

AUDIT FEE

The charge to audit a course for the 2017-2018 academic year is \$138.00 per credit hour. The audit fee is not included in tuition or the student fee. However, the audit fee is included for students who are currently paying full tuition in the 12-19 credit hour range. A parking permit is required of audit students and available through the Campus Security office for \$25 per semester. A technology fee of \$150 will be charged to audit students for each semester a class is audited.

WITHDRAWAL FEE

The college charges a \$100 withdrawal fee to any student who completely withdraws from the college on or after the first day of regular classes up to the end of the 100% refund period.

BOOK VOUCHERS

Book vouchers are available for students who have a pending credit balance from anticipated financial aid. Students with a pending credit balance in their student account prior to the beginning of each semester will be contacted by our book vendor, eCampus.com, via email with instructions on how to purchase books against their credit balance via the eCampus.com webpage. If a student does not have a credit balance, the student may use eCampus.com services to purchase books by using a credit card. (Vouchers are not applicable for Winterim or summer sessions.)

POST OFFICE BOX KEY DEPOSIT

The college requires all students to pay a \$25.00 key deposit. The post office refunds this deposit when the student returns the key.

REFUND FOR WITHDRAWALS

TFC complies with the 1998 Higher Education Act Amendment revisions as they apply to students receiving Title IV funds. TFC allocates refunds according to the provisions listed in the 1998 Higher Education Act Amendment in the following order of priority:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal Perkins Loan
4. Federal PLUS Loan
5. Federal Pell Grant
6. Federal SEOG
7. Other Title IV Aid Programs
8. Other federal, state, private, or institutional aid
9. The student

There is no refund, in whole or part, on all fees, including the student fee, technology fee, course fees, and music fees, as well as room charges for students who withdraw after the end of the drop/add period. A withdrawal fee of \$100.00 will be charged to students withdrawing during the drop/add period. TFC disburses tuition and board refunds for students who completely withdraw, or the college dismisses, according to the portion of the semester already completed.

The Federal Refund Policy states, up through the 60% point in each payment period or period of enrollment, a pro-rata schedule is used to determine the amount of Title IV funds the student has earned at the time of the withdrawal. After the 60% point, the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she has scheduled to receive during the period. Students may owe a repayment of Federal Funds to the government or funds to the institution.

In the event of a complete withdrawal, TFC will calculate a refund through the 60% point of the semester (or session for online students). After 60% of the semester or session has been completed, there will be no refund of tuition. A refund is calculated by dividing the date of withdrawal by the number of federally defined days in the semester or session. Board fees will be refunded on a pro-rata basis. There is no refund of room charges.

Refunds for students receiving federal aid will be calculated using the current federal policy.

The last day for residential students to completely withdraw from Fall 2017 and still receive any portion of a refund is October 21, 2017. The last day for residential students to completely withdraw from Spring 2018 and still receive any portion of a refund is March 29, 2018.

The last day for online students to completely withdraw from Fall 2017 Session A is September 20, 2017, and for Session B is November 12, 2017. The last day for online students to completely withdraw from Spring 2018 Session A is February 23, 2018 and for Session B is April 20, 2018. When an online student is enrolled in both Session A and Session B, and withdraws from only one session, no refund will be calculated, because the student has not completely withdrawn from the college.

The following table outlines the refund entitled on tuition charges, as well as employee tuition benefits refunded back to the college, for the summer session based on the date of withdrawal:

By the end of day two	100% refund
By the end of day four	80% refund
By the end of day six	70% refund
By the end of day eight	60% refund
By the end of day ten	50% refund
By the end of day twelve	40% refund
After the end of day twelve	no refund

A withdrawing student must obtain a Withdrawal Form from the Office of Student Affairs and personally process it through the offices listed on that form. The official withdrawal date is the date the student signs the withdrawal form when the student initiates the withdrawal process. The withdrawal form must be completed and returned within two business days for the withdrawal date to be effective. Online students needing to withdraw from college should contact their online advisor.

REFUND POLICY FOR CREDIT BALANCES

Students with a credit balance on their account can receive a refund from the Office of Student Accounts or request that the credit balance be carried forward on the account. Students processed for a refund by the Office of Student Accounts by noon on Tuesday will have the refund check mailed or placed in the students P.O. Box after 11:00 a.m. on Friday of that week by the Accounts Payable office.

The college will not issue refunds to students until all charges have been posted and paid and a credit balance shows on the account.

PAYMENTS

Students must reconcile all charges not covered by financial aid (federal loans, federal and state grants, TFC grants and scholarships, **not including work-study**) no later than the payment deadline for the semester. Students can reconcile their account balances by paying the balance in full via cash, check, echeck, credit card, or by registering for the NELNET payment plan.

There will be a \$50.00 late **payment** fee assessed on accounts of previously enrolled students not reconciled by the payment deadline for the appropriate semester. (See front of this publication for dates.)

The college charges a \$50.00 late **registration** fee to students who register after the Registration period for the appropriate semester. (See front of this publication for dates.)

NELNET PAYMENT PLAN

Students may register for the NELNET payment plan to reconcile their student accounts. NELNET Business Solutions charges a \$25.00 per semester registration fee for any student who registers