

FEES AND EXPENSES

Brewton-Parker College is a non-profit institution supported by the Georgia Baptist Convention, and gifts from churches, individuals, corporations, foundations, and income from endowment funds held in trust by the Georgia Baptist Foundation. Student fees and expenses are held at the lowest possible level consistent with the financial requirements needed to operate an effective institution of higher learning. Consequently, the amount each student is required to pay is considerably less than the average cost per student to the college.

FINANCIAL INFORMATION

FEES, TUITION, BOOKS, AND PERSONAL NEEDS

1. **APPLICATION FEE.** A non-refundable and non-transferable fee of \$25 must accompany the application for admission.
2. **RESIDENCE HALL ROOM RESERVATION FEE.** A \$100 non-refundable fee is required of each residence student. If the student does not enroll, a refund of this fee will be made only upon the receipt of a written request to the Director of Admissions and Business Office **thirty days** prior to the beginning of the semester for which it was paid. If there is a break in enrollment as a resident student for any reason, the student will pay the fee again before a room assignment will be made.

Returning students are given preference in room reservation, provided they meet the specified time limit prescribed by the college. Rooms are reserved in the order in which new students are admitted to the college by the Office of Admission and according to the date of the housing application.

All rooms are subject to reassignment at any time, especially at the end of the spring semester. Any room damage charges will be billed to the student's account.

3. **COMMUTER DEPOSIT.** New commuter students are required to pay a \$100 deposit which will be applied to their first term's bill. A refund of this deposit will be made only upon the receipt of a written request to the Director of Admissions and Business Office **thirty days** prior to the beginning of the semester for which it was paid.
4. **ROOM FEE.** All day students are required to live in college provided housing, space permitting. Exceptions to this policy are stated in the Campus Life Section.
5. **BOARD FEE.** All dormitory students are required to purchase a full meal plan (19 or 15 meals per week). Commuter students may elect to purchase a one or two meal per day, 5 days per week plan.

6. **TUITION.** Tuition for a full –time undergraduate student is \$5360 per semester. This covers 12-16 credit hours inclusive. Credit hours beyond this are charged at a rate of \$335 per credit hour. If a student enrolls for less than twelve semester hours, the charge will be at a rate of \$335 per credit hour. Other fees will vary according to course selection.

Tuition adjustments may be made only until the stated deadlines for dropping and adding classes. **Students will remain financially responsible for tuition classes dropped after deadline.**

7. **DROP/ADD FEE.** A non-refundable fee of \$25 for dropping or adding a course or courses after registration day. This fee will be charged each time a schedule is changed at the request of the student or administratively due to non-attendance. It will not apply if the change is made for the convenience of the college.
8. **TECHNOLOGY FEE.** A technology fee of \$200 for full-time students and \$100 for part-time students will be charged to provide for network expansions, upgrades, and other technology need for each semester.
9. **LATE REGISTRATION FEE.** A non-refundable fee of \$25 for students who register after the stated registration date.
10. **BOOKS AND SUPPLIES.** Textbooks and supplies are available at the College Bookstore. Cost will vary according to the student’s course of study and the availability of used books. The cost of textbooks and supplies will average \$475 per semester.
11. **PRIVATE ROOM FEE.** A non-refundable fee of \$600 each semester for a private room when space is available.
12. **ID/MEAL CARD REPLACEMENT.** Every student, dormitory or commuting, must have a student identification card. Students who purchase a meal plan will be issued a bar code on the ID card. There is no charge for the first ID card. In the event the card is lost, the student must purchase a duplicate at the cost of \$15.
13. **PERSONAL NEEDS.** Laundry, cleaning, spending money, items related to personal grooming, towels, sheets, pillows, off-campus transportation, etc. vary with the individual and are the individual’s responsibility.
14. **MATRICULATION FEE.** The matriculation fee covers administrative expenses which are not covered by tuition or other fees.
15. **TESTING FEE.** A non-refundable fee for \$25 per test for all students taking the College Placement Test.

16. WITHDRAWAL FEE. A non-refundable fee of \$25 will be charged for the processing of an official, unofficial or administrative withdrawal.
17. GRADUATION FEE. All degree candidates will pay \$100 to cover expenses related to the commencement exercises. All candidates for graduation must pay this fee by February 15. Moreover, students who are candidates for graduation and do not appear for commencement exercises will not be eligible to receive their diplomas until graduation exercises the next year, unless they notify the Registrar's Office in advance of the graduation exercises of their desire to graduate *in absentia*. Participation in the annual graduation ceremony is not mandatory, but all degree candidates will pay the graduation fee. The fee covers the costs associated with the ordering of diplomas, correspondence with applicants, provision of a graduation ceremony, and mailing diplomas to non-participants.
18. APPLIED MUSIC FEE. \$130 per credit hour.
19. STUDENT INSURANCE. All students who cannot provide proof of insurance that is valid in the United States must purchase a mandatory accident and health insurance policy within two weeks of the start of classes in the fall. The policy is approximately \$300 per year and includes a prescription plan.
20. COLLECTION COST: If a student goes into default on his/her student account, interest, will be added at a rate of 1 ½ percent per month (annual percentage rate of 18%). The institution may disclose that the student has defaulted along with other relevant information to credit reporting agencies. Should it become necessary for BPC to turn the account over to a collection agency, the student will be responsible for all reasonable collection costs, attorney's fees, court costs and collection agency charges including contingency fees.

**APPROXIMATE COSTS¹ PER SEMESTER
FOR TUITION, ROOM AND BOARD
12-16 Hours
Dormitory Students**

Tuition.....	\$ 5360.00
Room and Board ²	<u>2,225.00</u>
TOTAL	\$ 7,585.00
Less GTEG.....	-450.00
Net Cost to Georgia Residents before HOPE Scholarship	7,135.00
Less Georgia Baptist Grant ³	<u>-250.00</u>
Net Cost to Georgia Baptist before HOPE Scholarship ⁴	\$ 6,885.00

Commuter Students

Tuition.....	\$ 5,360.00
Less GTEG.....	-450.00
Less Georgia Baptist Commuter Grant ³	<u>-150.00</u>
Commuter Cost before HOPE Scholarship ⁴	\$ 4,760.00

¹ Does not include miscellaneous fees.

² Add \$150 for rooms in Baron Ridge, Friendship Hall, and Dowling Hall. Actual board fee determined by the specific meal plan selected.

³ Applicable for full time students (those taking 12 – 16 hours) who are members of cooperating Baptist Churches.

⁴ HOPE Scholarships are available to eligible students.

FEE SCHEDULE 2003 – 2004

	One Time	Per Credit Hour	Per Semester	Per Year
Application Fee-New Student	\$ 25			
Tuition-Part Time (less than 12 hours)		\$335		
Tuition-Full Time (12-16 hours)			\$5,360	\$10,720
Tuition-Overload (Over 16 hours)		\$335		
Matriculation Fee		\$350		
Applied Music Fee		\$130		
Room Fee ^{1,2}			\$1,075	\$2,150
Board Fee ³			\$1,150	\$2,300
Orientation Fee	\$100			
Room Reservation Fee	\$100			
Audit Fee		\$100		
Commuter Deposit	\$100			
Books and Supplies (Estimate)			\$475	\$950
Late Registration (Academic)			\$ 25	
ID Meal Card Replacement	\$ 15			

Drop/Add Fee \$ 25

¹ Add \$150 per semester for Baron Ridge, Friendship Hall, and Dowling Hall.

² Room Fee includes all utilities, internet service and a cable TV connection. The fee also includes local telephone service. Long distance calls are not included in the fee.

³ Actual board fee determined by the specific meal plan selected.

FEE SCHEDULE 2003 – 2004 (Continued)

	One Time	Per Credit Hour	Per Semester	Per Year
Graduation Fee	\$100			
Testing Fee (Testing Per Test)	\$ 25			
Withdrawal Fee	\$ 25			
Technology Fee			\$200	\$ 400
Health Insurance (Estimate)				\$ 300
Private Room Fee			\$600	\$1200
Transcripts "Instant Service"	\$ 20			
Transcript Fee	\$ 5			

BUSINESS OFFICE POLICIES

1. **PAYMENTS.** ALL FEES AND CHARGES ARE PAYABLE AT THE TIME OF REGISTRATION. Checks should be made payable to "Brewton-Parker College" and should be for the exact amount of the account balance. All payments should be remitted to the Cashier's Office.
2. **BAD CHECKS.** Students will be charged a \$25 fee for the first and second returned (for any reason, e.g., insufficient funds, stopped payment, closed account, etc.) checks. For all subsequent bad checks students will be assessed a fee of \$30 for each occurrence. If a third check is returned, students will lose their check writing privileges, and all further payments to the college will require cash, a money order, or a cashier's check.
3. **UNPAID ACCOUNTS.** Students who have unpaid accounts may be required to withdraw from the college before the end of the semester and will not be eligible to receive transcripts or diplomas. Students with an outstanding balance on the bill from a prior semester will not be allowed to continue enrollment unless the account is paid in full or special payment arrangements have been made.
4. **REFUNDS.** Students who withdraw from college because of illness or other sufficient cause, and whose withdrawals are officially approved, may receive a refund as follows:
 - Tuition: 100% will be credited if withdrawal occurs during the first week of classes.
 - 50% will be credited if withdrawal occurs during the second week of classes. Not applicable to second session classes.
 - None will be credited after the second week of classes.

Room Fee:
and

Board Fee: The Room Fee and Board Fee will be refunded at a flat rate of \$72.00 each week for the remaining full weeks of the semester for students who withdraw before the end of the fifth week of classes. After the fifth week of classes, there will be **NO** refund of the Room Fee or Board Fee.

Other Fees: Most other fees are **NOT** refundable.

Students who receive Title IV funds (PELL, SEOG, Perkins or Stafford loans) will be subject to a refund calculation as prescribed by the U.S. Department of Education's policy.

Students withdrawing from school must surrender their ID Meal Cards to the Dean of Students before refunds will be processed. Resident students who withdraw from school must complete a **Room Check Out/Refund Form** and submit it to the Director of Housing before the refund request will be processed.

REFUNDS ARE ISSUED ONLY AS A RESULT OF AN ACCOUNT OVERPAYMENT. NO INSTITUTIONAL GRANTS OR SCHOLARSHIPS WILL BE REFUNDED TO A STUDENT.

Students who are suspended or expelled by the college are not eligible for any refunds. Students who leave the college when disciplinary action is pending or who do not officially withdraw are not eligible for any refunds.

5. **MEAL PLANS.** All resident students are required to purchase a meal plan. Commuter students may elect to purchase a meal plan.
6. **GUESTS.** Guests may purchase meals in the college cafeteria at posted prices. Overnight guests in the residence halls pay a fee of \$10 per night to the Student Affairs Office, and provide their own linen and personal care items. Approval of the Director of Housing is necessary. Moreover, any person who stays overnight is subject to all requirements relative to living in the dormitories. This includes commuting students.
7. **MOTOR VEHICLES.** Every employee and student who brings an automobile or other motorized vehicle to Brewton-Parker must register the vehicle with the college on the day of registration, and an official parking permit must be properly affixed to the vehicle. Violation of this requirement, or traffic regulations, will result in fines and the possible forfeiture of the right to drive vehicles on campus.
8. **OTHER REGULATIONS.** All deposits must be paid in advance at the beginning of each semester.
All tuition charges, room and board, or other charges are subject to change at the beginning of any semester without prior notice.

No diplomas or transcripts will be issued until all accounts with the college are settled.

No cash money will be advanced to students and charged to their accounts.

All sales from the College Bookstore are for cash only except for the books and academic supplies of a student who has settled all prior balances with the college and has sufficient financial aid to pay for all current semester charges.

Students who ask to apply CWS earnings to their accounts are expected to work on a regular basis. Failure to work any hours prior to mid-term exams will result in the student's account being payable when a bill is submitted.

10. **REGISTRATION/WITHDRAWAL.** Students are considered registered when they enroll (**on-line, or in person, after receiving approval of advisor**) in a regularly scheduled class or classes and at that time are considered to have created a binding financial obligation to the college. These obligations must be settled with the Business Office at the time of registration or no later than the first day of class. If students completely withdraw by the last day of the stated Drop/Add period, their charges will be reversed and refunds will be issued in accordance with the stated refund policy.

FAILURE TO ATTEND CLASS IS NOT THE EQUIVALENT OF WITHDRAWING. A STUDENT WHO ENROLLS IN CLASS, AND NEVER ATTENDS, AND DOES NOT WITHDRAW WILL BE OBLIGATED TO PAY IN FULL FOR THE CLASS.

11. **DAY STUDENT CLASSIFICATION.** Brewton-Parker College has two classifications of Mount Vernon Students: Resident and Commuter. Resident students are those who reside in one of the residence halls on campus, all of whom are expected to take their meals in the college dining room. Commuting students are defined as those whose permanent residence is within daily driving distance of the campus, or who are married and have established a residence in the Brewton-Parker area.
12. **EXTERNAL PROGRAMS.** Information on External Programs, fees and financial aid is available in the External Programs Office.
13. **HEALTH AND ACCIDENT INSURANCE.** Brewton-Parker College assumes no responsibility for students' medical expenses. The college provides an infirmary with a doctor on duty during posted hours. All students must be insured for any health and accident expenses which they might incur.

It is the student's responsibility to obtain such coverage.

All students who cannot provide proof of insurance that is valid in the United States must purchase a mandatory accident and health insurance policy. The policy is approximately \$300 per year and includes a prescription plan.

14. **COLLECTION COSTS.** All cost not covered by financial aid is the student's responsibility. If the student does not follow the official withdrawal process as described in the BPC catalog and observe all deadline dates he/she will still be responsible for all cost even if the student did not attend classes.

If the student goes into default on his/her student account, interest will be added at a rate of 1 ½ percent per month (annual percentage rate 18%). The institution may disclose that the student has defaulted along with other relevant information to credit reporting agencies. Should it become necessary for BPC to turn the account over to a collection agency, the student will be responsible for all reasonable collection costs, attorney's fees, court costs and collection agency charges, including contingency fees.

15. **MINIMUM BALANCE POLICY.** In accordance with the Minimum Balance Policy Statement of the college, no billing statements or account refunds less than \$10 will be issued.