

# Tuition & Fees

## Table of Contents

Books and Supplies . . . . .	62
Bookstore Return Policy . . . . .	62
Exceptions to Refund Policy . . . . .	62
Failure to Receive Financial Aid Disbursement Check . . . . .	62
Financial Aid Return of Title IV Funds Policy . . . . .	61
Financial Aid Overpayment Policy . . . . .	62
Graduation Fee . . . . .	61
Ineligibility for Refund . . . . .	62
In-State Tuition Rates . . . . .	60
A. Resident Students . . . . .	60
B. Non-Resident Students Eligible for In-State Tuition Rates . . . . .	60
Liability Insurance Fee . . . . .	61
Library Card/ID Fee . . . . .	61
Out-of-State Tuition Rates . . . . .	60
Payment . . . . .	61
Payment Plan . . . . .	61
Refund Policy . . . . .	61
Partial Withdrawal . . . . .	61
Complete Withdrawal . . . . .	61
Refund for Alabama National Guard and Reservists Called to Active Duty . . . . .	62
Refund Payment . . . . .	62
Returned Checks . . . . .	62
Tuition and Fee Schedule . . . . .	59
VA Certificate of Compliance . . . . .	60

## Tuition and Fee Schedule

The following tuition and fee schedule is in effect for H. Council Trenholm State Community College. The amount of tuition and fees is based on the number of scheduled credit hours each term. This schedule is **subject to change at any time** resulting from action by the Alabama Community College System Board of Trustees.

Credit Hours	Tuition Rate	Bond Fee	Facility Fee	Technology Fee	Building Fee	Tuition & Fees
1	129.00	1.00	9.00	9.00	7.00	155.00
2	258.00	2.00	18.00	18.00	14.00	310.00
3	387.00	3.00	27.00	27.00	21.00	465.00
4	516.00	4.00	36.00	36.00	28.00	620.00
5	645.00	5.00	45.00	45.00	35.00	775.00
6	774.00	6.00	54.00	54.00	42.00	930.00
7	903.00	7.00	63.00	63.00	49.00	1,085.00
8	1,032.00	8.00	72.00	72.00	56.00	1,240.00
9	1,161.00	9.00	81.00	81.00	63.00	1,395.00
10	1,290.00	10.00	90.00	90.00	70.00	1,550.00
11	1,419.00	11.00	99.00	99.00	77.00	1,705.00
12	1,548.00	12.00	108.00	108.00	84.00	1,860.00
13	1,677.00	13.00	117.00	117.00	91.00	2,015.00
14	1,806.00	14.00	126.00	126.00	98.00	2,170.00
15	1,935.00	15.00	135.00	135.00	105.00	2,325.00
16	2,064.00	16.00	144.00	144.00	112.00	2,480.00
17	2,193.00	17.00	153.00	153.00	119.00	2,635.00
18	2,322.00	18.00	162.00	162.00	126.00	2,790.00
19	2,451.00	19.00	171.00	171.00	133.00	2,945.00
20	2,580.00	20.00	180.00	180.00	140.00	3,100.00
21	2,709.00	21.00	189.00	189.00	147.00	3,255.00
22	2,838.00	22.00	198.00	198.00	154.00	3,410.00
23	2,967.00	23.00	207.00	207.00	161.00	3,565.00
24	3,096.00	24.00	216.00	216.00	168.00	3,720.00

Out-of-State Rate: 2.0 times that of In-State tuition rate.

(Effective: Fall Semester 2018)

Credit Hours: 6 - 8 hours - Half-time Student Status  
 9 - 11 hours - Three-quarter time Student Status  
 12 - above - Full-time Student Status

### In-State Tuition Rates

Students or prospective students described in either Part A or Part B below shall be eligible for “In-State” tuition rates.

#### A. Resident Students

A “resident student” is a person who:

1. is a citizen of the United States who has been a legal resident of the State of Alabama for at least one year immediately preceding registration, or whose non-estranged spouse has been a legal resident of the State of Alabama for such period, or (in the case of dependent students) whose parents or legal guardian has been a legal resident of the State of Alabama for such a period; or
2. is a member of the Armed Forces of the United States and officially stationed in Alabama at the time of registration, or whose non-estranged spouse, or (in the case of dependent students) whose parents or legal guardian is a member of the Armed Forces of the United States and officially stationed in Alabama at the time of registration, or who has, or whose non-estranged spouse has, been discharged from the Armed Forces and has formally declared Alabama as his or her state of domicile, or who is a dependent whose parents or legal guardian has been discharged from the Armed Forces and has formally declared Alabama as his or her state of domicile; or
3. currently resides in Alabama and is an “immigrant,” that is, a non-citizen admitted for permanent residence who has been issued an Alien Registration Receipt Card by the Immigration and Naturalization Service; or
4. currently resides in Alabama and is a “Parolee,” that is, a non-citizen who has been “paroled” into the United States at the discretion of the United States Government and who has been issued an “I-94 Card” stamped “Parolee.” (Examples are Cubans and Vietnamese who have left their native countries for political reasons); or
5. currently resides in Alabama and is an “Entrance,” that is, a non-citizen who has been allowed into the United States at the discretion of the United States Government and who has not been issued an Alien Registration Receipt Card. (Examples are Cambodian refugees and Haitians).

#### B. Non-Resident Students Eligible for In-State Tuition Rates

Also eligible for In-State tuition rates, whether or not he or she is a resident of Alabama, is a person who:

1. is a dependent\* whose parent(s)\* or legal guardian\* has taken full-time permanent employment in Alabama; or
2. is not a dependent\* but who holds full-time permanent employment in Alabama or whose non-estranged spouse\* holds permanent full-time employment in Alabama; or

3. is incarcerated in a State or Federal correctional institute in Alabama; or
4. is eligible for in-state tuition in a state contiguous to Alabama which has a reciprocal tuition agreement with the State of Alabama Board of Education.

NOTE: \* Neither the student nor parent, guardian, or spouse need be a resident of Alabama. The term “dependent” shall be defined in accordance with the Internal Revenue Code.

#### VA Certificate of Compliance

It is hereby resolved that Trenholm State Community College in the State of Alabama is in compliance with Section 702 – Tuition under Veteran’s Access Choice and Accountability Act of 2015, providing for resident (in-state) tuition and fees for the following:

- A Veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill – Active Duty Program) or chapter 33 (Post 9/11 G.I. Bill), of title 38, United States Code, who lives in the State of Alabama while attending a school located in the State of Alabama (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge from a period of active duty service;
- Anyone using transferred Post – 9/11 G.I. Bill benefits (38 U.S.C. § 3319) who lives in the State of Alabama while attending a school located in the State of Alabama (regardless of his/her formal State of residence) and enrolls in the school within three years of the transferor’s discharge from a period of active duty service;
- A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311 (b) (9) who lives in the State of Alabama while attending a school located in the State of Alabama (regardless of his/her formal State of residence) and enrolls in the school within three years of the Service member’s death in the line of duty following a period of active duty service.
- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three-year period following discharge or death described above and must be using educational benefits under either chapter 30 or chapter 33, of title 38, United States code.

#### Out-of-State Tuition Rates

Any student who does not fall into one of the categories described in the preceding section for In-State tuition eligibility shall be subject to payment of tuition and fees at the “Out-of-State” rate. The Out-of-State tuition rate is 2.00 times that of the In-State tuition rate.

**Graduation Fee**

A \$45.00 non-refundable Graduation Fee is due at the time the Intent to Graduate Form 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.

**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.

**Payment Plan**

Trenholm State Community College offers a tuition payment plan solution through NelNet Business Solutions. This service provides students an opportunity to spread their tuition costs into affordable monthly payments with no interest. Payment options are flexible and setup fees are affordable. To enroll visit [www.mycollegepaymentplan.com/trenholm](http://www.mycollegepaymentplan.com/trenholm).

**Refund Policy**

**Partial Withdrawal**

Students 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 Office.

**Complete Withdrawal**

Students who officially or unofficially 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 or unofficially 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:

Complete Withdrawal before the official first day of class	100% refund
Complete Withdrawal during first week	75% refund
Complete Withdrawal during second week	50% refund
Complete Withdrawal during third week	25% refund
Complete Withdrawal after the end of the third week	NO REFUND

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

**Financial Aid Return of Title IV Funds Policy**

1. If a student totally withdraws from school, he/she will be evaluated for earned aid based on the percentage of time he/she has been enrolled in the term.
2. If a student has received more aid than earned at the point of withdrawal, the student must repay the Title IV fund.
3. If the student has earned aid that has not been disbursed according to the percentage of time enrolled in the term, the student may be eligible for a

- post-withdrawal disbursement.
4. If a student fails to attend any classes for which he/she is enrolled, no financial aid will be awarded for those courses. Students must drop all non-attended classes during drop/add to avoid out-of-pocket expense.
  5. If a student owes a repayment to Title IV for grant aid, the student's portion of the repayment may be reduced by 50%.

### Financial Aid Overpayment Policy

In accordance with C.F.R. 668.61, if there is a financial aid overpayment, the student must make satisfactory repayment arrangements with the U. S. Department of Education within 45 days.

For additional information concerning Financial Aid at Trenholm State Community College, telephone the Financial Aid Office at (334) 420-4321 or write the Financial Aid Office at PO Box 10048, Montgomery, Alabama, 36108.

### 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.

### 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.

### 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 and Records. 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.

### Books and Supplies

Students must purchase their own textbooks, workbooks, equipment, materials, and supplies as specified for their particular major. 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 or <http://trenholmstate.ecampus.com/>. 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 will need to come to the Business Office to purchase their books in order to obtain the required signatures. 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).

Any specialty items such as tools, supplies, or equipment for Financial Aid awards limited to Veteran Affairs (VA) and Workforce Innovation and Opportunity Act (WIOA) may be ordered through Trenholm State's Business Office located on the Trenholm campus.

### 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>.