

All charges listed in the financial section are those that are current at the time of the printing of this catalog. These charges are subject to change without notice by the College.

Student tuition, room and board, and applicable course fees are due prior to the first day of classes each semester. Students unable to meet these obligations may apply for financial assistance. Arrangements for financial assistance must be completed with the Financial Aid Office prior to the first day of classes.

Full-time tuition entitles the student to take ten (10) to nineteen (19) semester credits. Additional charges for each semester credit over nineteen (19) are made at part-time tuition rates. Auditor's tuition entitles a student to attend class lectures without grades or credit.

**Application Fee** **\$35**  
(non-refundable)

This one-time fee is submitted with the initial application and is applied as a matriculation fee in the semester for which application is made.

### Tuition and Fees

Tuition and fees are adjusted on an annual basis. The following fee schedules are in effect for the 2004-2005 academic year

**Full-time Tuition:** per semester **\$7,775**  
Students registered for ten (10) through nineteen (19) semester credits.

**Part-time Tuition:** per semester credit **\$518**  
Students registered for nine (9) semester credits or fewer and more than nineteen (19) credits.

**Auditors' Tuition:** per semester credit **\$125**  
Students enrolled without credit.

**Senior Citizens' Tuition:** per semester  
1-3 audit credits **\$50**  
4-6 audit credits **\$100**  
7-9 audit credits **\$150**

Students 60 years and over, enrolled for audit only.

**Post-Baccalaureate Tuition:** per semester credit **\$285**  
Carroll graduates may take a maximum of 18 credits per semester at the post baccalaureate rate.

Non-Carroll graduates may take a maximum of 6 credits per semester at the post baccalaureate rate.

**Advanced College Enrollment Tuition:** **\$95**  
High school student—per semester credit—maximum of 6 credits per semester

**Summer Term Tuition and Fees:**  
Refer to the current summer term bulletin.

**Enrollment Reservation** (advance deposit) **\$200**  
Candidates who receive offers of admission must indicate their intention to enroll by making a non-refundable advance deposit of \$200, \$100 will be credited to tuition in the first semester of enrollment. The remaining \$100 will be refunded upon graduation or termination of studies if the student account is clear of all charges.

### Room and Board Requirement for Living on Campus

As part of Carroll College's commitment to being a uniquely engaged residential learning community, students will be expected to live in campus housing as part of their education. All students residing at the college must be on a meal plan. Research has shown that students who live on campus have higher academic performance, greater participation in campus activities, closer relationships with faculty and staff, greater satisfaction with their college education and utilize the overall resources of the college at a higher level than students who do not live on campus. The education of students is significantly enhanced by the connection of learning and in and out of the classroom. The value of living in a community and the relationships developed from a residential experience have a lifelong impact on the student. Carroll College does not make exceptions on their requirements for housing and participation in a meal plan unless the student is married, has dependent children, has a medical condition the college is unable to accommodate or has experienced a financial catastrophe.

1. Room and board rates include the non-transferable right to occupy the room assigned and to participate on the meal plan except during vacation periods when the residence halls and dining facilities are closed as indicated in the official college calendar. In determining the room and board rates, it is understood that students will not necessarily be present at every meal served. No refunds are made for meals missed. Students with special dietary needs are not granted exceptions to the board requirements. Students who have special diets prescribed by a physician should consult the Sodexo Food Service director.
2. Carroll does not assume responsibility for loss or damage to any student's personal property. Students are encouraged to obtain renter's insurance for their personal property or consult their parent's homeowner's insurance policy for coverage.
3. Personal effects of returning students may be left in the room during the regular term vacations. However, all personal effects must be removed from the college residence halls at the end of the academic year or upon withdrawal from the college.
4. Occupancy of the student room or boarding on campus is not permitted after a student withdraws from the college.

### Meal Plans

The Carroll College Dining Services is operated for the college by Sodexo Campus Services. The dining hall is open from 7:00 a.m. to 10:30 p.m. Monday through Thursday, 7:00 a.m. to 6:30 p.m. Friday, 11:30 a.m. to 6:00 p.m. Saturday, and 11:30

a.m. to 10:30 p.m. Sunday. It offers an appealing variety of entrees, salads, beverages, fruit, and snacks. The Daily Grind coffee shop offers coffee drinks, smoothies, food to go, and basic groceries and supplies. It is open 7:30 a.m. to 7:00 p.m. Monday through Friday. The Java Hideaway located in Simperman Hall is open 7:00 a.m. to 3:00 p.m. Monday through Thursday, and 7:00 a.m. to 1:00 p.m. Friday, offering students a variety of beverages and snacks between classes. The college offers a variety of meal plans, which include flex dollars. Flex dollars may be used at the Daily Grind, the Java Hideaway, and at neighborhood partners and may also be used to bring guests to the dining hall.

Since much of our learning takes place among and between students, in and out of the classroom, all students are encouraged to participate in a meal plan. All students living on campus are required to participate in a meal plan. Please contact the Dining Services Director for help with medical or other accommodations.

All first semester freshman residents will be enrolled in the Three Meals-A-Day plan with \$150 flex. Freshmen also have the option of taking the Four Meals-A-Day plan with \$100 flex. After first semester, freshmen may opt to be on the Two Meals-A-Day plan with \$200 flex. Any sophomore, junior, or senior may choose the Two, Three, or Four Meals-A-Day plans. Juniors and seniors have the option of choosing the 110 Meals-Per-Semester plan with \$210 flex. Residents of South Hall and off campus students may choose from any of the above meal plans or the Limited plan, which includes 64 meals and \$115 Flex.

Students are offered the opportunity to change their meal plan selection through the first week of school each semester. Students must show their ID/meal card to enter the dining hall and to use their flex dollars. Meal plans are non-transferable and unused meals do not carry over to subsequent semesters.

**Room and Board Charges (2004-2005):**

Note: Charges listed are subject to change without notice.

| <u>Meal Plan</u>                             | <u>Room</u>   |
|--|---|
| Four Meals-A-Day<br>\$1,625 per semester     | Double Room<br>\$1,450 per semester                   |
| Three Meals-A-Day<br>\$1,550 per semester    | Single Room<br>\$1,715 per semester                   |
| Two Meals-A-Day<br>\$1,400 per semester      | Double Suite-South Hall<br>\$1,800 per semester       |
| 110 Meals-Per-Semester<br>\$915 per semester | Single Suite-South Hall<br>\$1,980 per semester       |
| 64 Meal-Per-Semester<br>\$550 per semester   | Super Single Suite-South Hall<br>\$2,300 per semester |

**Incidental Fees**

Incidental fees do not apply to all students, but rather apply to particular courses or special circumstances, as indicated below.

|   |              |
|---|--------------|
| <b>New Student Orientation Fee:</b><br>Required of all entering new, full-time students, including transfers. | <b>\$100</b> |
| <b>Student Liability Insurance Fee:</b><br>Applies to students in clinical Nursing students.                  | <b>\$15</b>  |
| <b>Student Health Insurance</b> (Per Year–Estimated)  | <b>\$957</b> |

It is a requirement of the College that all full-time students have health insurance. For those students not already covered by a policy, health insurance must be purchased at the beginning of Fall semester.

Other fees may be charged for requirements in programs or courses, but are not listed in this bulletin because they were not known at the time of publication.

**Laboratory, Course, and Workshop Fees**

The College levies laboratory, course, and workshop fees for courses involving specialized equipment, software, or other supplies. In addition, some courses may require the student to purchase materials or equipment for their own use.

A list of the courses requiring such fees or purchases is published each semester and is available in the Registrar Office and the Business Office.

**Other Fees**

**Late Fee Payment, Validation, Registration** **\$50**

This fee is charged to all students who do not register, pay the required fees, and/or validate their enrollment prior to the first day of school. It applies regardless of cause, due to additional work involved when a student's payment, validation, or registration is late.

**Commencement Fee:** (Senior Activity Fee) **\$100**

This fee covers the graduation costs and is charge to all graduates in their senior year whether or not they attend the commencement exercises (non-refundable).

**Transcript Fee:** per copy **\$5**

One official transcript is furnished free. This charge is made for each copy thereafter (non-refundable).

**Credential Services Fee:** **\$15**

This fee covers the first ten (10) sets of credentials issued; \$15 fee per five (5) copies thereafter.

**Study Abroad/CCIS Program Administrative Fee:** **\$250**

**Parking Permit:**  
Per academic year, per vehicle (non-refundable) **\$50**

All students who use campus parking facilities must register their automobile with the Business Office and purchase a parking permit. Fines are charged to any student who does not have a current decal properly exhibited on the vehicle while on campus or for failure to comply with parking regulations.

**Payment Information**

**Payment Policy**

All registration charges are due at the beginning of each semester or summer session. Payment of these charges must be completed prior to the first day of classes. Students who do not complete this payment procedure have not completed their registration and may not attend classes, laboratories or placements until satisfactory arrangements have been completed with the Business Office. The College accepts cash, checks or MasterCard, VISA, and Discover credit cards.

In completing the semester payment, the amount of financial assistance received for the semester may be deducted. The items that may be deducted include:

1. all scholarship assistance

2. grants received from Carroll College
3. Federal Supplemental Educational Opportunity Grants
4. Federal Pell Grants
5. Leveraging Education Assistance Partnership Program (LEAPP)
6. any loan certified by Carroll College and approved by the lender

The items that may not be deducted are work study, book grants, and loans not approved by the lender.

Payment options are available for students who choose to pay their fees by installments. A non-refundable \$50 set-up fee will be charged for each installment agreement. Delinquent accounts are subject to a \$25 late fee if installments are more than twenty days past due.

The Ten Month plan is available to all full time students. Payments begin July 1 and are due the first of each month through April.

The Five Month plan is available to part time and post baccalaureate students. Payments for fall semester begin August 1 and are due on the first of each month through December. Payments for spring semester begin January 1 and are due the first of each month through May.

Incidental fees are due when billed.

Students on class wait lists are expected to pay course fees and additional tuition upon claiming space in the class.

#### **Return of Credit Balances**

Students who receive loans, grants, or scholarships that are greater than the cost of tuition, fees, and room and board automatically receive a refund after the funds are applied and a credit balance over \$100 results. Students who choose to have a credit balance remain on their account must sign a request form in the Business Office.

#### **Finance Charge**

All balances in accounts receivable that have not been paid by the end of the month are charged a finance charge of 1 percent per month (12% ANNUAL) on the unpaid month-end balance; each payment is first applied to the interest. All accounts must be cleared by the end of each semester.

#### **Refund Policy**

Should a student withdraw from the College, the following policies apply in computing the refund due the student or the balance due the College. The official withdrawal date is determined by the date the student begins the withdrawal process or officially notifies Carroll of his/her intent to withdraw. Carroll College follows Federal policy when processing withdrawals.

#### **Refund of Tuition and Fees:**

##### **Full-Semester Courses**

In instances where a student withdraws from Carroll College, tuition and course fees will be charged based on a percentage of the period that the student remained enrolled.

|                                 |                  |
|---------------------------------|------------------|
| Minimum Charge for Registration | \$25             |
| Weeks of Instruction            | Percent Refunded |
| First Week of Classes:          | 100%             |
| Second-Eighth Week of Classes:  | % not enrolled   |
| Ninth Week of Classes:          | 0%               |

In instances where a student withdraws from some courses but continues others, no tuition refund is made for reduction of credit hours after the last day to change course enrollment (as shown in the academic calendar).

#### **Refund of Room**

All rooms are contracted and assigned on the assumption that the student will occupy the room for the fall and spring semesters. When a student withdraws from the College, room charges are prorated. Students who leave the residence halls for other reasons will not receive a refund.

#### **Refund of Board**

When a student withdraws from the College, board charges are prorated.

#### **Refund of Scholarships and Grants**

Students who receive scholarships are expected to satisfy program requirements. College scholarships and grants (non-federal) are prorated on the same percentage basis as the charge for tuition and fees.

#### **Withdrawal Appeals**

The Finance Committee of Carroll College will review written appeals from students or parents who feel that individual circumstances warrant exceptions to published policy. Such appeals should be directed to the Vice President for Finance, Administration and Facilities; Carroll College; Helena, MT 59625-0002.

#### **Return of Federal Funds Policy**

Federal regulations provide that a portion of Title IV grant or loan funds must be returned to the Title IV program upon withdrawal from school of a Title IV recipient. A copy of the requirements is available in the Financial Aid Office.

#### **General Financial Information**

- Due to the constant upward pressure on costs, the College reserves the right to increase its charges if this becomes necessary.
- A student may not register for a subsequent semester unless all charges for the preceding semester have been paid. The College reserves the right to deny the issuance of transcripts if a student's financial account is not paid or payment plan arrangements have not been followed.
- Tuition and fees become final at the last day to change course enrollment as indicated in the semester schedule.
- The College does not assume responsibility for loss or damage to the personal property of a student.
- Communications concerning student accounts should be addressed to Carroll College Business Office, 1601 N. Benton Ave., Helena, Montana 59625-0002.

#### **Dishonored Check Policy**

A charge of \$20 will be assessed each time that a check is returned by a bank; this amount will be charged to the student's account. After notification, if the check is not cleared in five (5) days, a second notice will be sent, and a "hold" may be placed on all the student's records.

Any check received in payment of tuition, fees, and/or room and board which is subsequently returned by the bank will result in automatic postponement of the student's registration for the semester.