

BILLING SCHEDULE & REFUND POLICIES FOR CREDIT COURSES

SCHEDULE CHANGES: Students may make schedule changes prior to the start of classes and during the add/drop period. Assistance is available in the Advising, Career and Transfer Center (ACT) located in Frost 273. Please reprint schedules prior to the start of classes and when schedule changes are made. Up-to-date information is available at HCC Online Services: www.hcc.edu.

SPRING 2019 BILLING SCHEDULE *HCC Student Handbook*

If you register:	Your bill will be due by:
October 24 – November 16	December 4
November 17 – December 12	January 2
December 13 – January 2	January 15
January 3 – January 14.....	January 22
Beginning January 15	Payment arrangement due at registration

It is the student's responsibility to make a payment arrangement by the bill due date. If the student does not plan to participate in a course for which he or she has registered, it is the student's responsibility to drop or withdraw during the appropriate time period. **If a payment arrangement, including submitting all necessary documentation to complete the financial aid application is not finalized by the bill due date, the student risks the courses being dropped for non-payment.** If the student does not drop or withdraw during the appropriate time period, it remains the student's responsibility to officially withdraw for any or all courses he or she does not plan to continue attending. Please be aware that not showing up for a class or non-payment of the student's bill does not constitute withdrawal from the college.

SPRING 2019 REFUND POLICY *HCC Student Handbook*

Full-term and Accelerated courses:

Prior to and including the first 5 business days of the semester	100% of tuition/ESF/fees
During the second 5 business days of the semester	50% of tuition/ESF only
After the 10 th business day of the semester	No refund (outstanding balance due in full)

Questions about your bill? Contact Student Accounts Office via email at studentaccounts@hcc.edu, by phone at 413.552.2101, in person at Frost 201 or use the following link to chat with us every Tuesday from 2-3. <https://hcc-uga.chat.edu.185r.net/client/>

General questions? Email us at answers@hcc.edu.

COURSE AND COLLEGE WITHDRAWALS: A Course/College Withdrawal form or an Add/Drop form must be completed to receive a refund according to the Refund Policy. Refunds are based on the date the form is received, regardless of registration date or attendance. Withdrawals may influence your current and future financial aid eligibility. Please email Financial Aid at financialaid@hcc.edu for details or meet with a financial aid counselor.

INTERSESSION 2019 BILLING SCHEDULE *HCC Student Handbook*

If you register:	Your bill will be due by:
October 24 – November 16	December 4
Beginning November 17	Payment arrangement due at registration

It is the student's responsibility to make a payment arrangement by the bill due date. If the student does not plan to participate in a course for which he or she has registered, it is the student's responsibility to drop or withdraw during the appropriate time period. **If a payment arrangement, including submitting all necessary documentation to complete the financial aid application is not finalized by the bill due date, the student risks the courses being dropped for non-payment.** If the student does not drop or withdraw during the appropriate time period, it remains the student's responsibility to officially withdraw for any or all courses he or she does not plan to continue attending. Please be aware that not showing up for a class or non-payment of the student's bill does not constitute withdrawal from the college.

INTERSESSION 2019 REFUND POLICY *HCC Student Handbook*

October 24 – January 6.....	100% of tuition/ESF/fees
January 7	50% of tuition/ESF only
After January 7	No refund (outstanding balance due in full)

Check your email! All College communications will be sent to your HCC email address including bill notifications and reminders. To view and pay your bill log in to **Online Services** by using MyHCC drop-down box at the top of every page on www.hcc.edu.