

CONTROLLER'S OFFICE

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OVERVIEW

The Controller's Office is the business and accounting office and is responsible for receiving and expending funds for the Institution. Our goal is to provide information and services needed to facilitate the financial process for our students, faculty and staff.

FEES, TUITION AND OTHER CHARGES

Any person attending a class must be a registered student. By registering for classes, a student incurs a legal obligation to pay tuition and fees. Regardless of whether a student pays tuition and fees with cash, personal check, credit card, financial aid or by some other means, it is the student's responsibility to satisfy this financial obligation by the payment due date established by the College. This debt may be canceled only if the student officially withdraws from College on or before the fifth official day of the semester. If a student drops on or after the first official day of the semester, the refund policy applies. (See Refund of Tuition and Fees.)

Fees listed below are for the 2011-2012 academic year only and are subject to change thereafter as directed by the Idaho State Board of Education. For fee-paying purposes, full-time status is defined as 12 or more credit hours per semester. Please contact the Controller's Office for the most current information. For residence hall/campus housing costs, see the Residence Life section.

TUTION AND FEE SCHEDULE

2011-2012 Tuition and Fees Schedule

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Full-time Non-Residents	\$2674.00
Plus: Full-time Non-Resident Tuition	\$4766.00
Total: Full-time Non Residents	\$7440.00 per semester
Full-time Asotin County Residents	\$2674.00
Plus: Asotin County Non-Resident Tuition	\$1584.00

Total: Asotin County Non-Residents	\$4258.00 per semester
Part-time 1-9 credits	\$273.00 per credit
Part-time 10-11 credits	\$2674.00 flat rate
Overload Fee (20 or more credit/term)	\$273.00 per year
Mandatory Health Insurance	\$1232.00 per year

COURSE FEES

Many classes have additional course fees such as lab fees, program fees, internet fees, and other course fees. Course fees are subject to change without prior notification. Students enrolling in classes with course fees must pay these fees. Course fees are subject to the same payment due dates established by the College for tuition and fees. If course fees are incurred as a result of adding class(es), the additional course fees are due and payable at the same time the classes are added. Course fees are listed when viewing "search for sections" on WarriorWeb. Please contact the Controller's Office for the most current information.

FEES FOR EMPLOYEES, SPOUSES AND IDAHO SENIOR CITIZENS

Full-time College employees, spouses of full-time employees and Idaho senior citizens may be eligible for reduced fees under certain conditions. Employees and/or spouses should contact the Human Resources Office for information before enrolling in courses. Reduced fees are only considered for part-time enrollment. A senior citizen must be an Idaho resident and at least 60 years of age on or before the first official day of the semester to qualify for the Senior Citizen rate. Idaho senior citizens must present state issued identification to the Controller's Office to establish eligibility by the first official day of the semester. Students with reduced fees are not enrolled in, and are not eligible for, student health insurance.

Registration Term Fee \$20 per semester

Registration Fee \$5 per credit hour
 (plus all applicable
 course fees)

LATE FEES

Fall and Spring fees, tuition, housing, meals and health insurance, as well as other fees, are due on or before the fifth day of the semester. Late fees will be assessed to accounts that are not paid in full, or don't have a signed payment plan contract, beginning on the sixth day of the semester. Late fees are calculated from the start of the semester, not when a particular class begins. Late fees will be assessed per semester as follows:

Day 1 - 5 no late fee

Day 6 – 10	\$50 late fee
Day 11 – 30	\$100 late fee
Day 31 and thereafter	\$250 late fee

Summer registration fees are due on the first day of the first summer session for which the student enrolls. Late fees will be assessed to accounts that are not paid in full or don't have a signed payment plan contract, beginning on the second day of the session. Late fees will be assessed as follows:

Day 1	no late fee
Day 2-Day 30	\$50 late fee
Day 31 and thereafter	\$100 late fee

MISCELLANEOUS CHARGES (2011-12)

Fees listed are subject to change without prior notice. Please contact the Controller's Office, the Office of Admission/Registrar, or the respective divisions for the most current information.

Application for Admission Fee	\$35
International Application for Admission Fee	\$45
Petition Fee	\$5
Credit by Exam (Challenge) Fee	\$50 plus \$10 per credit
Course Fees	Varies
Transcript Fee	\$ 7
Annual Parking Permit	\$50
Parking/Traffic Violations	\$10 or more
Graduation Fee (nonrefundable)	\$35
Graduation Cap and Gown	(Contact the Bookstore)
Payment Plan Administrative Service Fee	\$10-\$20
Late Fees	\$10-\$250
Returned Check Fee	\$20
Applied Music Instruction	(Contact the Humanities Division)
Teacher Education Fees	(Contact the Education Division)
Nursing Fee	(Contact the Nursing and Health Sciences Division)

MANDATORY HEALTH INSURANCE

The State of Idaho has mandated that all full-time full-fee paying students (12 or more credits) must be covered by health insurance. The LCSC Student Health Insurance Plan (SHIP) premium will be added to the student's fees and is due at the time of fee payment. Students must maintain enrollment in at least 12 credits and actively attend college for 31

days to retain eligibility for health insurance.

Students may elect to add dependents by completing an enrollment form and submitting payment on or before the Dependent Enrollment Deadline Date (see SHIP brochure for details).

Students who are covered by a comparable, or better, health insurance policy may waive the LCSC health insurance policy by submitting a waiver through WarriorWeb. Waivers can be submitted for the upcoming Fall/Spring Semester during advance registration. Waivers must be submitted by 5 p.m. on the fifth day of the semester and must be completed each term.

For more information on insurance coverage, adding dependents, or to submit a waiver, please visit Student Health Services or their web site at: www.lcsc.edu/osl.

PAYMENT PLANS

College policy states that all tuition, fees, housing and meal charges are due on or before the fifth official day of the Fall and Spring semester. However, the College recognizes that financial emergencies may make it difficult for a student to tender payment in full by the fifth day of the semester. Therefore, students who have no delinquent accounts with the Institution and have not defaulted on any previous financial obligations incurred at LCSC are given special consideration and may be permitted to make payment arrangements for payment of fees. Students allowed to make fee payment arrangements will be required to sign a formal promissory note and will be assessed an administrative service charge based upon the dollar amount of the payment plan. The payment plan requires a 40% down payment. The balance will generally be due in two equal installments as specified on the promissory note. Due to the shorter timeframe for summer courses, a payment plan for summer enrollment requires a 50% down payment. The remaining balance will be due at the mid-point of the student's summer enrollment period. International students are not eligible for payment plans since a condition of their student visa requires proof of sufficient funding for the entire course of study.

SPONSORED STUDENTS

Certain third parties, via written authorization, are allowed to provide financial assistance for specified students. Most governmental entities and some employers are eligible for this service. Students' initial contacts will be directly with the third parties. More information is available in the Controller's Office.

RETURNED CHECKS

A fee of \$20.00 will be assessed on returned checks. A student who presents a check to avoid late fees that subsequently is returned by the bank upon which it is drawn will be assessed late payment fees as if he or she had failed to submit payment on a timely basis.

FINANCIAL AID RELEASE

Financial aid is first applied to student accounts approximately 10 days before the Fall or Spring semester for students who have returned their award letters along with any other required documents, and are registered for the appropriate number of credits. If financial aid awarded exceeds the amount of charges, a residual check will be prepared. Residual checks and scholarship assistance will not be released prior to the first business day before the official start date of the semester. Checks will be released according to an alphabetical schedule based upon last name. Financial aid and residual checks will continue to be processed on a weekly basis throughout the semester. Aid release policies are subject to change as needed to comply with federal financial aid regulations.

Financial Aid for summer semester requires verification of attendance to be submitted to the Financial Aid Office; in addition to signed award letters and any other required documents. After attendance verification has been received, financial aid awards may be posted to student accounts. If the financial aid awards exceed the amount of charges, residual checks will be processed weekly.

Residual checks are released by the Controller's Office; photo identification is required. For information regarding residual check availability, please contact the Controller's Office.

REFUND OF TUITION AND FEES

The refund policy is subject to change without prior notice. Refunds are based on a 16-week semester for the Fall and Spring Semesters, contingent upon payment in full of tuition and fees. Upon completion of the withdrawal process, students are entitled to a refund of tuition and fees as established by the College and federal regulations regarding Title IV federal financial aid. Failure to initiate and/or complete the withdrawal process will result in zero refund. The refund schedule for Fall and Spring Semesters is shown below. The refund schedule for summer semester is available on the Controller's Office website.

TOTAL WITHDRAWAL FROM ALL SEMESTER COURSES:

Notifications of withdrawal and requests for refunds must be in writing. Refunds are processed upon the completion of the withdrawal process. Please see the withdrawal information located in the Admission/Registrar section for procedural details. Federal financial aid recipients 'earn' their aid as the semester progresses. When a federal aid recipient withdraws, a pro rata schedule is used to determine the amount of funds the student has earned at the time of withdrawal. Students who do not earn any credits and do not withdraw, may have their earned aid calculation based on the mid-point of the semester, or the last date of a verified academic related activity. Federal regulations regarding Title IV federal financial aid take precedence over institutional policy for refunds to recipients of Title IV financial aid. If Title IV funds are involved and a student fails to withdraw, and fails to complete any credits, the student will be responsible to pay LCSC, within 30 days, the amount returned by LCSC under the Return of Title IV Funds federal regulations.

REFUND SCHEDULE:

When withdrawal is completed on or before the fifth day of the fall or spring semester, 100% of the tuition and fees will be refunded. If withdrawal is completed after the semester has begun, the following schedule applies:

Week	Refund %
1	100%
2	75%
3	75%
4	65%
5	55%
6	55%
7	45%
8	45%
9	35%

10 0%

- The Overload Fee will be refunded as follows:

DAY	REFUND
1 – 5	100%
6 – 10	45%
11 and thereafter	0%

- All refunds include an administrative fee equal to 5% of fees and tuition.
- Application and graduation fees are not refundable.
- Course fees, program fees and laboratory fees are refundable within the first ten (10) business days of each semester. On day eleven (11) and thereafter, course fees, program fees and laboratory fees are not refundable.
- Refunds of less than \$10.00 will not be processed unless federal financial aid funds are involved.
- If tuition and fees are paid by credit card, refunds will be applied back to the credit card when possible.

Order of Refund Distribution:

For students who have NOT received federal financial aid, refunds are distributed to the appropriate party in the following priority order:

1. Sponsored funding, if applicable
2. Scholarship(s), if applicable
3. Student

For recipients of federal financial aid, refunds are distributed in the following order based upon Return of Title IV Funds regulations:

1. Unsubsidized FFEL/Direct Stafford Loan
2. Subsidized FFEL/Direct Stafford Loan
3. Federal Perkins Loan
4. FFEL/Direct PLUS Loan
5. Federal Pell Grant
6. Federal SEOG
7. Other Student Title IV Aid Programs
8. Sponsored Funding, if applicable
9. Scholarship(s), if applicable
10. Student

Students who withdraw from school, and whose financial aid disbursements exceed the amount of Title IV aid earned during their enrollment period, may be required to repay a portion of their Title IV financial aid. Please contact the Controller's Office for important information.

WITHDRAWAL FROM ONE OR MORE COURSES:

Notifications of withdrawal and requests for refunds must be in writing. Refunds are processed upon the completion of the withdrawal process. Please see the withdrawal information located in the Admission/Registrar section of this catalog.

Refund Schedule: The above referenced refund schedule is applicable for all refunds

processed as a result of withdrawing from one or more courses.

Order of Refund Distribution: Refunds will be distributed in the order noted below based upon the number of remaining credits after the withdrawal has been processed. Remaining credits equal 6 or more: Refunds are distributed in the following order:

1. Sponsored funding, if applicable
2. Student

Remaining credits equal 5 or less: Refunds are distributed in the following order:

1. Sponsored funding, if applicable
2. Title IV Financial Aid, if applicable
3. Scholarship(s), if applicable
4. Student

Please contact the Controller's Office to discuss the financial ramifications of withdrawing from courses or the Institution.

DELINQUENT ACCOUNTS

Privileges generally granted to students, including the receipt of transcripts and diplomas, are not available to students who are delinquent in the payment of any financial obligation to the Institution. When financial obligations are not paid in full by the due date, or satisfactory arrangements for payment have not been made with the Controller, or his/her designee, students may not be allowed to remain in class and will not be allowed to register for ensuing classes. Delinquent accounts are referred to a commercial collection agency. In addition to any balances owed, students are responsible for the costs of collection, including interest, penalties, collection agency fees, court costs and attorney fees.