

### Tuition and Fees Due Dates

**Tuition and fees must be paid  
or financial arrangements made  
by the following deadlines.**

<u>Semester</u>	<u>Tuition and Fees Due</u>
2018 Summer	May 14, 2018
2018 Fall	July 30, 2018

#### **If you register AFTER fees are due**

*You will be expected to pay your tuition and fees by the Thursday following your registration date.*

*If you do not do so, you will be dropped from your classes on Friday morning.*

### Financial Aid

The online Free Application for Student Aid (FAFSA) is required of all students receiving aid. To be held in your classes after the Tuition and Fees due date with a Pell Grant, State Grants including A+, Scholarships or Loans, you must submit ALL necessary documents to the Financial Aid Office by the Financial Aid Priority Deadline to allow sufficient time for processing.

#### **Financial Aid Priority Deadlines**

Fall: July 1 Spring: December 1 Summer: May 1

#### **If your documents are submitted**

#### **AFTER the Financial Aid Priority Deadline**

You MUST pay for your classes so that you are not dropped from your classes for non-payment.

Payment plan options are available.

#### **Late Start Courses**

If you are receiving Financial Aid, and you do not attend your late start class, your Financial Aid may be affected. For additional information, please contact Financial Aid.

### Payment Options

Payment can be made to the Business Office in person, over the phone, or online.

Business Office hours are

8:00 a.m. - 6:00 p.m. Monday-Thursday; 8:00 a.m.- 2:00 p.m. Friday.

After hours, payment may be left in the drop box located outside the Business Office in Buescher Hall.

You may pay by check, cash, money order, or credit card, using VISA, MasterCard, or Discover.

To set-up payment over the phone using a credit card, you can contact the Business Office at 636-584-6739.

To ensure proper credit, please include your Student ID Number with payment.

To make a full payment of your tuition and fees online, you will need to access your eCentral account with your Username and Password.

### Payment Plan Options

Payment plans are available on your eCentral Account.

For questions regarding your payment plan options, please contact the Business Office.

### Procedure for Withdrawing from All Classes

You must complete and submit a *Complete Withdrawal* form to Student Services by the appropriate deadline to be eligible for any refund. The form is available at Student Services as well as on the ECC website. A withdrawal form is not considered official until it has been received and processed in Student Services.

Any student receiving Federal financial aid who completely withdraws from the semester or does not successfully complete any credits will be subject to the Return to Title IV Funds calculation.

This calculation is required by the Department of Education, and a percentage of the Federal funds received by these students must be returned.

For additional information, please contact Financial Aid.

### Procedure to Change (Drop/Add) Class Schedule

You must complete and submit a *Drop/Add* form to Student Services by the appropriate deadline to be eligible for any refund.

The form is available at Student Services as well as on the ECC website.

## REFUND POLICY

In a sixteen-week semester, students who withdraw from a course between the 1st and 14th calendar days of the semester can receive a percentage of a refund of tuition and fees. No refunds will be made AFTER the 14th calendar day of the semester.

#### **Refund Deadlines in a sixteen-week semester (less than 16 weeks, see "Other Refund Information" listed below):**

*Last date to withdraw and receive 100% refund (calendar days 1-7)*

*Last date to withdraw and receive 50% refund (calendar days 8-14)*

#### **Other Refund Information**

- For courses operating on a different schedule than the regular fall/spring semester (summer, late start, intersession, etc.) refund deadlines will be prorated. All procedures for schedule changes or withdrawals apply.
- Failure to attend classes does not constitute a schedule change or withdrawal and does not entitle the student to a refund regardless of financial aid.
- Refunds will be mailed to students at the end of the refund period.
- Refunds for online courses and courses with arranged meeting times will follow the full semester deadlines.
- The date on which the student enrolls does not determine the refund period.

**Military Service:** If you are called to active military duty during the semester and must withdraw from all your courses, you can provide an official copy of your military orders to receive a full refund.

**APPEAL PROCESS:** In the event of extenuating circumstances, a partial or total refund may be granted. You must submit an Appeal with proper written documentation to the Vice President, Student Development. A confidential committee will review refund requests on a case by case basis.

MAIN CAMPUS: BH = Buescher Hall DSSC = Donald Shook Student Center ECTC = Training Center HH = Hansen Hall  
HS = Health & Science Building BIC = Business & Industry Center

ROLLA: RNT = Rolla North RTC = Rolla Technical Center

WASHINGTON: ECC-Washington = Four Rivers Career Center