

FINANCIAL INFORMATION

TUITION AND FEES

The following tuition and fees are required for Alabama residents and some out-of-state residents and are subject to change by the College with the Alabama State Board of Education approval.

Students who live in Florida and who are residents of Escambia, Okaloosa, Santa Rosa, or Walton Counties, may be eligible for in-state tuition. Residents of other out-of-state counties, under certain circumstances, may also be eligible for in-state tuition. Contact the Registrar concerning residency status.

Students who have graduated from an Alabama high school or have obtained a GED in the state of Alabama within two years of the date of application for admission qualify for in-state tuition.

IN-STATE TUITION & FEES

Cr.Hrs.	Tuition	Reserve Fund Fee	Technology Fee	Facility Renewal Fee	Student Insurance	Total Amount
1	90.00	1.00	9.00	9.00	4.00	113.00
2	180.00	2.00	18.00	18.00	4.00	222.00
3	270.00	3.00	27.00	27.00	4.00	331.00
4	360.00	4.00	36.00	36.00	4.00	440.00
5	450.00	5.00	45.00	45.00	4.00	549.00
6	540.00	6.00	54.00	54.00	4.00	658.00
7	630.00	7.00	63.00	63.00	4.00	767.00
8	720.00	8.00	72.00	72.00	4.00	876.00
9	810.00	9.00	81.00	81.00	4.00	985.00
10	900.00	10.00	90.00	90.00	4.00	1,094.00
11	990.00	11.00	99.00	99.00	4.00	1,203.00
12	1,080.00	12.00	108.00	108.00	4.00	1,312.00
13	1,170.00	13.00	117.00	117.00	4.00	1,421.00
14	1,260.00	14.00	126.00	126.00	4.00	1,530.00
15	1,350.00	15.00	135.00	135.00	4.00	1,639.00
16	1,440.00	16.00	144.00	144.00	4.00	1,748.00
17	1,530.00	17.00	153.00	153.00	4.00	1,857.00
18	1,620.00	18.00	162.00	162.00	4.00	1,966.00
19	1,710.00	19.00	171.00	171.00	4.00	2,075.00
20	1,800.00	20.00	180.00	180.00	4.00	2,184.00
21	1,890.00	21.00	189.00	189.00	4.00	2,293.00

The following tuition and fees are required for non-Alabama residents and are subject to change by the Alabama State Board of Education.

OUT-OF-STATE TUITION & FEES

Cr.Hrs.	Tuition	Reserve Fund Fee	Technology Fee	Facility Renewal Fee	Student Insurance	Total Amount
1	180.00	1.00	9.00	9.00	4.00	203.00
2	360.00	2.00	18.00	18.00	4.00	402.00
3	540.00	3.00	27.00	27.00	4.00	601.00
4	720.00	4.00	36.00	36.00	4.00	800.00
5	900.00	5.00	45.00	45.00	4.00	999.00
6	1,080.00	6.00	54.00	54.00	4.00	1,198.00
7	1,260.00	7.00	63.00	63.00	4.00	1,397.00
8	1,440.00	8.00	72.00	72.00	4.00	1,596.00
9	1,620.00	9.00	81.00	81.00	4.00	1,795.00
10	1,800.00	10.00	90.00	90.00	4.00	1,994.00
11	1,980.00	11.00	99.00	99.00	4.00	2,193.00
12	2,160.00	12.00	108.00	108.00	4.00	2,392.00
13	2,340.00	13.00	117.00	117.00	4.00	2,591.00
14	2,520.00	14.00	126.00	126.00	4.00	2,790.00
15	2,700.00	15.00	135.00	135.00	4.00	2,989.00
16	2,880.00	16.00	144.00	144.00	4.00	3,188.00
17	3,060.00	17.00	153.00	153.00	4.00	3,387.00
18	3,240.00	18.00	162.00	162.00	4.00	3,586.00
19	3,420.00	19.00	171.00	171.00	4.00	3,785.00
20	3,600.00	20.00	180.00	180.00	4.00	3,984.00
21	3,780.00	21.00	189.00	189.00	4.00	4,183.00

Distance Education Tuition

Distance Education courses include courses delivered via the Internet, cable television, etc. and that cross service area lines. Tuition and fees for distance education classes are the same as listed in the Tuition and Fee schedules above.

Tuition for Students Who Are Not U. S. Citizens

Each full- or part-time student who is not a citizen of the United States shall pay tuition at twice the rate for an Alabama resident who is a citizen of the United States.

Graduation Fees

A graduation fee of \$40 is charged if a student requests a diploma and/or chooses to participate in the graduation ceremony held each spring. A fee of \$20 is charged for a second degree. For additional information, please refer to "Graduation Ceremony" in

the "Instructional Information and Regulations" section of the catalog.

Administrative Fee for Complete Withdrawal

An administrative fee not to exceed five percent of tuition and other institutional charges or \$100, whichever is smaller, shall be assessed for each complete withdrawal within the period beginning the first day of classes and ending at the end of the third week of classes.

Miscellaneous Fees

Returned Check Fee: \$30
Late Registration Fee: \$25

Other Fees

Other fees may be assigned by the College such as library fines and traffic fines.

Payment of Tuition/Fees

By law, the College cannot extend credit for the State of Alabama. Therefore, all tuition and fee payments are due in full prior to the first day of classes. Students may register for classes online at www.jdcc.edu and pay tuition and fees by charging to available financial aid and/or MasterCard, VISA, or American Express. Students who add credit hours during the drop/add period will be charged additional tuition and fees at the applicable rate. Housing payments are due when the student moves into student housing. Payments for books are due at the time of purchase. Any other payments are due when the service is provided.

Students who owe the College money (e.g. fines, NSF checks) can be withdrawn from classes and prevented from registering for classes. In addition, transcripts can be held and outstanding charges can be collected from any refunds due the student.

Students will be notified by the Business Office when a check for tuition, etc. is returned for insufficient funds. The student will have 72 hours to satisfy that obligation. If the obligation is not satisfied in that time, the student's enrollment may be voided.

REFUNDS

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. The drop/add period for mini-term day classes is the first two class days. The drop/add period for mini-term night classes and weekend classes is the first class meeting date. There is no refund due to a student who partially withdraws after the official drop/add period.

Complete Withdrawal

Refund periods are based on the official date classes begin for the semester, except for mini-term and weekend classes which are defined in sections that follow.

Students who officially withdraw before the first day of class from all classes for which they registered will be refunded the total tuition and other refundable fees. Students who officially withdraw completely after classes begin but prior to the end of the third week of classes will be refunded according to the official withdrawal date, as follows:

Withdrawal during first week:	75% of tuition & fees
Withdrawal during second week:	50% of tuition and fees
Withdrawal during third week:	25% of tuition and fees
Withdrawal after third week:	No refund

Mini-Term Classes

For mini-term day classes, two class days are considered equivalent to one week. For mini-term night classes, one class meeting is considered equivalent to one week.

Weekend Classes

Withdrawal first class meeting date:	75% of tuition and fees
Withdrawal second class meeting date:	25% of tuition and fees

The refund policy is applicable to tuition, technology fee, facility renewal fee, and bond surety fee. An administrative fee not to exceed 5% (five percent) of tuition and other institutional charges or \$100.00, whichever is smaller, shall be assessed for each withdrawal within the period beginning on the first day of class and ending at the end of the third week of class. Refund periods and refund percentages for Pell Grant recipients are regulated by Federal guidelines and may vary from these stated policies. Details may be obtained from the Financial Aid Office.

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 in a time of national crisis may receive a full tuition refund at the time of withdrawal. If a National Guard student is receiving Title IV funding, a recalculation must be performed as required by Federal IV regulations, which could result in less than a 100% refund.

Third Party Scholarship Agreement

If a third party agency (state, federal, or private) is funding a scholarship to pay for tuition and fees, that agency must make payment to the College by the end of the registration period or the end of a sixty (60) calendar day extension. If not, the student must

make payment immediately or be administratively removed from registered classes.

BOOKS AND SUPPLIES

A college managed bookstore is located on the Atmore and Brewton Campuses with hours of operation posted at each location. Textbooks and most supplies needed for classes are sold in the stores. Students receiving financial aid assistance may be allowed to charge their books and supplies beginning the first day of classes each semester. Textbooks that are returnable may be purchased for fifty percent (50%) of the purchase price from students during posted dates at the end of each semester. The College reserves the right to determine if books are in condition suitable for resale. Books returned in unsuitable condition for resale will not be purchased.

A student who withdraws and who has purchased returnable books from the bookstore and returns the items in new condition by the end of the third week of the semester will be refunded the full purchase price. Books returned in used condition by the end of the third week of the semester will be refunded fifty percent (50%) of the purchase price.

Non-Returnable Items

The following items are non-returnable for refund:

- Backpacks and book bags
- Clothes
- Textbook with diskettes
- Discontinued textbooks
- Diskettes
- Greeting cards
- Lab kits
- Lab manuals
- Lab syllabi
- Mugs, cups, and koozies
- Nursing course packets
- Nursing supplies
- Nursing textbooks
- Paper products (loose leaf paper, composition books, folders)
- Pencils
- Pens
- Photography supplies
- Special order tools and supplies
- Welding tools and supplies
- Workbooks

FINANCIAL AID

Jefferson Davis Community College offers financial assistance to qualified students who need help to pay the cost of their education. Financial aid

supplements the student's ability to finance his/her educational expenses.

Jefferson Davis Community College is an eligible institution for Title IV Federal Financial Aid programs that include the Federal Pell Grant, Federal Academic Competitive Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal College Work Study (FWS), and the Alabama Student Assistance Program (ASAP). Other programs available are the Vocational Rehabilitation Training, Workforce Investment Act (WIA), Alabama Prepaid Affordable College Tuition (PACT), Institutional Scholarships, and the private scholarship program. Students must maintain satisfactory academic progress to qualify for these programs.

Section 484 of the Higher Education Act (HEA), as amended, requires that a student maintain satisfactory progress in the course of study he or she is pursuing according to the standards and practices of the institution in which he or she is enrolled in order to receive financial aid under the student financial assistance programs authorized by Title IV of the HEA.

Standards of Satisfactory Progress for Title IV Purposes

In recognition of the obligation which Jefferson Davis Community College has to comply with various federal regulations pursuant to the legal requirements for carrying out all federal financial aid programs, Jefferson Davis Community College requires all Title IV eligible students to meet the Standards of Academic Progress as defined below.

Title IV recipients enrolled with Jefferson Davis Community College will have 150% the normal length of the program to complete it. Program length will be measured by the number of hours required for completion. Remediation and prerequisites will also be considered in these measurements. For example: Office Administration requires at least 70 semester hours for a degree—a student will be allowed to schedule up to 105 semester hours in that program.

In addition to maximum hours, students must also maintain passing **grades** at these benchmarks:

- 12-21 semester hours 1.50 cumulative GPA
- 22-32 semester hours 1.75 cumulative GPA
- 33-or more semester hours 2.00 cumulative GPA

Passage/completion rates for each student must be at least 67% or greater (based upon all classes scheduled). This provision will allow the student to complete a degree in a reasonable length of time. The number of terms enrolled is not as important as the number of hours scheduled. For example, a student who is not enrolled full-time could possibly

take up to eight semesters to complete 64 semester hours if he/she enrolled in eight hours each term.

Academic suspension results in the **immediate** loss of eligibility—whether the suspension is served or not.

Students requiring **remediation** before enrolling in college-level courses will be allowed to register for remedial classes as required. The institution offers two levels of remediation in reading, English, and math. Students testing into these lower levels of English, reading, and math will be allowed to take each class at least once. If a student fails to earn a passing grade after two attempts, Pell will not pay for any additional remediation in that class.

Transfer hours accepted toward a specific degree program will be applied against the maximum number of hours allowed for that program. Courses dropped (withdrawals) with non-punitive grades will also be counted against the maximum number of hours.

A student who **changes his program of study** will have courses from the old program evaluated and credited against the required courses of the new program. For example, a student changing from business to nursing may use common prerequisites. The student will be allowed to earn the maximum number of hours for the new program less the hours credited from the old program.

Each student on Title IV Federal Financial Aid must earn two-thirds of the minimum number of hours required for each academic year to complete a program in the normal length of time allowed.

1. For programs of one academic year or less, student progress will be measured prior to the end of the program.
2. If a student repeats a course that was previously successfully completed, the credit hours obtained the second time the course is attempted do not count toward the minimum number of academic hours required for program completion.

Any student **not in compliance** with any provision of the outlined standards of academic progress has the right to **appeal** his/her suspension to the Financial Aid Appeals Committee. The appeal must be in writing. Students will be notified when his/her appeal is heard. If the appeal is granted, the student will be allowed to receive federal financial aid provided he/she can earn a 2.00 GPA each semester in attendance thereafter.

Students who are not allowed to continue receiving federal financial aid may return to college at their own expense. To regain eligibility, these students must successfully pass six hours with a 2.00 or better GPA each semester in attendance. Their progress will be monitored at the end of each term.

Maximum number of hours will also be monitored during this time of probation.

Any student affected by the standards of satisfactory academic progress will be notified in writing after grades are checked each term.

Federal Academic Competitive Grant

The Federal Academic Competitive Grant is an entitlement program designed to offer additional grant aid to Pell-eligible citizens who have graduated high school with an advanced diploma or completed other approved rigorous secondary school programs. Students who graduated high school after January 1, 2005 are eligible for this grant. Eligible students must enroll in a degree program and maintain at least ½-time enrollment status, as well as a 3.00 or higher cumulative grade point average.

Federal Pell Grant

A Federal Pell Grant is an award to help undergraduate students pay for their education after high school. The Federal Pell Grant is limited to students who have not received a bachelors or first professional degree. Students are required to apply for the grant through the Free Application for Federal Student Aid available in the Financial Aid Office. Eligibility for the grant is determined at the Federal level.

Federal Supplemental Education Opportunity Grant

The Federal SEOG is for undergraduates with exceptional financial need and is considered "gift" aid. Priority for this grant is given to the most-needy Federal Pell Grant recipients on a first-come, first-serve basis as funds are available.

Federal College Work-Study

The Federal College Work-Study (FWS) Program provides jobs for undergraduate students who need financial aid. FWS is awarded on a first-come, first-serve basis as funds are available.

Alabama Student Assistance Program

The Alabama Student Assistance Program (ASAP) is a state-based grant that does not have to be paid back. It is awarded based on need, and awards are made on a first-come basis. In order to qualify for this grant, a student must be enrolled in an eligible program. Eligible applicants for this program are chosen from processed student aid reports received before July 1 of the previous school year. The student must also be a citizen of the United

States and a resident of Alabama for twelve months prior to the first term in which the grant is awarded. The student must not be in default of any Title IV programs.

Vocational Rehabilitation and Workforce Investment Act

The State of Alabama provides certain benefits for students through the Division of Rehabilitation, State Department of Education, Montgomery, Alabama 36014. Workforce Investment Act (WIA) information should be obtained directly from the State Employment Service.

Alabama Prepaid Affordable College Tuition (PACT)

Alabama PACT is a Section 529 college savings program administered by the Alabama State Treasurer's Office. Jefferson Davis Community College accepts PACT payment for tuition and fees. Per State Board resolution the College will issue scholarship waivers for tuition increases to PACT participants until the end of the 2012 academic year.

FINANCIAL AID POLICY

Verification Policy

The primary guidelines governing verification are published in the Verification Guide by the U.S. Department of Education. Jefferson Davis College will consult the current publication (in paper or electronic format) during this phase of administering Title IV aid.

When a student's financial aid application is selected for verification, the school will send a letter to the student asking him/her to verify specific information collected on the application. The student will get a verification worksheet with the letter. The institution uses the verification worksheets provided by the U. S. Department of Education to collect information about the family size, number in college, and untaxed income and benefits. The letter will advise the student when the information is expected back (usually two weeks from the date of the mailing). Students will be instructed to call if they have any questions and are directed to send the information back to the office so that the verification process may be completed.

Jefferson Davis Community College will limit its verification to 30% of its applicant pool.

Items to be verified include:

1. Adjusted Gross Income for base year.

2. Other income:
 - a. Social security benefits
 - b. Child support received
 - c. Tax deductions for 401k
 - d. Earned income credit
3. Income tax paid for base year.
4. Family size.
5. Number of people enrolled in college as at least half-time students.
6. Other items collected on the expanded FAFSA.

After the information is collected, the staff will compare items reported on the original student aid report to the documentation collected. Any changes noted as a result of this process will be evaluated to see if the student aid report needs to be resubmitted for corrections or if the dollar changes are within **tolerance** ranges (\$400 or less difference in money). Tolerance applications do not have to be resubmitted. Others with differences in family size, number of people in college, and dollar amounts beyond tolerance will need to be updated on the ED Express software. Once the changes are keyed into the computer, the student's eligibility will be recalculated.

Any student, whose information is not accurate or within tolerance range, will be sent back to the processor. A new student aid report will be generated and the student and college will receive another transaction. The student is notified as a result of the verification process, his information had to be updated, and will receive a new student aid report. We will also let them know if we suspect that they will no longer be eligible for financial aid.

As outlined in the SFA Handbook, if a student had been paid before the verification process was complete and an over-payment situation has occurred, the student will be notified of the overpayment amount within 30 days of the change, and the Department of Education will be notified that the student owes a refund on college stationary within 45 days.

Withdrawal and Repayment of Financial Aid Funds

Federal Financial Aid is not fully earned until the student has completed at least 60% of the term enrolled. If a student chooses to withdraw from school before completing 60% of the term, the student may be required to return unearned funds to the Federal Government. Failure to return unearned funds will result in loss of benefits. Prior to withdrawing from school, federal financial aid students

must go by the financial aid office to complete an exit interview. The financial aid office will determine if there is a refund or repayment due to any Title IV programs based on a formula that addresses the requirements outlined in Section 668.21 of Federal Regulations.

Notification to Student of Need for Refund

Any student requiring these calculations will be notified by mail.

VETERANS AFFAIRS

Jefferson Davis Community College wants veterans to receive all benefits to which they are entitled. However, the College holds firmly to the principle that veterans fulfill all regulations imposed as conditions on those benefits. The information below provides the requirements veterans must meet while enrolled at this institution. For additional information or assistance, students should consult the Financial Aid Office.

Required Documentation of Veterans

Information required by the Veterans Administration and this College is as follows:

1. DD214 (separation papers).
2. Transcripts from all institutions previously attended. (TRANSCRIPTS ARE NOT ACCEPTED FROM STUDENTS—ONLY FROM INSTITUTIONS.)
3. VA file number.
4. A copy of a 22-1995 (Request for Change of Program or Place of Training) if veteran is changing institutions or major.
5. Form 21-686C, Declaration of Status of Dependents, should be submitted to claim dependents.

Certification of Veterans

Jefferson Davis Community College will certify only those veterans who have or are making satisfactory progress toward the completion of a selected program of study. The following criteria will be used for certifying veterans or eligible persons:

1. Certification will be granted for only those courses that are applicable to the declared program of study (major). Any deviation must be

approved in writing by the Dean of Instruction. If veterans register for a course not in their program of study and not approved by the Dean of Instruction, their benefits may be reduced at any time during the semester. This action may occur without notification to students.

2. Certification will be granted for only those hours required to complete the selected program of study. Certification for more than the required number of hours will be granted only upon written approval from the Veterans Administration.
3. Certification may be granted for basic institutional credit courses and developmental courses if such courses are necessary for the student to reach his/her objective.
4. Certification will not be granted for audit courses or continuing education courses (CEU).
5. Veterans must be recertified for educational benefits when they re-enter college after an interruption of their educational program.
6. Veterans who have received college credit at other institutions will be certified for only those courses necessary to complete the declared program of study at Jefferson Davis Community College.
7. Payments for benefits will be based upon the following schedule:
 - a. Full-time payment - 12 or more credit hours
 - b. Three-fourths payment - 9-11 credit hrs.
 - c. One-half payment - 6-8 credit hours
 - d. Reimbursement for tuition and fees - 5 or fewer hours

Class Attendance of Veterans

All students attending Jefferson Davis Community College are required to attend class. Instructors are required to maintain accurate attendance records.

For the veteran, failure to attend class may result in a reduction or elimination of benefits. The instructor and Dean of Instruction will determine if absences are excused or unexcused.

If the veteran accumulates excessive (unexcused) absences, the reduction of benefits will be made effective the last date of class attendance. CLASS ATTENDANCE IS MANDATORY.