

Business Office



- Tracy Azure, Comptroller
tazure@tm.edu
 (701)477-7809
 Business Office

Every effort is made to keep tuition and fee costs as low as possible, but realistic enough to financially operate the college. The student cost of attendance is reviewed on a yearly basis. In some years adjustments are made, and some years there are no changes. Turtle Mountain Community College's cost of attendance budgets are compared with cost of attendance at similar colleges. Since Turtle Mountain Community College is a commuter campus, care must be taken in developing transportation, housing and cost of living budgets.

Tuition and Fees per Credit Hour 2016-2017

<u>CREDITS</u>	<u>TUITION</u>	<u>STUDENT ACTIVITIES</u>	<u>TECHNOLOGY FEE</u>	<u>TOTAL</u>
1 credit	\$ 74.00	\$ 9.00	\$0.00	\$ 83.00
2 credits	\$148.00	\$ 18.00	\$0.00	\$ 166.00
3 credits	\$222.00	\$ 27.00	\$0.00	\$ 249.00
4 credits	\$296.00	\$ 36.00	\$0.00	\$ 332.00
5 credits	\$370.00	\$ 45.00	\$0.00	\$ 415.00
6 credits	\$444.00	\$ 54.00	\$2.00	\$ 500.00
7 credits	\$518.00	\$ 63.00	\$2.00	\$ 583.00
8 credits	\$592.00	\$ 72.00	\$2.00	\$ 666.00
9 credits	\$666.00	\$ 81.00	\$2.00	\$ 749.00
10 credits	\$740.00	\$ 90.00	\$4.00	\$ 834.00
11 credits	\$814.00	\$ 99.00	\$4.00	\$ 917.00
12 credits	\$888.00	\$108.00	\$4.00	\$1,000.00
*Process Plant Technology Courses (PROP & ENRT)			\$137.00/Credit	

Additional Costs:

- A \$25.00 Registration fee will be charged to all students, no matter how many credits the student is registering for. This charge will be assessed every semester.
- An audit fee will be charged to less-than-full-time students who wish to attend a class and not receive credit. The charge is \$41.00 per credit hour.
- Transcript Fee- There will be a \$2.00 transcript fee, regardless of whether it is

unofficial or official. There will not be a transcript fee for transcripts sent to the any Tribal Scholarship program, BIA-Job Placement and Training program, or the Turtle Mountain Vocational Rehabilitation program.

- A Textbook/Supplies usage fee will be assessed depending on the number of credits that a student registers for. All students will be assessed the fees regardless of whether textbooks are required in the class or not (example:

some classes may use alternative digital technology instead of textbooks). The chart below identifies what the rate assessed will be.

- *Books will be provided on a textbook usage basis ONLY; all students will be charged a textbook usage fee based on the table below.*

Textbook Usage fee table based on credit hours enrolled per semester

1-3 (Credits)	\$25 or Buy the Books(s), whichever is less
4-6 (Credits)	\$50
7-11 (Credits)	\$75
12 & Above (Credits)	\$100

If the textbook includes a cd and the student loses the cd, or it is returned damaged, the student will be assessed a replacement fee. Students that return textbooks damaged will be assessed the full price of the book. Students that return textbooks, kits or equipment damaged or pieces missing will be assessed the full price of the book, kit or repair/replacement of equipment.

Textbooks can also be purchased if the student chooses to purchase them.

Textbooks will need to be returned within five days of the end of the semester. Students who do not return textbooks will be billed full price for them.

Students who return textbooks damaged will be assessed the full price of the book.

Other Course Costs:

For some courses, a fee is charged to cover rental of equipment and facilities or for materials the student will keep. However, a

student can fulfill his/her requirements without enrolling in a class that requires this type of fee. The fee is variable depending on the class.

TMCC Tuition Refund Policy

A student who does not attend any class prior to the census date shall be considered a “no show” and a 100% tuition refund will be issued for the classes not attended (if a student has made cash payments on their account). TMCC shall use the last day to add/drop a class for each semester as the census date for determining student enrollment for the fall, spring and summer terms. The student will still be responsible for the Registration Fee.

If a student attends a class, s/he will be considered to be enrolled in the course and will have to withdraw from school. Students who pay their tuition in cash payments and do not receive aid will be refunded at the following rates. Tuition will be refunded at 100% if the student withdraws from the institution within the first 10 days of classes in the fall or spring semesters. The student will still be responsible to pay the textbook and registration fee. If a student completely withdraws from all classes after the first 10 days of classes they will receive a refund based on the following schedule:

During Fall and Spring terms the refund is calculated as follows:

- 50% refund will be issued the third through fourth week of classes,
- 25% refund will be issued the fifth through eighth week of classes, or
- After eight weeks the student will not receive a refund.

During the Summer eight-week term the refund is calculated as follows:

- 100% refund will be issued the first week of classes,
- 50% refund will be issued the second week of classes, or

- 25% refund will be issued the third week of classes.
- No refund will be issued after the third week of classes.

During the Summer four-week term the refund is calculated as follows:

- 100% refund will be issued the first three (3) days of classes,
- 50% refund will be issued the fourth through fifth day of classes
- 25% refund will be issued the sixth through seventh day of classes.
- No refund will be issued after the seventh day of classes.

TMCC Billing Policy

TMCC uses a centralized billing system. Student charges are generated from the number of credits that a student enrolls in at the time of the student registration. The first billing will be sent out after the last day to add but before the first financial aid disbursement. A second billing notification will be sent after the first disbursement. The Business Office will print the invoices for the semester. The student billing statement will be mailed to the student's permanent address that is listed in the Registrar's office.

All students will be billed. No exceptions will be made. If an employer or outside organization is paying the students tuition and fees, it will be the student responsibility to submit the billing statement to them.

Tuition and fee charges are billed by the semester. Students with an outstanding balance from previous semesters will receive a warning and be permitted registration access in a subsequent semester, however; students will not receive grades, transcripts or diplomas until the account is cleared.

TMCC has the authority to withhold payment from any source of funding from individuals who have an outstanding balance on their accounts from sources including, but not limited to,

payroll, stipend, or scholarship.

Students will be responsible to cover all costs not covered by financial aid.

Note: Students cannot receive transcripts or diplomas until their account is clear.

Institutional Work Program

TMCC has implemented an institutional volunteer work program to allow current and former students the opportunity to volunteer to work off unpaid debt in order to clear their accounts. The hourly rate for the TMCC Institutional Work Program is set at the Federal Work Study rate.

Eligibility:

1. Have an outstanding balance
2. Able to pass background check
3. Must pass drug test prior to working

Requirements:

1. Follow supervisor instructions
2. Follow TMCC policies and procedures
3. Be on time for scheduled work hours
4. Punch a time clock
5. Comply with any dress or safety requirements

Termination:

Students will be terminated from the program for the following reasons:

1. Failure to pass a drug test
2. Continuous tardiness without valid reason
3. Failure to show up for scheduled work without contacting the direct supervision
4. Insubordination

To obtain an application, contact the business office.

Financial Aid and Refund Checks

If the student will be receiving financial aid from grants or scholarships, the amount of tuition and fees due will be subtracted from the aid. If the amount of aid exceeds the amount the students is being charged on their bill, the student will receive a refund from the Business Office.

Disbursements will be processed every

Friday beginning on the days designated as Financial Aid disbursements dates listed in the Academic Calendar in the college catalog, for each semester. Checks can be picked up at the Business Office by the students.

Payment Methods

TMCC will accept cash, personal checks, credit/debit cards, money orders, or traveler's checks in the Business Office. Checks can also be mailed directly to TMCC, P.O. Box 340, Belcourt, ND 58316.

Questions

General questions about your bill can be answered by the Business Office which is open from 8:00 a.m. to 4:30 p.m., Monday through Friday. The Business Office can be reached by calling student accounts at 701- 477-7862, ext. 2204