

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

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 who do not pay fees by the date due will be terminated as students. These 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 may cash personal checks in the amount of \$15.00 or less in the Business Office upon approval of the Dean of Business Affairs. However, checks cannot be cashed during the last four weeks of a semester. Fees may also be paid by personal check; however, the college reserves the right to refuse to accept a student's check if he has previously presented checks which were not honored by the financial institution. Checks written on foreign banks will not be accepted. The college reserves the right to require that delinquent accounts be paid by cash, money order, certified check, or cashier's check.

A student whose check is returned for any reason will be notified immediately by the Business Office. If the check is not redeemed, the student will be subject to the same action as prescribed for unpaid fees.

Statements of Account. Students are responsible for paying all fees, including room and board, on published due dates. Students needing itemized statements of charges and fees must notify the Business Office in writing and such statements will be provided.

Refunds on Account. Refunds on student accounts are issued on Wednesdays and Fridays. Students may receive a refund at the Business Office on any business day after the refund is issued. Any student who has not paid all fees due must apply any refunds to his account.

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