

Tuition & Fees Payment

PAYMENT DEADLINES

SUMMER 2012 Payment Deadline: Wednesday, May 30th by 5:00 p.m.

FALL 2012 Payment Deadline: Wednesday, August 8th by 5:00 p.m.

Students who have not paid tuition & fees by the deadline will be DROPPED from all classes.

ACCEPTED PAYMENT METHODS

ONLINE

- Credit or Debit Card (MasterCard, Visa, or Discover)

StormTrac

www.wa.davidsonccc.edu/WA/WebAdvisor

IN PERSON

- Cash
- Check
- Money order
- Credit or Debit Card (MasterCard, Visa, or Discover)

Davidson Campus

Business and Records Center
Brooks Student Center – 2nd Floor

Davie Campus

Community Building – Main Office

BY MAIL

- Check
- Money order
- Credit or Debit Card (MasterCard, Visa, or Discover)

Davidson County Community College
Business and Records Center
PO Box 1287
Lexington, NC 27293

FINANCIAL AID*

- Scholarships
- Grants
- Student Loans
- Veteran's Assistance

Apply for Financial Aid online at
www.fafsa.ed.gov

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**DEADLINE TO COMPLETE FAFSA & have FINANCIAL AID
 in place by the first day of class:**

SUMMER 2012: APRIL 27TH

FALL 2012: JUNE 1ST

Students who apply for Financial Aid after the deadline will be responsible for paying for tuition, fees, books, and supplies out-of-pocket.

THIRD PARTY PAYMENTS

- Employer Tuition Assistance
- TAA or JTEC
- Active Duty Military
- TEACH
- Scholarships (outside DCCC)

Students who have received approval to charge tuition and fees to a third party are responsible for insuring that the **AUTHORIZATION FORM** is received in the Business and Records Center by the payment deadline.



HOURS OF OPERATION

- Davidson Campus Business and Records Center
 - Monday – Friday 8:00 a.m. – 5:00 p.m.
- Davie Campus Main Office
 - Monday – Friday 8:00 a.m. – 5:00 p.m.

TEXTBOOKS

- Students may purchase textbooks from the DCCC Bookstore on both the Davie and Davidson Campuses.
- Students may request to have their textbooks sent to the Davie Campus by calling (336) 248-4466.
- Students receiving financial aid should check with the Financial Aid website to determine when they can charge books in the DCCC Bookstore.

SCHEDULE CHANGES

- Before the first day of the semester, schedule changes can be made on **StormTrac**.
- Once the semester begins, instructor permission (signature or email authorization) is **required** to drop or add classes.

OFFICIAL WITHDRAWAL FROM CLASS(ES)

- Students who wish to officially withdraw from a class or classes must complete a **Schedule Adjustment Form**, which is available on the DCCC website. This form should be submitted to the Student Records Office for processing and cannot be processed without the proper authorization from the instructor.
- Students who do not officially withdraw from classes will remain enrolled in the course and will receive a grade of “WF”, which will negatively affect the student’s GPA.
- Students are responsible for officially withdrawing from classes. Instructors and advisors are not obligated to complete the withdrawal process for the student.
- Students who do not attend a class at least once, and do not officially drop the class, will receive a “NS” grade for the class and will be charged for tuition and fees. (Online class attendance is indicated by log in statistics on Blackboard or Moodle.)

DCCC REFUND POLICY

- Students are 100% financially responsible for the classes they register for regardless of whether or not they apply for financial assistance.
- The refund policy is established by state legislative action and is subject to change without prior notice to students. Colleges are not authorized to make adjustments to this state law.
- Tuition refunds/account credits are made based upon Title 23 of the N.C. Administrative Code (23 NCAC) guidelines. A refund shall not be made except under the following circumstances:
 - A 100 percent refund of tuition and fees shall be made if the student officially withdraws prior to the first day of class(es) of the academic semester as noted in the college calendar. Also, a student is eligible for a 100 percent refund if the class the student is officially registered is canceled due to insufficient enrollment.
 - A 75 percent refund of tuition only shall be made if the student officially withdraws from the class(es) prior to or on the official 10 percent point (census date) of the semester as noted in the college calendar.
- Refund of fees will only be made if the student officially withdraws prior to the first day of class(es) of the academic semester as noted in the college calendar and/or if the class the student is officially registered for is canceled due to insufficient enrollment.
- The above policy may differ for financial aid recipients. For example, refunds may not be made to students, but may be credited to the appropriate financial aid program. For a more detailed explanation, contact the Financial Aid Office.
- In all refund cases, students must initiate the withdrawal process through the Student Records Office. The Business Office will make the allowable refund only after the proper process has been handled through the Student Records Office.
- Please allow four to six weeks for refunds to be mailed or credited to accounts.

