



# Payment & Refunds

## Payment

Provision for payment of tuition is required prior to registration for each term. Tuition bills are prepared on the basis of course registrations each term. Registration is officially cleared by the Bursar's Office upon satisfactory payment arrangements according to standard policies. Students cannot register until payment arrangements have been made, including:

1. Full payment of all charges from previous terms, and
2. Full payment of new term tuition, or payment plan arrangement, including financial aid.

All checks should be made payable to Cambridge College, and may be mailed or delivered to the Bursar's Office. The College also accepts Visa and MasterCard.

**Payment plan** — A deposit is required at the beginning of the term, and the remainder of current charges is paid in installments. All prior charges must be paid before a payment plan may be made for a subsequent term. Contact the Bursar's Office or go directly to Sallie Mae for a "TuitionPay" plan.

Sallie Mae  
PO Box 813, Swansea, MA 02777-0801  
www.tuitionpay.salliemae.com • 800-635-0120

**Employer Tuition Assistance Programs** — Bring a signed and itemized purchase order to the Bursar's Office before registering for the upcoming term, authorizing Cambridge College to bill a company directly for the courses listed (include course numbers). US Veterans must bring a signed VA form 28-1905 or 22-1999. Other documentation may be required from certain area employers. (See the Bursar's Office.) Students are responsible for providing all documentation required by their employers.

If a student drops a class and is eligible for a refund, the refund is issued to the employer on behalf of the student. Students are liable for the cost of any courses taken but not listed on the purchase order.

If an employer reimburses employees after courses are completed, students must pay for the classes when registering. The Bursar's Office provides itemized statements for students to verify charges and payments.

Students are not cleared for graduation until all tuition assistance payments have been made in full. After the graduation clearance date, students are liable for any remaining balance.

**Non-payment** — Cambridge College routinely reports account information to a credit bureau. Students are encouraged to make payment arrangements with the Bursar's Office in the event of hardship.

Failure to fulfill tuition obligations in a timely manner may result in disenrollment. Transcripts, diplomas, and certificates are held by the College until debts are clear. Student debts may be submitted to a collection agency for processing. In such cases, the student is liable for any court and agency costs, as allowed by Massachusetts law, which may total 40% of the outstanding bill.

## Tuition Credit & Liability for Courses Dropped

To receive tuition credit, a completed Add/Drop Request form or Leave of Absence/Withdrawal form is required; verbal notification is not accepted. The "received" date on the form determines the tuition liability. **Students who do not attend classes for which they have registered, and do not submit the form, remain liable for full tuition.**

### Date Add/Drop Form is Received . . . . . Tuition Credit

#### Courses that meet every week and start in the first week:

Before the add/drop deadline . . . . .	100%
Before third class or when no more than six hours of class time have elapsed, whichever comes first . . . . .	75%
After third class . . . . .	0%

#### All other courses:

Before the first class . . . . .	100%
Before second class or when no more than six hours of class time have elapsed, whichever comes first . . . . .	75%
After the second class . . . . .	0%

Students considering a leave of absence or withdrawal from the College are urged to see the Bursar's Office before leaving the College in order to arrange payment of any outstanding balance. Students who have received financial aid must contact the Financial Aid Office.

## Refunds & Repayment

Students who withdraw from Cambridge College or take a leave of absence after having paid the current term charges or receiving financial aid are subject to the following refund and repayment policies.

**A Leave of Absence/Withdrawal form must be filed at the Registrar's Office before leaving the College.**

Federal guidelines mandate that tuition, fees, and other related charges are prorated based upon each student's enrollment status. Tuition and fees may be refunded. No other charges are refundable.

Virginia-based students please see Refund Policy—Chesapeake Regional Center, on next page.

### College Refund Policy

Students not receiving Title IV financial aid or state scholarship monies are eligible for refund of current term charges paid as follows:

Withdrawal Date . . . . .	Refund
Before add/drop deadline (within first two weeks of term) . . . . .	100%
During third week of term . . . . .	75%
During fourth week of term . . . . .	50%
During fifth week of term . . . . .	25%
Thereafter . . . . .	0%

Title IV and state scholarship recipients are subject to different refund/repayment calculations (see below).



## Cambridge College

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July 2009 Cambridge, MA 02138 • 617-868-1000 • www.cambridgecollege.edu



# Cambridge College



Continued

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## Refund schedule for intensive courses:

Before course starts . . . . .	100%
After course starts . . . . .	0%

## Refund Policy — Chesapeake Regional Center (Virginia)

Cambridge College operates three terms/year, each term not exceeding 4.5 calendar months. For Virginia-based students, Cambridge College will follow the regulations as stated in the Virginia Administration Code Regulations 8 VAC 40-31-160(M)(6).

## Withdrawal Date . . . . . Refund

Before add/drop deadline (within first two weeks of term) or before course starts . . . . .	100%
During the first ¼ (25%) of term. . . . .	50%
After completing ¼ (25%), but less than ½ (50%) of term. . . . .	25%
After completing ½ (50%), or more of term . . . . .	0%

## Repayment of Federal Funds

Students receiving federal financial aid, who withdraw from the College or stop attending all classes during a term before more than 60% of the term has elapsed, are subject to specific federal regulations.

The amount of Title IV aid that you must repay is determined by the federal formula for return of Title IV funds as specified in Section 484B of the Higher Education Act.

The amount of Title IV aid that you earned during the term before you withdrew is calculated by multiplying the total aid for which you qualified by the percentage of time in the term that you were enrolled (college work-study not included).

## Your disbursement or repayment owed:

- If less aid was disbursed to you than you earned, you may receive a late disbursement for the difference.
- If more aid was disbursed to you than you earned, you will be billed for the amount you owe to the Title IV programs and any amount due to the College resulting from the return of Title IV funds used to cover College charges.

## Cambridge College will return the unearned aid to the Title IV programs as specified by law:

1. Unsubsidized Federal Stafford loans
2. Subsidized Federal Stafford loans
3. Federal Perkins loans
4. Federal PLUS loans
5. Federal Pell Grant
6. Federal Supplemental Educational Opportunity Grants (SEOG)

## Repayment of Massachusetts Funds

Students who have received financial aid from the Commonwealth of Massachusetts are subject to the following repayment/refund policy.

## The amount of aid you earned during the term before you withdrew is calculated

- by applying the federal formula for return of Title IV funds:
- If you also received federal (Title IV) aid this term, then the percentage of Massachusetts aid earned is the same as the percentage of Title IV aid earned.

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- If you did not receive Title IV funds, the College shall use the federal formula for return of Title IV funds to determine the percentage of Massachusetts aid earned.

## The following are then applied to your tuition fees:

- The amount of state and federal aid earned (see above)
- All other sources of financial aid
- All scheduled cash payments
- The unearned portion of state financial aid

## The result is your remaining unpaid balance of tuition charges and mandatory fees.

Note: the College cannot make any unauthorized post-withdrawal award and/or disbursement of state financial aid to cover this balance.

## Your disbursement or repayment owed:

- If the remaining balance is greater than or equal to the unearned state aid, then additional state aid can be "earned" by a student that equals 100% of unearned state aid.
- If unearned state aid is greater than the unpaid balance, then additional earned state aid has to be equal to the value of the remaining balance.

You will be billed for any amount you owe to Massachusetts financial aid programs and any amount due to the College resulting from the return of Massachusetts funds used to cover College charges.

Cambridge College will distribute the remainder of the unearned state aid back to the Massachusetts financial aid programs as specified by law.

1. Tuition waiver (need based and categorical)
2. Massachusetts No Interest Loan
3. Tomorrow's Teachers Scholarship
4. Commonwealth Futures Grant
5. General Scholarship (Mass Grant)
6. Performance Bonus
7. Christian Herter Memorial Scholarship
8. Gilbert Grant
9. Public Service Scholarship
10. Cash Grant (Access Grant Scholarship)
11. Part Time Grant

## Excess funds

In accordance with federal regulations, excess funds from federal financial aid, over and above current charges, cannot be held without written authorization from the student.

## Graduation Clearance

Diplomas, certificates and transcripts are released only upon full payment. All tuition and other charges must be paid in full by the published graduation clearance deadline. Student accounts that are not fully paid by graduation clearance day may be turned over to a collection agency if the account continues to be delinquent. In such cases, the student is liable for any court or agency costs (as allowed by Massachusetts law) which may total 40% of the outstanding bill.



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