



TUITION AND FEES

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Georgia Highlands College fees are assessed according to the policies established for all two-year colleges in the University System of Georgia. A nonrefundable application fee of \$20 must accompany all applications for admission.

Tuition and fees are subject to change pending action from the Board of Regents of the University System of Georgia.

In-State Tuition

Matriculation for full-time students (students enrolled for 12 or more semester hours on campus): \$802

Part-time students (students enrolled for less than 12 semester hours): \$68 per semester hour

Fees are subject to change without notice.

Student Activity Fee

All students taking six or more semester hours: \$30 per semester.

Course Participation Fees

Courses in nursing, laboratory science, physical education and College-by-DVD may have additional course participation fees ranging from \$20 to \$60.

Technology Fee

The \$50 technology fee covers computing infrastructure/services (networking, printing, computer clusters) and technology support.

Charger Card Fee

Each student will pay a \$17 fee for the Charger Card, which can be used as a student ID and as a cash card on Georgia Highlands College campuses.

Out-of-State Tuition

Nonresident students will be charged out-of-state tuition of \$268 per semester hour for part-time students or a total of \$3,206 for students taking 12 or more hours.

Residents of Bordering Counties Outside Georgia

Residents of Cherokee County, Alabama, which borders Floyd County, pay the same fees as residents of Georgia. Applicants should complete the application for certification of Cherokee, Alabama residency, which must be notarized by the clerk of court of Cherokee County, Alabama, and submitted to the Registrar's Office. To avoid delay and inconvenience at registration, the petition must be filed no later than 10 working days before the registration period of the semester for which the student is petitioning in-state residence.

Definition of Legal Resident

The definition of resident students for the purpose of attending institutions of higher learning in Georgia are established by the policies of the Board of Regents of the University System and do not necessarily parallel other definitions of residency. Accepted definitions of residency include the following:

1. (a) If a person is 18 years of age or older, he or she may register as an in-state student only upon showing that he or she has been a legal resident of Georgia for a period of at least 12 months immediately preceding the date of registration.
- (b) No emancipated minor or person 18 years of age or older shall be deemed to have gained or acquired in-state residence status for tuition purposes while attending any educational institution in this State, in the absence of a clear demonstration that he or she has in fact established legal residence in this State.
2. If a person is under 18 years of age, he or she may register as an in-state student only upon a showing proof that his or her supporting parent or guardian has been a legal resident of Georgia for a period of at least 12 months immediately preceding the date of registration.
3. If a parent or legal guardian of a minor changes his or her legal residence to another state following a period of legal residence in Georgia, the student may retain his or her classification as an in-state student as long as he or she remains continuously enrolled, regardless of the status of his or her parent or legal guardian.
4. In the event that a legal resident of Georgia is appointed as guardian of a nonresident minor, such minor will be permitted to register as an in-state student providing the guardian can provide proof he or she has been a resident of Georgia for the period of 12 months immediately preceding the date of the court appointment.
5. Aliens shall be classified as nonresident students; provided, however, that an alien who is living in this country under an immigration document permitting indefinite or permanent residence shall have the same privilege of qualifying for in-state tuition as a citizen of the United States.
6. A nonresident student may register as an in-state student providing the student's parent, parents or spouse can provide proof of legal residency in the State of Georgia for at least 12 consecutive months immediately preceding the date of registration.
7. Waivers: An institution may waive out-of-state tuition for:
 - (a) international (F1) students and superior out-of-state students in selected programs, selected by the institutional president or an authorized representative, provided that the number of such waivers in effect does not exceed 2 percent of the equivalent full-time students enrolled at the institution in the fall term immediately preceding the term for which the out-of-state tuition is to be waived.
 - (b) full-time employees of the University System, their spouses and their dependent children.
 - (c) medical and dental residents and medical and dental interns at the Medical College of Georgia.
 - (d) full-time classroom teachers and administrators employed in the public schools of Georgia or by the Department of Technical and Adult Education, their spouses and their dependent children. Teachers employed full-time on military bases in Georgia shall also qualify for this waiver.
 - (e) career consular officers, their spouses and their dependent children who are citizens of the foreign nation that their consular office represents and who are stationed and living in Georgia under orders of their respective governments.
 - (f) military personnel, their spouses, and their dependent children stationed in Georgia and on active duty unless such military personnel are assigned as students to System institutions for educational purposes.

- (g) graduate students enrolled at a University System of Georgia research institution receiving a System-sponsored assistantship.
- (h) resident of a specific out-of-state county bordering a Georgia county in which the reporting institution is located.
- (i) full-time members of the Georgia National Guard.
- (j) students who are certified by the Commissioner of the Georgia Department of Industry, Tourism and Trade as being part of a competitive economic development project.
- (k) students employed by a Georgia-based corporation that has a contract with the Board of Regents to provide tuition differential waivers to the corporation's non-Georgia-domiciled employees attending University System institutions.
- (l) students selected to participate in a program offered through the Academic Common Market.

Change of Residency Status

Students who enter Georgia Highlands College as nonresident students but who wish later to qualify as legal residents must fill out a petition for Georgia residence classification form, which may be obtained in the registrar's office. A student's residence status is not changed automatically, and the burden of proof that the student qualifies as a legal resident under the regulations of the Board of Regents of the University System of Georgia rests with the student.

A student classified as nonresident who believes that he/she is entitled to be re-classified as a resident may petition the registrar for a change in status as described above.

To avoid delay and inconvenience at registration, the petition must be filed no later than 10 working days before the registration for the semester in which the student is petitioning for in-state residence status. If the petition is granted, reclassification will not be retroactive to prior semesters.

Fee Refund Policy

Students who formally withdraw from Georgia Highlands College are entitled to a refund of in-state tuition, out-of-state tuition, technology fee, course participation fees, Charger Card fee and the student activity fee.

The refund amount for students withdrawing from the institution shall be based on pro rata percentage determined by dividing the number of calendar days completed by the student during the semester by the total calendar days in the semester. The unearned portion shall be refunded up to the point in time that the amount equals 60 percent.

Students who withdraw from the institution when the calculated percentage of completion is greater than 60 percent are not entitled to a refund of any portion of institutional charges.

Financial Aid

For those students who need assistance in meeting educational costs, student financial aid in the form of grants, loans and a limited amount of scholarships is available. Student work-study is available for those who meet federal criteria. Students who need financial assistance should contact the Georgia Highlands College Office of Student Financial Aid for applications and instructions.

Student financial aid recipients whose credited assistance exceeds allowable charges (tuition, fees, books and supplies) will receive a refund check; those checks will be issued by accounting services and will be mailed to the student's home address. CHECKS THAT ARE NOT DELIVERABLE OR CASHED BY PAYEES BY THE END OF THE SEMESTER WILL BE VOIDED, AND THE FUNDS WILL BE RETURNED TO THE PROGRAM ACCOUNT(S) FROM WHICH THEY WERE DRAWN.

Return of Title IV Student Aid (Federal Grants and Loans)

Students receiving financial aid will be required to return any unearned portion when a student withdrawal request form is completed. Amounts will be based on the calculation of the percentage of time enrolled as of the official withdrawal date times the total amount of financial aid awarded. The official withdrawal date is entered on the student withdrawal request form.

Financial Obligations to the College

Failure to meet financial obligations to the college may result in the student's disenrollment with no credit for the semester. Such students may be denied enrollment in subsequent semesters.

The college will withhold copies of educational records of students who have outstanding debts to the institution.

Returned Check Policy

Returned check charge: \$30 or 5 percent, whichever is greater

A returned-check hold will be placed on the student's record upon receipt of an NSF or *stop payment* check. The accounting services office will notify the writer of the returned check two times via certified mail of the writer's responsibilities to settle the obligation. After two attempts to notify a student, the accounting services office will turn the check over to the magistrate court for collection where a warrant or a citation is signed. After two returned checks the student will lose the privilege of writing checks to the college and will be placed on a cash-only basis from then on. The student will be responsible for all court costs in addition to the returned check amount and returned check fee.

Requests for 100% Refund after the First Day of Class

Student requests for 100 percent refund of tuition and fees after the first day of classes may be considered if the student is unable to continue enrollment.

The student must provide to the President's Cabinet the following information:

- A. A statement, in writing, as to why the request for 100 percent refund should be allowed
- B. Official documentation validating the student's request.

When this documentation is received, the President's Cabinet will consider the decision as to refund, and the student will be notified in writing of its decision.

Military Refunds:

Subject to institutional policies, full refunds of tuition and mandatory fees and pro rata refunds of elective fees are hereby authorized for students who are:

- a. military reservists (including members of the National Guard) who receive emergency orders to active duty after having enrolled in a University System institution and paid tuition and fees
- b. active-duty military personnel who receive an emergency reassignment after having enrolled in a University System institution and paid tuition and fees
- c. otherwise unusually and detrimentally affected by the emergency activation of members of the reserve components or the emergency deployment of active duty personnel of the Armed Forces of the United States and who demonstrate a need for exceptional equitable relief.

Tuition and fees awarded by scholarship or grant from an agency or authority of the State of Georgia on behalf of a student receiving a refund under this policy shall be reimbursed to such agency or authority.

In order to qualify for the refunds, students must withdraw formally from their classes and present the institution with a copy of their official orders. Requests for exceptional relief (under section C above) must be made to the president of the institution.