

# COLLEGE COSTS

## TUITION

All tuition and fees must be paid in full on the day students receive schedules. If tuition is paid by a financial aid agency, the student is required to submit all verification forms to the campus Financial Aid Officer/Clerk prior to the start of the semester. A promissory note is then signed by eligible students for tuition payment.

### *Day Programs Tuition/Fee Schedule*

Credit Hours	1	2	3	4	5	6	7	8	9	10	11	12+
Registration Fee	5	5	5	5	5	5	5	5	5	5	5	5
Tuition	23	46	69	92	115	138	161	184	207	230	253	276
Academic Excellence Fee	7	14	21	28	35	42	49	56	63	70	77	84
Operational Fee	2	4	6	8	10	12	14	16	18	18	18	18
Total for Louisiana Resident	37	69	101	133	165	197	229	261	293	323	353	383
Total for Non-Louisiana Resident	60	115	170	225	280	335	390	445	500	553	606	659

### *Tuition Cap*

The maximum number of credit hours for which a student will be assessed tuition shall be 12 credit hours; regardless of the semester/session.

## OTHER FEES

### *College-Wide Mandatory Fees*

Application Fee:	\$ 5.00
Testing Fee:	5.00 per component (Reading, Mathematics, English/Writing)
Late Registration	25.00

All applicants enrolled in occupational programs or CED courses are assessed a \$5 non-refundable application fee. Applicants enrolling in occupational programs are also assessed a \$15 testing fee. Transfer-in students may be exempted from placement testing. The college accepts credit cards (Mastercard and Visa), money orders, cash, personal or company checks.

### *Campus-Specific Mandatory Fees*

Technology Fee	5.00 per credit hour, with a \$60.00 maximum charge
SGA Fee	5.00

### *General Fees*

Fee Name	Standardized Fee	General User Fees
Graduation Fee	\$25	This fee is assessed for diploma and diploma cover.
NSF Fee	\$25	Non-Sufficient Funds Fee-charged to those students who pay with NSF checks.
ID Fee	\$5	Provides for ID cards for each student; replacements charged at same rate.
Vehicle Registration	\$15 max.	This fee is charged by campuses that use vehicle registration decals to identify student, faculty, and staff vehicles parked on campus. Fee is not to exceed \$15 per academic year.
Transcript Fee	\$5	This fee is charged when a student is issued a second or subsequent official transcript. (The first transcript is provided to the student upon graduation.)

Traffic Violations	\$5	This fee is charged for each violation that a student is issued.
Course Challenge	\$15 per course	Credit by examination is available to students who have mastered the content of a course and can demonstrate the same competency as regularly enrolled students through an examination.
Course Material Fee	\$5 per course	The Louisiana Technical College recognizes that some courses offered require special supplies and materials not included in the cost of tuition.
<b><i>Auxiliary Operations Fee</i></b>		
Day Care	\$10 per day	This fee is per child per day for on-site childcare. Two children is \$14, and three or more children is \$18 per day.

\*Fees are subject to change without notice. Additional fees may be required at each campus. Contact your campus for more information.

### **Continuing Education Courses Rates:**

For cost structure, please access *Continuing Education* on the Greater Acadiana Region 4 website.

### **Residency Requirements**

Eligibility for classification as a Louisiana resident is determined by the campus Office of Student Affairs after the completed application and all related documents have been received. Once enrolled, changes in residency status are made through this office.

To claim Louisiana residency for tuition purposes, the applicant must have lived in Louisiana for the past 12 months. Applicants must submit one or more of the following documents:

1. Louisiana Income Tax Return for previous year
2. Louisiana Drivers License with issue date at least a year prior to entry date
3. Utility or telephone deposit slip

A non-U.S. citizen must be a *permanent resident* in possession of a Resident Alien card before beginning the process of establishing residency by meeting one of the above requirements.

## **GENERAL REFUND POLICY AND PROCEDURE**

1. Refunds will be subject to an administrative fee of \$15 per refund transaction (regardless of the number of credit hours dropped or upon withdrawal from the college).
2. Refunds, when due, will be made within 30 days of (1) the withdrawal date as documented on Drop/Add or Withdrawal form or (2) the date the institution determines the student has withdrawn from college.
3. Tuition and the following fees are considered refundable: Academic Excellence Fee, Operational Fee, and Technology Fee (if assessed by your campus).
4. If the college cancels a class, then 100% of all tuition and fees paid will be refunded and an administrative fee will not be assessed.
5. In accordance with the Council on Occupational Education requirements, students who have not visited the campus facility prior to enrollment can withdraw within three days following either attendance at an orientation or a tour of the college facilities and receive a full refund of all tuition and fees paid.

### **Refund Policy**

Refund of tuition and fees is made on the following basis upon a reduction in credit hours pursued or official withdrawal from the college:

*Fall and Spring Semesters:*

Prior to the 1 <sup>st</sup> day of class	100%
1 <sup>st</sup> - 4 <sup>th</sup> instructional day of the semester	75%
5 <sup>th</sup> - 10 <sup>th</sup> instructional day of the semester	50%
11 <sup>th</sup> - 14 <sup>th</sup> instructional day of the semester	25%
After the 14 <sup>th</sup> instructional day of the semester	none

*Summer Semester:*

Prior to the 1 <sup>st</sup> day of class	100%
1 <sup>st</sup> - 2 <sup>nd</sup> instructional day of the semester	75%
3 <sup>rd</sup> - 5 <sup>th</sup> instructional day of the semester	50%
6 <sup>th</sup> - 7 <sup>th</sup> instructional day of the semester	25%
After the 7 <sup>th</sup> instructional day of the semester	none

In accordance with Title IV of the Higher Education Act Amendments, refund of tuition and fees for Pell Grant recipients shall be made to the Pell Grant program and not to the student.

### **Procedures for Receiving Refund of Tuition**

In order to receive a refund, the student is required to complete either Form IS100.48 *Student Change in Course Load* or Form IS100.47 *Student Withdrawal from College* in the campus Student Affairs Office and *attach a copy of the tuition receipt. A check will be mailed to the student's residence within 30 days.*

## **OTHER COSTS**

Please contact the campus Office of Student Affairs to seek more detailed information about program costs such as those listed below.

### **Books**

The program instructor will inform the student of the books required for each program. A variety of sources are available for the purchase of textbooks, including an online bookstore. Please check with your campus Office of Student Affairs for a source listing. Students are expected to have all required books upon reporting to class.

### **Supplies and Equipment/Tools**

Students are expected to provide their own basic supplies such as notebooks, paper, pens, and pencils. Students are expected to have all needed supplies upon reporting to class.

Some programs require occupation-specific equipment or supplies. The instructor will inform the enrolling student of the items needed. Detailed cost sheets for programs of study offered at a campus are available in the Student Affairs Office on each of the Region 4 campuses.

### **Uniforms**

Culinary Arts and Occupations, Barber Styling, Care and Development of Young Children, and Health Services programs are required to purchase uniforms and other special supplies. Orders for uniforms are handled by the program area department. Students are furnished details by program instructors.

### **I.D. Cards**

The cost of the initial I.D. and any replacement card is \$5.00. This fee is paid along with tuition and fees. Students will be informed about the schedule for taking College I.D. pictures. A tuition receipt showing payment for an I.D. card and a pictured I.D. are required to take I.D. pictures. All continuing students must purchase a new I.D. card at the beginning of every fall semester.

### **Parking Permits and Restrictions**

All student vehicles parked on campus are required to be registered. Costs of parking permits are \$5 for a sticker permit or \$15 for a hanging permit. This fee is paid along with tuition and fees. A tuition payment receipt is required to obtain a permit. Parking permit stickers are to be placed in the back window of the vehicle on the

driver's side. Hanging permits are to be hung around the rearview mirror. Students are to park only in those areas clearly marked for student parking. **Only students with handicapped license plates or sticker are to park in the handicapped parking areas. Students are not to park in staff or visitors parking spaces and not along the curbs or on the grass.** Students must register vehicles at the beginning of every fall semester.

## **Graduation**

Graduating students are assessed a graduation fee of \$25 (payable to the college). This fee is collected at the same time that the application for graduation is submitted, which is due at least one semester prior to completion of the degree, diploma, or certificate requirements. Caps, gowns, and diploma covers must be purchased directly from the vendor (at a cost of approximately \$35). Payment for these is due at the time the order is made. Graduation rings and invitations may be purchased, if desired.

## **Delinquent Student Account Restrictions**

Students who do not meet their financial obligations as scheduled are not permitted to attend classes on the campus. The campus will not release student information or perform other tasks requested by the student unless the financial account of the student is paid in full and the student is in good standing.