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BUSINESS OFFICE HOURS

The Student Accounts and Cashier Office will be open to handle student inquiries at the following times:

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MONDAY - FRIDAY

8:30 a.m. ±1:00 p.m.

2:00 p.m. ±4:30 p.m.

STUDENT ACCOUNTS TEAM

MONDAY - FRIDAY

8:30 a.m. - 5:00 p.m.

METROPOLITAN COLLEGE OF PROFESSIONAL STUDIES EVENING AND

SUMMER SCHOOL FEES 2025

Course offerings are usually limited and are determined on a demand basis. Financial Aid awarded for the regular semester is not automatically carried forward and requires completion of a separate application. In order to receive Financial Aid, a student must be enrolled for 6 credit hours.

Tuition (Traditional Students only)	\$635.00(charge per credit hour)
Fees:	
Mandatory Fess	\$185.00
Insurance Fee	\$ 50.00 (not enrolled Spring 2024)
Room Charge	\$ 1,500.00
Meal Plan (Only one Plan)	\$ 1,245.00

SUMMER SCHOOL FEE METROPOLITAN COLLEGE OF PROFESSIONAL STUDIES

The Johnson C. Smith University Monthly Payment Plan can be established to pay tuition on a semester basis. The maximum amount allowed on payment plans per semester cannot exceed \$5,000.00. The monthly payment due date is the 5th of each month and payment must be made on time. The last payment is due November 5th for the Fall semester and April 5th for the Spring semester. A down payment is required at the time of financial clearance. If a student has a prior balance owed to the University, it must be paid in full **before** the student may financially clear for the upcoming semester. Prior balances cannot be added into the monthly payment plan for the upcoming semester.

Example of a monthly payment plan for student living on campus and with financial aid

Tuition and Mandatory Fees

\$10,350

prevent the release of a transcript, enrollment verification or diploma. Registration for additional courses can be blocked until the account balance is satisfied. Once the student account balance has been satisfied, account holds will be removed.

Collection Fees

Delinquent accounts may be referred to a collection agency. Prior to referring an account to a collection agency, a

UNIVERSITY BOOKSTORE

Hours of Operation

Monday 9 a.m. - 5 p.m.

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Financial aid will be applied to student accounts and will be used to address charges incurred, such as tuition and fees as well as room and board if a student resides on-campus. Financial aid funds cannot be applied until the appropriate paperwork has been completed and the funds are received.

Federal Regulations restrict how the University can manage Title IV financial aid program funding. Title IV funding includes: the Federal Pell Grant, Supplemental Educational Opportunity Grant, Federal Direct Subsidized and Unsubsidized and Federal Direct Parent PLUS Loans.

If the total amount of Title IV financial aid funds disbursed to a student account exceeds the allowable charges, the University must receive written authorization to pay miscellaneous charges incurred against the student account. Allowable charges include only the following: tuition, room and board. Examples of miscellaneous charges are library fines, residence hall fines, parking fines, etc.

To assist students with managing payment of miscellaneous charges using their Title IV funds, the University allows students to complete the Authorization of Title IV Funds electronically through my.jcsu.edu.

Financial aid applied to a student account that exceeds the amount a student has been charged for allowable charges will be refunded to the student in compliance with University policy and Federal regulations.

POLICY STATEMENT ON INSTITUTIONAL SCHOLARSHIPS

While JCSU is committed to providing needed scholarship funds to students; resources that are currently available can only be appropriated to assist in covering direct educational costs. These costs may include tuition, fees, room and board (when applicable) and books. Additionally, financial assistance provided through the University is based on need.

Institutional funds and/or scholarships that are packaged along with federal or state aid or are singularly awarded may not exceed direct educational costs. Therefore, if a student receives additional financial assistance from any outside source, the University reserves the right to reduce the amount of gift and/or scholarship assistance accordingly.

CREDIT BALANCE REFUND POLICY

A credit balance results (ZKHQ WKH WRWDO RI WKH FUHGLWV SRVWHG W Payments, loan disbursements, scholarships, etc.) exceeds the total of the charges applied or applicable to the account for a specific term or semester. A credit balance eligible for a refund is one where the applicable charges and credits have been **posted** to the account and his/her eligibility for such funds has been reviewed and confirmed or adjusted based on current

eligibility, enrollment or any other applicable conditions. All students shall receive a refund of amounts over direct cost within 14 days from the date a credit is created to their student account. Refunds are generated through the third party of BankMobile and will be issued only if the student is a resident of the following states: X G H Q W V E D O D Q F H. K D V E H H Q S D L G L Q I X O O

To withdraw from the University, a student must obtain a withdrawal form from the Registrar's Office or download one from the JCSU web site (www.jcsu.edu). The student should complete the form, obtain the appropriate signatures, and return it to the Office of the Registrar. A copy of the form will be placed in the student's file. If a student withdraws from the University, the University may result in a grade of F for courses in which the student enrolled that semester.

NOTE: All University property the student has in his or her possession must be returned the same day the withdrawal form is submitted.

ADMINISTRATIVE WITHDRAWAL POLICY

Current Balances

Any student who has not paid or does not expect to have sufficient funding scheduled to cover his or her outstanding balance as of the end of the semester may be subject to the Administrative Withdrawal Policy and Academic Withdrawal. To complete the financial clearance, process the Office of Student Accounts will require the student demonstrate a financial plan that will cover the entire outstanding balance either via financial aid and or payment.

Examples of acceptable financial sources include:

- x Any combination of approved student loans, in which the student is the borrower.
- x An accepted University Payment Plan - monthly payment plan contract and down payment has been made,
- x Documented federal and state aid.

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Example 1 - 5-Week Course Withdraw submitted

Day 1-7 100% return
Day 8 77% return
Day 9 74% return
Day 10 71% return
Day 11 69% return
Day 12 66% return
Day 13 63% return
Day 14 60% return
Day 15 57% return
Day 16 54% return
Day 17 51% return
Day 18 49% return
Day 19 46% return
Day 20 43% return

Day 21 40% return (60% of course is completed)

Day 22 0% return

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Example 2 - 8-Week Course Withdraw submitted

Before or during week 1 100 % return

During week 2 75% return

During weeks 3-4 50% return

During week 5 40% return (60% of course is completed)

During weeks 6-8 0% return

16-week Course Withdraw submitted

Before or during weeks 1-2 100% return

During weeks 3-4 75% return

During weeks 5-8 50% return

During weeks 9-10 40% return (60% of course is completed)

During weeks 11-16 0% return

100% of Tuition Assistance (TA) received will be returned if the student withdraws within the ILUVW ZHHN RI FODVV EXW EHIRUH VXEPLV QVET RI Q BE RI WKH ILU processed as a drop for the purpose of returning TA funds only, not for Financial Aid attendance or recalculating of aid.

‡ RI 7\$ UHFHLYHG RI 7\$ UHFHLYHG ZLOO EH UHWXUQHG I the first assignment and through the end of the second week of classes.

‡ RI 7\$ UHFHLYHG ZLOO EH UHWXUQHG LI WKH VWXGHQW but before the end of the fourth week of classes.

25% of TA received will be returned if the student withdraws after the fourth week of classes, but before the end of the sixth week of classes. (60% of course is completed)

x No TA received will be returned if the student withdraws after the sixth week of classes.

CAFETERIA OPERATING HOURS

Monday thru Friday

Breakfast	7:15 a.m. ±9:15 a.m.
Continental Breakfast	9:15 a.m. ±9:45 a.m.
Lunch	11 a.m. ±1 p.m.
Extended Lunch (2 stations open)	1 p.m. ±2 p.m.
Dinner	5 p.m. ±7 p.m.

Weekends and Holidays

Brunch	10:30 a.m. ±Noon
Dinner	4:30 p.m. ±6 p.m.

****Cafeteria hours are subject to change without notice, ex. inclement weather, power failure, etc.**

VEHICLE REGISTRATION AND PARKING

Campus Police Office Hours of Operation Monday-Friday 8:30 a.m. ±4:30 p.m.

All motor vehicles owned or operated on campus by resident and non-resident students, faculty and staff must be registered with the Campus Police Office. Parking permits may be obtained for \$60.00 per year for resident and commuting students. Failure to register a vehicle will result in a fine and/or having the vehicle towed. The Campus Police staff is empowered to enforce all regulations pertaining to the operation of motor vehicles on campus, and further reserves the right to fine and/or tow a vehicle for any infraction of the regulations governing operation and parking.

SPECIAL NOTICES AND EXPLANATIONS

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GHOHWH LWHPV RI H[SHQVH ZLWKRXW DGYDQFH QRWLFH
DGPLQLVWUDWLRQ PD\ UHTXLUH 7KH 8QLYHUVLW\ LV QF
VSHFLILHG KHUHLQ EXW PHUHO\ VHWV WKHVH RXW DV HV

x The official date of withdrawal is the date the Withdrawal Form is received by the Office of the Registrar.

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residence halls and food service are not available during University holidays.

x The University is not responsible for the theft or damage to student ~~W~~ personal property arising from any cause.

x Students who, through malicious or negligent conduct, lose, damage, or abuse University property, will be subject to disciplinary action and will be required to pay, at replacement cost for such loss or damage.

x

DIRECTORY

DIVISION OF BUSINESS AND FINANCE

Chief Financial Officer

Ms. Teare Brewington

(704) 378-1190

FINANCIAL AID OFFICE

Director of Financial Aid

Ms. Rochelle King
(704) 330-1498