

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

Partial withdrawal - There is no refund of tuition or any fees for students who withdraw from a course/courses after the drop/add period but remain enrolled at TFC.

Complete withdrawal – TFC adjusts tuition, fees, room and board charges according to the portion of the semester completed up to the 60% point of the semester. There is no adjustment for any charges after the 60% point of the semester. The adjustment is calculated by dividing the date of withdrawal by the number of federally defined days in the semester or session using the current federal policy. A withdrawal fee of \$100 will be charged to residential students withdrawing during the drop/add period.

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 PLUS Loan
4. Federal Pell Grant
5. Federal SEOG
6. Other Title IV Aid Programs
7. Other federal, state, private, or institutional aid
8. The student

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.

The calculation for institutional and state aid earned is the same as the federal calculation.

The last day for residential students to completely withdraw from Fall 2021 and still receive any portion of a refund is October 26, 2021. The last day for residential students to completely withdraw from Spring 2022 and still receive any portion of a refund is March 28, 2022.

The last day for online students to completely withdraw from Fall 2021 Session A is September 22, 2021, and for Session B is November 18, 2021. The last day for online students to completely withdraw from Spring 2022 Session A is February 20, 2022 and for Session B is March 21, 2022. 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 1:00 p.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 settle 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 earlier of moving into the residence hall or the start of classes each semester. Students can settle their account balances by paying the balance in full via cash, check, credit card, or by registering for the NELNET payment plan.

There will be a \$50 late **payment** fee assessed on accounts of previously enrolled students not settled by the earlier of moving into the residence hall or the start of classes each semester.

NELNET PAYMENT PLAN

Students may register for the NELNET payment plan to settle their student accounts. NELNET Business Solutions charges a \$25 per semester registration fee for any student who registers for the plan. Students who choose this option must register for the plan in advance of the start of the semester since payments begin before classes start. Students can enroll in NELNET via the TFC website, www.tfc.edu/makepayment.

RETURNED CHECK CHARGE

The college charges \$15.00 for each check a student submits to the college that the bank returns to the college for insufficient funds. **Students who have two bad check incidents will lose their check writing privileges at TFC for six months.**

UNPAID ACCOUNTS

Students with an outstanding balance from a previous semester may not re-enroll unless the account is settled in full. Upon final departure from TFC, students must pay any outstanding balance in full, including all library, parking, and disciplinary fines, as well as any other charges before the college will issue an official transcript or diploma.

COLLECTION OF UNPAID ACCOUNTS

The college turns over unpaid student accounts that are inactive for two months to a collection agency. Payments that the student makes to a collection agency are then passed onto the college and applied to their past due student account balance.