

## Tuition, Fees, Financial Aid and Payment

### Noncredit Community Education Classes

Noncredit Community Education students pay the following charges:

Tuition + fees.....	listed next to each class
Resource fee.....	\$3 per term

### Credit Classes

Credit students pay the following charges:

Tuition.....	see below
Class fees.....	listed next to each class
Technology fee.....	\$3 per credit
Other fees.....	see below

### Tuition

Residents of Oregon .....	\$75.50 per credit hour
Non-residents of Oregon.....	\$260 per credit hour
International students .....	\$210 per credit hour

### Other Fees

#### ASLCC Student Activity Fee\*

Credit students taking main campus classes .....\$46.25

Student Health \$8; OSPIRG \$3; Co-op \$8.62; ASLCC Operations \$7.44; Recreational Sports \$8; International Student Program \$1; BSU \$.50; Women's Program \$1; Torch \$1.75; Student Clubs and Organizations \$1; OSA \$2.44; CDC Subsidy (Child Dev) \$1, Long House \$3, Student Production Assoc. (SPA) \$.50

\*This fee is subject to change pending ASLCC elections.

#### Credit by Examination and Credit by Assessment

Examination/assessment fee .....\$50 per credit hour

**First Time Credit Enrollment Fee**.....\$30

#### Transportation Fee (nonrefundable)

Credit students on main campus.....\$19 per term

All noncredit classes and credit classes

not held on the main campus.....\$5 per term

For more information, see the Locations and Transportation section in this schedule. Fee is subject to annual increases.

#### International credit students also pay

International student fee.....\$10 per credit hour

#### Photo ID

Photo ID .....\$5

A LCC photo ID is not required to attend Lane. It is available to all currently registered students as an alternate form of photo identification. A card may be purchased through Enrollment Services, Building 1 or at the Downtown Center.

#### Transcript Fee

Transcript .....\$5

Transcript Rush Fee\*\* .....\$5

Transcripts are now available on **ExpressLane** at [lanecc.edu](http://lanecc.edu). Fees for transcripts ordered on **ExpressLane** will need to be paid with VISA or MasterCard.

\*\* Transcripts that are purchased from Enrollment Services or for transcript requests that indicate that they need rush service will be charged the **Transcript Rush Fee**.

## Average Total Costs

Typical average yearly expenses excluding room and board, transportation, tools, and personal expenses:

Tuition.....	\$2,613
Books.....	\$1,200
Special and Miscellaneous Fees (varies by program).....	\$156
Student Activity Fees.....	\$137.25

A mandatory ASLCC student activity fee is required of all students taking credit classes on Lane's main campus.

Tuition rates, fees and refunds are subject to change without prior notice. Current information will appear in each quarterly class schedule.

## Differential Pricing Program

Beginning with the 2003-04 academic year, Lane's Board of Education approved a differential pricing program for some career and technical programs including Auto Body and Fender, Automotive Technology, Culinary Arts, Electronics, Manufacturing Technologies, Dental Hygiene, Dental Assistant, EMT/Paramedic, Medical Office Assistant, Health Records Technology, Nursing, and Respiratory Care.

## Determination of Residency

### Residents of Oregon

**In-District\*** A student at least 18 years of age or a high school graduate who has maintained a permanent residency within the college district for no less than 90 continuous days prior to the first day of the term is classified as In-District. Residency requirements must be met prior to the date that a term begins.

To change residency to In-District or In-State, the student must initiate the change by printing out a residency form available in the forms section at [lanecc.edu/es/forms.html](http://lanecc.edu/es/forms.html).

Students must hand the form directly to an Enrollment Services advisor at Enrollment Services, main campus.

\* In-District includes Lane County, Monroe Elementary District, and Harrisburg Union High School District.

**In-State (Out-of-District)** A student who has maintained a permanent residency within the state for no less than 90 continuous days prior to the first day of the term is classified as In-State and pays Oregon tuition. Residency requirements must be met prior to the date that a term begins.

Students who have maintained permanent residency within the states of Washington, Idaho, Nevada, or California for at least 90 days prior to the first day of the term also pay In-State tuition at Lane.

This exception in tuition does not allow for an exception in residency requirements for special or limited enrollment programs.

### Out-of-State and International

There are two residency categories in addition to In-District and In-State:

- Out-of-state but a citizen of the United States or registered resident alien.
- International (not a U.S. citizen or registered alien). International students do not become residents regardless of the length of residency within the district.

**Special Circumstances** A student may be classified as In-District or In-State if special circumstances can be documented. The following criteria are used to define special circumstances:

- A veteran and or veteran's dependants who have established permanent residence inside the college district within 90 days prior to the first day of the term and within one year of veterans discharge from active duty will be considered in-district.  
A DD214 (military discharge papers) for the veteran or a DD-93 (record of emergency data listing dependants of veteran) may be required in order to qualify for residency status.
- A released Oregon State prisoner is considered In-District regardless of residency prior to sentencing if a state agency is the sponsor.
- A legal dependent or spouse of a person who has moved into the college district and established a residence is considered In-District.

**Residency** Student residency is determined from information provided by each applicant to the college. Residency does not change without some kind of student interaction. If a student wants to change residency, the student must initiate the change by visiting Enrollment Services, Building 1. The college may require additional documentation to clarify residency status. Only applicants who can provide sufficient documentation that the 90-day residence requirement clearly has been met will be classified In-district or In-State. Once residency has been changed to In-district or In-State, it cannot be reversed. Residency changes will not take affect until the subsequent term following the change.

Please be aware that being designated as an Oregon resident at Lane Community College does not guarantee the same status with other two-year or four-year institutions, both within and outside the state of Oregon. It is vital that you review the residency requirements at all institutions to understand their in-state residency requirements

**Noncredit Continuing Education Classes** have no residency requirement.

## Financial Aid

Although paying college expenses is the responsibility of students and their families, many individuals cannot assume the full financial burden of a college education. Financial aid is available to help bridge the gap between the costs of education and available student and family resources.

There are three basic types of financial aid: grants, work study and loans. Typically, students are offered a combination of these financial aid awards. Students must repay loans. Grants, earnings and scholarships are not repaid.

### Who is Eligible for Financial Aid?

To be eligible to receive financial aid, a student must meet each of the following requirements:

- Be a U.S. citizen or eligible non-citizen with a valid Social Security number
- Be at least 18 years old. If under 18, a student must have a high school diploma or GED certificate prior to the term the student wishes to receive aid
- Enroll as a credit student in an eligible degree or certificate program
- Not be in default on a student loan or owe an overpayment or repayment to a financial aid program

- Maintain satisfactory academic progress (SAP)
- Meet additional eligibility requirements if the student has ever been convicted of sale or possession of illegal drugs while receiving federal student aid
- Be academically ready for study at the college level. Students with a high school diploma or GED certificate automatically meet this requirements. If the student does not have a high school diploma or GED certificate and is over age 18, a student must successfully complete an Ability To Benefit test
- Complete Lane's reading test and qualify to take Reading 080 or higher
- Be registered with Selective Service if the student is male and born on or after January 1, 1960

### Applying for Financial Aid

Applicants should complete a Free Application for Federal Student Aid (FAFSA) as soon as possible after January 1 regardless of when they plan to start college. A new FAFSA must be submitted for each academic year. The awarding process may take several months. Applying for financial aid is free and applicants should never pay someone to apply.

Enrollment Services provides assistance with completing the application process. Financial Aid also conducts workshops at area high schools and community centers each December and January.

The following programs are applied for by filing a FAFSA:

- Federal Pell Grant
- Academic Competitiveness Grant
- Oregon Opportunity Grant
- Federal Supplemental Educational Opportunity Grant\*
- Federal Work Study\*
- Federal Perkins Loan\*
- Federal Direct Stafford Loan - Subsidized
- Federal Direct Stafford Loan - Unsubsidized
- Federal Parent PLUS Loan

\* Funds are limited and awarded on a first-come, first-served basis.

Applicants may choose from the following methods to file a FAFSA:

**FAFSA on the Web** Applicants can apply electronically at [fafsa.ed.gov](http://fafsa.ed.gov), following the online instructions. It is recommended that applicants complete a FAFSA on the Web Worksheet prior to filing the application. Worksheets are available online or in Enrollment Services.

**Paper FAFSA** Applicants may download a PDF FAFSA at [federalstudentaid.ed.gov](http://federalstudentaid.ed.gov). The completed paper application must be mailed for processing to the address printed on the FAFSA application. If internet access is unavailable, applicants may request a paper FAFSA by contacting the Federal Student Aid Information Center at (800) 4-FED-AID.

### Scholarship and Private Donor Funds FAFSA on the Web

A variety of funding resources provide assistance for educational expenses. Students must research and apply for these funds separately. Be wary of "scholarship scams" and organizations that charge a fee. Lane's Career and Employment Services is a great resource for finding scholarship and private donor funds. Other resources include libraries, civic and community organizations, and the internet.

Scholarships and private donor funds have their own application deadlines. Be aware of these when applying.

**Receiving Aid**

The amount and type of financial aid offered depend on the student's Expected Family Contribution (EFC), financial need, availability of funds, and enrollment level.

**EFC and Financial Need** EFC is a measure of a student and his/her family's financial strength. The EFC is determined by the federal processor using the information provided on the FAFSA application. Aid for most federal programs is awarded based on financial need. Financial need is the difference between the cost of attendance and the EFC.

**Enrollment Level** The amount of funding varies with the number of credits a student takes. Students may enroll full time (12+ credits), three-quarter time (9-11 credits), half time (6-8 credits) or less than half time (1-5 credits). Most financial aid programs require at least half-time enrollment.

**Satisfactory Academic Progress (SAP)**

Federal regulations require all students who receive financial aid to maintain satisfactory academic progress toward an eligible degree or certificate by meeting GPA and completion requirements.

**GPA and Completion Rate** GPA and completion rate are evaluated at the end of each term. The number of credits a student must complete depends upon his/her enrollment level at the time of disbursement. The following summarizes the three levels of academic progress and the effects grades and completion rate will have on financial aid eligibility.

**Good Standing** A student may receive grants, work study and loans while in good standing. The requirement for Good Standing is as follows:

Enrollment Level	Credits Completed	Term GPA
FullTime	8+ credits	2.0 or higher
3/4Time	6+ credits	
1/2Time	4+ credits	
Less than 1/2Time	1+ credit	

**Probation** A student may receive grants, work study and loans while on probation. A student must complete his/her probationary term in good standing to avoid FA Suspension. Completing credits and/or the term GPA listed below will result in Probation.

Enrollment Level	Credits Completed	Term GPA
FullTime	6-7 credits	Between 1.7 – 1.99
3/4Time	5 credits	
1/2Time	3 credits	
Less than 1/2Time	n/a	

**FA Suspension** A student cannot receive grants, work study and/or loans until his/her FA Suspension status is resolved. Completing credits and/or the term GPA listed below result in FA Suspension.

Enrollment Level	Credits Completed	Term GPA
FullTime	0-5 credits	Below 1.7
3/4Time	0-4 credits	
1/2Time	0-2 credits	
Less than 1/2Time	0 credits	

For financial aid purposes, a Pass grade is calculated as the equivalent of a C grade. Withdrawing from a class or receiving an Incomplete or No Pass grade will not affect your GPA. However, it will affect your completion rate. Completed credits result from grades of A, B, C, D, and P. Grades of I, \*, F, NP, NC, or U are not recognized as completed credits.

**Resolving FA Suspension** A student may appeal FA Suspension by submitting an Appeal to Reinstate Financial

Aid Eligibility with appropriate documentation to Enrollment Services. If the appeal is approved, the student is reinstated to Probation status, and must complete his/her probationary term in Good Standing.

**Maximum Credit Limit** Per federal regulation, the maximum number of credits a student may attempt for completion of a program cannot exceed 150% of the credits required to complete the program. The College Catalog specifies the credits required for program completion. Regulation requires institutions to count all attempted credits even if financial aid was not received. Attempted credits include all earned, unearned (I, \*, F, NP, Y, and NC) and transfer credits.

Students are notified by mail when they are nearing or have exceeded their maximum credit limit. Because certain courses may be excluded from the 150% calculation, students may request a credit limit review to determine further eligibility.

For a complete description of Lane's SAP policy, visit [lanecc.edu/finaid/sap](http://lanecc.edu/finaid/sap).

**Emergency Loan Funds** Emergency student loans are available to Lane students during the first week of each term. Contact Enrollment Services for a loan application.

**Consequences of 100% Withdrawal** Withdrawing from all of classes may result in financial debt and make a student academically ineligible for future financial aid (including loans). Congress specifies that students must earn financial aid over the course of a term by attending and participating in classes for at least 60% of the term. Students who withdraw or stop attending before this point do not earn all of their aid. Lane is required to return the unearned portion to the U.S. Department of Education. As a result, the student will owe Lane for the unearned portion.

For more information about financial aid, go to [lanecc.edu/finaid](http://lanecc.edu/finaid).

**Paying for Classes**

When you register for a class, you are agreeing to pay for the class. If you cannot attend the class, you must drop the class within the timelines listed in the class schedule or the college will charge you for it. See Refunds and Financial Aid for more information.

You may pay your college bill in the following ways:

**By Web**

Payments can be made on the web by check or savings account, VISA or MasterCard. Log on to [lanecc.edu](http://lanecc.edu) and access ExpressLane. Once in ExpressLane, click on Enrollment Services, then click on Student Account Menu and click on Statement and Payment History. Contact Enrollment Services at (541) 463-3100 if you have questions about payments on the web.

**By Mail**

Send your payment to Lane Community College, P.O. Box 7100, Eugene, OR 97401-0025. You can pay by check or money order payable to Lane Community College or by VISA/MasterCard. Include your student ID number ('L' student ID number).

**Drop Box**

Deposit payments in secure drop boxes at Enrollment Services, main campus, Lobby in Building 1.

**With a Sponsoring Agent**

If a sponsoring agency is paying some or all of your educational expenses, it is your responsibility to see that the agency has provided written authorization to Sponsored Students in Student Financial Services before you register. If the college doesn't receive your authorization in a timely manner, finance charges will be added to your account balance.

**With Financial Aid (credit students only)**

Assistance from financial aid is intended to help pay your educational expenses; however, if you do not receive the aid you expect, you still owe the college for charges to your CreditLine account and have the same financial obligations to the college as any other student. If you receive financial aid, that aid will be used to pay all or part of your CreditLine account, depending on the amount of your financial aid awards. The college disburses any remaining financial aid funds to you by check, according to the financial aid disbursement schedule. Financial aid can now be deposited to a "LaneCC Debit Card." Checks are mailed unless you have requested a "LaneCC Debit Card" and it has been activated. To request a "LaneCC Debit Card", go to [laneccdebitcard.com](http://laneccdebitcard.com) for more information.

For more information, see the sections on Creditline, Refunds and Financial Aid in this catalog.

If you have questions about your bill, contact Enrollment Services at (541) 463-3100.

**CreditLine - Your College Charge Account**

When you register for the first time, the college sets up a college charge account to process your tuition and fees, other charges, credits, refunds, financial aid disbursements, and payments. This account is called CreditLine and each student has one. The college assesses charges according to the terms and conditions described on your CreditLine Plan and Account Agreement. A full description of the Creditline Agreement is available at [lanecc.edu](http://lanecc.edu), click on "Help for Students" and "Paying for Classes" and also is available for review at [lanecc.edu/cops/cappf.htm](http://lanecc.edu/cops/cappf.htm). You are responsible for paying your account in full, even if you are sponsored, expect to receive Financial Aid, think that a family member will pay, or never attend the class.

**Payments On Account Using ExpressLane at [lanecc.edu](http://lanecc.edu)**

Students will be able to make payments on outstanding balances using ExpressLane. ExpressLane will accept partial or full payments using credit cards or checks. Refunds will be credited to the student's Lane account, and any credits/balance due will be mailed to the student. If a student is eligible to receive a refund, but has a balance owed to Lane, the refund will be applied to the outstanding debt. Lane uses a third party pay system called Third Party Payment Authorization to allow you to assign access to a third party to make payments on your account. You may review the complete instructions on setting this up at [lanecc.edu](http://lanecc.edu) by clicking "Students," "Paying for

Classes" and "Third Party Authorization." All transactions are handled through a highly secure payment system.

**General Account Information**

To find out how much you owe, access ExpressLane at [lanecc.edu](http://lanecc.edu), click on "Enrollment Services", then "Student Accounts Menu."

**You must pay all money you owe the college before you can register each subsequent term.**

**Finance Charges**

- The college will assess a finance charge of 2 percent on your unpaid balance from a prior billing period.
- A billing period is the time between statements.

**Notify the college if your address changes** by using ExpressLane. The college will block you from registering or making any schedule changes if we receive returned mail. At the end of each term, any account with an invalid address and a balance forward will be moved to a collection status.

**The college applies payments and credits** to the term in which the original charge occurred.

**The college will charge you** a returned item fee for insufficient funds checks or rejected VISA or MasterCard charges.

**The college has the right, without prior notice,** to stop or suspend the extension of financial credit, withhold services, apply some non-payroll monies due you as a payment on your account, and/or turn your account over to a collection agency, under the following circumstances:

- The post office returns a bill the college sends you.
- The bank refuses payment on checks you write.
- Your VISA or MasterCard payment is declined.
- Failure to pay.

Withholding services means that the college may withdraw you from your current classes, block your registration for future classes and workshops, and withhold transcripts.

The college may change the terms of the CreditLine Plan and Account Agreement at any time. Notice will be made in advance, as required by law.

**Consequences of Not Paying**

If you fail to pay your account, the college may take any or all of the following actions:

- Require immediate payment in full
- Purge advance registration for future term
- Block enrollment for any future terms
- Decline to provide official transcripts
- Turn accounts over to a collections status for non-payment after four months\*
- Garnish Oregon State Tax Return

\* Students will receive a final notice for accounts that are overdue before the college assigns them to a collection status and reports them to a credit bureau. The collection agency will add additional collection fees, court and attorney costs to account.

**Past Due Accounts Assigned to a Collections Status After Four Months** Accounts will be turned over to a collections status for non-payment after four months. Students will receive a final pink billing statement for accounts that are overdue before the college assigns them to a collection status and reports them to a credit bureau.

**Past Due Accounts Must be Paid at the Assigned**

**Collection Agency** Students are not able to make payments to Lane for past-due accounts that have been assigned to a collection agency. Students wishing to pay off outstanding debts to Lane will be referred to the collection agency responsible for their account and will need to make payment in full to that agency.

Students who have paid their accounts in full with the collection agency will not be able to register until Lane receives the funds from the collection agency and the Lane account balance has been completely cleared. Payments from collection agencies can take eight weeks to reach Lane. No exceptions will be made to allow a student to register or receive an unofficial or official transcript until the account shows paid in full in ExpressLane at *lanecc.edu*.

**Refunds**

**Tuition**

When you register for a class, you agree to pay for it. If **you officially drop** the class by the refund deadline, the college will refund your tuition. If the **college cancels a class**, we will refund your tuition in full. **It is your responsibility to drop any class that you do not plan to attend. Students must use ExpressLane to officially drop a class.** Refer to class schedule for deadlines.

Lane has an **all** or **no** refund policy. Whether or not a student receives a refund or **not** is based on the length of the class and the date that the student drops the class. Students who drop after the refund deadline **will not** receive a refund or credit for dropping the class. (Tuition is not prorated.) If a refund is applicable, the amount is automatically posted as a credit to the student's CreditLine account.

In interpreting the table below, the class duration is the number of weeks the class is scheduled to meet. "Refund Deadline" means through midnight on Sunday of the first week. For workshop refunds, students will need to contact the sponsoring department.

**Credit and Noncredit Classes Tuition Refund Table**

Class duration	Prior to start of classes	Drop Sunday week 1 by midnight
Classes 4 weeks of longer	ALL of the tuition will be refunded.	ALL of the tuition will be refunded.
Classes 2 to 3 weeks	ALL of the tuition will be refunded.	NO tuition will be refunded.
Workshops & classes, 1 week or less	ALL of the tuition will be refunded if dropped three working days or more before the workshop begins.	NO tuition will be refunded.

**It is the student's responsibility to drop/withdraw from any class/ classes he or she does not plan to attend. No refunds or adjustments of tuition and fees will be granted after stated refund deadlines.**

**Class Fees**

Refunds may be computed by ExpressLane when the student enters the drop or withdrawal. Please check with the department if in doubt as to which of the following applies to any of the fees previously assessed for the class subsequently dropped.

**ASLCC Student Activity and Registration Fees**

If the college cancels your only credit class, or you withdraw from all your classes during the refund period, the college automatically refunds these fees.

**How Refunds Are Processed**

- Refunds are first applied to any outstanding balance owed.
- If financial aid or a sponsoring agency paid your account, refunds are credited either to you or to the funding source, as appropriate.
- If you have paid your CreditLine account with VISA/ MasterCard, a refund will be issued to the student by check.
- The college applies all other refunds as a credit to your CreditLine account. **Refund checks are mailed weekly.**
- The Transportation Fee is nonrefundable after the full-term refund deadline. No exceptions will be made.

If medical/emergency circumstances beyond your control prevent you from dropping your classes by the refund deadline, you may request an exception to the refund policy. You must complete the green Request for Exception to Refund Policy form available at <http://lanecc.edu/es/forms.html> and attach medical/emergency documentation of the circumstances. Petitions received without documentation will be denied.

Contact Enrollment Services, (541) 463-3100, 4000 E. 30th Avenue, Eugene OR 97405, for petitions about **credit classes**.

The deadline for submitting petitions requesting an exception to the refund policy is 5 p.m. on Friday of the eighth week of the term. Refund requests submitted after this date will only be considered when a medical emergency prevented you from using ExpressLane to drop classes by the refund deadline. Even if your petition is approved, you may still owe fees and finance charges.

For information about exceptions to the refund policy, call Enrollment Services at (541) 463-3100.

Contact the following departments for refund petitions about **Community Education classes**.

- Business Development Center, 1445 Willamette, Suite 1, Eugene OR 97401-4087
- Continuing Education and Educational Outreach, 1059 Willamette St., Eugene OR 97401-3113
- Workforce Development, 4000 East 30th Ave., Eugene OR 97405-0640

**If a student does not plan to attend a class, official withdrawal from that class is the student's responsibility.**

**Catch the ExpressLane**

Use ExpressLane to apply for admission, registration, account payments, viewing schedules, class details, and grades. Check each term's class schedule for information on registration dates, getting your "L" number and going on-line in ExpressLane.

