

Expenses

The VCCS is dedicated to giving individuals an opportunity for the continuing development and extension of skills and knowledge, along with the prospect to increase an awareness of his or her role and responsibility to society.

In an effort not to exclude any Virginia resident from the opportunities offered by LFCC, the State Board for Community Colleges has consistently maintained tuition and fees at the lowest possible level. LFCC realizes that any tuition or fee may represent a barrier to those wishing to pursue further education. The College has funds available to help students needing financial assistance. (See the *Financial Assistance* section.) The College may be able to assist in providing funds for tuition, books and other expenses for students who qualify.

Eligibility for In-State Tuition

To be eligible for in-state tuition, a student (or in the case of an unemancipated minor or dependent student, the parent or legal guardian) must have been legally domiciled in Virginia for a period of at least one full year prior to the planned semester of enrollment at the College. Domicile is a legal concept which means “the present home of an individual where he or she returns from temporary absences and where he or she intends to stay indefinitely.” The student must establish eligibility by clear and convincing evidence.

Anyone not eligible through his or her own domicile or that of a parent or legal guardian, or spouse, may be eligible under the military exception, the military spouse or dependent exception, the nonresident taxpayer’s exception or a special arrangement contract. Those interested should contact the Admissions and Records Office for additional information.

Domicile Appeal Process

Any applicant denied in-state tuition has a right to appeal according to the following process:

1. A member of the Admissions and Records Office will make the initial determination.
2. Upon appeal, an intermediate review will be conducted by the College domicile officer.
3. Final administrative review will be made by a domicile appeals committee.

Additional information regarding the domicile appeal policy is available in the student handbook and from the Admissions and Records Office.

Tuition and Fees

Tuition and fees are set by the State Board for Community Colleges and are subject to change. Consult the College’s Web site for current fee information: <http://www.lfcc.edu>.

Tuition may be paid with cash, personal checks, money orders, MasterCard or Visa credit cards or FACTS interest-free payment plan. Online credit card payment using MasterCard or Visa is available. Tuition paid by check or credit card must be for the exact amount. The College is not permitted to cash checks or give change for checks written for an amount greater than that due for tuition and fees. Students enrolling in two or more community colleges simultaneously pay

tuition at each college based on their status at either college.

Separate payment is required for bookstore purchases; one payment cannot be accepted for both tuition and books.

Additional Expenses

Payment of tuition and fees enables students to use the libraries, bookstores, parking lots, student centers and other facilities of the College. Students are required to pay charges for any College property they damage or lose (such as laboratory or shop equipment, supplies, library books and materials).

Books and Materials

Students are expected to obtain their books, supplies and consumable materials needed for their studies.

Student Activity Fee

A student activity fee supports student events and programs. Funds in this account are spent only for student activities, subject to the review of the College administration. The College Board is responsible for the operation and control of these funds under the specific methods and procedures established by the State Board for Community Colleges and approved by the state auditor.

A student activity fee of \$1.15 per credit hour is charged to all students taking on-campus classes.

Student activity fees fund various student activities and events throughout the school year. This fee is subject to change.

Parking Facilities Maintenance Fee

The College charges a parking maintenance fee of \$14 per semester to maintain and repair existing parking facilities and construct new parking facilities. Parking maintenance includes parking lot paving, painting, lighting repairs, security and other associated costs. A parking facilities maintenance fee will be charged to all on-campus students. The parking fee is subject to change.

Technology Fee

A technology fee of \$4.50 per credit hour is charged to all students to support technology initiatives within the Commonwealth of Virginia. The technology fee is subject to change.

Additional Fees

Specific programs or courses may have additional fees. Students should consult specific program or course documents for details.

Transcript Requests

There is no fee charged for sending transcripts. This policy is subject to change. Students may request transcripts electronically from their LFCC student information account. All other requests for a transcript must include the signature and student identification number/Social

Security number of the student.

The College does not provide copies of transcripts from other schools. Such copies must be obtained from the originating source. Students must provide written authorization at the time of the transcript request in order for any other person to pick-up a student transcript.

Accounts

Each student who enrolls at LFCC must meet his or her financial obligations to the College before transcripts, certificates, diplomas or degrees will be issued to the student. A student with delinquent accounts will be withdrawn, refused admittance to classes, precluded from registering for a course(s) or subject to civil court action. Students with special circumstances need to contact the financial aid officer or the budget and financial services officer regarding their situation.

Administration and Collection Charges

Past due accounts are charged a one percent per month, 12 percent per year, administrative and collection fee. The College utilizes a collection agency to assist in the collection of past due amounts. Costs of all collection efforts are passed to the debtor. Past due accounts sent to a collection agency are assessed an additional collection charge, usually 25 percent. This charge is calculated to provide the normal collection fee to the collection agency and to provide the full amount due the College.

LFCC participates in the Set-Off Debt Collection Program. This program permits the College to collect past due amounts from its debtors' by appropriating an individual's Virginia tax refunds and lottery winnings.

Dishonored or Insufficient Funds Checks

A service charge of \$20 is assessed for any check dishonored by a student's bank. Student accounts must be cleared immediately in order for the College to continue to provide service.