

**FINANCIAL INFORMATION  
JONES COUNTY JUNIOR COLLEGE  
SPRING 2012**

**BUSINESS OFFICE**

The Business Office is located on the second floor of the Administration Building. Normal hours of operation are 7:30 a.m. until 4:30 p.m. Monday-Thursday and Friday 7:30 a.m.-4:00 p.m. Prompt and accurate settlement of all accounts is expected of all students.

**DEFINITION OF STATUS**

**Full-time students** are those enrolled in 12 or more hours in a semester.

**Part-time students** are those enrolled in less than 12 hours in a semester.

**Legal residents of the State of Mississippi** meet the criteria set forth in Section 37-103, Mississippi Code of 1972, Annotated. A copy of this Section of the Code is available in the Admissions and Records Office.

**FEES**

**Academic and Technical General Tuition Fee:** Full Time \$1074.00 (12-19 hours) per semester. Students enrolling in 19 or more hours will be charged an additional fee of \$100.00 for each hour over 19.

**Part Time Tuition Fee:** \$100.00 per semester hour (less than 12 hours)

If a dormitory student becomes a part-time student, they must move out of the dormitory and continue their studies as a commuting student. Part-time students are entitled to course privileges only. Fees for classes offered at off-campus locations will be announced prior to registration for the course.

**Vocational Tuition Fee:** Approximately \$358.00 for a six week session.

**Academic, Technical and Vocational Out-of-State Tuition Fee: Part time** (under 12 hours) \$195.00 per semester hour, not to exceed \$1,000.00/ **Full Time** (12-19 hours) \$1000.00

**Non-Resident (Out-of-State) students are charged both Out-of-State and General Tuition.**

**Off Campus Courses:** \$100.00 per semester hour

**Mini Session Courses:** A student may enroll in a mini session that is offered within the regular semester schedule. These courses are additional hours and may require a student to owe additional tuition charges.

**Registration Fee:** \$40.00

**Technology Fee:** \$3.00 per hour, not to exceed \$36.00

**Health Service Fee:** \$40.00 per semester

These expenses do not include book expense, laboratory fees, or other miscellaneous fees and expenses that may apply.

Students who are full time in the fall semester will receive a yearbook. Yearbooks are delivered near the end of spring semester and qualifying students must pick up their yearbook before the close of the second summer semester. See College Calendar 2011-2012 for these dates.

**Senior Citizens.** If space is available, senior citizens over the age of 65 may enroll in courses without paying registration or general fees. However, any applicable lab fee must be paid. Information concerning this program may be obtained from the Deans' Office.

## **EXPENSES FOR RESIDENCE HALL STUDENTS**

### **Residence Hall Fees.**

\$1938.00 for the fall semester or three payments of \$646.00.

\$1536.00 for returning spring semester students or three payments of \$512.00.

\$1737.00 for new spring semester students or three payments of \$579.00.

**THESE FEES ARE NOT REFUNDABLE IF A STUDENT MOVES OUT.**

Except on official school holidays, resident hall students are provided three meals per day each day of the week. Meals are provided if the dorms are open. All resident hall students are required to purchase a mailbox and a college cafeteria meal plan.

**Residence Hall Move Out.** To withdraw officially from the dormitory, a student must secure a withdrawal notice from the Director of Housing

**The room and board fees are not refundable.**

A student who moves out may no longer live on campus; however they will still be allowed to continue to use their dorm meal ticket in the cafeteria for the remainder of the term.

**Residence Hall Room Processing Fee.** A residence hall room processing fee of \$50.00 is payable in advance in order to reserve a room in the resident halls. This fee is **nonrefundable** unless the college fails to provide the student a room by the first day of class.

## **MISCELLANEOUS FEES AND EXPENSES**

**Late Registration:** \$15.00

**Work-Based Learning:** \$100.00 per semester hour

**Change of Schedule Fee:** \$20.00

**Returned Check Fee:** \$40.00

**Replacement Identification Card:** \$25.00

### **Commuter Meal Ticket:**

\$380.00 for the semester /Breakfast

\$600.00 for the semester/ Lunch

\$600.00 for the semester/Dinner

**Students who do not wish to charge or purchase a commuter meal ticket may purchase Bobcat Bucks to be applied to their JCJC OneCard. These funds can be used in the cafeteria, bookstore, select vending machines, and other, multiple on and off campus locations.**

## **LABORATORY FEES**

All students who enroll in laboratory courses will be charged the appropriate laboratory fee. These fees, which are payable at the beginning of the semester, are as follows:

## ACADEMIC

Business Administration (BAD) 2533, 2813	\$ 25.00 per course
Business & Office Administration (BOA) 2413, 2533, 2553	25.00 per course
Biology (BIO) 1114, 1124, 1134, 1144, 1214, 1314, 1414, 2414, 2424, 2514, 2524, 2924	20.00 per course
Chemistry (CHE) 1114, 1214, 1224, 2424, 2434	25.00 per course
Computer Science (CSC) 1313, 1613, 2133, 2143	25.00 per course
Nursing (NUR) 1119	261.00 per course
Nursing (NUR) 1129	198.00 per course
Nursing (NUR) 2129	178.00 per course
Nursing (NUR) 2139	200.00 per course
MSVCC Online Course	30.00 per course
Physics (PHY) 1213, 2244, 2254, 2414, 2424, 2515, 2525	25.00 per course
Private Music Instructions	
MUA 1141,1151,1172,1182,1241,1251,1272,1282,1331,1341,1362, 1372,1441,1451,1472,1482,1541,1542,1551,1552,1572,1582,1741, 1751,1772,1782,1841,1851,1872,1882,2141,2151,2172,2182,2241, 2251, 2272,2282,2331,2341,2362,2372,2441,2451,2472,2482,2541, 2542, 2551,2552,2572,2582	25.00 per course

## E-BOOKS

### **Business/Social Science**

Principles of Accounting I ACC 1213	
Principles of Accounting II ACC 1223	
Introduction to Business BAD 1113	
Legal Environment of Business BAD 2413	
Personal Financial Management BAD 2523	
Administrative Communications BAD 2813	
Keyboarding BOT 1013	
Police Admin. and Operations CRJ 1323	
Criminology CRJ 1383	
Criminal Investigation CRJ 2333	
Computer Concepts CSC 1113	
Economics I ECO 2113	
Economics II ECO 2123	
World Geography GEO 1113	
World Religions PHI 2613	
American Government PSC 1113	
State and Local Government PSC 1123	
General Psychology PSY 1513	
Introduction to Sociology SOC 2113	
Social Problems SOC 2133	
Marriage and Family SOC 2143	75.00 per course

### **Art**

Art Appreciation ART 1113

Drawing I ART 1313	
Drawing II ART 1323	
Design I ART 1433	
Computers in Art ART 1513	
Art History I ART 2713	
Art History II ART 2723	70.00 per course

**English**

English Comp I ENG 1113	
English Comp II ENG 1123	30.00 per course

**VOCATIONAL/TECHNICAL**

Automotive Technology (ATT) 1115, 1125, 1134, 1213, 1314, 1415 1424, 1513, 1715, 1811, 2325, 2335, 2344, 2434, 2445, 2525, 2535, 2614, 2913	15.00 per course
Automotive Machinist (AUV) 1004, 1114, 1116, 1124, 1214, 1216, 1314, 1316, 1414, 1416, 1514, 1614, 1714, 1913	15.00 per course
Business and Office Technology (BOT) 1213, 1313, 1413, 1433 1613, 1623, 2143, 2423, 2523, 2533, 2743, 2753, 2813, 2823	10.00 per course
1123, 1143, 1513, 1813, 2133, 2323, 2413, 2723, 2833	20.00 per course
Child Development Technology (CDT) 2915, 2925	100.00 per course
1113	60.00 (for Background Check)
1314, 1713, 2714	25.00 per course
Commercial and Residential Maintenance (CRM) 1112, 1121, 1133 1214, 1222, 1313, 1414, 1514, 1615, 1712, 2912	25.00 per course
Commercial Truck Driving (DTV) 1114, 1124	200.00 per course
Computer Information Systems (CNT) 1414, 1513, 1524, 1614, 1624, 1634, 1654, 2423, 2424, 2534, 2544, 2554, 2634, 2644	25.00 per course
(CPT) 1144, 1214, 1224, 1323, 1333, 1353, 1414, 2132, 2133, 2244, 2354, 2434	25.00 per course
(WDT) 1123, 1314, 1414, 2214, 2224, 2234, 2244, 2254, 2263, 2614, 2723, 2823	25.00 per course
Cosmetology (COV) 1122, 1245, 1255, 1426, 1436, 1522, 1532, 1622, 1632	10.00 per course
1263, 1443, 1542, 1642, 1722, 1732, 2816, 2826, 2836, 2846	30.00 per course
Diagnostic Medical Sonography (DMS) 1114, 1313, 1323	40.00 per course
(DMS) 1414, 1423, 1436	27.00 per course
Electronics Technology/Computer Servicing Emphasis/Automation and Control Emphasis (EET) 1114, 1124, 1214, 2414	10.00 per course
(EET) 2513	15.00 per course
Electrical Technology (ELT) 1192, 1144, 1413, 2613, 1253, 1123, 1263, 1273, 1223	10.00 per course
(ELT) 1113	60.00 per course
(ELT) 1213	60.00 per course
Emergency Technology (EMS)	
(EMS) 1117	152.00 per course
(EMS) 1122	222.00 per course
Emergency Medical Technology (EMT) 1116	69.00 per course
(EMT) 1513	109.00 per course
(EMT) 2552	77.00 per course

Health Care (Nurse) Assistant (HCA) 1115	137.00 per course
(HCA) 1312	101.00 per course
(HCA) 1125	27.00 per course
Heating and Air Conditioning (ACT) 1124, 1133, 1213, 1313, 1432, 1713, 1812, 2325, 2414, 2424, 2434, 2514, 2624, 2912, 2913	15.00 per course
Horticulture (HLT) 2413, 2513	40.00 per course
Information Systems Technology (IST) 1124, 1134, 1143, 1154, 1163, 1213, 1224, 1244, 1254, 1314, 1414, 1424, 2214, 2224, 2234, 2254, 2314, 2334, 2434, 2444, 2473, 2483	25.00 per course
Machine Tool Operation/Machine Shop (MST) 1114, 1115, 1124, 1125, 1223, 1233, 1243, 1252, 1263, 1313, 1412, 1413, 1422, 1423, 1514, 1613, 2134, 2135, 2144, 2145, 2213, 2513, 2523, 2532, 2542, 2552, 2714, 2715, 2724, 2725, 2813, 2911, 2912, 2913	50.00 per course
TDT 1114	25.00 per course
Meat Processing (MTV) 1114, 1212, 1222, 1234, 1312, 1322, 1414, 1424, 1514, 1614	10.00 per course
Paramedic Technology (EMT) 1116	42.00 per course
1513	82.00 per course
1315	20.00 per course
Pharmacy Technology (PHM) 1111	18.00 per course
(PHM) 1424, 2434, 2534, 2714	10.00 per course
(PHM) 1525, 2614, 2624, 2634	44.00 per course
Practical Nursing (PNV) 1633, 1634, 1914	115.00 per course
(PNV) 1426	100.00 per course
(PNV) 1436	134.00 per course
(PNV) 1425, 1912	60.00 per course
(PNV) 1622	34.00 per course
Radiography Technology (RGT) 1114, 2147	45.00 per course
1413, 1423, 1513, 1523, 1613, 2533, 2542	30.00 per course
2933	60.00 per course
Welding (WLV) 1114, 1115, 1124, 1135, 1143, 1155, 1162, 1224, 1225, 1252, 1312, 1314, 1912, 1913 2913, 1911, 1921, 1922, 1923, 1924, 1925, 1926	50.00 per course
*Online (WWW) courses	30.00 per course

## REFUND POLICY

It is the student's responsibility to withdraw officially. Refunds of fees are computed according to the date the student personally contacts the Student Success Center to complete the withdrawal process or the date the student drops their courses themselves online, **not the last day of class attendance**. Requests for exceptions because of extenuating circumstances such as illness or death must be submitted in writing to the Business Office. An administrative committee will review the request, and the student will be notified as to whether or not an exception to the refund policy can be made. The college will not refund fees originally paid by check until the check has successfully cleared the student's bank.

**Registration Fee.** This fee is not refundable.

**General Fee, Technology Fee, Part-time Fee, and Non-Resident Tuition.** Students who officially withdraw from school before the end of the term are entitled to partial refunds under

certain conditions. These fees will be refunded as follows:

### **Fall 2011**

<u>Session</u>	<u>Amount of Refund</u>	<u>Last Date</u>
Regular	100%	01/18/12
Regular	50%	02/01/12
WWW*	100%	01/24/12
WWW*	50%	02/07/12

***\*Hybrid Online courses are considered Regular Session. Therefore, the Regular Session dates must be considered when determining refund amount.***

**Laboratory Fees.** Laboratory fees can be refunded if the student officially withdraws from the lab course by 01/18/12 for regular session courses and by 01/24/12 for online courses.

**Late Registration Fee.** This fee is not refundable.

**College Property.** A charge will be made to anyone using school equipment and failing to return it. Periodic inspections of dormitory rooms will be made, and the occupants of the room must pay for any missing or damaged property.

**Personal Property.** Even though precaution is taken to maintain adequate security, the college cannot assume responsibility for loss or damage to student possessions. Students are encouraged to carry appropriate insurance to cover such losses.

### **BUSINESS OFFICE INFORMATION**

**Payment of Tuition and Fees.** Students may make payment with cash, check, credit card, money order or Bobcat Bucks at the business office during regular office hours.

**Online Payments.** Students may make payment online using Bobcat Bucks at the following address <http://www.jcjc.edu/onecard>. Log onto Blackboard from the JCJC webpage. Select the OneCard tab at the top. There you can pay your fees with Bobcat Bucks. Load your Bobcat Bucks by selecting Deposits. All major credit cards are accepted. Then click Pay My Fees. Select Make a Payment and enter the amount you would like to pay.

**Phone Payments.** Students may make payment by phone by calling 1-866-526-6007 using Visa, American Express, MasterCard or Discover.

**Receipts for Payment of Fees.** The Business Office issues a receipt to the student for each payment made to the college. It is the student's responsibility to keep the receipt in safekeeping. The college cannot assume responsibility for a claim of remittance on account unless the claim is attested by a receipt.

**Unpaid Fees.** Students cannot receive an official transcript of credit earned and cannot register for other classes until fees are paid. A student requesting an official transcript of credit, but has unpaid fees, must pay this balance in full using cash or credit card.

**Personal Checks.** Students, faculty and staff may not cash personal checks.

**Statements of Account.** Students are responsible for paying all fees, including room and board, on published due dates. Students may log on to the JCPortal at any time and view their charges, payments made, refunds and financial aid and scholarships awarded. Students needing itemized statements of charges and fees must notify the Business Office and such statements will be provided.

**Refunds on Account.** Refunds on student accounts are issued on Wednesdays and Fridays. The Business Office will hold issued refunds for two days in the office, after two days, those refunds will be mailed to the students main address in the admissions office. It is the student's responsibility to ensure their address on file with admissions remains current. Any student who has not paid all fees due must apply any refunds to their account.

**Bobcat Bucks.** The JCJC OneCard ID is more than just an ordinary ID card. The OneCard lets you buy

on the fly with Bobcat Bucks. Simply deposit money onto the card and use it wherever the OneCard is accepted (Campus Bookstore, Cafeteria and select Vending Machines). The OneCard lets you get what you need fast. It works just like a debit card for cash-free purchases on campus. And there is NO monthly fee! Come by Student Accounts and purchase some Bobcat Bucks for your OneCard. You can find the OneCard policies on the Jones webpage at <http://www.jcjc.edu/studentservices/onecard.php>.

**THE BOARD OF TRUSTEES RESERVES THE RIGHT TO CHANGE ANY OR ALL FEES WITHOUT NOTICE.**