

**Expanded Options**

High school students have the opportunity to take credit courses at COCC with no charge to them for tuition, fees, supplies and books (transportation to and from COCC not included). Students interested in the Expanded Options program must submit an Intent to Enroll form to their high school counselor and meet the high school’s participation requirements. Check with the high school counselor or ASPIRE coordinator for more information on eligibility requirements.

**STUDENTS UNDER AGE 15**

Students under the age of 15 must meet with the director of admissions/registrar or designee to assess readiness for college-level work prior to applying for admission. Students must meet minimum placement test scores, provide a statement of support from their school counselor and obtain permission from each instructor every term. If admission is approved, the student must submit a Special Admission form at the time of registration. See [cocc.edu/departments/admissions/getting-started/high-school/concurrent-enrollment.aspx](http://cocc.edu/departments/admissions/getting-started/high-school/concurrent-enrollment.aspx) for complete details.

Students under age 15 who register at COCC are fully responsible for complying with all policies and procedures of the College. As such, parents cannot access student records (grades, class schedule, attendance, etc.) without written permission from the student. Although College staff members can provide academic advising, they cannot interpret high school requirements or act in a supervisory role.

**PAYMENT**

**TUITION AND FEES**

Tuition and fees are due by the second Friday of the term. Payment may be made online with Visa, Discover or MasterCard; or in person with cash, check, Visa, Discover or MasterCard. Students who cannot meet this deadline should apply for a tuition payment plan through Admissions and Records by the tuition deadline. A tuition payment plan does not relieve the student of an obligation to meet registration and/or withdrawal (drop) deadlines for refund purposes.

Payment of the stipulated tuition and fees entitles all registered credit students, full-time or part-time, to all services maintained by the College. These services include use of the Library, Tutoring Center, laboratories and equipment in connection with courses for which the students are registered, access to the student newspaper and admission to special events sponsored by the College. No reduction in tuition and fees is made for students who do not intend to use these services.

The College reserves the right to make changes in tuition and fees without notice; however, any changes made during a term will not become effective until the next term.

**TUITION PAYMENT PLAN**

A tuition payment plan is available in Admissions and Records at Boyle Education Center, for students registered in six or more credits. To initiate a payment plan, students must complete a contract and pay \$30 plus one-third of tuition and fees by the tuition due date. The balance will be due by 5 p.m. on Friday of the seventh week of the term. A \$50 late fee is charged for payments made after the deadline.

**TUITION FOR CREDIT COURSES FOR 2018-2019**

Courses with unusually high costs may include fees higher than the normal rate.

In-district	\$99 per credit hour
Non-resident Veteran	\$118.75 per credit hour
Out-of-district/In-state	\$138.50 per credit hour
Border state (CA, ID, NV and WA)	\$138.50 per credit hour
Out-of-state	\$283 per credit hour
International	\$283 per credit hour
Audit	same as for credit

(CA, ID, NV and WA residents are charged out-of-district tuition)

Check the COCC credit class schedule for courses that require additional fees. There are program fees in the following areas: automotive, aviation, career planning, culinary, dental assisting, emergency medical services, forestry, health and human performance, health information technology, manufacturing, massage therapy, medical assisting, nursing, outdoor leadership, pharmacy technician, structural fire science, veterinary technician and all online courses.

Full time: For the purposes of financial aid, veterans, social security and other benefit programs, 12 credits is considered full-time.

**Fees for Students Enrolled in Credit Courses**

Student Activities fee	\$1.50 per credit
Technology fee	\$9 per credit
Green Energy fee	25¢ per credit
Online course fee (applies to online courses only)	\$10 per credit
Science lab fee	\$12 per course
Optional Mazama Gym user fee	\$20 per term
Late registration (after the second week of class)	\$30 per transaction
Late-late registration (after exam rosters are run)	\$50 per transaction
Late tuition and fee payment—each week after deadline up to three weeks maximum	\$30 \$90

**Fees for Other Courses**

English Language Learning (ELL) classes	\$30
Adult Basic Skills classes	\$30

**RETURNED CHECKS**

If a payment is made with a check that is returned to the College due to insufficient funds, the student's account will be charged a \$20 returned check fee. Additionally, the student will be prohibited from making payments using checks for one year.

**COLLECTIONS POLICY**

If a student fails to pay his/her tuition, fees, or other charges by the end of the term, the balance due amount may be turned over to the Oregon Department of Revenue (ODR) for collections. At that time, a collections fee will be applied to the student's account and the student may make payment(s) directly to the ODR or to the College. Once payment is received in full, the student will be allowed to register for courses and order official transcripts.

**TUITION REFUNDS FOR CREDIT COURSES**

To qualify for a refund, the student is responsible for initiating a course drop in Admissions and Records by 5 p.m. on the published deadline; see the inside front cover of this publication for drop deadlines or visit COCC's academic calendar - important dates by term at [cocc.edu](http://cocc.edu). Drop deadline dates are also posted on the student's "Student Detail Schedule," which is available by logging into the student's Bobcat Web Account. Any debt owed to the College will be processed against the refund first, with the net balance remitted to the student within a reasonable processing period.

Students may select a refund method via the Bobcat Web Account. Students select direct deposit into an existing bank account, direct deposit to a cashback Discover checking account, or paper check sent through postal mail to the mailing address on file at Central Oregon Community College. If a student does not select a refund method the refund will be processed by paper check.

**Short-Term Course Refunds**

To receive a tuition refund for courses which span two weeks or less in a term: the class must be dropped before the first day of class in order to be eligible for a 100% refund.

For courses which span more than two weeks but not more than seven weeks in the term: the class must be dropped no later than

three days after the class start date in order to be eligible for a 100% refund. Some specially priced courses do not follow this policy.

To qualify for a refund the student must assure that a drop is processed either by visiting or calling the Enrollment Services office at any campus by the deadline. The drop must be submitted Monday-Friday, excluding holidays. See the short term class refund and drop schedule online at [cocc.edu](http://cocc.edu) in the academic calendar — important dates by term.

**Full-Term Course Refunds**

Tuition is refundable up to 5 p.m. on Friday of the second week of the term, (1 p.m. during Summer term). No portion of the tuition and fees is refundable after this date. Students who fail to drop a course by this deadline will be responsible for full payment.

Students with federal financial aid may owe a repayment if they completely withdraw from courses. See the Financial Aid section for details.

**Petitions**

In cases of exceptional circumstance, students can request an exception to a published academic policy by submitting the Student Petition form. Such policies may include but are not limited to late drop or withdrawal, late add, refund/waiver of tuition/fees after the published deadline, refund/waiver of late payment or late registration fees, changing to or from an audit and course substitution and/or transfer policies. Students must submit the form and include documentary evidence to support the request if applicable. Each case is decided upon its own merits and the decision of the petition committee is final and not subject to appeal, unless there is information pertinent to the outcome which was not submitted at the time of the initial request. Convenience or lack of familiarity with published policy does not constitute sufficient justification for a petition. The Student Petition form, including instructions on how to complete it, is available at any COCC campus or can be found online at [cocc.edu](http://cocc.edu). Please call 541.383.7500 for more information.