

# Financial Services

## In-State Tuition Rates

For the purpose of assessing tuition, applicants for admission will be classified into one of three categories.

### **I. Resident Student**

- A resident student will be charged the in-state tuition rate established by the Alabama Community College System.
- A resident student is an applicant for admission who meets all legal requirements or is a duly registered resident in the state of Alabama for at least twelve
- (12) months immediately preceding application for admission, or whose non-estranged spouse has resided and had a habitation, home, and permanent residence in the state of Alabama for at least twelve
- (12) months immediately preceding application for admission. Consequently, an out-of-state student cannot attain resident student status only by attending school for twelve (12) months in the state of Alabama.
- In the case of minor dependents seeking admission, the parents, parent, or legal guardian of such minor dependent must have resided in the state of Alabama for at least twelve (12) months preceding application for admission. If the parents are divorced, the residence will be determined by the parent's residency to whom the court has granted custody.
- Minor: An individual who, because of age, lacks the capacity to contract under Alabama law. Under current law, this means a single individual under nineteen (19) years of age and a married individual under eighteen (18) years of age but excludes an individual whose disabilities of non-age has been removed by a court of competent jurisdiction for a reason other than establishing a legal residence in Alabama. If current law changes, this definition shall change accordingly.
- Supporting Person: Either or both of the student's parents, parents who live together, or if the parents are divorced or living separately, then either the parent having legal custody or, if different, the parent providing the greater amount of financial support. If both parents are deceased or if neither has legal custody, the supporting person will mean, in the following order: the legal custodian of the student, the guardian, and the conservator.

In determining resident student status for the purpose of charging tuition, the burden of proof lies with the applicant for admission.

1. Students having graduated from an Alabama high school or having obtained a GED in the state of Alabama within three (3) years of the date of application for admission shall be considered resident students for tuition purposes.
2. An individual claiming to be a resident will certify by a signed statement each of the following:
  - a. a specific address or location within the state of Alabama as his or her residence;
  - b. an intent to remain at this address indefinitely; and
  - c. possession of more substantial connections to the state of Alabama than with any other state.

The certification of the applicant's address and the intent to remain in the state indefinitely will determine residency status factors. The institution will determine residency status by evaluating the applicant's documentation as proof of connection with the state of Alabama. This evaluation will include the consideration of the following connections:

- consideration of the location of high school graduation;

- payment of Alabama state income taxes as a resident;
- ownership of a residence or other real property in the state and payment of state ad valorem taxes on the residence or property;
- full-time employment in the state;
- residence in the state of spouse, parents, or children;
- previous periods of residency in the state continuing for one (1) year or more;
- voter registration and voting in the state; more significantly, continuing voter registration in the state that initially occurred least one year one year prior to the initial registration of the student in Alabama at a public institution of higher education;
- possession of state or local licenses to do business or practice a profession in the State;
- ownership of personal property in the state, payment of state taxes on the property, and possession of state license plates;
- continuous physical presence in the state for a purpose other than attending school, except for temporary absences for travel, military service, and temporary employment;
- membership in religious, professional, business, civic, or social organizations in the State;
- auxiliary services in the state of checking and savings accounts, safe deposit boxes, or investment accounts; and in-state address shown on selective service registration, drivers' license, automobile title registration, hunting and fishing licenses, insurance policies, stock and bond registrations, last will and testament, annuities, or retirement plans;
- Students determined to be eligible for resident tuition will maintain that eligibility upon re-enrollment within one (1) full academic year of their most recent previous enrollment unless there is evidence the student subsequently has abandoned resident status, for example: registering to vote in another state;
- Students failing to re-enroll within one (1) full academic year must establish eligibility upon re-enrollment.

## **II. Non-Resident Student**

- A non-resident student is one who does not meet the standard of having resided in the state of Alabama for at least twelve (12) months immediately preceding application for admission.
  - A non-resident student will be charged the in-state tuition rate established by the Alabama Community College System under the following circumstances, provided such student is a citizen of the United States.
1. The dependent student is one:
    - a. whose supporting person is a full-time permanent employee of the institution at which the student is registering; or
    - b. whose supporting person can verify full-time permanent employment in Alabama and will commence said employment within ninety (90) days of registration; or
    - c. whose supporting person is a member of the United States military on full-time active duty stationed in Alabama under orders for duties other than attending school; or
    - d. whose supporting person is an accredited member of a consular staff assigned to duties in Alabama.
  2. The student is not a dependent (as defined by Internal Revenue Codes) who:
    - a. is a full-time permanent employee of the institution at which the student is registering or is the spouse of such an employee; or
    - b. can verify full-time permanent employment within the state of Alabama or is the spouse of such an employee and will commence said employment within ninety (90) days of registration with the institution; or
    - c. is a member of or the spouse of a member of the United States military on full-time active duty stationed in Alabama under orders for duties other than attending school; or
    - d. is an accredited member of, or the spouse of, an accredited member of a consular staff assigned to duties in Alabama.

*In determining non-resident student status for the purpose of charging tuition, the burden of proof lies with the applicant for admission. The College may request proof that the applicant meets the stipulations noted above prior to admission.*

### **III. Out-of-State Student**

- Any applicant for admission who does not fall into Section II (Non-Resident Student) above shall be charged minimum tuition of two (2) times the resident tuition rate charged by that institution.
- Students initially classified as ineligible for resident tuition will retain that classification for tuition purposes until documentation is provided verifying eligibility for resident tuition.

### **IV. Residency Policy for Veterans, Dependents, and Spouses**

For the purpose of assessing tuition, students who are veterans, dependents, and spouses will receive in-state tuition rates if classified as one of the following:

1. The student is a member or spouse of a member of the United States military on full-time active duty stationed in Alabama under orders other than attending school.
2. Commencing on May 22, 2012, the student has been a member of the Alabama National Guard for a period of at least two years immediately preceding qualification for resident tuition and continues to be a member of the Alabama National Guard while enrolled at the public institution of higher education.

## **VA Certificate of Compliance**

It is hereby resolved that Trenholm State Community College in the State of Alabama is compliant with Public Law 114-315, which modified title 38 of the United States Code (U.S.C.) 3679(c). As amended, 38 U.S.C. 3679(c) requires that the following individuals be charged the resident rate:

- A Veteran using educational assistance under either chapter 30 (Montgomery GI Bill® – Active Duty Program) or chapter 33 (Post-9/11 GI Bill®), of title 38, United States Code, who lives in the state in which the institution is located (regardless of his/ her formal State of residence) and enrolls in the institution within three years of discharge or release from a period of active duty service of 90 days or more.
- Anyone using transferred Post-9/11 GI Bill® benefits (38 U.S.C. § 3319) who lives in the state in which the institution is located (regardless of his/her formal State of residence) and enrolls in the institution within three years of the transferor's discharge or release from a period of active duty service of 90 days or more.
- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same institution. The person so described must have enrolled in the institution prior to the expiration of the three-year period following discharge or release as described above and must be using educational benefits under either chapter 30 or chapter 33, of title 38, United States Code.
- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in the state in which the institution is located (regardless of his/her formal State of Residence)
- Anyone using transferred Post-9/11 GI Bill® benefits (38 U.S.C. § 3319) who lives in the state in which the institution is located (regardless of his/ her formal state of residence) and the transferor is a member of the uniformed service who is serving on active duty.
- Anyone using educational assistance under chapter 31, Vocational Rehabilitation and Employment (VR&E).
- Anyone using educational assistance under chapter 35, Survivors' and Dependents' Educational Assistance (DEA) program.

## **Title 38 United States Code Section 3679(e)**

Trenholm State Community College complies with Title 38 United States Code Section 3679(e) under which covered individuals (i.e. any individual who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post- 9/11 GI Bill® benefits) can attend or participate in the course of education providing the individual submits a certificate of eligibility for entitlement to educational assistance under Chapters 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website - benefits, or a Chapter 31 authorization).

Trenholm State Community College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or the requirement that a covered individual borrow additional funds due to the delayed disbursement of funding from VA under Chapters 31 or 33.

Covered individuals wanting to use their educational benefits at Trenholm State Community College are required to submit a VA Enrollment Certification Form. Additionally, covered individuals may be required to provide additional information as necessary to properly certify enrollment.

*\*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill).*

## **Public Law 115-407 Section 103**

The College will not impose any penalty for VA students if unable to meet financial obligations due to delayed disbursements for either Chapter 31 or 33 by the Veterans Administration.

## **Graduation Fee**

A \$25.00 non-refundable Graduation Fee is due at the time the Graduation Application is submitted during registration for the last term of attendance.

## **Library Card / ID Fee**

Each student is issued one Library Card/ID the first semester of enrollment at no cost. Students must wear their ID at all times while on campus. Loss of an ID must be reported to the College Library at 420-4455. There will be a \$30.00 charge for a replacement ID.

## **Liability Insurance Fee**

The Liability Insurance Fee for all Health Services Programs and the Early Child Care and Education Program is \$16.25 per year. The insurance fee for the Emergency Medical Technician/Paramedic Program is

\$34.40 per clinical course. The insurance fee for the Culinary Arts Program is \$6.00 per course or year.

## **Payment**

All students, except sponsored students, are required to pay the full amount of tuition and fees at the time of registration. Sponsored students whose expenses are paid by agencies such as Vocational Rehabilitation Service, Alabama Veterans Affairs, employers, etc. must have written authorization from the appropriate agency on file in the Financial Aid Office in order to register for classes without personally paying the tuition and fees.

Students not completing payment at the time of registration will have that registration voided and will have to repeat the full registration process. Students may not attend classes until all tuition and fees have been paid.

H. Councill Trenholm State Community College accepts cash, Visa, MasterCard or Discover for payment.

# Refund Policy

## Partial Withdrawal

dents who do not completely withdraw from the College but drop a class during the regular drop/add period will be refunded the difference in the tuition paid and the tuition rate applicable to the reduced number of hours, including fees appropriate to the classes dropped. There is no refund due to a student who partially withdraws after the official drop/add period. The last day to drop/add is published as part of the College calendar and conforms to the guidelines issued from the Alabama Community College System.

## Complete Withdrawal

Students who officially withdraw from all classes for which they are registered before the first day of class for the semester/term will be refunded the total amount of tuition and other refundable fees. The “first day of class” is the first day classes are offered within any term configuration, including, but not limited to, full terms, split terms, mini-terms and weekend terms. Students who officially withdraw completely on or after the first day of class, but prior to the end of the third week of class will be refunded according to the withdrawal date, as follows:

Total Withdrawal before the official first day of class	<b>100% refund</b>
Total Withdrawal during the first week	<b>75% refund</b>
Total Withdrawal during the second week	<b>50% refund</b>
Total Withdrawal during the third week	<b>25% refund</b>
Total Withdrawal after the end of the third week	<b>0% REFUND</b>

An administrative fee not to exceed 5% of tuition and other refundable institutional charges shall be assessed for each withdrawal within the period beginning the first day of class and ending at the end of the third week of class. The first official day of class is indicated on the College calendar as the day that classes begin. There is only one first day of class. This day may not be the first day on which all classes begin. The calendar also indicates the last day to drop/add. For calculating refunds during the fall and spring sixteen-week terms, a “week” is defined as seven calendar days, i.e. the first day of class running seven calendar days (inclusive of Saturday and Sunday). Refunds of shorter than sixteen weeks, such as summer terms, mini-terms, split terms and weekend terms, will reflect a prorated week based on the number of days in the term.

Example:

Classes begin June 14; student withdraws June 17.  
Fourth day = 75% Refund due.

Tuition/fees paid:	\$648.00
	<u>— x .75</u>
	\$486.00
Administrative Fee	<u>—32.40</u>
Round to nearest dollar	\$453.60
Refund amount	\$454.00

***Students should be aware that a withdrawal from any or all courses during their enrollment will affect their Satisfactory Academic Progress and impact future financial aid eligibility.***

## **Ineligibility for Refund**

Students who are withdrawn by Trenholm State Community College for disciplinary reasons, for non-payment of tuition and fees, or for other similar reasons, are not eligible for a refund.

## **Tuition Assistance (TA) Refund Policy (Funds to be returned to the Department of Defense (DoD))**

Complete Withdrawal before and during weeks 1-2 = 100% return

Refund during weeks 3-4 = 75% return

Refund during weeks 5 = 50% return

Refund during week 9 = 30% return (60% of the course is completed at 9.6 weeks)

Refund during week 10 or more = No Refund is due

## **Refund Payment**

Refunds are processed after the drop/add period. Students paying tuition and fees by cash will be issued a refund check. The check will be mailed to the home address of the student. Students paying tuition and fees by credit card will have the amount of the refund credited to their account. **Students should allow 30 days for refund processing to complete.**

## **Refund for Alabama National Guard and Reservists Called to Active Duty**

Students who are active members of the Alabama National Guard or reservists or who are active duty military who are called to active duty by executive order of the President of the United States or a State Governor in the time of national crisis may receive a refund of tuition and other appropriate institutional charges at the time of withdrawal. If a National Guard Student is receiving Title IV funding, a recalculation must be performed as required by Federal Title IV regulations, which could result in less than a 100% refund.

## **Exceptions to Refund Policy**

The President has the authority to make exceptions to the refund policy in the event of the death of a student or of a family member or other catastrophic event requiring the student to leave the institution.

## **Returned Checks**

Two-year colleges have been authorized by the Alabama Community College System Board of Trustees to charge for each check that is issued to the institution and is returned for insufficient funds or other reasons. A fee will be charged for any check written to the College, which is returned. The current amount of the returned check fee allowed by state law is \$30.00, which is the maximum allowed by state law. The College utilizes a third-party to collect and process returned checks. Students with returned checks will be placed on processing hold until all charges have been paid and will remain on a "cash only" basis thereafter.

## **Failure to Receive Financial Aid Disbursement Check**

All students are required to maintain current mailing address information through the Office of Admissions. If a student fails to receive a financial aid disbursement check which has been mailed, a 21-day waiting period will be in effect from the date the check was mailed before the replacement process will be initiated.

Students are encouraged to enroll in eRefunds via their My Trenholm student account. Verification of correct and current account information is the sole responsibility of the student. Account information should include the student's Trenholm email address for deposit notification(s). It is important to note that the bank account may only be in the student's name.

## **Bookstore**

Trenholm State's Bookstore is available online only. Trenholm State has partnered with e-Campus.com for student book needs. Students must order their books through their "My Trenholm" portal. Many classes have the option to buy new or used books, rent textbooks, or rent digital eBooks. Students will be personally responsible for all unallowable charges to financial aid, such as duplicate book purchases. Disabled Veterans using benefits under the Chapter 31 Program and Workforce Innovation and Opportunity Act (WIOA) funded students are eligible to order their books online but will need to submit their signed book receipts to the appropriate individual in the Business Office. Failure to submit book receipts will result in the student being responsible for all books purchased and their account placed on hold until it is cleared. Orders will be delivered directly to the student's home. Detailed ordering instructions can be found on the Trenholm State website under the Bookstore section or by following this link [http://www.trenholmstate.edu/uploads/files/e-Campus\\_detailed\\_ordering\\_instructions.pdf](http://www.trenholmstate.edu/uploads/files/e-Campus_detailed_ordering_instructions.pdf). Items purchased from the online bookstore may be returned in accordance to e-Campus.com Return and Refund Policies. Students are responsible for shipping books back to e-Campus. Return and Refund Policies can be found on <http://trenholmstate.ecampus.com/help/topic/after-you-order/2>.

## **Bookstore Return Policy**

Items purchased from the online bookstore may be returned in accordance to e-Campus.com Return and Refund Policies. Students are responsible for shipping books back to e-Campus. Return and Refund Policies can be found on <http://trenholmstate.ecampus.com/help/topic/after-you-order/2>.

## **Cashiers Office**

The Cashier is available at both the Trenholm and Patterson campuses according to the schedule below. For assistance or to inquire about hours of operation, please call (334) 420-4272.

Trenholm Campus:

Monday & Tuesday 1:00 - 5:00 p.m.

Wednesday & Thursday 7:30 - 5:00 p.m.

Friday 8:00 - 1:00 p.m.

Patterson Campus:

Monday, Tuesday, and Wednesday 7:30 - 12:00 p.m.