

REGISTRATION CONTRACT FORM (Terms & Conditions) – Effective 2013SM

As a student at Hocking College, I am required to register for courses by the first Friday of each term. Students will still be permitted to enroll in courses that have not yet started.

Hocking College Fees: (Rates are subject to change without prior notice)

Students enrolled at Hocking College are responsible for payment of tuition and general service fees, any course fees, program fees and any additional charges placed upon the account (housing, traffic fines, health charges, parking fee, late fee, payment plan fees, etc.). Current tuition and general fee costs can be viewed online at www.hocking.edu. Course fees vary depending on the courses selected. The college reserves the right to cancel or change classes, service fees, course fees, housing fees and all other fees incurred, that are not covered by financial aid or any third party vouchers which could affect my financial obligation.

Understanding of Payment Requirement:

By registering for classes, I understand that I am legally obligated to pay all applicable charges, including tuition and general service fees, course fees, housing fees and all other fees incurred, that are not covered by financial aid or any third party vouchers.

Payment Options Upon Registration:

Pay the full amount (credit card, cash, check), have enough financial aid awarded, full third party coverage (present vouchers or proof of coverage) or enroll in the Hocking College payment plan. The \$30 non-refundable enrollment fee must be paid upon registration.

If my account is not paid in full by the first day of the term, I will be assessed a late fee of \$50, unless my account shows sufficient financial aid, pending third party payment or enrollment with Hocking College Payment Plan. Any unpaid balance at the end of the term will incur an additional late fee of \$50.

Withdrawal from Courses/Cancellation:

This financial obligation will be cancelled only if I officially withdraw/cancel my registration before the first Friday of the term by following the Withdrawal Process. Students are required to meet with either the Dean, Commander, Associate Dean, Student Affairs Coordinator of his/her program, the Provost or Associate Provost to withdraw from the college. The date of this meeting is used to determine any adjustments for charges on the account including on-campus housing/meals (if applicable.)

Fee Adjustment Schedule:

An official Withdrawal on or before the first Friday of the term entitles me to a 100% adjustment of the tuition and general service fees, course fees, and program fees, except non-refundable course fees for regular/PACE classes. Withdrawal after the first Friday of the term for regular/PACE classes will not entitle me to any fee adjustment. I understand that I am still responsible for paying the remaining balance in accordance with Hocking College refund policy or if the withdrawal process is not followed as stated in the catalog.

Any changes in my schedule may trigger an additional charge(s) and must be paid in full on the day of the transaction. Financial aid recipients should consult a Financial Aid associate before dropping any class(es), as changes in the number of credit hours may affect financial aid. The last day to drop a class for financial aid purposes is the second Friday of the term.

- Dropping/Withdrawing Regular/PACE Courses: (Regular/PACE courses are classes held the first day of the term and end the last day of the term.)

Fee Adjustment:	100% - Up to the first Friday of the term.
	0% - After the first Friday of the term.

- FLEX Courses: (Classes held less than 16 weeks for autumn and spring terms; less than 12 weeks for summer term.)

Fee Adjustment:	100% - Before course start.
	0% - After the first day of the course.

Viewing Personal Account & Making Payments:

Statements will not be mailed via US postal mail. It is my responsibility to review my account on WebAdvisor and make the payment in a timely manner to prevent a late fee charge. If enrolled with the Hocking College Payment Plan, my budget amount will automatically be adjusted and divided by the number of payments left. To cancel my payment plan, I will call the Cashier & Records Office at 740.753.7029 or visit Cashier and Records Office located at the first floor of Light Hall in the Student Services Concourse. I can also make payment on WebAdvisor using a credit card (a convenience fee of \$5 per transaction is charged.)

If I pay with a check and it is returned for insufficient funds, I will be charged a \$25 NSF fee and all future transactions must be paid with cash/credit card/debit card or Cashier's check.

I understand that if I fail to repay Hocking College, my past due balance will be turned over to the Attorney General's office for collection and legal action can be taken against me. I agree to pay any costs incurred in the collection process not limited to late charges, finance charges, collection and litigation charges.

I understand that any delinquent balance will cause a hold to be placed on my records restricting future registration and the release of transcripts, certificates, diplomas or other records.

For important dates/deadlines and other college information, visit www.hocking.edu.

Revised 3-15-13: Updated final Catalog meeting.