

PAYMENT DUE DATES FOR FALL AND SPRING SEMESTERS

All balances are due in full by the designated due date for the applicable semester. Failure to pay in full by the designated due date will result in receiving late fees. Payments can be made online directly to the students account through a secure site with check, check card, or credit card. Students can assign an authorized user access to make payments directly on the student account. For further information go to bismarckstate.edu/campusconnection and click on Student Finance Info. Payment plans also may be available.

If you are receiving financial aid your financial aid file must be complete by the designated tuition due date for the semester. Students who have incomplete financial aid files on the semester due date, are required to pay their balance in full or sign up for the BSC payment plan.

Students covered by a third party (employer, Workers Compensation, Job Service, etc) must have their third party authorization/voucher in BSC Student Finance Services on or before the designated semester due date or on the date the student registers for the class if the registration for the class takes place after the designated due date for the semester.

Payment due dates can be obtained on the BSC Web site at: bismarckstate.edu/campusconnection under Dates and Deadlines.

CANCELLATIONS/WITHDRAWALS

If you have registered for any semester and have decided not to attend any classes at BSC for the designated semester, it is your responsibility to WITHDRAW from school prior to the 8.999% point of the semester (or class). Refunds on total withdrawals are based on the current classes students are enrolled in at the time of the withdrawal. Any classes dropped through the drop process prior to a total withdrawal being processed will not be refunded. Failure to follow the proper procedures will result in the student owing tuition for the semester. To totally cancel/withdraw from school, the student must access the Petition Drop/Withdrawal form at bismarckstate.edu/student/registrar

Students are unable to withdraw from college if any class they are enrolled in has ended. In this case, students can drop any remaining classes within the designated time frame that drops are allowed for those classes still in session. Students will not obtain a refund on any of these classes if the class is at 8.999% or after point of time.

For Dates and Deadlines, go to bismarckstate.edu/campusconnection

DROPPING A CLASS

Students who wish to drop/add a class(es) must do so on the BSC Web site by going to Campus Connection, signing in with their userid and password, click on student Self Service, Learner Services, Academics. Students who drop a class after the 8.999% point in time of the class do not receive a refund on the class. (Students who intend to totally withdraw should not use this process, as the system will not allow the last class to be dropped. If any classes are dropped with the drop

process instead of the withdraw process, when it is the students intention to totally withdraw from college, a refund will not be issued on any classes dropped after 8.999% of the class is complete.) See Withdrawal Process for total withdrawal from college. Students are unable to drop any class if the class they intend to drop has ended.

REPAYMENT OF FINANCIAL AID

If a student received Title IV funds, the refund and any unearned financial aid the student has received will be applied to the Title IV financial aid program per federal law. The student will be responsible for repaying the difference between any institutional refund and the amount of unearned aid received at the time of official withdrawal. Allocation of unearned aid shall be consistent with federal law. Any balance after allocation to sources of aid and payment of the student's account shall be returned to the student. This refund policy shall not apply to deposits which may be subject to forfeiture under housing contracts or program admission policies.

Students who receive Title IV financial aid and receive all "F's" (failing grades) for the semester will be responsible for repaying all unearned financial aid received. Students who discontinue attending classes must initiate and complete the formal withdrawal process through the Student Records Office to avoid failing grades.

Students who fail to repay the student portion of unearned excess financial aid (other than student loans) at the time of withdrawal or at the time of determination of "non-attendance" will be reported to the US Department of Education for collection. Students who fail to repay the unearned financial aid used to pay any of the student charges at BSC at the time of withdrawal or at the time of determination of "non-attendance" will be reported to a collection agency. (i.e., If you quit school and do not officially withdraw, you will owe BSC and the US Department of Education if you received financial aid.)

ADDING A CLASS

Students who add a class after the designated due date for the semester are required to pay for the class at the time the class is added.

TUITION/FEE REFUNDS AND ACCOUNT ADJUSTMENTS

Refunds and adjustments to amount(s) due are determined by the date the student completes the Drop/Add process through Campus Connection. The computer system is set to calculate and process based on the date the student completes any process. It is a student responsibility to follow the proper procedures and be familiar with the last date to drop/add and withdraw to zero credits along with the dates and deadlines schedule.

Refunds are not determined by class attendance. Students who drop one or more courses or who completely withdraw from BSC will be obligated to BSC for that portion of the tuition/fee cost based on the date the student success-

fully completes the process. Students have access to their class schedule and financial account online. It is the students responsibility to check their schedule and account to verify they have completed any process successfully. Failure to follow the official add, drop, or withdraw process will result in the student owing all or part of the tuition/fees and possibly failed grades.

Students who drop a class prior to the completion of 8.999% of days passed out of the total number of days scheduled for the class will receive a 100% refund of tuition and fees for the credit hour attributable to the class dropped. After the 8.999% of the schedule calendar days of the class which is dropped, no refund shall be made for the class dropped.

Students dropping and adding classes equivalent to the same number of credit hours and tuition/fee charges can swap classes prior to the completion of 8.999% of the class. Classes cannot be swapped after 8.999% (last day for 100% refund) of the class is completed. The Dates and Deadlines Schedule will provide the last date to drop at 100% refund. If adding classes results in an increase in credit hours, change in tuition/fees charged, the student will be responsible for any costs due to the class change.

REFUND POLICY

The following refund policy will apply as per the Board of Higher Education Policy 830.2. Policy is available in BSC Student Finance Services.

Refunds on board contracts will be prorated.

Refunds on room contracts for students who withdraw will receive a refund prorated up to sixty per cent of the enrollment period. Students living on campus who do not withdraw, but decide to move out of the dorm and break the contract will be responsible for the dorm costs, until the room is filled.

Refund for students Withdrawing or Expelled from College (dropping all classes)

This policy can be seen in BSC Student Finance Services.

This policy applies to refunds of institutional charges to students who withdraw, drop out, are expelled, or otherwise fail to complete a program on or after the first calendar day of the class of the enrollment period for which they are charged. "Institutional charges" means tuition, fees, room, board and other educationally-related charges assessed the student by the institution.

Each institution shall adopt a written procedure to comply with requirements of federal law and implementing regulations and this policy concerning refunds to students and the Return of Title IV Funds. The written procedures shall include the allocation of refunds and unearned aid in the order specified by law. The information must be made available to current students and to prospective students (individuals who contact the institution to request information concerning admission) prior to the earlier of a student's enrollment or the execution of the student's enrollment agreement. The information shall include the procedures a student needs to follow to withdraw from the institution and the policy with which the institution is required to comply for the return of unearned institutional charges paid to the institution and a

summary of the requirements for the return of Title IV grant or loan assistance and provide that refund.

Institutional charges shall be refunded according to a schedule approved by the Chancellor that provides for a percentage refund which approximates the amount the institution must return to the Title IV financial aid programs. Institutional refunds shall be used to reimburse Title IV financial aid only. If the amount of a student's institutional refund is less than the total amount the institution is responsible for returning to the Title IV financial aid programs, the student is responsible for the difference. In addition, no administrative fee shall be charged.

Students who totally withdraw from a regular term within 8.999% of the calendar days for a class, shall receive a 100% refund of tuition and fees. Students with a room contract who withdraw will receive a refund prorated up to the sixty percent point of the enrollment period according to a schedule approved by the Chancellor. Students with a board contract who withdraw will receive a refund of the board contract amount according to a schedule approved by the Chancellor.

Allocation of unearned aid shall be consistent with federal law. Any balance after allocation to sources of aid and payment of the student's accounts shall be returned to the student. Any student who finds it necessary to withdraw during the term for reasons beyond the student's control may request that the tuition and fee refund schedule be waived. The Student Finance Operations Manager is authorized to determine, consistent with applicable federal law, the amount of the refund in such cases. This refund policy shall not apply to deposits which may be subject to forfeiture under housing contracts or program admission policies.