

AUGUST 2017

Greetings Students,

Fall 2017 Semester Begins on Monday, August 28, 2017. Register for Classes today!

ENROLLMENT CANCELLATION POSTPONED,

Pay Your Institutional Fees or Apply for Financial Aid Before the Semester Begins!

Over the past several months, we have been in the process of implementing a new Student Information System. The system will provide you with tremendous functionality that will enhance your educational experience and the ways that we communicate with you. However, the system does not yet meet our expectations. We know that some students have had difficulties with registration and we want to ensure that all students have an opportunity to enroll in the classes they need. To assist students, **we will be postponing the implementation of enrollment cancellation** for those owing institutional fees. We hope this will assist students in adjusting to the new system and we will reinstate the process for the Spring 2018 semester.

To login to the student portal or to view institutional fees owed, visit **MyCollege.laccd.edu**.

Use the new searchable schedule on your home college website to select traditional, evening, online and weekend classes.

Good luck in the Fall,

Dr. Ryan Cornner

Vice Chancellor

Educational Programs and Institutional Effectiveness

Los Angeles Community College District

In this document, find information about new procedures and policies including:

- CREDIT CARD payments MUST be made online...PG1
- About the PAYMENT PLAN...PG 3
- Fees due PRIOR to the start of classes...PG 2
- About REFUNDS...PG 5

Student Fee Changes



Pay fees on or before
the due date posted on
MyCollege.laccd.edu

To view due dates
in the portal, click:
FINANCES MENU
↳ ACCOUNT ACTIVITY
↳ CHARGES DUE



**Please pay in full by the date posted online.
Failure to do so may result in enrollment cancellation.**

PAY ONLINE AT MYCOLLEGE.LACCD.EDU



Credit, debit/ATM,
and electronic
checks are accepted

PAY AT THE COLLEGE BUSINESS OFFICE



Cash, cashiers check,
and money orders
are accepted

YOU WILL NOT BE DROPPED FROM YOUR COURSE(S) IF YOU:

- > Are approved for a Board of Governors Fee Waiver or have anticipated financial aid. Your Account Inquiry page will reflect the award.
- > Are sponsored by another government agency and the College Business Office has received confirmation for the anticipated aid.
- > Have a college-approved payment plan contract.
- > Are eligible for the Los Angeles College Promise.

Please note: fees for Summer 2017 courses must be paid in the legacy SIS system.

**Questions? Please contact the
College Business Office.**





DROPPING A STUDENT FOR NON-PAYMENT of Enrollment Fees or Out-of-State or Non-Resident Tuition

All mandatory fees are due in full at the time of registration and must be paid no later than the due date posted in your student portal (MyCollege.laccd.edu).

Your enrollment will be cancelled for some or all of your course(s) unless payment is made in full by the due date.

You will not be dropped from your course(s) if you:

- Are approved and awarded a Board of Governors Fee Waiver (BOGW);
- Have anticipated financial aid sufficient to cover all your fees;
- Are sponsored by another government agency and the College Business Office has received confirmation of the anticipated aid that payment is pending.
- Have a college-approved Payment Plan Contract. (For further information, refer to Payment Plan Overview.)
- Are eligible for the Los Angeles College Promise program.

If you are approved for a Board of Governors Fee Waiver or have anticipated financial aid your Account Inquiry page will reflect the award.

To make a payment, click *Make a Payment* on your portal dashboard to pay by credit card, ATM/debit card or electronic check, partial payments can be made, however, all mandatory fees must be paid by the due date. To pay by cash, cashier's check or money order, visit the College Business Office.

Optional fees, such as Parking, course fees and other miscellaneous fees are due at the time of order.

Any payments made after the deadline dates will NOT prevent enrollment cancellation.

To view your enrollment fee due dates, click on *Finances Menu on your portal dashboard, click Student Activities, and Charges Due* for details.

It is the student's responsibility to drop classes: Dropping or withdrawing from a course is not an automatic process. It is the student's responsibility to drop the classes he/she is not attending.

The Los Angeles Community College District participates in the State of California Chancellor's Office Tax Offset Program (COTOP). Past due accounts may be submitted to COTOP by the Los Angeles Community College District. This enables the State of California Franchise Tax Board to appropriately intercept any tax refunds, lottery winnings or unclaimed property that maybe owed to you.

LACCD PAYMENT PLAN OVERVIEW

Los Angeles Community College District (LACCD) offers the students no interest-bearing Payment Plans for Fall and Spring Terms. Payment plans are offered to assist students with paying Enrollment Fees or Out-of-State Tuition Fees in three monthly installments. The payment plan will divide all eligible fees into equal payments.

The payment plan does not cover certain fees, such as library fines, course fees, health fee, parking, Associate Student Organization and student representative fee. These fees need to be paid in-person (cash, credit card or e-check) at the time the payment plan is approved.

Payment Plans are NOT available for Financial Aid overpayments, International F1 Visa students or for short-term second 8-week sessions only or Winter or/and Summer term.

ELIGIBILITY REQUIREMENTS:

- Pay all fees not covered by the payment plan in-person at the time the payment plan is approved.
- Be enrolled in the current term.
- You do not have a past due balance for any prior term.
- You have not already paid your Enrollment Fee or Out-of-State tuition fee.
- You have not been awarded Financial Aid. You should not apply for a Payment Plan if you have been approved for a Board of Governors Fee Waiver (BOGW), accepted a financial aid award or your financial aid file is complete and you are awaiting your award notification.

HOW/WHEN TO APPLY:

DO NOT REQUEST PAYMENT PLAN UNTIL AFTER YOU REGISTER FOR CLASSES OR YOUR ACCOUNT WILL NOT CALCULATE CORRECTLY.

Students 18 years of age and over should apply in person at the College Business Office IMMEDIATELY AFTER they register on MyCollege.laccd.edu.

Business Office
Address here

MAKING PAYMENTS:

All payments made online via the Web must be received by 11:30 p.m. PST on the due date listed on your student account to be considered “on time.” All in-person payments must be received during regular business hours at the Business Office to be considered “on time.” You are responsible for payments by the due date even if you do not receive a bill.

If a student fails to pay any installment in full by the due date, the student understands that he/she will be subject to the following:

- All future payment plan applications will be denied;
- Students loan referred to a collection agency;
- Delinquency reported to a credit bureau, and;
- Interception of future state tax refunds (State of California Chancellor’s Office Tax Offset Program, COTOP).

LATE PAYMENT:

A hold will be applied to your student account withholding grades, transcripts, diplomas and future registration privileges.

ACCOUNT BALANCE:

To inquire about your account balance, visit [Web: Student Portal > Finance Menu > Student Activities > Charges Due](#).

REFUNDS:

Refunds will be processed according to the LACCD refund policy. (For further information, refer to Refund Section)

Last Day to apply for a payment plan is two weeks prior to the semester beginning.

1st Installment	
1/3 of the eligible fee, plus the \$11.00 health fee and \$1 representative fee	Due on the date the promissory note is approved.
2nd Installment	

1/3 of the eligible fee	Due by 11:30 p.m., two (2) weeks after the semester begins.
Final Installment	
1/3 of the eligible fee	Due by 11:30 p.m., one (1) month after 2 nd installment.

ENROLLMENT FEE AND NON-RESIDENT TUITION REFUND POLICY

The State-mandated Enrollment Fee, Out-of-State Fee and Non-Resident Tuition will be fully refunded if a student officially drops their class(es) through the online student information system or in-person at the Admission & Records office.

A student is eligible for a refund if: a) class(es) are dropped before the “Drop class with a refund date” b) the program change is the result of action taken by the college to cancel or reschedule a class; c) the student is dropped for failure to meet a pre-requisite(s) or co-requisite(s); and/or, d) the student is active or reserve U.S. Military personnel who withdraws due to military orders.

LACCD has partnered with BankMobile to electronically provide students with a faster and easier way to receive their refund money. Students must activate and choose their refund preference by selecting either the BankMobile option or if they prefer, have the refund disbursed to another bank account. You should receive a communication from BankMobile on how to activate and choose your refund preference.

Paid by credit card – Refunds will be credited back to the card originally charged.

Paid by cash or check – Refunds will be processed through BankMobile.

Regular Session (Full-Term) Classes

No refunds will be issued for Enrollment Fee, Out-of-State fees and Non-Resident Tuition fees to students who withdraw from classes after the first two weeks of instruction. This refers to fall and spring semesters only. Refer to deadline dates in the Schedule of Classes for the winter and summer session.

Short-Term and Open-Entry/Open-Exit Classes

If you enrolled in a short-term or open-entry/open exit class, you will receive a full refund if you officially withdraw within three days of the first class meeting. No refunds will be issued after the third day of the first class meeting. This refers to fall and spring semesters only. Refer to the deadline dates in the Schedule of Classes for the summer and winter session.

Parking Fees Refund Policy

Refunds will be given for parking providing that students returns the parking decal during the first ten (10) days of the semester (fifth day of the summer and winter term).

Failure to Pay College Financial Obligations

Failure to pay a financial obligation will result in an administrative withholding of grades, transcripts, diplomas, or enrollment privileges or any combination thereof. The item or items being withheld shall be released when the financial obligation has been met. (California Code of Regulations, Title 5, Section 59410)