

# TUITION AND FEES

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Tuition and fees are payable at registration according to the payment schedule released by the College. The tuition figures and fees listed on this page and on the next page may be changed prior to the opening of the College academic year. The responsibility for payment of tuition and fees rests upon the student. The student's course schedule will be cancelled for the appropriate semester if the established due dates for payment are not met.

For additional information, please call the Office of the Bursar at (585) 394-3500, ext. 7229.

## FULL-TIME AND PART-TIME STUDENTS

A full-time student is one enrolled for 12 or more credit hours. A part-time student is one enrolled for less than 12 credit hours. A student enrolled for 12 or more credit hours at any time during the Fall or Spring semester will be charged the full-time student rates.

## TUITION SCHEDULE FOR 2006-2008\*

### For Full-time Students

New York State Residents with Certificate of Residence ( <i>each semester</i> ) affidavit required** .....	\$ 1,525.00
Out-of-State Residents or New York State Residents with no Certificate of Residence ( <i>each semester</i> ) .....	\$ 3,050.00

### For Part-time Students

New York State Residents with Certificate of Residence ( <i>per credit hour</i> ) affidavit required** .....	\$ 117.00
Out-of-State Residents or New York State Residents with no Certificate of Residence ( <i>per credit hour</i> ) .....	\$ 234.00
Variable Tuition for College Credit with Certificate of Residence ( <i>per credit hour</i> ) affidavit required** .....	\$ 39.00
Variable Tuition for College Credit with no Certificate of Residence ( <i>per credit hour</i> ) .....	\$ 78.00

## FEE SCHEDULE FOR 2006-2008\*

### For Full-time Students

Athletic Fee ( <i>each semester</i> ) (finances intercollegiate activities) .....	\$ 35.00
Auxiliary Services Fee ( <i>each semester</i> ) (SUNY I.D.; student insurance; graduation cap/gown) .....	\$ 25.00
Student Activities Fee ( <i>each semester</i> ) (finances student activities, lectures, concerts, and student publications) .....	\$ 60.00
SUNY Learning Network Course ( <i>per credit hour</i> ) .....	\$ 8.00
Technology Fee ( <i>each semester</i> ) (finances periodic replacements of all student-used desktop computer systems, servers, and other related resources) .....	\$ 35.00

### For Part-time Students

Student Activities Part-Time Fee ( <i>per credit hour</i> ) .....	\$ 5.00
SUNY Learning Network Course ( <i>per credit hour</i> ) .....	\$ 8.00
Technology Fee ( <i>per credit hour</i> ) .....	\$ 3.00
Variable Tuition for College Credit Administrative Fee ( <i>per credit hour</i> ) .....	\$ 1.00

## Other Fees\*

Challenge Examinations for Advanced Credit ( <i>per course</i> ) affidavit required** .....	\$	117.00
Courses Overload Fee-over 19 credit hours ( <i>per application</i> ) .....	\$	100.00
EMT Fee (Critical Care Transport) ( <i>per course</i> ).....	\$	200.00
Independent Study Course for students carrying a full-time schedule fee ( <i>per credit hour</i> ) affidavit required** .....	\$	59.00
Independent Study Course for students carrying a part-time schedule tuition ( <i>per credit hour</i> ) affidavit required** .....	\$	117.00
Lab Fees ( <i>maximum, per course</i> ).....	\$	5.00- 50.00
Late Payment Fee .....	\$	20.00
Late Registration Fee ( <i>each course; \$40 maximum</i> ).....	\$	10.00
Liability-Malpractice Insurance (estimated) ( <i>per year/applicable to Nursing, Therapeutic/Massage, and EMT students</i> ) .....	\$	15.00
Returned Check Fee ( <i>per occurrence</i> ).....	\$	20.00
Summer Remedial Program Fee ( <i>per course</i> ).....	\$	135.00
Transcript Fee ( <i>per transcript</i> ).....	\$	5.00
Wildland Fire Suppression Materials ( <i>in addition to the tuition</i> ) for CON 255 Course) .....	\$	6.00
Music Fees ( <i>in addition to the tuition for applicable courses</i> )		
Applied Music Fee ( <i>per course</i> ) (for courses: MUS 131-137, 160, 161, 163-165).....	\$	214.00
Music Recording Technology Student Course Fee ( <i>per semester</i> ) (for courses: MUS 170, 270-272, 275).....	\$	30.00
Physical Education Course Fees ( <i>in addition to the tuition</i> ) (for courses: PE 214 and PE 242) .....	\$	5.00

\*Tuition and fees are subject to change without notice and pending approval of Board of Trustees.

\*\*Any student who has been a resident of New York State for one year or more is eligible to obtain a Certificate of Residence from his/her County Treasurer's Office.

## PRE-ADMISSION (TUITION) DEPOSIT—NEW FULL-TIME STUDENTS

A non-refundable tuition deposit of \$50.00 is required of all new full-time students. This deposit may not be applied toward any tuition or fee charges other than those for the semester for which the student originally applied. Please contact the Admissions Office for further details.

## METHODS OF PAYMENT

### Cash.

**Check or Money Order:** Acceptable if made payable to Finger Lakes Community College. A \$20.00 charge will be assessed for all checks issued to the College and not paid upon presentation to the bank.

**Credit Card:** The College will accept Discover, VISA, or MasterCard charges only if the card submitted is in the name of the student. The name on the credit card and the person registered for the course(s) must be the same individual. The exception to this would be the student who has obtained written permission from the parent or guardian to use their card for that semester. At the time the credit card is used, the Bursar's Office will need a dated, signed note authorizing such use from the cardholder. The card, note, and identification will be needed to complete any in-person transaction.

The Bursar's Office will also send an authorization card to the parent or guardian upon telephone or written request. This card will require the following information: type of credit card, cardholder name, credit card billing address with State and zip code, credit card charge number, expiration date, and permission. During the official billing timeframe of the pre-registered students for the Fall and Spring semesters, we include a designated area on the bottom of the bill for credit card information and authorization.

Charge cards may be used only for payment of account balances of \$25.00 or more.

**Deferred Tuition Payment Plan:** The College has made arrangements with an external payment plan company to service students in financing a time payment plan for tuition and fees. Information regarding this plan may be obtained from the Bursar's Office. Generally, there are four (4) payments per semester, starting before the semester begins: in July for Fall and in December for Spring.

## DELINQUENT ACCOUNTS

Students with delinquent accounts with the College may be denied the privilege of pre-registering for the next semester. Also their statement of grades and/or official transcripts will be withheld until their delinquent balance is paid in full at the Bursar's Office. It is the College's policy to assign delinquent accounts to a collection agency. After proper notification, students who have an unpaid balance in their account for the semester may be assigned to a collection agency. Students will be responsible for the outstanding balance, PLUS all late payment fees, collection agency fees in the range of 33.33% to 66.67%, court costs, and attorney fees. Furthermore, the collection agency will notify all credit reporting agencies of the outstanding debt. It is, therefore, important and advantageous to pay account balances in full when they are due.

## HARDSHIP DEFERRALS THROUGH PROMISSORY NOTE

Applications for a Promissory Note to defer eligible tuition and student account charges may be obtained from the Financial Aid Office prior to registration. A Promissory Note is a signed legal agreement promising payment of a sum of money on demand or at a particular time and is therefore an educational loan with the College that is non-dischargeable under Section 523(a)(8) of the US Bankruptcy Code.

The deferral of eligible tuition and student account charges are based on estimated financial aid amounts from information provided by the student. They may serve as the document by which students are permitted to register and attend this College. It is understood that regardless of the type of deferral issued, the payment of tuition and student account charges is ultimately the student's responsibility to the College. Students with hardship deferrals due to incomplete paperwork only have until the end of the fourth week of the semester to finalize their application. After this point, the College reserves the right to begin the collection procedure.

## COURSE DROP AND WITHDRAWAL PROCEDURES

A student who finds it necessary to withdraw from classes must complete appropriate paperwork. Students withdrawing from all classes must complete a withdrawal form with the Center for Advisement & Personal Development (the Center). The effective date of the withdrawal is the date the withdrawal form is received in the Center. Please access [www.flcc.edu/center](http://www.flcc.edu/center) or call the Center at (585) 394-3500, ext. 7267, for instructions.

Students dropping only certain courses must submit completed drop forms to the Registrar's Office. The effective date of the course drop is the date the drop form is received in the Registrar's Office. Call the Registrar's Office at (585) 394-3500, ext. 7622, with questions.

To determine the impact that dropping a course or completing a total withdrawal will have, students are strongly recommended to meet with a staff member in the Center and to contact

the Financial Aid Office and the Bursar’s Office prior to finalizing the change. Students who drop classes or withdraw for any reason, including medical reasons, are subject to the Tuition Refund or Charges Policy shown below as well as the academic standards detailed on page 69.

Lack of attendance or a verbal notice by a student to an instructor, advisor, or any Finger Lakes Community College staff member does not constitute a formal course drop or withdrawal and will not result in a reduction of tuition and fees.

## CHARGES POLICY

### Credit Courses

For those students who have been granted a deferral of payment (for example, a Financial Aid Promissory Note, employer’s purchase order unconditionally guaranteeing all payments, or agency “voucher”) the following schedule of tuition charges will apply (plus 100% of all applicable fees):

Registered for courses through the first week of semester .....	25% of tuition due
Registered for courses through the second week of semester .....	50% of tuition due
Registered for courses through the third week of semester .....	75% of tuition due
Registered for courses past the 20th day .....	100% of tuition due

For exact dates and/or more details, refer to the Course Listing Publication published for each semester; call the Bursar’s Office; or check the bulletin board outside the Bursar’s Office.

## TUITION REFUND

### Credit Courses

For those students who have paid their college tuition, the following schedule is applicable for the refunds.

First, *an official drop from a course(s) or withdrawal must be done to entitle one to a refund. The student MUST notify the Registrar’s Office immediately by completing either a drop or withdrawal form or he/she will not be eligible for a refund. Students who are withdrawing from College completely may go to the Center for Advisement and Personal Development to process the paperwork.* NO REFUND SHALL BE GIVEN FOR FEES OR PRE-ADMISSION (TUITION) DEPOSIT ONCE THE SEMESTER BEGINS.

The schedule for **tuition refund** is as follows:

Approved drop/withdrawal one business day before semester begins--tuition and fees .....	100%
Approved drop/withdrawal during first week of semester--tuition only .....	75%
Approved drop/withdrawal during second week of semester--tuition only .....	50%
Approved drop/withdrawal during third week of semester--tuition only .....	25%
Approved drop/withdrawal after third week (20th day) of semester .....	0%

*These refunds are less the pre-admission deposit.*

The calculation of the tuition liability and/or refund is based on the above timeframes. Only timely submitted drops to the Registrar’s Office during the first 20 days of each major semester MAY lessen the amount due on a student’s account.

**Please Note:** For the Jan Plan and Summer semesters, the only refunds allowed are the ones that result from course cancellations or timely filed withdrawals completed and processed one business day PRIOR to the first class meeting date.

### Non-Credit Courses

Refunds will be processed for those students who officially cancel their registration one business day PRIOR to the first class meeting date. Notify the Registrar’s Office and/or the Division of Professional Studies and Continuing Education.

## DISBURSEMENT OF TITLE IV FUNDS AND OTHER AID

The first receipt of Title IV funds and other aid by the Bursar's Office (which may include Federal Unsubsidized Stafford Loan, Federal Subsidized Stafford Loan, Federal Parent (Plus) Loans, Federal Pell Grant, Federal SEOG, other Title IV Programs, and any scholarships or aid) will be applied to the student's account. After the student account is paid in full, any subsequent financial aid will be refunded when the funds are received.

## FEDERAL FINANCIAL AID AWARD PROGRAM PARTICIPANTS

Federal regulations (the Higher Education Amendments of 1998, regulation 34 CFR part 668.22) require each school to have a written policy for the refund and repayment of Federal Title IV aid\* received by students who withdraw during a term for which Title IV aid payment has been received. These policies are effective only if the student completely terminates enrollment (i.e., cancels his/her registration, withdraws, or is dismissed) or stops attending classes before completing more than 60% of the enrollment period.

### Refund Policy:

The amount of a refund of tuition and fees for students who withdraw will be calculated as outlined in the College Catalog under "Course Drop and Withdrawal Procedure," "Charges Policy," and "Tuition Refund – Credit Courses."

### Repayment Of Title IV Funds Policy:

1. The amount of Title IV financial aid that a student must repay is determined by using the Federal Formula for Return of Title IV funds as specified in Section 484B of the Higher Education Act. The amount of Federal Title IV financial aid assistance that the student earns is determined on a pro-rata basis. Once the student has completed more than 60% of the payment period, all financial aid assistance is considered to be earned.

> **Percent earned** = Number of calendar days completed up to the withdrawal date\*\* divided by the total calendar days in the payment period with an allowance for any scheduled breaks that are at least 5 days long.

> **Percent unearned** = 100% minus percent earned

2. When a student has received Federal financial aid in excess of earned aid, **the school returns the lesser of:**
  - >Institutional charges multiplied by the unearned percentage, or
  - >Title IV Federal financial aid disbursed multiplied by the unearned percentage**the student:**

>returns any remaining unearned aid not covered by the school.

>repays any loan funds in accordance with the terms of the promissory note. (That is, scheduled payments to the holder of the loan over a period of time.)

>returns any grant amount the student has to repay (considered a grant over-payment and arrangements must be made with the school or Department of Education to repay the funds).

Unearned Title IV Federal financial aid shall be repaid to the following programs in the following order:

- |                                       |                            |
|---------------------------------------|----------------------------|
| 1. Federal Unsubsidized Stafford Loan | 4. Federal Pell Grant      |
| 2. Federal Subsidized Stafford Loan   | 5. Federal SEOG            |
| 3. Federal Parent (PLUS) Loans        | 6. Other Title IV Programs |

3. The student is billed for funds the College is required to repay. The Bursar's Office bills the student, and any account that is not paid within 30 days is turned over to a collection agency.

4. The tuition & fees, procedures, and policies listed above supersede those published previously and are subject to change at any time.
- \* Federal Title IV financial aid includes the Federal Pell Grant, Federal Supplemental Opportunity Grant (SEOG), Federal Stafford Loans (Unsubsidized and Subsidized), Federal Parent PLUS Loans, and other Title IV Programs.
- \*\* Withdrawal date is defined as the actual date the student begins the institution's withdrawal process, the student's last date of academic-related activity, or the midpoint of the payment period for a student who leaves without notifying the institution.

## PROPERTY DAMAGE

Although there is no deposit required to cover property damage, students are held responsible for any damages incurred and shall be assessed accordingly.

## CERTIFICATE OF RESIDENCE

This document is necessary for each year that a student attends a community college in New York State. A Certificate of Residence must be obtained from the student's county (or counties) of residence. One must have been a resident of New York State for one full year or more in order to be eligible to obtain this Certificate from their County Treasurer's Office. The Certificate must be dated no sooner than 60 days before the start of that semester. If the student moves from one county to another during the academic year, before registering for the next semester, a new Certificate of Residence must be obtained which indicates in which counties the student resided for the previous six month period. Some counties require an application form from the College; please check with the Bursar's Office.

The Bursar's Office will process and notarize Ontario County residents' certificates. Identification showing the student's current address and signature on it must be brought to the office.

Failure to submit an updated form may result in out-of-state rates used on an account.

## TRANSCRIPTS

Students may request copies of their permanent record of academic work by completing a transcript application form available at the Registrar's Office or on the College Web site, or by making written request to the Registrar's Office. Telephone and e-mail requests cannot be accepted. Written requests should include: student's name as it appears on College records and any name change since leaving the College, date of birth, social security number, dates attended, a current mailing address, name / address transcript is being issued to, and signature. There is no fee for an unofficial transcript. A fee of \$5.00 is charged for each official transcript. Transcripts will not be sent for anyone with a financial obligation to the College.

## CROSS REGISTRATION

Full-time matriculated students at Finger Lakes Community College are entitled to register without additional tuition in courses offered by any member of the Rochester Area Colleges, Inc. (RAC) on a space-available basis. Member colleges include: Alfred University, Colgate-Rochester/Bexley/Crozier, SUNY College of Technology at Alfred, Empire State College, Keuka, Monroe Community College, Nazareth College of Rochester, Roberts Wesleyan, Rochester Institute of Technology, St. John Fisher, SUNY Geneseo, and the University of Rochester.

The following limitations apply to the cross registration:

1. The student must be enrolled at Finger Lakes Community College for 12 or more credits.

2. The course is not being offered at Finger Lakes Community College during the semester, and it is applicable to the student's degree program. All necessary pre-requisites for the course must be met.
3. The course must be taken in the Spring or Fall semester. The cross registration policy does not apply to Jan Plan or Summer courses.
4. The student must receive approval from the Vice President of Academic Affairs and Dean of the College, or the Registrar.
5. Permission must be received from the College where the course is offered. The student is responsible for any fees assessed by the College where the course is being taken.

Cross registration forms are available at the Registrar's Office.

Any full-time visiting student from participating Rochester Area Colleges, who has approval from their home school to register for Finger Lakes Community College courses, will have the tuition waived. Fees in addition to tuition are not waived for any student.

## OVERLOAD POLICY

A student who is not on academic probation or who has not been dematriculated may complete an overload petition to register for 20 or more credit hours during the Fall and/or Spring semesters. Petition forms are available in the Registrar's Office. The completed petition form should be submitted to the Bursar's Office along with a \$100 non-refundable overload fee. The petition will be forwarded for approval or disapproval to the Associate Dean of Instruction, who will notify the student of the decision. If approved, the overload course will be added to the student's schedule. Overload petitions will not be granted to first-time College students except under extenuating circumstances.

## COURSE AUDIT

The privilege of auditing a credit course at Finger Lakes is open to both full- and part-time students. There is no audit provision for non-credit courses.

Part- and full-time students wishing to audit a course must register for the course and pay regular tuition and fees for the course. Permission to audit must be obtained from the instructor of the course and the student's advisor, if applicable. Approval to audit a course must be presented to the Registrar's Office by the end of the drop/add period (third week of semester). Please see the Grading System for explanation of the AU grade.

## SENIOR CITIZENS

New York State legislation states that community colleges "may permit persons who have reached 60 years of age or over to audit courses given therein without tuition, examination, grading or credit therefore upon a space available basis."

Finger Lakes Community College welcomes senior citizens on a space available basis as determined at the close of normal registration. This auditing privilege is restricted to courses that are offered for college credit. Course materials or supplies needed for class, not covered by normal tuition, will be the responsibility of the student.

Courses must have the required minimum of paying registrants (exclusive of senior citizen audits) in determining whether course registrations meet the College's minimum enrollment requirement.