Refund Policy

If a student decides to leave school for any reason, they must contact the college’s Bursar’s Office to formally withdraw from classes.

Refunds of tuition and fees are determined by the student’s last date of attendance or last date of participation for online classes. The following is the schedule which refunds are calculated by:

<table>
<thead>
<tr>
<th>Last Date of Attendance / Participation</th>
<th>Percent of Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 25—Aug 31</td>
<td>75%</td>
</tr>
<tr>
<td>Sep 1—Sep 8</td>
<td>50%</td>
</tr>
<tr>
<td>Sep 9—Sep 15</td>
<td>25%</td>
</tr>
<tr>
<td>Sep 16—beyond</td>
<td>0% (incurred full tuition and fees)</td>
</tr>
</tbody>
</table>

Effect on Federal Financial Aid

All students who receive Title IV federal financial aid are subject to special regulations governing all colleges. In order to earn their financial aid, they must be attending all classes on a regular basis. Federal financial aid is not fully earned until a student has completed over 60% of the term. This policy applies to the Pell Grant, William D. Ford Federal Direct Loans, SEOG and PLUS loans.

If you withdraw from classes or stop attending classes prior to earning your financial aid, it is likely that you will not fully earned until a student has completed over 60% of the term.

If a student decides to leave school for any reason, they must contact the college’s Bursar’s Office to formally withdraw from classes. If you withdraw from classes or stop attending classes prior to earning your financial aid, it is likely that you will not have enough financial aid to cover your charges at HCCC. Additional information on the effects of withdrawing from classes on your federal financial aid is available at: http://www.herkimer.edu/apply/billing/effects-of-withdrawal/

Student Aid Checks

The Bursar’s Office releases excess financial aid, after all college costs are covered, at approximately the 6th and 10th weeks of the semester, after verifying the student is regularly attending on-campus courses, and/or participating in online courses. All refund checks are mailed to the student’s permanent home address.

Campus Contacts Info

<table>
<thead>
<tr>
<th>Office</th>
<th>Email Address</th>
<th>Phone Ext</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bursar’s Office</td>
<td><a href="mailto:bursar@herkimer.edu">bursar@herkimer.edu</a></td>
<td>8315</td>
</tr>
<tr>
<td>Bookstore</td>
<td><a href="mailto:bookstore@herkimer.edu">bookstore@herkimer.edu</a></td>
<td>8420</td>
</tr>
<tr>
<td>Financial Aid</td>
<td><a href="mailto:finaid@herkimer.edu">finaid@herkimer.edu</a></td>
<td>8282</td>
</tr>
<tr>
<td>Food Services</td>
<td><a href="mailto:foodservices@herkimer.edu">foodservices@herkimer.edu</a></td>
<td>8311</td>
</tr>
<tr>
<td>Health Office</td>
<td><a href="mailto:healthsvc@herkimer.edu">healthsvc@herkimer.edu</a></td>
<td>8372</td>
</tr>
<tr>
<td>Information Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Help Desk</td>
<td><a href="mailto:studenthelp@herkimer.edu">studenthelp@herkimer.edu</a></td>
<td>8555</td>
</tr>
<tr>
<td>Registrar’s Office</td>
<td><a href="mailto:registrar@herkimer.edu">registrar@herkimer.edu</a></td>
<td>8580</td>
</tr>
</tbody>
</table>

Important Dates

Aug 15 - First day to purchase books using financial aid
August 18 - Deadline to sign up for the Tuition Payment Plan
Aug 21 - On campus housing move-in date for new students
Aug 21-22 - Freshman Orientation
Aug 24 - On-campus housing’s returning student move-in date
Aug 25 - First day of classes
Oct 6 (on or about) - Date first student financial aid checks mailed
Oct 29 - Last day to withdraw from classes
Nov 7 (on or about) - Date second student financial aid checks mailed

Important Info

- HCCC is proud to present My Herkimer, a portal to access all things Herkimer at my.herkimer.edu.
- ALL students with a balance due who do not pay their bill in full or do not sign up for the Tuition Payment Plan by the end of the first week of classes WILL be charged a $50 Payment Deferral Fee.
- The maximum amount of financial aid you may advance to your Generals Card for off-campus spending is $300 for the entire semester.
- All students residing in campus housing are required to purchase a meal plan.

Tuition Payment Plan

If you are unable to pay your bill in full by the due date on your bill, you may enroll in the Tuition Payment Plan, which allows you to break down your education expenses into four manageable, interest free, monthly installments (a one time $35 enrollment fee will apply).

□ EASY TO ENROLL
Online enrollment takes just minutes, and since it’s not a loan, there is no credit check.

□ CHOICE OF PAYMENT OPTIONS
Choose from credit card, electronic debit, or paper check

□ SECURE ONLINE PLAN MANAGEMENT
24/7 access means you can view your payment history, make payments, update your personal information, and much more—at your convenience.

Make your tuition payments more manageable and affordable with the Tuition Payment Plan.

Enroll Online at:
http://www.herkimer.edu/apply/billing/tuition-payment-plan/

my.herkimer.edu
Your web portal to all things Herkimer College
## Step by Step Guide to Your Billing Packet

### Step 1
**Review your Student Bill**

- Review all charges and credits on your bill.
- Review the contents of your student bill package. It may include:
  - Your student bill
  - Application and instructions for the certificate of residence (NYS residents only with No Proof of Residency charge on bill)
  - Meal Plan Form
  - Generals Card Authorization Form
  - Bill Adjustment Form
  - De-registration notice

For detailed information on tuition and fees please refer to the college catalog or [http://www.herkimer.edu/apply/billing/](http://www.herkimer.edu/apply/billing/)

### Step 2
**Complete the Meal Plan Form if purchasing or changing your meal plan**

- All students residing in campus housing are required to purchase a meal plan.
- If a housing charge is on your bill, you were automatically assigned to Meal Plan A.
- Students in housing can change to Meal Plan B by completing section I of the Meal Plan Form by due date on the form.
- Off campus students (including commuters) may purchase Meal Plan A, B, or C by completing section II of the Meal Plan Form.

For detailed information on HCCC Meal Plans, please refer to: [http://www.herkimer.edu/apply/billing/meal-plans/](http://www.herkimer.edu/apply/billing/meal-plans/)

### Step 3
**Add anticipated leftover financial aid to your Generals Cash Card with the Generals Card Authorization Form**

- The Generals Cash Card may be used to purchase books, meals on campus (in addition to your meal plan or for off campus students in lieu of a meal plan), and to make purchases at participating off campus vendors.
- Complete the Generals Card Authorization Form to advance anticipated financial aid to your on campus or off campus accounts.
- The maximum amount of financial aid you may advance to your off campus account per semester is $300.

For detailed information on the Generals Cash Card Program, please refer to: [www.generalscashcard.com](http://www.generalscashcard.com)

### Step 4
**Complete the requirements for proof of residency if your bill includes an additional charge for Tuition - no proof of residency**

- NYS residents are required to annually submit proof of their home county of residence.
- If there is a charge on your bill for Tuition-No Proof of Residency or Tuition - Part Time No Residency, and you are a permanent resident of NYS, refer to the instructions and affidavit/application for your certificate.
- Must be completed within 30 days from the start of the semester.
- If you fail to submit appropriate documentation you are responsible for paying the additional charge.

For detailed information on Certificates of Residence, please refer to: [http://www.herkimer.edu/apply/billing/certificate-of-residence/](http://www.herkimer.edu/apply/billing/certificate-of-residence/)

### Step 5
**Complete the Bill Adjustment Form**

- Use this form to:
  1. Waive optional fees
  2. Determine final amount due after purchasing or changing a meal plan and/or advancing financial aid to your Generals Cash Card.

  2 optional fees at HCCC
  - Student Accident Insurance (mandatory for student athletes)
  - Health Services Fee

To waive either fee, the student must sign the appropriate waiver on the Bill Adjustment Form.

The bill adjustment portion is for your use to determine the amount payable if you changed a meal plan, added money to the Generals Cash Card, or waived fees.

You can also use this form to make credit card payment by mail.

### Step 6
**Sign your bill AND pay amount due or sign up for the Tuition Payment Plan**

- If you owe a balance to HCCC, you may pay online at: [www.herkimer.edu/payment](http://www.herkimer.edu/payment)
- You may also mail a check or money order made payable to HCCC to the attention of the Bursar’s Office or by providing your credit/debit card info on the Bill Adjustment Form.
- You may also sign up for the Tuition Payment Plan to spread your payments over 4 monthly payments.
- HCCC also accepts credit/debit card payments by phone; please call: (315) 866-0300 ext 8315

Students with outstanding balances at the end of the first week of classes will be charged a $50 Payment Deferral Fee.

**Questions?** Email: bursar@herkimer.edu