

Financial Information

TUITION, ROOM AND BOARD

Currently, tuition is assessed at a rate of \$78 per credit hour for in-state students and \$159 per credit hour for out-of-state students. Students are advised that costs are subject to change without notice.

Combined room and board charges for 2006-2007 are as follows:

On-campus housing:

Room & Board per semester based on higher meal plan is \$3,040

Room & Board per semester based on lower meal plan is \$2,655

Single Room & Board per semester based on higher meal plan is \$3,624

Single Room & Board per semester based on lower meal plan is \$3,239

Off-campus housing:

Room & Board per semester based on higher meal plan is \$4,086

Room & Board per semester based on lower meal plan is \$3,701

Single Room & Board per semester based on higher meal plan is \$4,779

Single Room & Board per semester based on lower meal plan is \$4,394

PARKING/VEHICLE REGULATIONS

Parking Decals: Student vehicles on campus must display a current College decal. Parking decals are available in the Facilities Management Office in Room 101 Maine Hall, between the hours of 8 a.m.-4:30 p.m., Monday-Friday.

Safety and Security Fee: The Safety and Security Fee is \$1.50 per credit hour.

Parking Fines: A \$100 fine per offense will be assessed for parking in Handicapped parking spaces. A \$50 fine will be assessed for parking in a fire lane. A \$25 fine per offense will be assessed to students whose vehicle is parked in unauthorized areas. Grades and transcripts will be withheld if students fail to pay fines.

Vehicle Regulations:

- The speed limit on campus is 15 miles per hour.
- Parking on campus roads behind and beside the residence halls, in loading zones, on walkways, or on grassed areas is prohibited at all times.
- Motor vehicles must not be left on campus during vacations without making special arrangements with the Facilities Management Office

in Room 101 Maine Hall between the hours of 8:00 a.m. to 4:30 p.m., Monday – Friday.

- Excessive noise by vehicles or its occupants, or otherwise operating in a manner that is dangerous, is prohibited.

Violation Penalties: Vehicles parked in unauthorized areas may be ticketed and/or towed at the owner's expense, without warning. Unauthorized areas include, but are not limited to: parking in a "No Parking Zone", parking on the roadway, hindering snow removal, parking in unauthorized areas, not displaying a current EMCC decal, occupying more than one parking space, parking in handicap spaces without proper identification. Safety is always our concern.

BOOKS AND SUPPLIES

The costs of books and supplies vary by program of study. Charges for books and supplies are not billed to the student on the semester invoice. Payment is made directly to the Eastern Maine Community College's College Store at the time of purchase. Students may be eligible for a college store credit if they have financial aid in excess of their semester bill, or if they qualify for the College's installment payment plan and choose to include a college store credit.

FEES

College Activity Fee: The College Activity Fee is \$3 per credit hour. The College Activity Fee supports student activities at Eastern Maine Community College including sanctioned clubs and organizations, student senate, special events, the *Eagle Eye* student newspaper, recreation, and commuter services.

College Comprehensive Fee: The College Comprehensive Fee is \$8.70 per credit hour. The College Comprehensive Fee supports student services at Eastern Maine Community College including health services, personal counseling, intercollegiate sports, registration, grades and transcripts, graduate job services, and student IDs. The fee does not cover technology, orientation, graduation, lab, health and accident insurance, residence hall recreation, or liability insurance fees.

Information Technology Fee: The College Information Technology Fee is \$7.50 per credit hour. This fee supports computer services for students and provides all students with on-campus access to the internet and e-mail. In addition, it helps to fund on-line library resources.

Student Accident and Sickness Insurance Fee: A \$310 fee for this coverage is billed to all students; however, the fee may be waived upon receipt of proof of private insurance coverage prior to the waiver

deadline. The fee will be pro-rated to \$208 for students who begin their programs in January. This fee is not refundable.

Liability Insurance Fee: The \$12.90 fee per year for \$1,000,000 malpractice liability insurance is mandatory for students in standard health occupation programs. The cost for \$1,000,000 coverage for students in higher risk health specialty programs is \$54.29 per year. This fee is not refundable.

Matriculation Fee: The \$70 Matriculation Fee is a one-time fee charged at the time of initial enrollment as a matriculated student. This fee covers costs associated with new student orientation and graduation.

Residence Hall Recreation Fee: An annual residence hall fee of \$125 is required of all residents. For Spring Semester residential students, the fee is \$60. Proceeds from this fee support activities and programs in the residence halls and includes basic cable television service to residents' rooms and lounges.

Residence Hall Security Deposit: The fee is \$100.

Technology Fees—Per Semester:

These fees vary by program to cover costs of supplies and materials. In addition, some technologies require special fees for national or state tests. Students are advised that these fees may change without notice. **These fees are charged on a per credit hour basis by technology course.**

Automotive Technology (ATA, ATT)	\$ 29.05
Building Construction (BCT)	29.94
Business Management (ADM, BUS, MDT)	7.80
(Includes Banking, Health Care Secretary, Medical Transcription & Office Administration)	
Civil Engineering Technology (CET)	28.88
Computer Aided Drafting and Design (CAD)	28.88
Computer Systems Technology (CST)	22.36
Culinary Arts (CUL)	25.47
Diesel, Truck and Heavy Equipment (ATH, ATT)	29.05
Early Childhood Education (ECE, PED)	7.80
Education (ECE, PED)	7.80
Electrical and Automation Technology (EPT)	23.24
Electricians Technology (ELC)	15.60
Emergency Medical Services (EMS)	13.00
Machine Tool Technology (MTT)	31.17
Medical Radiography (MRT)	15.60
Nursing (NUR)	19.96

Refrigeration, Air Conditioning and Heating (RAH)	20.77
Restaurant Management (BUS)	7.80
Restaurant Management (CUL)	25.47
Sciences (BIO, CHE, NUT, PHY)	15.60
Surgical Technology (SUR)	15.60
Welding/Pipe Fabrication (FAB, WEL)	104.33

Other courses having fees:

(BIO, CHE, NUT, PHY)	15.60
(CPT, LAE, ENG)	7.80

Certification/Licensing Fees:

Automotive:

ASE Certification Testing (Required, Non-Refundable)	\$ 80.00
Maine State Inspection Fee (Required, Non-Refundable)	
Only charged in Spring Semester	\$ 20.00

Diesel, Truck & Heavy Equipment:

ASE Certification Testing (Required, Non-Refundable)	\$ 80.00
Maine State Inspection Fee (Required, Non-Refundable)	
Only charged in Spring Semester	\$ 20.00

Refrigeration, Air Conditioning, and Heating

RACH Certification/Licensing Fee (Required, Non-Refundable)	\$137.00
Surgical Technology	

National Certification Exam	\$190.00
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Welding

Welding Certification Fee (WEL 134, WEL137, WEL 263 WEL 277)	\$255.00
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Lab fees are charged per course:

Concepts in Biology (BIO 110)	\$69.45
Human Biology Lab (BIO 115)	\$69.45
Anatomy & Physiology I Lab (BIO 124)	\$69.45
Anatomy & Physiology II Lab (BIO 126)	\$69.45
Microbiology (BIO 216)	\$148.20
Chemistry I Lab (CHE 115)	\$69.45
Materials Lab (CET 111)	\$65.00
Soils Mechanics (CET 214)	\$65.00
First Responder (EMS 100)	\$80.00
Emergency Medical Technician – Basic (EMS123)	\$80.00
First Responder to EMT-Basic Bridge (EMS 124)	\$80.00
Fundamentals to EMS (EMS 201)	\$100.00
Advanced Emergency Cardiovascular Care (EMS 208)	\$150.00
Medical Emergencies (EMS 211)	\$ 50.00
Emergency Care Across the Lifespan (EMS 212)	\$200.00
Trauma Management (EMS 213)	\$ 50.00

Paramedic Skills Seminar (EMS 214).....	\$150.00
Paramedic Clinical Preceptorship (EMS 217)	\$100.00
Introduction to Statistics (MAT 161).....	\$23.40
Nutrition (NUT 221).....	\$28.20

MAINE RESIDENCY

At the time of their admission to Eastern Maine Community College, students receive either resident or non-resident status. No students, once having registered as non-resident students, are eligible for resident classification unless they have been living in the State for at least one year immediately prior to registration. If students are enrolled full time, the College will assume that they are in Maine for educational purposes and that they are not in Maine as permanent residents. The burden of proof thus remains with students. The domicile of students who are claimed as dependents for tax purposes follows that of the parents or legal guardians. Non-resident students who marry residents and claim the establishment of a permanent residence in Maine will be considered residents for the next registration. In general, members of the Armed Forces and their dependents normally enjoy resident status during the period of active duty.

PAYMENT OF COSTS

Student Responsibilities: The College expects students to be financially responsible. All accounts are carried in the names of students and all bills and statements are mailed to students.

Billing: Matriculating students are billed for courses on a per credit hour basis each semester. Payment of enrollment costs is due upon receipt of bills, unless other arrangements have been made with the Business Office/Student Accounts. Full payment of the semester charges within the time prescribed is a prerequisite to registration and inclusion on the official class lists. Returned checks will be subject to a \$25 service fee.

Installment Payment Plan: Academic Management System (AMS) offers an installment payment plan option to all matriculated students. AMS TuitionPay monthly plan is designed to allow students to pay off their bill in four installments. Students who wish to participate must pay a plan enrollment fee of \$35. Students may visit the Student Accounts staff in Katahdin Hall to set up a payment plan with AMS. Contact AMS at: AMS InfoLink at www.tuitionpay.com. AMS mails a monthly statement to each bill payer prior to the due date.

Private Scholarships: Scholarships may be listed on a student's bill and deducted from the student's current charges. If funds from the

scholarship source are not received in a timely manner, the credit will be removed and the student will be responsible for the remaining balance.

Sponsored Students: If a student's tuition bill is being paid by a Federal, State, or Private Agency, the student is responsible for providing Student Accounts staff with a current letter of intent or authorization. The letter should verify the name of the sponsored student, the terms/conditions of the sponsoring agency and details of tuition, fees, and books to be billed. Student Accounts will apply Financial Aid (Pell/SEOG/ME State Grant) funds awarded to the student's account before the sponsoring agency is billed, unless otherwise stated on the letter of intent or authorization. If the sponsoring agency requires Stafford Loans to be used, it must state that on the authorization. EMCC does not accept verbal authorizations from sponsors. Authorizations and/or purchase orders may be faxed to the Student Accounts Office at (207) 974-4837. Without this authorization, EMCC is required to bill the student for all charges.

Unpaid Financial Obligations: Students are not permitted to attend classes after the first week of any semester if their semester bills have not been paid in full or if specific arrangements for payment plans have not been made with the Business Office/Student Accounts. Students who are delinquent according to signed agreements with the Business Office/Student Accounts may be dropped from enrollment or may be assessed late charges. Residential students who are delinquent in the payment of room and board charges may be dismissed from the residence halls.

The College is authorized to withhold grades, degrees, diplomas and transcripts from students for failure to pay all lawful fees and charges. A \$50 late fee will be applied to delinquent accounts.

DEPOSITS

Tuition and Room: A tuition deposit of \$75 is required upon notification of acceptance. To ensure a space in the residence halls, an additional \$50 room deposit must be paid. Deposits will be credited to semester bills and will be refunded only if written notification of non-enrollment is sent to the Admissions Office before May 1 for fall enrollment and before September 15 for Spring enrollment. Students admitted and making a deposit after these deadlines will have 30 days from the date of acceptance to request a refund.

Returning Second-Year Students: Returning resident students are required to pay a \$50 residence hall deposit on or before May 1 of their first year.



STUDENT BILL ADJUSTMENT POLICY

Definitions: Bill Adjustment—Financial change made to a student's bill/account.

Deposits—Charges held for a particular reason. For example, deposits are used to hold a student's space in a program of study in a technology or in a residence hall.

Semester-long Day Course—A course which is offered for the entire length of the semester, usually 16 weeks. Semester-long courses are usually general education courses such as mathematics, English, social sciences, and science courses. A number of technology courses are semester-long.

Modular Course—A course that does not follow a standard day schedule. Modular courses vary in length, instructional time and day. Frequently, these courses are offered in a sequence over the course of a semester.

Summer/Evening/Weekend Course—Course taught after 5 p.m. or taught at a time other than the fall and spring semesters, Monday through Friday format.

Bill Adjustment Schedule for Students Enrolled in Credit Study (Tuition, Room and Board, Comprehensive Fees, Course Fees, and Technology Fees): Bills will be adjusted when a student withdraws from a course or college, following college procedures and within 20 instructional days of the beginning of the semester. The stated course, add/drop, and college withdrawal procedures ensure that all offices are informed of the enrollment status of a student and that bill adjustments are completed correctly.

The following schedule is based on college policy and is used to adjust tuition, room and board, residence hall recreation fees, comprehensive fees, course fees, and technology fees.

Percentage of Costs Credited To Bill*	Semester-long Day/Modular/Evening/Summer Courses	Procedure
100%	Prior to first instructional day of course	Withdrawal from college or schedule adjustments - Go to Enrollment Center (Katahdin Hall)
100%	For 15-week semester, first 8 calendar days. All other semester length, within 10% of instructional time	Add/Drop - continued enrollment in college - Go to Enrollment Center (Katahdin Hall)
80%	Within add-drop period	Withdrawal from college or all classes - Go to Dean of Students & Retention Services (Katahdin Hall)
50%	Between end of add-drop and 25% of instructional time.	Withdrawal from class continued enrollment in college - Go to Enrollment Center (Katahdin Hall)
50%	Between end of add-drop and 25% of instructional time.	Withdrawal from college or classes - Go to Dean of Students & Retention Services (Katahdin Hall)
0%	After 25% of course instructional time	

*Required deposits will be retained by the College.

Modular courses may be prerequisites for subsequent modular courses. Students enrolled in modular courses, who either drop enrollment in their technology or fail a module, may not be allowed to attend other modular courses in the sequence. In such cases, the student bill will be adjusted using the bill adjustment schedule.

Note: Federal Title IV financial aid recipients may lose financial aid and/or be required to repay financial aid if enrollment and cost of attendance are decreased. It is wise to consult with a financial aid advisor prior to making any adjustments to enrollment status or course enrollment.

Bill Adjustment for Matriculation Fee: The Matriculation Fee is a one-time administrative fee charged at the time of initial enrollment as a matriculated student. No adjustment for this fee will be made to the

student's account after the beginning of the semester or completion of orientation. If a student chooses not to attend orientation or graduation, the student is not exempt from this fee.

Bill Adjustment for Deposits: Deposits are addressed in various ways.

Tuition Deposit for Newly Accepted Students: A tuition deposit of \$75 is required upon notification of acceptance into a program of study. This deposit is credited to the semester bill. Newly accepted students are asked to send this deposit to hold a place in the program of study.

On occasion, newly admitted students may change their educational plans and not enroll. In order to receive a full refund of the tuition deposit, these students must notify the Enrollment Center by May 1 for fall semester enrollment and by September 15 for spring enrollment.

Students admitted and making a deposit after these deadlines will have 30 days from the date of acceptance to request a refund. Following the first day of the semester, adjustment to student bills will follow the previously stated bill adjustment schedule.

Residence Hall Room Deposit: A Residence Hall Deposit of \$50 is required of all students who plan to live in a residence hall. Returning students must submit this deposit by May 1 for fall enrollment. This deposit will be credited to the semester bill, and is non-refundable.

On occasion, students may make other plans rather than enrolling at Eastern Maine Community College. In order to receive a refund of the residence hall deposit, these students must notify the Director of Housing and Residential Life by May 1 for fall residency and by September 15 for spring semester residency.

Students admitted and making a deposit after these deadlines will have 30 days from the date of acceptance to request a refund. Following the first day of the semester, adjustment to student bills will follow the previously stated bill adjustment schedule.

Residence Hall Security Deposit: The Residence Hall Security Deposit of \$100 is held until the end of the academic year. In the event that a student damages a residence hall, the security deposit will be used to pay the damage. If a student withdraws from the residence hall, the security deposit will be used to pay unpaid balances on a student's account or will be refunded in full, provided there has been no residence hall damage for which the student is liable. Should damage be assessed, the student's bill will be adjusted for the cost of that damage.

Bill Adjustment Schedule for Non-Credit Courses, Seminars, and Workshops: Both matriculated and non-matriculated students may enroll in non-credit courses. Selected non-credit courses have registration fees, which are retained by the College. The bill adjustment schedule for non-credit courses is as follows.

Percentage of Costs Credited To Bill*	Conditions	Length of Course
100%	Course canceled by the College	Any length
100%	Student withdrawal prior to the start of course	Any length
80%	Within 10% of instructional time	Over 15 hours
50%	10-25% of instructional time	Over 15 hours
0%	Over 25% of instructional time	Over 15 hours
0%	After start of instructional time	Less than 15 hours

Bill Adjustment for Workshops, Seminars, and Conferences: Full refunds will be issued for seminars, workshops and conferences if notice is received 5 days prior to the day of the program. A non-refundable registration fee may be charged for workshops, seminars, and conferences.

If, for unusual circumstances (i.e. medical problems, death in the family), a student withdraws from a non-credit course, workshop, seminar, or conference, and if a student so requests, a credit for a future offering of the same course, workshop, seminar, or conference may be given at the discretion of the program coordinator in place of the bill adjustment.

Bill Adjustment for Customized Training: The College offers a number of customized training activities through special contracts for businesses. The conditions of bill adjustments are negotiated with the individual businesses.