

## **STUDENTS' PAYMENTS AND REFUNDS**

### Policy:

The Board of Trustees will review and assess all students' payments and refunds.

### Procedure:

1. The faculty will recommend any change in fees, payments, rentals or refunds within the department to program directors or department chairs by December of each year.
2. The program directors and department chairs will make their recommendation to the appropriate Vice President in January of each year.
3. The Vice President and the Vice President for Business and Administrative Services will recommend to the President any changes in fees, payments, rentals or refunds by February 1.
4. The Vice President for Business and Administrative Services will notify the appropriate Vice President of any changes in assessment of fees, payments, rentals or refunds.
5. The next publication of the College Catalog, faculty handbook, student handbook and other college publications will reflect the approved changes.
6. Students who are enrolled as full-time day students (12 semester hours or more), who are assigned to a night class by a college administrator or counselor because the course is required in their curriculum and the day classes are closed or the class is not offered during the day, will be charged regular full-time student fees.
7. Students who officially withdraw or cut-out of all classes during a semester will have their financial accounts reviewed, to determine if adjustments to institutional fees should be made. The institutional refund policy is applied to all students, without regard to academic classification or eligibility of Title IV student assistance. The policy is in compliance with the Federal Refund and Federal Pro-Rata guidelines.
8. Tuition and fees for distance education courses are the same as off-campus, weekend or evening courses. Laboratory and other program fees will be assessed at the same rate as traditional classroom courses. Students taking distance education courses will be mailed an invoice for tuition and fees. Expenses can be paid by return mail or in person at the

Business Office on either the Poplarville or Hattiesburg campus. To pay by mail, a student should send a check or money order payable to Pearl River Community College with the bottom section of the bill. Students should not send cash. If the bank returns a student's check, his or her classes will be cancelled and a returned check fee will be assessed. Distance education students can also access their fee assessment online any time they log in to the BANNER Web system.

## REFUND POLICIES

<b>TUITION</b>		
<b>Fall &amp; Spring Semesters</b>	<b>Percentage Refund</b>	<b>Summer Terms</b>
1 <sup>st</sup> Week	100%	100%
End of 2 <sup>nd</sup> Week	75%	50%
End of 3 <sup>rd</sup> Week	50%	0
End of 4 <sup>th</sup> Week	25%	0
<b>NO REFUND AFTER 4<sup>TH</sup> WEEK</b>		
<b>ROOM &amp; BOARD</b>		
<b>Fall &amp; Spring Semesters Withdrawn by:</b>	<b>Percentage Refund</b>	
Before Classes Begin	100%	
1 <sup>st</sup> Week	75%	
2 <sup>nd</sup> Week	50%	
3 <sup>rd</sup> Week	25%	
4 <sup>th</sup> Week	25%	
<b>NO REFUNDS FOR ROOM AND BOARD AFTER 30 DAYS</b>		

<b>SUMMER SEMESTER: NO ROOM AND BOARD REFUNDS</b>
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Room and board fees are not rebated beyond the first 30 days of the semester. No room and board rebates are allowed during summer terms.

Appeals for refunds due to extenuating circumstances may be made in writing to the Vice President for Business and Administrative Services, Pearl River Community College, P.O. Box 5060, 101 Highway 11 North, Poplarville, MS 39470. Any refund will be mailed to the student at the address of his/her record.

### Payment of Fees

Students will pay a minimum of one-third the total fees at the beginning of each semester.

1. Financial Aid (except Work-Study) is applied to actual student fees. If financial aid is less than one-third of the fees, the student is required to pay the balance at registration.
2. If a student does not qualify for Financial Aid, one-third the total fees is payable at the beginning of each semester.

### Refunds of Financial Aid

1. Grant Refunds (Pell, SEOG, SSIG) will be made during the 10th week of each semester provided the student was awarded the grant by the 6th week of the semester. Refunds to late applicants will be made later during the semester.
2. Student Loan Checks received by the college during regular and late registration will be applied to student fees (tuition, room and board, etc.). Refunds from these loans will be made on the Wednesday of the 5th full week of classes each semester. Disbursement of additional student loan checks will be made each Wednesday during the semester, for those loans received during the preceding week.