

What Happens If My Account Is Past Due?

A HOLD and late payment penalty of 10% of your account balance, up to \$75, will be applied to your account 7 days after the due date, restricting future registration and transcripts.

End of term past due accounts are referred to the Oregon Department of Revenue and/or another outside collection agency.

The college reserves the right to institutionally withdraw you if your account becomes past due or has an unpaid balance from a prior term.

Transcript requests will be delayed 15 days until payment is made.

What Are My Payment Responsibilities?

- Pay all tuition and fees by due date
- Inform CGCC of address or telephone updates.
- Drop classes by end date, or pay full tuition for dropped classes after the date.

How Do I Remove Tuition Charges From My Account?

If an extreme hardship prevented you from completing a course, and you could not drop during the refund period, you may request to have tuition charges removed from your account. Fees are not eligible for refunding.

A form for requesting a refund can be obtained from Student Services at The Dalles campus or Hood River. You will be asked to provide documentation of your circumstances to support your claim.

For more information call (541) 506-6011.

How Are Refunds Processed?

Credit Classes:

Drop by the following dates for full refund

8-12 week classes: drop by the end of the first Friday of the term.

2-7 week classes:

Drop by the end of the first day of the class.

Less than 2 week classes:

Drop before the first day the class meets.

Lab fees for classes may not be refunded.

Adult Continuing Education:

Students are entitled to a 100% refund when a course is dropped during the following deadlines:

Class that meets 1-2 weeks:

Drop prior to the first session.

Class that meets 3 or more weeks:

Drop prior to the second session.

* No refunds will be given after the deadline.

Business Office hours : 8 a.m.- 4:30 p.m. M-F

Payments may be mailed to;

Columbia Gorge Community College
Business Office
400 East Scenic Drive
The Dalles, OR 97058

**Financial Facts
From the
Business Office
of Columbia Gorge
Community College
(CGCC)**



Telephone: (541) 506-6057

New Student—Financial FAQ

How Much Will My Tuition And Fees Cost?

Tuition - \$89 per credit

Service Fee for Credit Classes - \$12 per credit

Lab fees or Instructional fees- Check the course description in the schedule for lab fees or instructional fees specific to the class you are taking.

Late Registration Fee - \$10 per credit after the first week of the term with the exception of classes starting later in the term.

Non-border state tuition - \$225 per credit

When Is My Tuition Due?

For credit classes, full payment or college-approved financial arrangements must be in place by the **first Friday of the term**. If you enroll after that date, payment is due upon registration. If you have financial arrangements that will not cover the full term charges, you must pay the difference by the due date.

For adult continuing education classes, full payment is due at the time of registration.

Upon registration, your account balance is shown on your schedule of classes available through [myCGCC](#) (Student Online Services)

Where Do I Pay? The Business Office Cashier is open 8 a.m.– 4:30 p.m., Monday through Friday

Business Office - Building 2, Room 2.131
Telephone: (541) 506-6057
Fax - (541) 506-6052
Email - businessoffice@cgcc.cc.or.us

What Are My Methods Of Payment?

Cash: U.S. funds only

Credit Cards: VISA, MasterCard & Discover

Checks: Personal checks for the amount due only

Make checks payable to CGCC. Two-party, post-dated and altered checks will not be accepted.

A \$25 returned check charge is assessed on any returned check used in payment of your account, whether written by you or another party.

Federal and State Financial Aid

The Financial Aid Office at Columbia Gorge Community College can help you start your search for financial aid and help you through the paperwork required for federal assistance. The Free Application for Federal Student Aid (FAFSA) application should be filed as soon as possible after January 1st each year and can be completed online at www.fafsa.gov.

The process takes an average of 6-10 weeks. The earlier you file, the more benefits may be available to you. The 2013-14 FAFSA is for the school year that began summer 2013 and ends spring 2014

How Do I Pay With My Financial Aid Award?

If you have received your **award letter**, Financial Aid Awards will be posted to your account automatically. If your award exceeds your account balance, you will receive a refund check by mail. If your award is not enough to cover all term charges, you must pay the difference by the first Friday of the term.

If your aid is delayed, you will need to pay by the first Friday of the term. Any excess payment will be refunded after the award has been posted to your account.

How Does My Company Or Agency Pay?

Arrangements for payment by an agency or company **must be approved by the college** before the term starts. Once arrangements have been made, take your payment authorization to the Business Office, or fax it to 541-506-6052 before the term begins.

How Can I Pay In Installments?

An Installment Plan allows you to **pay half of your tuition and fees by the first Friday of the term**, and defer the balance until the sixth Friday of the term. Apply at the cashiers office in the Business Office (Bldg. 2, Rm 2.131) or Student Services (Bldg. 3 Health and Sciences, first floor)

Fall Term 2013:

September 27, 2013 and November 1, 2013

Winter Term 2014:

January 10, 2014 and February 14, 2014

Spring Term 2014:

April 4, 2014 and May 9, 2014

CGCC may deny or rescind an Installment Plan agreement if you miss the required payment due dates, provide inaccurate or incomplete information, have a poor credit history with the college, or do not meet the eligibility requirements.