

TUITION & FEE SCHEDULES AND BURSAR'S OFFICE POLICIES

Tuition and Fee Schedule for In-Person Classes

Tuition, fees, and additional costs for in-person classes are published on the RPCC website (<https://www.rpcc.edu/finance-and-administration/tuition-and-fees-schedule/>). Note the cost of tuition is determined by the total number of credit hours for which a student registers, while fees are based upon the service(s) provided. For a student to be registered for classes, the student must pay the total cost of both tuition and fees.

These rates are subject to change without notice. The fees in the schedule are mandatory and are assessed on a per credit-hour basis, up to 21 credit-hours.

- Online payments are subject a convenience fee per vendor requirements.
- *A \$25.00 fee will be assessed for any payment that is returned for insufficient funds, whether the check is received by RPCC or Transact Payments via payment plan.*

Tuition and Fees for Online Classes

Tuition, fees, and additional costs for online classes are published on the RPCC website. (<https://www.rpcc.edu/finance-and-administration/tuition-and-fees-schedule/>) The fees for online courses include all the mandatory fees plus any related course lab fees, which cap at 12 credit hours *except for Student Services Fee and ERP Fee*. There is a \$40.00 non-refundable Online Registration Fee per semester for enrollment in an online course.

Additional Costs

The costs of textbooks and class materials are refundable according to supplier's policy. The NSF check fee is non-refundable.

Methods of Payment

RPCC accepts cash, check, and money orders in person. Online payments can be made via Transact Payments including Installment Payment Plans, automatic payments, and one-time credit card payment on our RPCC's website (<https://www.rpcc.edu/>).

(Fees are non-refundable once classes have begun).

- In person – Pay by cash (*Gonzales Campus only*), check, or money order
- Mail - Send check or money order to:
Bursar's Office
925 West Edenborne Parkway
Gonzales, LA 70707.
- Online Payment Plan – Payment plans are available via Transact Payments
- On-line payments- Credit cards or Electronic checks may be subject to a convenience fee

Drop for Non-Payment

Students who do not pay their tuition and fees or make payment arrangements by the payment deadline may be dropped from their courses for non-payment.

Refund Policy

If a student withdraws from classes or resigns from the college (e.g., drops all classes) before the first day of class, a 100% refund of **tuition and fees** will be made.

Tuition and Refund Schedule

Term	Refund Percentage
For 16 Week Terms:	
Up to and including first ten days of semester	100%
Eleventh through fourteenth day of semester	25%
After fourteenth day of semester	no refund
For 3 – 8 Week Terms:	
Up to and including first three days of term	100%
Fourth through seventh day of term	25%
After seventh day of term	no refund
2 or Less Week Terms:	
Up to and including first two days of term	100%
Third and fourth day of term	50%
After fourth day of term	no refund

Post-Registration Audit

After the last day to register or add courses in each semester, the Business Office will perform an audit of all tuition and fees, both assessed and collected, and financial aid awarded. If it is discovered that a student has overpaid, a refund will be issued to the student via Bank Mobile. If it is discovered that a student has underpaid, the student or responsible party will be billed. All balances are due immediately. If a student has reason to believe they are owed a refund by RPCC, the student should inform the Business Office. In the event a refund is warranted, RPCC will issue a refund in accordance with RPCC policy.

Checks Written with Insufficient Funds and Stop Payments

Checks returned to RPCC because of insufficient funds will be assessed a \$25 return check fee and may be referred to an outside agency for collection. An additional fee may be assessed by the outside agency. Students with outstanding checks will lose the privilege of writing checks to RPCC. In addition, grade reports and official transcripts will be withheld, and enrollment in future semesters will be prohibited until the outstanding amount has been paid in full.

Stopping payment on a check written to RPCC will have serious disciplinary consequences. Students who have written a check to RPCC and then stop payment on that check will lose the privilege of writing checks to RPCC and will be subject to immediate dismissal from RPCC. In addition, grade reports and official transcripts will be withheld and

enrollment in future semesters will be prohibited until RPCC has been paid for the outstanding amount.

Unpaid Balance and Delinquent Accounts

Failure to respond to demands for payment made by RPCC may result in such debts being transferred to the Louisiana Office of Debt Recovery or other outside collection agency for collection. Upon transmittal for collection, the student is responsible for collection/attorney's fees in the amount of twenty-five percent (25%) of the unpaid debt, and all applicable court costs. In addition, students shall not be admitted to the college, or be issued a transcript, without payment in full of any previous unpaid obligations. Payment arrangements shall not exceed beyond the semester they are admitted. In such circumstances, the financial hold may be temporarily lifted to allow registration, acceptance of payment, or be designated as a third-party payee contract for specific class/course only. All other account activity or access shall remain restricted, as per the original hold process, until such time the outstanding debt to the college(s) has been resolved. Financial holds may be overridden to release a transcript when one of the following conditions is met:

1. The outstanding debt is paid in full to the college; or
2. Once the debt has been turned over to either the Attorney General's Office or Debt Recovery, the college confirms a payment plan with the AG or ODR has been established; and the college obtains a promissory note from the debtor memorializing the debt to support litigation should be debtor default on payment.

Full-Time and Part-Time Classification for Tuition Purposes

A student is classified, for enrollment verification and fee purposes, as either full-time or part-time based upon the number of credit hours attempted. For financial aid purposes, please refer to the Financial Assistance portion of the Catalog as enrollment status hours may differ.

Fall & Spring Semesters

Credit Hours	Enrollment Status
12+	Full-time
9-11	Part time $\frac{3}{4}$ time
6-8	Part time $\frac{1}{2}$ time
1-5	Part time less than $\frac{1}{2}$ time

Summer Semester

Credit Hours	Enrollment Status
6+	Full-time
5	Part time $\frac{3}{4}$ time
3-4	Part time $\frac{1}{2}$ time
1-2	Part time less than $\frac{1}{2}$ time