

DIVISION OF FINANCE AND ADMINISTRATION FINANCIAL HANDBOOK POLICY



**Blackmon Administration Building
500 West County Line Road
Tougaloo, MS 39174
Revision November 1, 2023**

Welcome to the Division of Finance & Administration!

Tougaloo College recognizes that the pursuit of higher education represents a significant financial commitment for most students and their families. The Division of Finance and Administration is committed to working closely with all students to finance their education.

Our mission is to provide quality service to our students, parents, alumni, and the College community in a professional and courteous manner, while maintaining the highest possible standards of accuracy in the administration of the College's finances and while maintaining an environment that values people and fosters respect.

Through financial aid, loans, federal, state, and private grants, and payment plans, we will work with students and parents to make a Tougaloo education an affordable choice. The Division of Finance and Administration includes the following departments:

- ☐ Accounting Services
- ☐ Bursar's Office
- ☐ Campus Book Store
- ☐ Campus Dining
- ☐ Facilities and Real Property
- ☐ Financial Aid
- ☐ Human Resources/Payroll
- ☐ Information Technology
- ☐ Facilities and Real Property
- ☐ Purchasing/Inventory

Should you have questions or concerns, please feel free to stop by our office or call my Administrative Assistant, Mrs. Shunessa Ealy-White at 977-7716, to schedule an appointment.

Thank you for choosing Tougaloo College for your educational experience.

Ms. Pacey Bowens
Vice President for Finance and Administration/CFO
Tougaloo College
500 West County Line Road
Tougaloo, MS 39174
Phone: (601) 977-7716 | Fax: (601) 977-7866

Office of the Bursar

The Office of the Bursar is responsible for the assessment and collection of student tuition and fees and providing account analysis to students. Payments for tuition and fees are accepted throughout the year, either in person or by mail. The Bursar's Office is also responsible for processing all cash deposits and payments made to the College.

For information or questions, please contact: Mr. James M. Reed IV, Bursar, at (601) 977-7725; jreed@tougalo.edu or Ms. Debra Turner-Jackson, Student Account Specialist/Cashier, at (601) 977-7715; dturner@tougalo.edu or Mrs. Shunesa Ealy-White, Executive Assistant to Finance and Administration at (601) 977-7716.

Regular Office Hours

Monday –Friday
8:00 a.m. –5:00 p.m.

Summer Office Hours

Monday–Friday
8:00 a.m. –4:00 p.m.

Regular Cashier's Window Hours

Monday -Friday
8:30 a.m. -4:30 p.m.

Summer Cashier's Window Hours

Monday -Friday
8:30 a.m. -3:30 p.m.

FINANCIAL INFORMATION

Tuition and fees at Tougaloo College are maintained at the lowest possible cost consistent with other private colleges. In fact, tuition and fees paid by the student cover less than one-third of the total cost of operating the College. The remainder comes from the endowments, contributions, alumni and other public-spirited persons, and grants from government agencies, private foundations, and corporations.

In estimating the total cost of attending Tougaloo College, students should also include an additional \$650.00 per semester for books and supplies. The cost of travel, clothing, and personal items is not included in the tuition package. The College reserves the right to correct errors in student charges that are discovered subsequent to initial billings or fee assessment. All fees are subject to change by the Administration and Board of Trustees without prior notice

PAYMENT OF TUITION AND FEES

Tuition and fees are due in full at registration. A student's registration is not considered complete for any given semester until all expenses are paid in full or acceptable payment arrangements are made through the Bursar's Office. A late registration fee of \$100.00 will be assessed for fees paid after the first day of classes. College policy requires timely payment for all charges owed to Tougaloo College, including but not limited to, tuition and fees, library fines, traffic/parking fines, medical expenses, residential charges, and late fees. Withdrawal from classes does not negate the student's responsibility to pay the balance of fees after the semester has begun. Per Federal regulations on the right to privacy, statements will be addressed to the student's permanent address.

Therefore, the student is ultimately responsible for payment. Parents/guardians (or anyone else) may not receive specific information about a student's bill, credit balance or excess (refund) checks. If a parent or another third party is accepting responsibility for making payments on the student's behalf it is the responsibility of the student to SHARE ALL correspondence, including billing statements, with those individuals.

TC PAYMENT PLAN

Although all charges are due in full at registration, students in good financial standing at Tougaloo College may choose the TC Payment Plan offered by the College. There is a charge of 30% of the total amount due if student is not using FAFSA. (See Explanation of Fees) to enroll in the plan and the student must sign a consent agreement that makes each student liable for the payment of all charges and fees incurred by the student while enrolled. Any student who has not made satisfactory arrangements with the business office regarding his/her account may be administratively withdrawn from Tougaloo College. A late fee will be assessed to the accounts of all students who have not paid their balances in full by the following dates:

FALL: December 1st

SPRING: May 1st

Payments are due on the 1st of each month beginning in August for the Fall Semester, and January for the Spring Semester. Failure to receive a statement will not be accepted as a reason for missing the payment deadline. If you have not received a statement, please contact the Office of the Bursar by phone at 601-977-7725. For more information about the payment plan, please visit the Bursar's Office.

DELINQUENT STUDENT ACCOUNTS

Every reasonable effort shall be made to collect delinquent student accounts. The Bursar's Office will take the necessary steps to collect amounts not paid. Students with delinquent accounts will not be allowed to take exams, receive a degree or transcript, or to register for subsequent courses until all bills are paid. Any costs of collection, including interest, collection fees, and legal fees become the responsibility of the student. **No student shall enter classes until all fees and any past due balances are paid in full.**

TYPES OF PAYMENT

Checks should be made payable to Tougaloo College and sent to: Tougaloo College, Office of the Bursar, 500 West County Line Road, Tougaloo, Mississippi 39174. The College also accepts Visa, MasterCard, Discover, American Express, travelers and cashier's checks, and money orders. To expedite processing, please include your name and student identification number on all forms of payment.

TOUGALOO COLLEGE

2023-2024 BOARD APPROVED TUITION & FEES*

TRADITIONAL STUDENTS

Tuition Rate per Credit Hour: \$455.00

PER SEMESTER	Commuter	Branch Hall/ Renner Hall <i>(Double Occupancy)</i>	Branch Hall/ Renner Hall <i>(Single Occupancy)</i>	New Dormitory <i>(Triple & Quadruple Occupancy)</i>	Berkshire/ New Dormitory <i>(Double Occupancy)</i>
Tuition	\$5,452.00	\$5,452.00	\$5,452.00	\$5,452.00	\$5,452.00
Room	-0-	\$1,160.00	\$2,320.00	\$1,601.00	\$2,100.00
Board	-0-	\$1,672.00	\$1,672.00	\$1,672.00	\$1,672.00
General Fees	\$247.00	\$247.00	\$247.00	\$247.00	\$247.00
Residential Fees	-0-	\$255.00	\$255.00	\$255.00	\$255.00
Commuter Fees	\$100.00	-0-	-0-	-0-	-0-
TOTAL:	\$5,799.00	\$8,786.00	\$9,946.00	\$9,227.00	\$9,726.00
ANNUAL TOTAL	\$11,598.00	\$17,572.00	\$19,892.00	\$18,454.00	\$19,452.00

NON-TRADITIONAL STUDENTS

Tuition Rate per Credit Hour: \$318.00

TOTAL HOURS	TUITION	GENERAL FEES	COMMUTER SERVICE FEES	TOTAL
0-3	\$954.00	\$247.00	\$100.00	\$1,301.00
4	\$1,272.00	\$247.00	\$100.00	\$1,619.00
5	\$1,590.00	\$247.00	\$100.00	\$1,937.00
6	\$1,908.00	\$247.00	\$100.00	\$2,255.00
7	\$2,226.00	\$247.00	\$100.00	\$2,573.00
8	\$2,544.00	\$247.00	\$100.00	\$2,891.00
9	\$2,862.00	\$247.00	\$100.00	\$3,209.00
10	\$3,180.00	\$247.00	\$100.00	\$3,527.00
11	\$3,498.00	\$247.00	\$100.00	\$3,845.00
12-18	\$3,816.00	\$247.00	\$100.00	\$4,163.00

GRADUATE PROGRAM

Rate per Credit Hour: \$591.00
General Fee: \$247.00
Commuter Service Fees: \$100.00

SUMMER SCHOOL

Rate Per Credit Hour: \$455.00
Grad Rate Per Credit Hour: \$591.00
General Fee: \$79.00
Room: \$709.00

ADDITIONAL FEES

Technology Fee: \$157.00**
Follett Access (books)per Credit Hour: \$21.00**

- * The fees listed above are subject to change upon approval of the Board of Trustees.
- * The board fee above is subject to change based on the market rate.
- **The fees listed above are subject to all students and academic terms where applicable.

For Information or Questions Contact
Mr. James M. Reed IV, Bursar, (601) 977-7725 or jreed@tougalo.edu;

EXPLANATION OF FEES

TUITION FEES

Tuition rates for traditional students at Tougaloo College are \$455.00 per credit hour. Tuition rates for non-traditional students at Tougaloo College are \$318.00 per credit hour. Tuition rates for graduate students at Tougaloo College are \$591.00 per credit hour.

Summer School Tuition rates for traditional students at Tougaloo College are \$455.00 per credit hour. Summer School Tuition rates for rates for graduate students at Tougaloo College are \$591.00 per credit hour.

GENERAL FEES

All students, residential and non-residential, are assessed a general fee of \$494.00 per year. The general fees for all students are \$247.00 per semester fall and spring. All students, residential and non-residential, are assessed a general fee of \$79.00 for Summer School ONLY. General fees are non-refundable and include the following:

- Student Health Insurance -\$114.00
- Student Government Association -\$22.00
- Student Activities -\$52.00
- Yearbook -\$47.00
- United Negro College Fund -\$12.00

RESIDENTIAL SERVICE FEES

Residential students are assessed residential service fees of \$510.00 per year. The residential fees for all students are \$255.00 per semester fall and spring. The assigned occupants of the residence halls are financially responsible for all of the property that is part of the assigned rooms, including doors, windows and other furnishings. Charges for destruction or loss of any property will be charged to the occupant(s) of the room. The dormitory fees also cover other services provided in the dormitory. These fees are payable at first and second semester registration (where applicable). The residential service fees are non-refundable and include the following:

- Laundry Fee -\$65.00
- Computer Service Fee-\$160.00
- Health & Wellness Fee-\$30.00

COMMUTER SERVICE FEES

Commuter students are assessed \$200.00 for commuter service fees each year, \$100.00 for the fall and spring semesters. The commuter service fees are non-refundable and include the following:

- Computer Service Fee - \$85.00
- Health & Wellness Fee- \$15.00

AUDIT FEE

Students are assessed a \$150.00 per course fee for auditing a course and no academic credit hours can be earned.

FOLLETT ACCESS PROGRAM

The Follett ACCESS program is a convenient and affordable program that delivers all of your course materials on or before the first day of class. Undergraduate and graduate students will pay a flat charge of \$21 per credit hour to access ALL textbooks and learning materials for their courses in almost any format, including rental of traditional textbooks, access to e-books and online access codes. Depending on the format, course materials can be picked up at the bookstore or accessed electronically through your Tougaloo account. Please continue to check your email for access to the digital materials and also information on when your physical books are ready for pickup.

We realize that every student, academic discipline and course requirement is different. You will be automatically enrolled in the Follett ACCESS Program. You have received an email from Follett explaining in detail how the program works, We hope the benefit of the program is two-fold: the price of course materials will be reduced, and you will now know the full cost of your class up front with no surprise out-of-pocket expenditures after enrollment. Many of you will also be able to apply certain financial aid and scholarships directly to that portion of your costs.

TRANSCRIPT PROCESSING FEES

Students who have met all financial obligations to the college are eligible to receive copies of their transcript upon completion of a transcript request form. There are transcript processing fees of \$5.00 per unofficial copy and \$10.00 per official copy. There is a 3–5-day processing period and the fees are non-refundable.

ROOM RESERVATION FEES

Room reservation fees of \$50.00 are required of each student planning to live on campus. The room reservation fees are non-refundable and include the following:

- Key Fee-\$30.00
- Processing Fee-\$20.00

DELINQUENT FEE

A delinquent fee will be assessed to any student's account whose payment for billed tuition, fees, room, and board is not received by the due date on the statement or by the agreed upon payment plan.

LATE REGISTRATION FEE

Any student who does not complete the registration process at the time designated by the College will be charged a late registration fee of \$100.00.

Tuition Payment Plan

Students who are unable to meet their financial obligations at registration must enroll in the Tuition Payment Plan provided by the Office of the Bursar. The student is charged a 30% enrollment fee of the obligated balance and must sign an agreement with the Office of the Bursar. The following indicates an example payment arrangement:

- Semester Tuition (\$5,452.00) x 30%:
\$1,635.60

Initial Payment	\$1635.60
September/ February Payment 20XX	\$954.10
October/March Payment 20XX	\$954.10
November/ April Payment 20XX	\$954.10
December/May Payment 20XX	\$954.10

This is reflective of Fall and Spring semester

REPLACEMENT IDENTIFICATION CARD FEE

All students are required to have a Tougaloo College student identification card to gain access to sporting events and other activities when required. The original card is free when made during registration. A replacement card fee of \$10.00 is assessed, payable in the Cashier's Office, when a replacement card is requested, and cannot be charged to the student's account.

GRADUATION FEE

A graduation fee of \$100.00 is required of all graduates to cover the various expenses associated with graduation (i.e., diploma, cap, and gown). This fee is charged regardless of participation in the graduation ceremony. Candidates for graduation must pay all bills due the College in full by April 30. Caps and gowns will be available for pick up in the Office of the Bursar.

COURSE OVERLOAD FEES

Students registered for an excess of 18 hours per semester will be charged the rates below for each hour over and above the 18-hour limit:

- Traditional students \$455.00 per credit hour
- Non-traditional students \$318.00 per credit hour

RETURNED CHECK FEE

There is fee of \$50.00 for checks returned by the bank due to insufficient funds. More than two returned checks will result in the requirement that all future payments be made with guaranteed funds (cashier's check, money order, or cash).

SPECIAL FEES ASSESSED BY THE COLLEGE

Students in art, laboratories, and physical education courses are assessed fees to cover expenses associated with these courses. Other charges assessed to students include but not limited to library fines, traffic fines, dormitory fines, and other charges for destruction of college properties.

STUDENT STATEMENTS

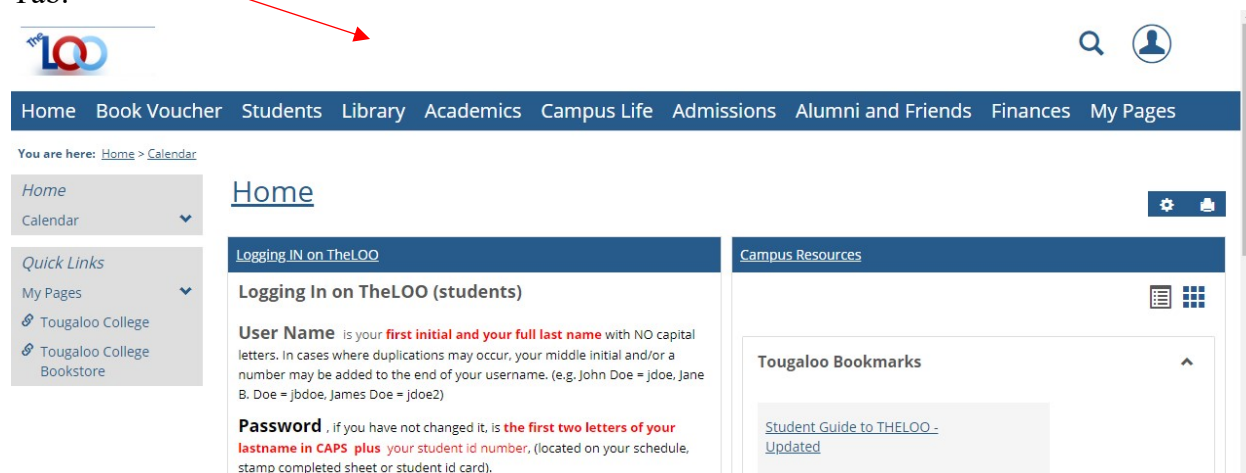
We encourage all students enrolled to take advantage of your LOO account to review your transaction history and or make payments. The steps to viewing your Student Statement via online are as followed:

STEPS FOR VIEWING MY BILL

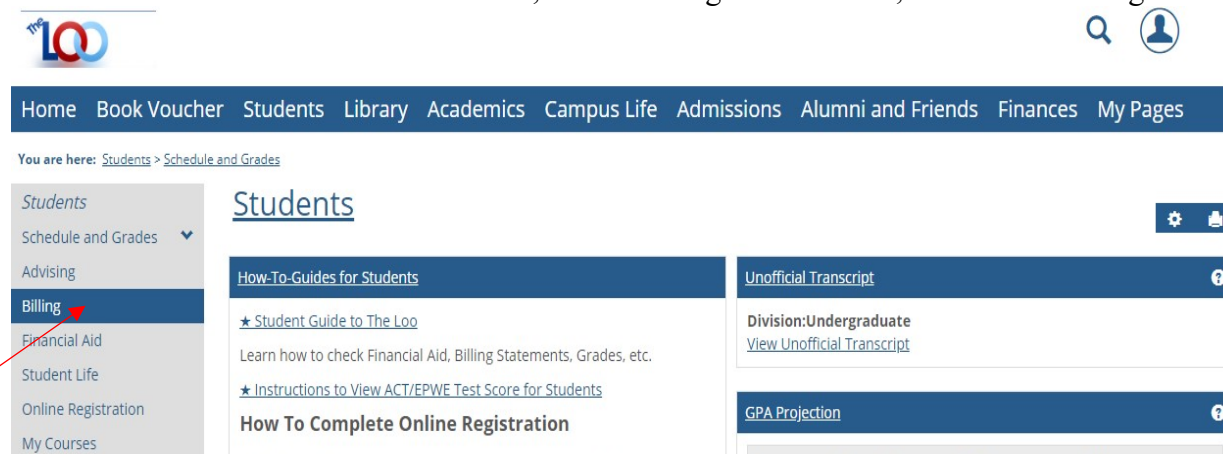
1. Login to the LOO
2. Select the Students Tab, then click
3. Select the Student Billing feature, then click
4. Select the feature Account Balance or Course and Fee Statement in the middle of the page
5. Select generate my course and fee statements
6. A screen will appear informing you that your statement is being generated
7. On the next screen you will see view my course and fee statement. Click on this link.

Disclaimer: Your student statement will show current charges, applicable aid posted and if a Reimbursement has been generated (AR Refund).

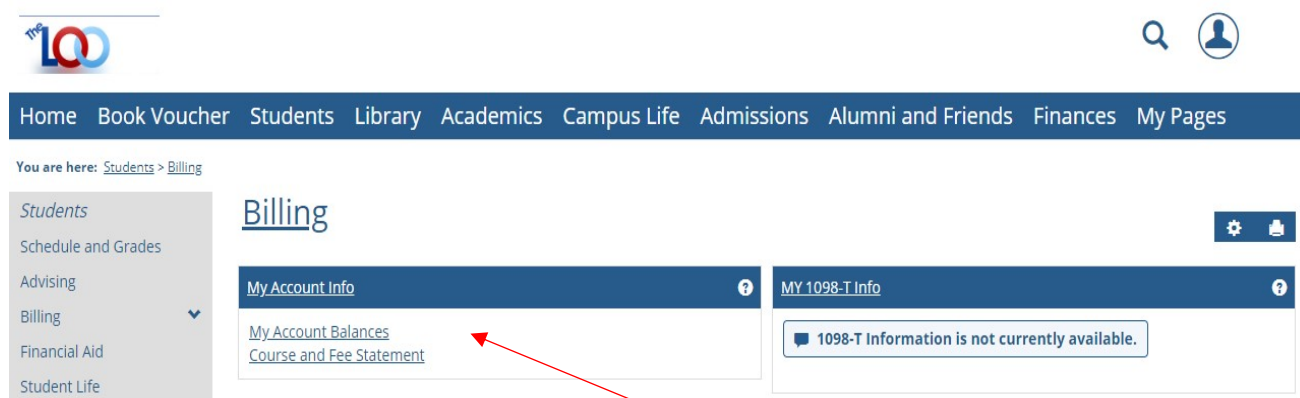
Tougaloo Students will need both their User ID and Password when logging into their LOO account. Once a student logs into their LOO account, the student will then select the Students Tab.



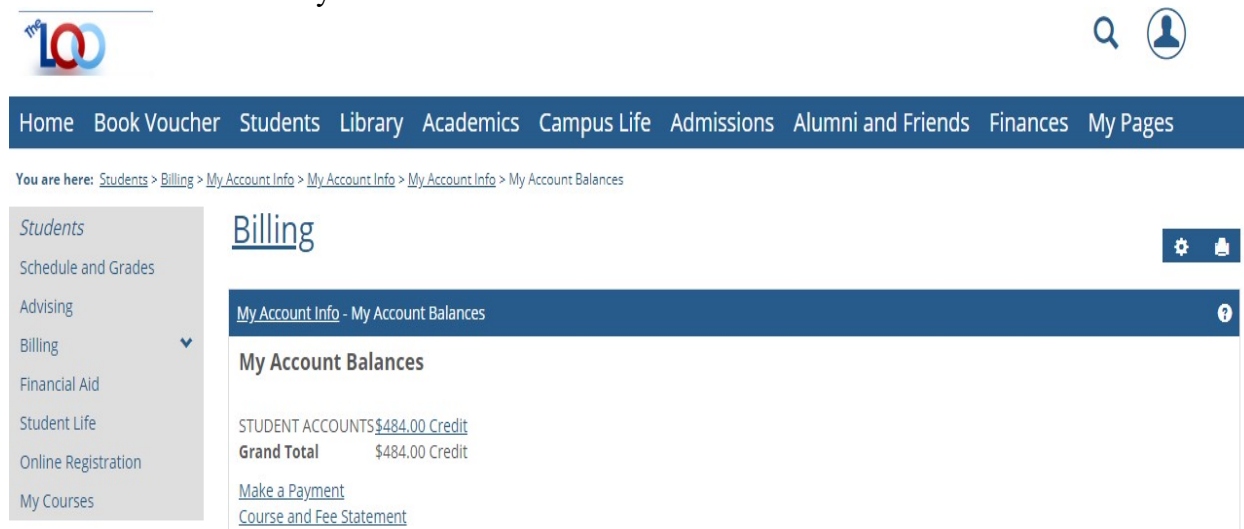
Once the Students Tab has been selected, locate Billing to the far left, then select Billing.



Once the student has selected Billing, the following screen will appear, then the student will be able to select My Account Balances



After Selecting My Account Balances, the following screen will appear, the student then will be able to select make a Payment.



OTHER FINANCIAL INFORMATION

UNOFFICIAL WITHDRAWAL POLICY

If you stop attending the College and do not officially withdraw, it is an unofficial withdrawal and will be subject to general withdrawal policies. The date of withdrawal will be the latest date based on a student's attendance at an academically related event (classes, symposiums, i.e.). If the last date of attendance is not known, the midpoint of the semester will be used as the withdrawal date.

WITHDRAWAL POLICY

A student withdrawing from the College within a specified period is entitled to a refund for room and board according to the pro-rated scale below. To be eligible for a refund, the student must properly withdraw from the college. Students withdrawing or removed because of disciplinary action may forfeit the right to a refund. The date of withdrawal will be referred to as the date on

which Academic Affairs is officially notified by the student with the submission of the Official Withdrawal Form. Refunds will be based on fees paid as of the withdrawal date. Refunds should not be expected until four weeks after the official date of withdrawal.

Fall and Spring Terms

Segment of Semester

Refund Withdrawal within the First week of classes	65%
Withdrawal within the Second week of classes	50%
Withdrawal within the Third week of classes	30%
Withdrawal after the Third week of classes	No Refund

Summer Term

Segment of Semester

Refund Withdrawal on the First day of classes	65%
Withdrawal on the Second day of classes	50%
Withdrawal on the Third day of classes	30%
Withdrawal after the Third day of classes	No Refund

*****PLEASE NOTE*****

IF YOU ARE RECEIVING FINANCIAL AID, A CHANGE IN YOUR ENROLLMENT STATUS OR YOUR WITHDRAWAL FROM THE COLLEGE MAY RESULT IN HAVING TO REPAY PROGRAMS FROM WHICH YOU RECEIVED FINANCIAL AID. IN ADDITION, YOU MAY OWE FEES TO THE COLLEGE AFTER FUNDS ARE RETURNED TO THE FINANCIAL AID PROGRAM

REFUND POLICIES

TUITION REFUND POLICY

Students who withdraw from classes may be due a refund of all or a portion of their tuition and fees. Full refund of tuition is usually allowed before classes start and a prorated refund after the beginning of the semester. Refunds because of official withdrawal will be made according to the schedule below. If you withdraw completely from the College and have received financial aid, you may be required to repay some or all that aid. Financial Aid recipients are subject to a Federal Refund Policy which supersedes the College's refund policy. Any student who fails to withdraw properly will be responsible for all tuition and fees incurred based on federal refund policy. Please check with the Financial Aid Office and the Bursar's Office regarding the status of your account. Any student dismissed by the College for disciplinary reasons shall not be entitled to any tuition, fee credit or refund. For additional information, contact the Office of the Bursar. The refund schedule is as follows:

Fall and Spring

Segment of Semester Refund

Refund	
Withdrawal within the First week of classes	65%
Withdrawal within the Second week of classes	50%
Withdrawal within the Third week of classes	30%
Withdrawal after the Third week of classes	No Refund

Summer Sessions

Segment of Semester

Refund

Withdrawal on the First day of classes	65%
Withdrawal on the Second day of classes	50%
Withdrawal on the Third day of classes	30%
Withdrawal after the Third day of classes	No Refund

REFUND POLICY

Students who are eligible for refunds due from federal loans or other over-payments will receive a refund within 14 days from the time it is posted/updated to the student's account. Students receiving bank loans may have funds more than first semester charges. These excess funds may be used to defray second semester charges. If a student wishes to voluntarily leave his/her credit for the next semester, this request must be made in writing and submitted to the Office of the Bursar. However, if the refund is generated from the loan proceeds of a Parent PLUS Loan, a Refund check will be mailed to the borrower's address.

FEDERAL AID RECIPIENTS

Federal regulations require schools participating in the Student Financial Aid Programs to use specific refund policies for when students who receive financial aid withdraw from the College. This policy applies to tuition, fees, and room and board.

If a student withdraws from Tougaloo College and is receiving federal financial aid, a portion of these funds may need to be returned to the federal aid programs and/or lender for Stafford Loans based on the following:

The student withdraws before completing 60% of the semester; the student is only entitled to federal aid based on the percentage of time that was completed. Pro-rata funds are calculated and determined by the percentage of the semester that has been completed up to and including the official date of withdrawal.

Based on this calculation, the College determines the amount of financial aid that is unearned and is responsible for returning any portion necessary to the appropriate financial aid programs and/or lender. Financial aid funds are returned to the federal programs in the following order: Unsubsidized Federal Stafford Loan; Subsidized Stafford Loan; Federal Perkins Loan; Federal PLUS Loan; Federal Pell Grant and SEOG. Any remaining credit balances will then be returned to the state, college and/or student. Withdrawal from the College could result in a balance owed to the College for federal aid that must be returned to the federal programs and/or lender. No refunds will be made after the 60% point of the semester.

FEDERAL WORK STUDY/WORK AID

Tuition and fees are due in full at registration. However, Tougaloo College understands that additional aid may be required to cover the cost of attendance. That is why we participate in the Federal Work Study (FWS) and Work Aid programs. These programs provide jobs to students with financial need, allowing them to earn money to help finance their education. Students earn an hourly wage and are paid once a month. The Bursar's office will apply these earnings directly to any outstanding debt owed to Tougaloo College. After the full balance has been paid,

Tougaloo College will deposit any remaining work-study or work-aid funds into their Bank Plus account on the last working day of the month.

AGREEMENT TO PAY COSTS OF COLLECTION AND LEGAL FEES

In consideration for enrollment as a student at Tougaloo College, the student assumes full responsibility for the payment of all fees and charges, including interest and penalties, that incur or that may be assessed for enrollment in any current enrollment period or thereafter. These fees and charges include, but are not limited to, tuition, room, board, student activity fees, bookstore and laboratory charges, traffic fines and any interest, deferment charges, late charges, or penalties pertaining to any of these fees and charges.