

## *Policy Statement*

Terra State Community College (TSCC) will invoice students for tuition and applicable fees for credit-bearing coursework.

## *Policy Details*

### **Required Fees and Tuition**

#### **A. In-State Residents**

Tuition fees for state residents are calculated using the table located at [Tuition & Fees \(terra.edu\)](https://terra.edu). This table shows **all** required fees a student is required to pay at the time of registration for classes. All fees are subject to change without prior notice.

#### **B. Out-of-State Residents**

Tuition fees for non-Ohio residents are calculated using the table located at [Tuition & Fees \(terra.edu\)](https://terra.edu). This table shows **all** required fees a student is required to pay at the time of registration for classes.. All fees are subject to change without prior notice.

#### **C. Required Fees include:**

#### **General Fee**

A fee of \$32 per credit hour contributes to the successful overall operation of the College

#### **Library and Technology Fee**

A Library and Technology fee of \$9 per credit hour contributes to the necessary technology and library services provided to TSCC students.

#### **Student Activities Fee**

A Student Activities Fee of \$2 per credit hour contributes to the breadth of student activities provided at TSCC. Classes delivered totally online are exempt from this fee.

#### **Registration Fee**

A \$10 (nonrefundable) fee is charged once per term upon registration, regardless of the number of credit hours.

- D. Along with a per credit-hour tuition rate, additional fees are required by all Terra State Community College (TSCC) students in order to complete the registration process including:

**Laboratory and Course Material Fees**

All courses at TSCC are assessed a laboratory or course material fee help cover the costs of supplies and materials used in both laboratory and non-laboratory courses. Amounts due for individual courses are specified on the official schedule of classes published each term. All online courses are subject also subject to laboratory or course material fees.

**D. Other Fees**

All fees are subject to change without prior notice

**1. Background Checks**

Contact Campus Safety at extension 2253 or 419.559.2253 for information or to schedule an appointment.

- a. Background Check - BCI

*Amount: \$40*

- b. Background Check - BCI Copy Only

*Amount: \$10*

- c. Background Check - BCI & FBI

*Amount: \$70*

- d. Background Check - FBI

*Amount: \$40*

**2. Duplicate Student I.D. Fee**

A \$10 fee is charged to reissue a student I.D.

**3. Late Registration Fee**

Amount: \$50

**4. Payment Plan Fee**

Amount \$20

**5. Payment Plan- Late Fee**

Amount: \$25

**6. Proficiency Examination Fee**

A \$25 fee per course is charged when a student takes a proficiency examination to test out of a course. In addition, any material costs are due at that time.

**7. Re-Registration Fee**

A \$50 fee is charged when a student drops or is dropped from a course and then registers again for the course within that semester.

**8. Returned Check Fee**

A \$20 fee is charged for all checks returned to the college.

**9. Transcript Fee**

Amount \$7

**E. Housing and Meal Plan Fees**

Students have the opportunity live on-campus and select from several different housing options. [Floor Plans & Pricing](#)

TSCC Students have the option of selecting a meal plan through the on-campus dining provider. [https://www.terra.edu/life\\_at\\_terra\\_state/dining\\_on\\_campus.php](https://www.terra.edu/life_at_terra_state/dining_on_campus.php)

*Note—those students living on-campus are required to select a meal plan option.*

**Payment Options**

Tuition and fees for credit-bearing coursework are due 14 calendar days prior to the start of the term. However, students registering within 14 days of the start of the term have tuition and fees due at the time of registration. When due, tuition and fees must be either:

- a. Paid in full, (we accept cash, check, money order, Visa, MasterCard, Discover credit cards, and debit cards)
  - b. Payments can be made through Banner self-service (Student Tab>Student Account>Account Summary by Term) or over the phone at 419-559-2329
  - c. Checks can be mailed to (please write your Terra State ID# number on the check):  
Terra State Community College  
Cashier's Office  
2830 Napoleon Road  
Fremont, OH 43420-9670
  - d. Paid through a [payment plan](#),
  - e. Approved for payment by a third-party source as evidenced by the completion of an [authorization form](#),
- or
- f. Approved as a financial aid award; with a payment plan for pending financial aid awards.

*If these conditions are not met, then the registration is cancelled and the student is notified.*

Students receive bills at the time of registration on their Banner Self-Service for credit classes and fees and in advance of when the payment is due. The bills sent to students include the students' class schedule, a breakdown of the tuition and fees due, the amounts of any financial aid awards to be paid to the accounts, the amounts of any payments on the accounts for the term, and total balances due. Students are given a reasonable time to pay or make payment arrangements.

Payments can be made on-line through a secure [student portal](#) (Banner Self-Service; see on-line payment tutorial at my.terra.edu), by calling the cashiers' office at 419.559.2329, mail (Attention: Cashier's Office, 2830 Napoleon, Road, Fremont, Ohio 43420), or in person at the cashiers' office located Roy Klay Hall, Building A-200. Payment is accepted in credit/debit card, check, money order.

Payment arrangements include a [third-party payment authorization](#) (Employer or Agency Sponsorship) or a [payment plan](#).

The college retains the right to deregister students from credit classes for failing to make fee payment or-payment arrangements by the due date.

Please refer to the [Semester Important Dates](#) for more information which can be found on either Terra.edu or my.terra.edu

Students who have not paid for their classes, or made acceptable arrangements with TSCC, will be dropped from all classes at no cost to the student. The drop will take place once before the term begins and again on the 8th day of the full semester. The pre-semester drop will occur the day after the 1st payment due date as reflected on the Important Dates document. This date is approximately one week prior to the start of Spring term, and two weeks prior to the start of Fall and Summer terms.

Once students' accounts become delinquent (approximately 60 days after the end of each semester), the accounts are forwarded to the Ohio Attorney General for collection. All collection fees, special counsel fees, and interest charges are the responsibility of the students

**A. Employer Sponsorships**

1. Students are responsible to provide verification from their employer identifying the term charges that the employer will pay prior to the tuition and fee payment due date each term. The College has an [employer authorization form](#) that students are encouraged to use.
2. Sponsored students with unpaid balances may not be allowed to register for future term classes until the balance is paid in full. It is ultimately the students' responsibility to pay the charges if not paid by the employer sponsor. If the employer fails to make payment to Terra State Community College, the student will be responsible for any outstanding fees or expenses including fees due after withdrawing from classes or failing a class.
3. The student must read, sign, and take the company sponsorship agreement/tuition authorization form to their company's personnel office. The personnel office will complete the form, sign, and fax, email or return the completed form to the TSCC Cashier's office.

**B. Agency Sponsorships**

1. Students are responsible to have their agency sponsor provide verification of the tuition and fees to be paid.
2. Sponsored students with balances may not be allowed to register for future term classes until charges are paid. It is ultimately the students' responsibility to pay the charges if not paid by the agency sponsor.

**C. Drop for Non-Payment**

Students who have not paid for their classes, or made acceptable arrangements with TSCC, will be dropped from all classes at no cost to the student. The drop will take place once before the term begins and again on the 8th day of the full semester. The pre-semester drop will occur the day after the 1st payment due date as reflected on the Important Dates document. This date is approximately one week prior to the start of Spring term, and two weeks prior to the start of Fall and Summer terms.

**D. Veteran Students**

As required by the Veterans Benefits and Transition Act of 2018, Veteran students receiving Chapters 31 and 33 benefits are coded as third party Veteran Administration (VA) certified. Account Receivable Specialist receives the list of certified Veterans from the School Certifying Official (SCO). Students using these chapters are then entered as approved agency on their accounts.

Certified Veteran students using Chapter 31 or Chapter 33 benefits are not penalized, denied access to classes / college facilities, nor required to borrow additional funds due to delayed disbursement of funding from the Department of Veteran Affairs.

**E. Installation Payment Plan**

If students are unable to pay all of the charges at registration time, payment plans can be arranged at the Cashiers' Office. The plans allow students to pay installments (four in summer and five each in fall and spring) of all charges for the semester, plus a one-time (nonrefundable) fee, by the payment due date. If the first payment is not received by the payment due date, the students' classes will be subject to drop. Four (Summer Term) or five (Fall and Spring Terms) additional monthly payments complete a semester's payment plan. If the monthly payments are not paid on the due date, an additional fee may be charged for each late payment. When using Title IV financial aid funds, the student must also complete the Title IV Consent to clear a payment.

**F. Accounts Receivable and Collections**

Student accounts that become delinquent (generally 60 or more days past due) are forwarded to the Ohio Attorney General's Office for collection. All late fees, collection fees, special counsel fees and interest charges are the responsibility of the student.

Past Due Payment Arrangements Students may make arrangements with the Cashier's office to pay a past due balance. Please complete the [past due payment form](#) and return it to the Cashier's office.

**G. Delinquent Accounts**

Failure to pay charges in full will result in the inability to receive transcripts, grades or register for future terms until the balance due is paid in full.

**H. Appeals**

An Appeal Petition for a Medical/Compassionate Withdrawal allows students to petition for a hardship course withdrawal and/or potential adjustment of their charges. Appeals must be submitted in writing along with all appropriate documentation, to the Dean of Student Success at [recordsdept@terra.edu](mailto:recordsdept@terra.edu).

All other appeals, including those that relate to fee assessment, fee refund, academic dismissal, and lack of academic progress for federal student aid eligibility are required to be made in writing to the Dean of Student

Success and Registrar at [recordsdept@terra.edu](mailto:recordsdept@terra.edu).

### **I. Response to Students Called to Active Military Duty**

If a student is a military service member and is called to active duty during an academic term, then the student may request one of two options in regard to coursework. The first option is to officially withdraw and receive a 100% tuition and fee refund. The second option is to be issued an incomplete grade for the course. The student will be extended a reasonable period of time to complete the course requirements. A reasonable period of time will be determined by the instructor in conjunction with the dean of the academic division in which the course is held.

To request option one, the student must present proof of the call to active duty status to the Student Records Office and must also complete the College's schedule change form. Proof of the call to active duty will be determined legitimate by the Registrar. Please email [recordsdept@terra.edu](mailto:recordsdept@terra.edu) with questions.

To request option two, the student must present proof of the call to active duty status to the instructor(s) of the class(es) and must also discuss the remaining course requirements with the instructor(s). It is the instructors' prerogative to either approve the request or to refer the student to option one.

Members of the Ohio National Guard are eligible to receive a 100% tuition and general fee scholarship from the Ohio National Guard. If an Ohio National Guard member is called to active duty and the scholarship program has paid the tuition and fees, then the refund will be issued to the scholarship program.

If the service member was receiving federal or state financial assistance, the appropriate return of financial aid will be calculated.

### **J. ACCUPLACER Test Retake**

Every prospective or admitted student is allowed two full set of placement tests which include writing, reading and math free of charge. Beginning on the third attempt, a \$25 fee will be charged. No student may take each test more than three times in a six-month period.

### **K. Alternative Academic Credit Fee**

A \$45 fee per course for portfolio assessment is charged when a student requests credit for work experience. Portfolio development is part of the documentation process required for obtaining credit from previous training or experience.

### *Procedures*

Please reference [Paying for College](#) for further information on ways to pay for college.

### *Resources*

NA

### Documentation

NA

Definitions

<b>Term</b>	<b>Definition</b>
<i>Course Fee</i>	Any fees directly related to a specific course, books, and supplies; they may also support liability insurance, background checks and certification exams. Include Course ID and six-digit CIP code.
<i>Laboratory Fee</i>	Support the costs of lab supplies and equipment utilized in courses that include a lab experience.

**Approval History**

<i>Date</i>	Policy/Procedure or Entire Document	Notes (Types of Actions)	**Approved by
5/28/2008	Issued		
4/30/2019	Policy	Revision to incorporate Veterans Benefits and Transition Act of 2018 and minor revisions	
9/11/2019	Policy	Revision to implement Pre-Semester Drop	
3/17/2021	Policy	Minor edits to capitalize "Banner"	
3/18/2021	Policy	Edits made to correct installment number	
4/11/2023	Policy	Transferred to new template, revision to policy	Jacque Foos, CFO
5/25/2023	Policy	Minor Edits – added definitions and required fees section	Jacque Foos, CFO
2/21/2024	Entire Document	Edits and Transfer to new template	Meg Johnson, CFO

\*\*Full name of CASA Committee Chair, signatory, or designee

**Effective Date: 5/30/2023**

**Next Review Date: 5/30/2026**