

# MY MONEY MATTERS

## Business/Bursar's Office

The Virtual Business Office (VBO) is an online hub where you can pay for college related products, services, tuition and fees. No more waiting in line to pay your tuition or payment or to collect your student refund, the VBO has made these services accessible online. Check out the complete host of items that you can access and pay online. It's convenient and secure!

<https://www.alamo.edu/district/virtual-business-office/>

### Services offered

- Student billing for tuition and fees
- Cash payment processing
- Refund processing

### Tuition & Fees:

#### Tuition

\$109 per credit hour for Bexar county residents

\$180 per credit hour for non-Bexar county residents

\$327 per credit hour for Non-Texas residents

#### Student Activity Fee:

\$3 per credit hour, will be assessed to all students.

#### Student Support Service Fee:

\$25 per semester, with a maximum of \$50 per Academic Year, which is non-refundable.

#### Student Instructional Materials Fee:

Instructional Materials Fee, assessed to all students. The Colleges' contracted provider of all student course materials, including rental Textbooks, assesses a charge of \$19 per student credit hour, which is included in tuition.

#### Additional Fees:

27 Hour Rule - Special Tuition:

Students taking in excess of 27 hours of Developmental Education courses will be charged an additional rate of \$118 per hour for In-District and \$176 per hour for Out-of-District. No additional charges are assessed to non-resident/international students.

#### 3-Peat:

Students registering, for a course for the third time, will be charged the rate of \$384 per hour.

#### International Education Fee:

International Education Fee, of \$1 per semester, will be assessed to all students.

#### VIA Bus Pass:

Beginning in the Spring 2019 term your Northeast Lakeview College ID is your U-Pass to ride VIA mainline bus routes. The VIA U-Pass is available for regular academic students. Students seeking to utilize the VIA U-Pass must be registered with tuition paid, be enrolled in an installment plan, or have no tuition balance. Students must provide a valid college student ID to receive unlimited rides on VIA.

## Bus Pass Deadline

You have unlimited rides on VIA during the term of qualified enrollment.

The last day passes will be issued is the Friday before the end of the semester.

## Refunds

During your college enrollment, you may at some time be eligible for a Financial Aid refund or other types of disbursements. Alamo Colleges District delivers your refund with BankMobile Disbursements, a technology solution powered by BMTX, Inc. After your initial college registration each student will receive a bright green envelope with your personal code by mail and to their student ACES email from our refund processor, Bank Mobile Disbursements. Once you have your personal code 1) Visit RefundSelection.com. 2) Enter your unique personal code 3) Select how you'd like to receive your money.

Visit us in person:

LOCATION: Brazos Student Union, Room 103

CONTACT: 21Alamo (212-5266)

<b>Business Office Hours</b>	
<b>Fall and Spring Semester (Hours subject to staff availability)</b>	<b>Summer Semester</b>
Monday 8:00AM-7:00PM (doors lock at 6:30pm)	Monday-Thursday 8:00AM-7:00PM (doors lock at 6:30PM)
Tuesday, Wednesday, & Thursday 8:00AM-6:00PM	Closed Friday & Saturday
Friday 8:00AM-5:00PM	
Saturday 9:00AM-1:00PM (First Saturday of the month) (doors lock at 12:30PM)	

## Financial Aid

Financial Aid is financial assistance for those who qualify. To learn if you qualify, you must complete either the Free Application for Federal Student Aid (FAFSA) or the Texas Application for State Financial Aid (TASFA). Determine which application is right for you at <https://www.alamo.edu/sfa/apply>.

Federal Student Aid includes:

1. Grants – A grant is a form of gift aid that does not need to be repaid.
2. Loans – A loan is money borrowed from the Department of Education that helps students cover the costs of college. Loans must be paid back along with any interest earned.
3. Work-Study – Work Study is a financial need-based program that offers eligible students funding that they earn through part-time, on-campus, or off-campus employment.

The FAFSA application is expected to be available on October 1st for the upcoming academic year. It is your responsibility to complete your requirements on time to ensure that financial aid will be processed before the start of the semester you will be attending. The Student Financial Aid office will communicate with you through your college email with all necessary updates. Financial aid is awarded to you based on your primary institution selected.

<https://www.alamo.edu/financial-aid>

LOCATION: Brazos Student Union

CONTACT: 21Alamo (212-5266)

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### **Tuition and Fees**

Tuition is a sum of money charged for instruction at a college or university. The cost of tuition is based on enrollment status (number of courses), and residency.

A fee is a payment made for professional advice or services.

1. **Mandatory Fees-** authorized by statute or by the governing board of an institution, and are charged to a student upon enrollment to provide services available to every student. Example of such fees are: library, laboratory fees, course, student activities, etc.
2. **Course Fees-** are mandatory fees required of all students enrolled in a particular course, such as materials for a chemistry lab, or a discretionary fee required of students in a given course, or for students participating in a special activity, such as a parking fee.

Total academic charges are the total of all tuition, mandatory, and course fee charges for a student taking a given number of Schedule Course Hours (SCHs).

#### **Tuition 3-Peat**

Northeast Lakeview College will charge a higher tuition rate to students registering the third (3) or subsequent time for a course. The State will no longer subsidize a student's enrollment for the third (3) or subsequent attempt. Students should meet with an advisor to determine if they are repeating a course for the third (3) time. Exemptions available if completing the courses in the last semester for degree completion.

#### **TUITION PAYMENT PLAN**

The payment plan allows students to separate their tuition into three (3) payments. The first payment is due when the contract is signed. This action would need to take place before the first payment deadline of the semester. Payment Plans are available online through ACES, and are available for all semesters and have preset dates that determine when the next payment is due.

#### **TUITION REFUND PETITION**

If a student believes they are due a monetary refund, or a class removed from their transcript, the student must complete a Refund Petition form. Supporting documentation must be submitted with this form. Admissions and Records will review the information to determine if refund can be given.

No refund is possible after the designated deadline, except in extraordinary circumstances and if approved by the

appropriate Northeast Lakeview College administrator.

## REFUNDS

Refunds are dependent on students having paid more than the minimum required tuition and having paid their tuition in full. For example:

1. Financial Aid credit - if tuition and fees were lower than financial aid award than a refund will be issued
2. Withdraw/drop from a course(s) - you may be eligible to receive a refund based on the college refund schedule website: <https://www.alamo.edu/admission--aid/paying-for-college/business-office/refunds/>

Students who receive a refund are responsible for reimbursements to companies or agencies that have financially assisted them with their tuition.

Refunds for students on the Installment Plan will be applied to the balance due, as stated in the Installment Plan Contract. All academic calendar days are considered for refund purposes, not only the days the student attends class.

Refunds for other non-standard length courses (ie. open learning, continuing education) shall be made based on the Refund of Tuition table provided by the Texas Higher Education Coordinating Board (THECB).

NLC does not require any additional fees or charges for verification of student identity at this time.

## SCHOLARSHIPS

Scholarships are made possible by donations to the Alamo Colleges Foundation from individuals and organizations. Scholarships are gifts that do not need to be repaid. Scholarship funds can be used to help defray the cost of tuition & fees and other education related expenses students may have including books, supplies, computers, etc. Scholarships are made possible by donations to the Alamo Colleges Foundation from individuals and organizations.

There is one General Scholarship Application deadline for each academic year. The application opens around January 15th and closes around May 15th (specific opportunities may be opened for scholarship applications after May 15th). The application review process begins the week following the application close date (typically a 2-week process). Awarding begins June 1st.

\*Dates may change slightly based on the academic year.

### Minimum Requirements

- 2.0 GPA or Greater
- Full-time or Part-Time Enrollment
- Making Satisfactory Academic Progress
- May not be related to any of the Alamo Colleges Board of Trustees and/or Alamo Colleges Foundation Board Members

For additional information and to apply for scholarships go to:

<https://www.alamo.edu/nlc/scholarships>

Location: Brazos Student Union (STCM)-Opportunity Mall-Office 123

Email: [nlc-scholarships@alamo.edu](mailto:nlc-scholarships@alamo.edu)

Phone: (210) 486-5008

## SUMMER MOMENTUM PLAN

The Alamo Colleges District now offers students a Summer Momentum Plan that saves eligible students time and money. The plan allows students who earn 18-24 credit hours in the Fall and Spring semesters at any of the five colleges at the Alamo Colleges District, to get three to six FREE credit hours in the Summer semester.

The Summer Momentum Plan enables more students to achieve the life-long benefits of college, with less financial stress. Students can earn their degree in less time, save money, and use their financial aid more effectively.

## VETERANS AND THEIR DEPENDENTS

The Veteran Center assists all students using educational benefits under Department of Veterans Affairs Educational Assistance Programs.