



<b>Policy Number and Title:</b>	<b>200.111 BMCC Student Billing Policy</b>		
<b>Approval Authority:</b>	BMCC Board of Regents	<b>Date Effective:</b>	10/06/2021
<b>Responsible Office:</b>	Accounting	<b>Responsible Office Contact:</b>	Vice President for Business and Finance

**1. POLICY STATEMENT/REASON FOR POLICY**

The purpose of the Student Billing Policy is to formalize student billing policies and procedures that are currently being used.

**2. ENTITIES AFFECTED BY THIS POLICY**

BMCC Students and Administrators.

**3. WHO SHOULD READ THIS POLICY**

All BMCC students and accounting and financial aid employees.

**4. WEB SITE ADDRESS FOR THIS POLICY**

-This policy can be found at:

<http://www.bmcc.edu/about-bmcc/governance-administration/college-policies>

**5. FORMS/INSTRUCTIONS**

No forms required.

**6. HISTORY**

-Created: 09/17/2021; Amended 10/6/2021-formalized Veterans Policy. Approved by BMCC Board of Regents email vote on 10/6/2021.

-Next Review Date: 09/17/2024.

-BMCC reserves the right to revise policies at any time.

**7. RELATED POLICIES**

200.101 Bad Debt Write-Off Policy for Student Accounts.

## 7. THE POLICY

### 200.111 BMCC STUDENT BILLING POLICY

#### I. TUITION AND FEES

- A. The Bay Mills Community College (BMCC) Board of Regents has the authority to set tuition and fees rates<sup>1</sup>.
- B. The 2021-2022 Tuition and Fee Schedules are established as follows:

##### **Tuition (Full and Part-Time)**

100-200 Level Courses, tuition per credit hour	\$95.00
300-400 Level Courses, tuition per credit hour	\$285.00

##### **Student Fees (Full and Part-Time)**

Registration fee per semester	\$30.00
Technology fee per semester	\$20.00
Fees per credit hour	\$10.00
Lab fee per science course (on campus only)	\$20.00

##### **Additional Fees for Online Courses**

Distance Learning Fee, per online credit hour	\$20.00
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##### **Other Fees**

Departmental examination fee per exam	\$50.00
Transcript fee	\$10.00
Returned check fee (for non-sufficient funds)	\$20.00

- C. Some programs and/or courses may have additional or special fees to support the courses. Tuition and fees are subject to change.

#### II. TUITION REFUND POLICY

- A. Students will receive a full refund of tuition and fees if a course is officially dropped within the following time frame:
- 15 and 16-week courses, regular semester course – first ten business days
  - 8-week course – first five business days
  - 6-week course – first four business days
  - 4-week course – first two business days
  - 2-week course or less – one business day

Exceptions may be made when warranted by unusual circumstances.

- B. In the event that BMCC is unable to fully deliver the instruction for which a student has paid for, the College will provide a reasonable alternative for delivering instruction or issue a refund for the education that the student did not receive. BMCC reserves the right to switch to all online instruction if emergency situations warrant it.

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<sup>1</sup> Charter of the Bay Mills Community College, Article VII, Section 9.

### **III. BILLING STATEMENT AND DUE DATES**

- A. Student billing statements are available electronically by accessing the account online through Student Records at [www.bmcc.edu](http://www.bmcc.edu). No statements will be mailed unless requested.
- B. All student bills are expected to be paid in full within five business days from the beginning of the semester. If students have a complete financial aid file prior to the beginning of the semester, financial aid will be applied to the account. Any remaining balance that financial aid does not cover is the student's responsibility. If the student does not have a complete financial aid file before the semester begins, they may still apply for financial aid during the semester they are enrolled. However, students will be required to pay the full cost of their bill by the due date. If students are eligible for financial aid, refund checks will be issued during the semester for any excess aid.
- C. BMCC offers a payment plan to help pay tuition and fees over the current semester. Student outstanding balances will be divided into three equal monthly payments. The first payment is due within the five business days from the beginning of the semester. Contact the Student Billing Assistant, before the beginning of the semester, to setup a payment plan.
- D. If students fail to pay the balance in full or setup a payment plan within five business days from the beginning of the semester, their account is delinquent and will be referred to a court or an outside agency after 30 days.
- E. A business hold will be placed on the student account until the balance is paid in full. This hold will prohibit a student from early enrollment in next semester's courses and access to other records, such as transcripts.
- F. Online students who have not paid in full OR have a payment arrangement plan signed within five business days from the beginning of the semester will lose their online access immediately and will be dropped from classes after ten business days.

### **IV. Allowing Veterans to Attend or Participate in Courses Pending VA Payment**

- A. Section 103 of Public Law (PL) 115-407, 'Veterans Benefits and Transition Act of 2018,' amends Title 38 US Code 3679 by adding a new subsection (e) that requires disapproval of courses of education, beginning August 1, 2019, at any educational institution that does not have a policy in place that will allow an individual to attend or participate in a course of education, pending VA payment, providing the individual submits a certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33.
- B. Pending Payment Compliance. In accordance with Title 38 US Code 3679(e), Bay Mills Community College adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post-9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from VA. Bay Mills Community College will not:
  - Prevent the student's enrollment;

- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

To qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about VA educational benefits is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>.

## V. PAYMENT OPTIONS

The following payment options are available to students:

### A. Paying Online

1. Students may make a credit card payment directly on their student account by using BMCC's secure online payment system through Student Records at [www.bmcc.edu](http://www.bmcc.edu). BMCC accepts VISA, MasterCard, and Discover.
2. Credit card payments can also be made in-person and by phone in addition to payments made online.
3. **Student credit card information, especially full credit card numbers of any student, shall not be shared through email accounts or any other insecure electronic messaging systems.** All staff should discourage students from sharing their credit card information through insecure email and other insecure electronic means.

### B. Paying in Person

Students may pay their bill in person on campus at the Cashier's Office. The Cashier is located in the Michael C. Parish Administration Center and is open Monday through Friday from 8:00 a.m. to 4:30 p.m. If the Cashier is not available, please see the Receptionist. They will direct you to the backup Cashier. Students may pay in U.S. Funds with cash (in person only), personal check, money order, Discover, MasterCard, or VISA.

### C. Paying by Mail

Personal checks are accepted as payment on a student account. All checks and money orders must be in U.S. dollars. There will be a 3% foreign transaction fee added to the student's account for any check received in Canadian funds. Checks should be made payable to Bay Mills Community College. A \$20.00 service fee is charged for insufficient fund accounts. Please mail payments at least five days prior to the due date to ensure timely processing.

Payments should be mailed to:  
Bay Mills Community College  
Attn: Cashier  
12214 West Lakeshore Drive  
Brimley, MI 49715

## VI. REFUND CHECKS

- A. If a student pays for a course and it is dropped or canceled, the student must contact the Accounting Office to receive a full refund of tuition and fees.
- B. Students who pay with cash, check, or money order are issued a BMCC refund check that is mailed to the student's address on file.
- C. Students who pay online using their credit card will receive a refund to the credit card that was used to make the payment.

## VII. FINANCIAL HOLDS

- A. Holds will be applied to all student accounts that have an outstanding balance at the beginning of the semester. Holds will be removed when the student account is paid in full.
- B. The college will not issue transcripts and reserves the right to withhold grades, diplomas, and deny subsequent registration to any student whose account has an outstanding balance.

## VIII. BOOKSTORE

- A. BMCC has an agreement with Akademos to provide bookstore services electronically. Selecting and ordering textbooks is done completely online. The link to the BMCC bookstore website is:

<https://www.bmcc.edu/academics/student-resources/bay-mills-community-college-online-bookstore>

The site explains how the online bookstore works and provides a direct link to access the bookstore.

**Note:** The BMIC AOT Store no longer provides bookstore services although they do sell office and school supplies to everyone.

- B. **Financial Aid Charge Approvals.** BMCC students are responsible for paying for their books at the time of purchase unless they qualify for a financial aid charge approval. To qualify, students must have reviewed and accepted their financial aid package through student records prior to the start of classes. Any student who has excess financial aid after the cost of tuition and fees will automatically receive a Financial Aid Voucher once they have accepted their award. Financial Aid Vouchers will appear as a method of payment for course required materials in the BMCC Online Bookstore two weeks prior to the first day of class. Contact the Financial Aid Office if there are any questions at [financialaid@bmcc.edu](mailto:financialaid@bmcc.edu)

## **IX. DELINQUENT ACCOUNTS**

- A. The BMCC Student Billing Assistant should be contacted immediately if the student is having trouble meeting their financial obligations. BMCC is willing to work with students to avoid taking collection action. Early communication is essential.
- B. Students can arrange a payment plan with the Student Billing Assistant. If a payment plan is made, then the account will remain current. However, if payments on the plan are not made then the account will be deemed delinquent. Students who miss one payment by more than five business days and do not communicate with the Student Billing Assistant will have their account deemed delinquent.
- C. Delinquent accounts that are 30 days past due will be referred to an outside agency for collection or to a court.
- D. The student is responsible for paying all charges due to the college as well as all collection agency and/or legal fees incurred to collect the delinquent account which may exceed 50% of the original amount owed.
- E. See also the BMCC 200.101 Bad Debt Write-Off Policy for Student Accounts.