50%
After sixth day of semester	none

**POST-REGISTRATION AUDIT**

After the last day to register or add in each semester, the Business Office will perform an audit of all tuition and fees assessed and collected and financial aid awarded. If it is discovered that a student has overpaid, a refund will be mailed to the student or responsible party. If it is discovered that a student has underpaid, the student or responsible party will be billed. All balances are due immediately.

If a student has reason to believe the College owes him/her a refund, the student should inform the Business Office. In the event a refund is warranted, the College will issue that refund through the proper channels and in accordance with College policy.

**CHECKS WRITTEN WITH INSUFFICIENT FUNDS & STOPPED PAYMENTS**

Checks returned to the College because of insufficient funds will be assessed a \$20 return check fee and may be referred to an outside agency for collection. An additional fee may be assessed by the outside agency. Students with outstanding checks will lose the privilege of writing checks to the College. In addition, grade reports and official transcripts will be withheld, and enrollment

in future semesters will be prohibited until the outstanding amount has been paid in full.

Stopping payment on a check written to the College will have serious disciplinary consequences. Students who have written a check to the College and then stop payment on that check will lose the privilege of writing checks to the College and will be subject to immediate dismissal from the College. Students dismissed from the College under these circumstances will receive a grade of F for each course in which enrolled. In addition, grade reports and official transcripts will be withheld and enrollment in future semesters will be prohibited until the College has been paid for the outstanding amount.

#### PAYMENT OPTIONS:

- ☒ In person – Pay by cash, check, money order or credit card (Visa/Mastercard)
- ☒ Mail - Send check or money order to Business Office, P. O. BOX 310, Sorrento, LA 70778
- ☒ Online Deferment Plan – Various plans are available via Facts Management Company. Visit [www.rpcc.edu](http://www.rpcc.edu) for full online payments and various monthly plans.
- ☒ Credit Card – Payments submitted via a credit card are subject to a non-refundable processing fee. Note: Fee is currently 2.05% which is subject to change.

#### UNPAID BALANCE & DELINQUENT ACCOUNTS

When a student has an unpaid balance due to the College under the circumstances listed above, the student is responsible for ensuring that all payments are made when requested. Failure to pay in a timely manner or to make satisfactory payment arrangements will result in the student's immediate dismissal from the College. Students dismissed from the College under these circumstances, will receive a grade of F for each course in which enrolled. In addition, grade reports and official transcripts will be withheld and enrollment in future semesters will be prohibited until the College has been paid for the outstanding amount.

Failure to respond to demands for payment made by RPCC may result in such debts being transferred to the State of Louisiana Attorney General's Office or other outside collection agency, for collection. Upon transmittal for collection, the student is responsible for collection/attorney's fees in the amount of thirty-three and one third per cent (33 1/3%) for the unpaid debt, and all court costs.