Schedule will be adhered to when applying credit(s) to the student’s account.

<table>
<thead>
<tr>
<th>Credit</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withdrawal before the 1st day of class</td>
<td>100%</td>
</tr>
<tr>
<td>Withdrawal during the 1st week</td>
<td>90%</td>
</tr>
<tr>
<td>Withdrawal during the 2nd week</td>
<td>80%</td>
</tr>
<tr>
<td>Withdrawal during the 3rd week</td>
<td>80%</td>
</tr>
<tr>
<td>Withdrawal during the 4th week</td>
<td>70%</td>
</tr>
<tr>
<td>Withdrawal during the 5th week</td>
<td>70%</td>
</tr>
<tr>
<td>Withdrawal during the 6th week</td>
<td>60%</td>
</tr>
<tr>
<td>Withdrawal during the 7th week</td>
<td>50%</td>
</tr>
<tr>
<td>Withdrawal during the 8th week</td>
<td>50%</td>
</tr>
<tr>
<td>Withdawal after the 8th week</td>
<td>NO CREDIT</td>
</tr>
</tbody>
</table>

There is no reduction in tuition, fees, room, and board made for days absent at the beginning of the semester.

Note: Any recipient of Title IV funds that withdraws prior to the end of the term will be subject to the “Return of Title IV Funds” policy. *Refer to: Financial Aid Student Consumer Information Guide.

**Change of Schedule (Drop/Add)**

Students may drop and/or add courses in accordance with procedures outlined in the College Catalog. Forms for making any changes to class schedules may be obtained from the Registrar’s Office. No change to the student’s schedule will be considered valid unless the student has fully complied with the procedures mandated by the Registrar’s Office.

The College will not make tuition adjustments for dropping a class after the "Last Day for Class Changes" (see academic calendar). A drop/add fee is charged to students who change courses previously confirmed.

**Refund Policy**

Refunds will be made in accordance with the following refund regulations.

- Institutional funds (scholarships, tuition waivers, or grants) are non-refundable.
- Only students with credit balances are eligible for refunds, and a student’s refund cannot exceed his credit balance. A credit balance occurs when funds credited to a student’s account (such as cash, federal and state financial aid, scholarships, credits, etc.) exceed the amount of charges such as tuition, fees, and room and board.

- **THE STUDENT IS LIABLE FOR ANY REFUND THAT IS GENERATED BY A FINANCIAL AID OVERAWARD.** The student can prevent overawards by reporting all external awards (scholarships, grants, stipends, tuition waivers, etc.) to the Office of Financial Aid immediately. The external awards should be in writing on the letterhead of the donor or agency. Students with pending scholarships and credit balances are advised to request that the institution hold their credit balance until ALL scholarships are posted to their account.

**NOTE:** It should be noted that most financial aid is not on your account at the beginning of the semester. However, the College is required to send monthly billing statements as long as the student has a balance. Do not become alarmed if the first statement does not have any financial aid listed. Please make sure that you have all necessary paperwork on file in the Financial Aid Office so there will be no delays in receiving your aid. Please keep copies of all receipts and check stubs for your personal records.

**Other Regulations**

1. In case of suspension, no refund will be allowed nor any tuition adjustments.
2. Any expense incurred in an emergency by the College for a student-such as medicine, hospitalization, damages, etc. – will be charged to the student’s account.
3. Students requesting transcripts will receive the first one free, and all other transcripts will cost $10. Transcripts will be released only when accounts are cleared.
4. Student refunds will be issued within 14 days of a credit balance and after institutional charges have been met.
5. All seniors applying for graduation must pay a NON-REFUNDABLE fee of $227.00 regardless of participation in the ceremony.

The fee covers graduation activities, caps and gowns, diplomas, etc. Fees paid for services by members of special groups, e.g., Alpha Kappa Mu Honor Society, are also NON-REFUNDABLE.

**Tuition and Fees are Subject to Change Without Notice**

**STUDENT ACCOUNTS WORKSHEET 2018-2019**

1. Prior Balance
   - Debit/Credit
2. Enter the charges you will incur for this semester: (see pages 2 and 3)
   - Tuition
   - Comp. Fees
   - Room
   - Board
   - Phone
   - Cable
   - Deferred Payment
   - New Student Fee
   - Miscellaneous Fee
3. Enter any financial aid listed on your AWARD Letter: (see pages 2 and 3)
   - Pell Grant
   - Hope Scholarship
   - GA Equalization Grant
   - SEOG
   - Scholarships
   - Loans (approved):
     - Stafford Loan
     - Parent Plus Loan
     - Unsubsidized Loan
   - Perkins Loan
   - Alternative Loans
4. Add total of item 1&2 minus total of item 3:
5. Add total of item 1&2 minus total of item 3:

*For Stafford, Plus and Unsubsidized Loans, a loan origination fee of 1.066% and/or 4.264% must be subtracted from the loan amount on your award letter.

**Paine College Fee Schedule**

**2018-2019 Academic Year**

Paine College does not discriminate on the basis of race, color, national origin, religion, sex, disability, or age in any of its policies, procedures, or practices; nor does the College, in compliance with Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, discriminate against any employees or applicants for employment because they are disabled veterans of the Vietnam Era, or because of their medical condition, their ancestry or their marital status; nor does the College discriminate on the basis of citizenship, within the limits imposed by law or College policy; nor does the College discriminate on the basis of sexual orientation. This non-discrimination policy covers admission, access, and treatment in College programs and activities, and application for and treatment in College employment.

Dr. Jerry L. Hardee, President
The College reserves the right to adjust tuition, fees, room and board and revise pertinent College policies during the year should conditions warrant.

*2018-2019 Tuition, Fees, Room and Board

<table>
<thead>
<tr>
<th>Resident Student</th>
<th>Year</th>
<th>Semester</th>
<th>Non-Resident Student</th>
<th>Year</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$14,205</td>
<td>$7,102.50</td>
<td>$14,205</td>
<td>$7,102.50</td>
<td></td>
</tr>
<tr>
<td>Comp. Fee</td>
<td>$1,390</td>
<td>695</td>
<td>1,390</td>
<td>695</td>
<td></td>
</tr>
<tr>
<td>Board*</td>
<td>$3,526</td>
<td>1,763</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Room*</td>
<td>$3,136</td>
<td>1,568</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Athletic Fee</td>
<td>$500</td>
<td>$250</td>
<td>$500</td>
<td>$250</td>
<td></td>
</tr>
<tr>
<td>Total**</td>
<td>$22,757</td>
<td>$11,378.50</td>
<td>$16,095</td>
<td>$8,047.50</td>
<td></td>
</tr>
</tbody>
</table>

* Summer Room $21.00 and Board 767.00
**This amount is based on a full-time load of 12 credit hours and does not include other fees.

Comprehensive Student Fee:

The comprehensive student fee includes assessments for student activities, athletics, SGA, yearbook, Library, Lyceum, etc., health, breakage, I.D., transit and technology. The comprehensive student fee will be assessed to all students per semester. Below is a breakdown of all costs associated with this fee.

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity</td>
<td>$500</td>
</tr>
<tr>
<td>Breakage</td>
<td>200</td>
</tr>
<tr>
<td>Yearbook</td>
<td>100</td>
</tr>
<tr>
<td>*Health</td>
<td>300</td>
</tr>
<tr>
<td>Student ID</td>
<td>50</td>
</tr>
<tr>
<td>Transit</td>
<td>40</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>200</td>
</tr>
<tr>
<td>Total</td>
<td>$1,390</td>
</tr>
</tbody>
</table>

*A full time registered student of Paine College is required to have health insurance. Additional insurance may be purchased at the student’s expense.

Tuition, Fees, Room and Board—Payment Plans

Payment Plan Terms

50% of the current charges, not covered by financial aid, is due at registration, along with a signed payment plan for the current semester charges not covered by financial aid. The remaining balance for the current semester is due in 4 equal remaining payments.

Semester Payment Plan Terms

Fall
1st Payment August 15
2nd Payment September 15
3rd Payment October 15
4th Payment November 15

Spring
1st Payment January 15
2nd Payment February 15
3rd Payment March 15
4th Payment April 15

Students should use the Student Account Worksheet in this pamphlet to calculate the total amount of the payment plan; (cost of attendance minus financial aid awards and other sources of payment).

Failure to comply with the above payment plans may affect eligibility to take final exams, receive final grades and degree, obtain transcripts and/or register for the subsequent semester.

Withdrawal Policy

Any student who wishes to withdraw from the College must complete a withdrawal form from the Office of the Registrar. Signatures of the Director of Financial Aid, Chief Financial Officer and the Dean of Students are also required. The withdrawal form must be filed in the Registrar’s Office. A student who withdraws from the College and does not follow the withdrawal procedures as outlined may be charged full tuition for the semester.

Note: When a student is considering withdrawal, the College will provide any necessary counseling or assistance to the student prior to the withdrawal.

CAPS/FORT GORDON TUTION

<table>
<thead>
<tr>
<th>PROGRAM TYPE</th>
<th>STUDENT TYPE</th>
<th>LEVEL</th>
<th>TUITION</th>
<th>CAPS FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 56 credits</td>
<td>Non-Military</td>
<td>Lower</td>
<td>$325</td>
<td>$250</td>
</tr>
<tr>
<td>More than 56 credits</td>
<td>Non-Military</td>
<td>Upper</td>
<td>$395</td>
<td>$250</td>
</tr>
<tr>
<td>Bachelors</td>
<td>Military</td>
<td></td>
<td>$325</td>
<td>$250</td>
</tr>
</tbody>
</table>

Mandatory Book Fee

Any student enrolled at Paine College with more than 12 credit hours will be charged a mandatory book fee of $62.50 per credit hour.

Blended/Hybrid Courses

Students taking exclusively blended/hybrid load will be charged the same for their face-to-face counterpart with an additional fee of $66 per credit hour for that semester.

Late Fee

Any continuing student that fails to register by the posted registration deadline date or a new student that fails to pay tuition and fees prior to the first day of classes will be assessed a $100 late fee.