



FEE INFORMATION for AUTUMN 2009 STUDENTS

Your tuition & fees are due: **September 16, 2009** 

Note for all registered students: *Once you have registered, it is your responsibility to be aware of the fee payment deadlines and take care of your balance due;* “not receiving a bill” is not an excuse. Tuition payment deadlines are emailed, posted at our front counter and updated on our website. You can also access your bill online via your Campus Connect account. Tuition & fees not paid by September 16th will result in a \$30 Late Payment fee.

If tuition remains unpaid, you will be dropped from your Autumn Quarter registration for non-payment shortly after the due date. If you are dropped from your classes for non-payment, you must pay an *additional* \$30 Re-registration and \$25 Petition fee in order to re-register for Autumn Quarter. Keep in mind, you may not be able to re-enroll in the classes/sections you had previously scheduled due to space availability/waitlisted students.

How are you paying your tuition & fees?	
<i>Independently (Out of Pocket)</i>	<ol style="list-style-type: none"> 1. Pay all of your tuition in full by September 16, 2009 or 2. Use the Tuition Payment Plan: pick up a Tuition Payment Plan Form (or print one from our F&D web page), fill it out, sign and turn it in along with a payment of 1/3 of your tuition plus a \$17 service charge by September 16, 2009. 2nd payment due: Oct. 12; 3rd payment due: Nov. 12.
<i>With Financial Aid</i>	<ol style="list-style-type: none"> 1. Summer Quarter 2009 was the start of the 2009-10 financial aid award year. Students who have not yet applied for 2009-10 financial aid should get their Dept. of Ed. PIN and get their FAFSA done as soon as possible. At this point in time however it is unlikely that your financial aid will be processed by the tuition payment deadline; be prepared to pay in full or in part using the Tuition Payment Plan (see “Independently” above). 2. If you completed your FAFSA & have already turned in all verification documents but haven’t received your 2009-10 award letter, stop by or call Financial Aid at (740) 366-9435. The first disbursement date for Au09 Fin Aid is Sept. 18^{th*}. 3. Only students whose aid is delayed due to flex courses or a 1st-time loan* will be confirmed for payment if their pending aid covers all remaining tuition & fees. If this does not apply to you and you still have a balance due showing on September 16th you are responsible for paying your tuition in full or in part with the Tuition Payment Plan to remain registered for Autumn Quarter. Any financial aid that comes in after your payment will be applied to your account and the excess financial aid will be refunded to you. 4. 1st Excess Financial Aid Refund Day for Au09: Sept.18th. CAUTION: students must attend class and pass to earn and keep their financial aid! Dropping classes, failing or withdrawing will likely CREATE a balance DUE. Subsequent FA Refund Dates: 9/23, 9/25, 9/30, every Friday thereafter (see F&D web).
<i>3rd party agency</i>	(Nat’l Guard, BVR, VOC, Employer, etc.) You need to ensure your agency/employer gets us a voucher or other “intent to pay” document by Sept. 16, 2009; you are responsible to pay any difference <i>not</i> covered by the agency <i>by that date</i> . See the last page of this newsletter for further details. Our fax # is (740)364-9532.

Please call us at (740) 366-9232, see our web page at www.cotc.edu/cotc/fees.asp or stop by if you have any questions. Thank you!

FEE INFORMATION for AUTUMN 2009 STUDENTS

CENTRAL OHIO TECHNICAL COLLEGE APPROVED SCHEDULE OF FEES FOR AUTUMN QUARTER 2009	
Credit Hours	Total Tuition & Fees
1	\$100.00
2	\$200.00
3	\$300.00
4	\$400.00
5	\$500.00
6	\$600.00
7	\$700.00
8	\$800.00
9	\$900.00
10	\$1000.00
11	\$1100.00
12-15	\$1,200.00
16	\$1,300.00
17	\$1,400.00
18	\$1,500.00
19	\$1,600.00
20	\$1,700.00

(\$75.00 per credit hour out-of-state surcharge for non-residents of Ohio - i.e., 12-15 credit hours = \$1200 + 900 = 2,100)

Important Dates to Remember - Autumn Quarter '09	
July 27	Fee Payment begins for Au09.
September 16	Registered Students: Last day to pay tuition & fees for Autumn Quarter 2009. Unpaid tuition & fees will result in \$30 late fee*.
September 16 th & After	Late Registrants: Tuition & fees <i>due at time of registration</i> this date and after. Unpaid tuition & fees will result in \$30 late fee*.
	*Unpaid students may have their registration cancelled, resulting in further late charges and re-registration penalties. See the other side of this newsletter page for further information.
September 23	Classes begin - 1 st Term & Quarter courses.
September 25	Last day to add a 1 st Term course for Au09.
September 29	Last day to add a Quarter course for Au09.
September 29	Last day to apply for the Forgiveness Rule (tent.). Forms due in the Student Records Office by Noon.
October 14	Last day to drop/withdraw from 1 st Term course and receive grade of "W". Failure to formally withdraw results in "E" grade.
October 30	Incomplete Grades for Summer Quarter 2009 due in the Office of Student Records.
November 01	Last day of 1 st Term courses for Au09.
November 02	Classes begin for 2 nd Term Courses.
November 04	Last day to add a 2 nd Term course for Au09.
November 11	HOLIDAY No Classes - COTC offices & Labs closed.
November 18	Last day to drop a <i>Quarter class</i> or withdraw from College and receive a grade of "W". Failure to formally withdraw results in "E" grade.
November 20	Prospective June 2010 graduates: petitions to graduate due in Office of Student Records.
November 23	Last day to drop a 2 nd Term class or withdraw from College and receive a grade of "W". Failure to formally withdraw results in "E" grade
November 26-27	HOLIDAY - No classes - COTC offices & labs closed.
December 06	Last day of Autumn 2009 classes.
December 07-13	<i>COTC Final Exam Week for Autumn Quarter 2009.</i>
December 24-25	HOLIDAY. All COTC Offices & labs closed.
January 01	HOLIDAY. All COTC Offices & labs closed.

Tuition Refund Schedule for Dropped Classes/Withdrawal from the College			
Full Quarter Courses		2 Week STNA Flex Courses	
September 23 - 29	100% Refund of Fees	1 st Day of Class	100% Refund of Fees
Sept. 30 - October 06	50% Refund of Fees	2 nd Day of Class	50% Refund of Fees
October 07 - 13	25% Refund of Fees	3 rd Day of Class	25% Refund of Fees
October 14 & After	NO REFUND	4 th Day of Class	NO REFUND
1st Term Courses		Basic Police Academy (BPA) Courses	
September 23, 24, 25	100% Refund of Fees	1 st Day of Class	100% Refund of Fees
September 28, 29, 30	50% Refund of Fees	2 nd Day of Class	NO REFUND
October 01, 02 & 05	25% Refund of Fees		
October 06 & After	NO REFUND		
2nd Term Courses		Microcomputer & 1-2 day Courses	
November 02, 03 & 04	100 % Refund of Fees	Day Before Class	100% Refund of Fees
November 05, 06 & 09	50 % Refund of Fees	1 st Day of Class	50% Refund of Fees
November 10, 11 & 12	25 % Refund of Fees	2 nd Day of Class	NO REFUND
November 13 & After	NO REFUND		
Other Flex Classes have a separate Refund Schedule - please check with the Gateway (740) 366-9422 (Hopewell Hall). CAUTION!! : Dropping classes/withdrawing from the College may still CREATE a balance due, especially if you are a financial aid student!!			

Unpaid financial obligations may result in a student's account being sent to the Attorney General's Office, to include associated late fees and collection cost expense charges, for which the student will be liable.

Autumn 2009
Information for Financial Aid Applicants
2009-2010

The following information is to assist you in paying your fees for the upcoming quarter. Please read the information carefully and feel free to call us if you have any questions. Additional information regarding rights and responsibilities as a financial aid recipient is available on the COTC Financial Aid Webpage at http://www.cotc.edu/cotc/Finaid/Award_Notif_Guide.asp. *It is highly suggested that you take the time to review this material, because you will be held responsible for its content.*

- The Student Financial Aid Enrollment Change Policy requires a student to complete all of his/her **add/drop** changes by the census date of each course. (Contact the Office of Financial Aid for specific dates.) If a student adds or drops classes anytime up to and including the census date, financial aid will be adjusted. If changes are made after this date, financial aid will not be adjusted (**unless it is a total withdrawal**). Students receiving Federal Stafford Loans *should* maintain 6 credit hours throughout the quarter.
- Credit balances remaining on a student's account after all tuition and fees have been paid will be refunded to students beginning September 18, 2009. *Students at the Extended Campuses must complete the refund request form and give to the Newark Campus Fees and Deposits Office if they want refund checks sent to their home address.* **PLEASE NOTE: The Office of Financial Aid (OFA) must have received ALL required documents by August 17, 2009 for grants to be processed in time for fee payment deadline.**
- **FIRST TIME BORROWERS:** Federal Regulations require COTC to hold for 30 days the first loan disbursement of a first year student borrowing from COTC for the first time. If with the loan a student will have enough financial aid to cover **all** tuition and fees, the OFA will CONFIRM the fees as paid with Fees and Deposits until the loan funds are disbursed.
- **FLEX COURSES:** In accordance with Federal Regulations, COTC will release financial aid funds for Flex & Term Courses **after** the first day of the course. This means if a student is registered for 12 hours, 1 hour being a flex course, the OFA will pay financial aid funds for 11 hours. Once that flex course begins the additional funds will be posted to the student's account **if** the student attends. **PLEASE NOTE: If the student is registered for 6 hours, 1 hour being a Flex Course, student loan funds will not be credited to the student account until the corresponding Flex Course begins (subject to disbursement delays stated above).**
- Students currently on **conditional, cancellation, probation, or warning** status for **Satisfactory Academic Progress** will not have aid released until all SM09 grades have been posted and academic progress has been reviewed. **Therefore, your fees may not be paid by the fee payment deadline, and you may not receive a refund on the intended refund day.**
- Students borrowing a loan are required to complete entrance counseling and a master promissory note **EVERY** award year by going to the COTC Financial Aid Webpage at <http://www.cotc.edu/cotc/Finaid/studentloans.asp> and choosing Welcome to Entrance Counseling.
- To be eligible for Federal Stafford Loans and Federal Work-Study, you must be registered a minimum of six (6) credit hours. If you are enrolled less than full time, Federal Pell Grant and Federal SEOG will be adjusted according to the number of hours you are enrolled. If you are enrolled less than full time and have questions concerning the amount of your awards, please stop by and speak to a Financial Aid Advisor.
- **Auditing Courses:** Financial aid cannot be used to pay for audited courses. All audit courses will be considered an unsuccessful grade for Satisfactory Academic Progress and may affect future aid.
- **Students not attending courses for which they registered must formally withdraw from that course through the Office of Student Records. Aid WILL be adjusted if students are not attending classes, which may create a balance due on their accounts.**

On-line tuition and fee payment via your *COTCconnect* account is an even more convenient method with which to pay your student account bill. We accept MasterCard® and Visa® debit or credit cards and ACH or e-Check (savings or checking account) payments.



Once logged in, click on "Make a Payment" to view the current quarter's balance. If you need to make a payment, select payment type and complete the transaction on the next screen. Successful online payment transactions are transmitted to the College immediately, and you will receive an email confirmation once submitted.



Additional payment methods:

Please note: When mailing a payment to COTC, please address it to the attention of the *COTC Fees & Deposits Office* to ensure proper handling. In order to guarantee that your payment gets applied to the correct account, please also put your Colleague ID on the check or attach a piece of paper including your Colleague ID.

What is a third party student?

A third party student is any student that has their fees paid by a company, employer or other agency such as **Job & Family Services, BVR, Ohio National Guard**, etc. This does not include federal or state grants, student loans or scholarships. If you do not know whether you fit into any of these categories, please ask either the Fees & Deposits or the Financial Aid Office.

It is requested that you send, fax or bring in an authorization **each quarter** directly to the Fees & Deposits Office. This is what the authorization should clearly state:

- * Name(s) and Social Security Number(s) or Colleague ID's of student(s)
- * The amount of fees that will be paid
- * Which quarter(s) they are authorizing
- * Any financial aid that should be deducted before applying your funds
- * Along with adequate contact and billing information.

*The authorization needs to be in our office by **September 16, 2009**.* We are aware that some authorizations may be delayed due to your agency/company's internal procedures. A brief letter containing the name and Colleague ID number(s) of the sponsored student(s), the amount that will be paid, and an authorized signature from your agency/company will secure your registration. Purchase orders are accepted.

EMPLOYER/COMPANY REIMBURSEMENT:

If your employer/company or agency cannot reimburse you until after September 16, 2009, they must provide verification *on or before that date* that they will reimburse you. This would be what we refer to as "An Intent to Pay" letter. It can be sent or faxed to the Office of Fees & Deposits.

If your employer/company or agency reimburses you after the quarter is over (i.e. based on grades), you are responsible for paying your fees during regular fee payment time. A Tuition Payment Program is available through the Office of Fees and Deposits. Please contact us for more details.

AUTHORIZATIONS FOR BOOKS:

If your company/agency will pay for your books, there needs to be a **SEPARATE** authorization for the **Barnes & Noble Bookstore**. If you have questions about buying your books, please contact the Bookstore or Fees & Deposits.

If you have any questions or concerns, please contact the Office of Fees & Deposits at (740)366-9232 or (800)9-NEWARK x.232. Our Fax Number is (740)364-9532.

Schedule of Offices for September.....

Office	Sept 7-Sept 11	Sept 14-Sept 18	Sept 21-Sept 25	Sept 28-Oct 2
Fees & Deposits (366-9232)	M Closed T-Th 8-6 Fri 8-5	M-Th 8-6 Fri 8-5	M-T 8-6 Wed 8-7 Th 8-6 Fri 8-5	M-Th 8-6 Fri 8-5
Financial Aid (366-9435)	M Closed T-Th 8-6 Fri 8-5	M-Th 8-6 Fri 8-5	M-T 8-6 Wed 8-7 Th 8-6 Fri 8-5	M-Th 8-6 Fri 8-5
The Gateway (366-9422)	M Closed T-Th 8-6 Fri 8-5	M-Th 8-6 Fri 8-5	M-Th 8-6 Fri 8-5	M-Th 8-6 Fri 8-5
Office of the Registrar (366-9208)	M Closed T- Fri 8-5	M-Fri 8-5	M-Fri 8-5	M-Fri 8-5
Barnes & Noble (366-9277)	TBA	TBA	TBA	TBA



Enjoy the Fall!!