

## Tuition and Fees

The tuition and fees listed below are assessed according to the policies established for all technical colleges governed by the Technical College System of Georgia. Tuition and fees are subject to change without notice.

Effective January 1, 2012, all students applying for in-state tuition must provide validation of lawful presence in the United States. The following documents will serve as proof of lawful presence in the United States and documentation will be required before you are eligible for consideration of in-state tuition:

- A current Driver's License issued by the State of Georgia after January 1, 2008.
- A current ID issued by the State of Georgia after January 1, 2008.
- A current Driver's License or ID issued by a state that verifies immigration status and only issues to persons lawfully present in the United States. See list of compliant states at [http://law.ga.gov/vgn/images/portal/cit\\_1210/50/35/173461453Lists\\_of\\_states\\_that\\_verify\\_immigration\\_status\\_7\\_26\\_11.pdf](http://law.ga.gov/vgn/images/portal/cit_1210/50/35/173461453Lists_of_states_that_verify_immigration_status_7_26_11.pdf)
- A certified U.S. Birth Certificate showing the student was born in the U.S. or a U.S. territory. A photocopy is not acceptable
- An approved completed FAFSA for the current financial aid year.
- A current, valid Permanent Resident Card (USCIS form I-151 or I-551).
- A U.S. Certificate of Birth Abroad issued by the Department of State (DS-1350) or a Consular Report of Birth Abroad (FS-240)
- A current U.S. Passport.
- A U.S. Certificate of Citizenship (USCIS form N-560 or N-561).
- A U.S. Certificate of Naturalization (USCIS form N-550 or N-570).

Any student who cannot be verified as lawfully present in the United States is not eligible to be considered for in-state tuition, regardless of how long he or she has lived in Georgia. In addition to being lawfully present in the United States, students must meet the in-state tuition requirements as outlined in TCSG Board Policy and Procedure V.B.3 to warrant an in-state classification. Students that are initially classified as out-of-state, and successfully petition to have their residency changed to in-state also have to meet the verification requirement.

Fees are charged to cover the cost of registration and other incidental items necessary to maintain the operational activities of the college. The following fees will apply:

**Application Fee:** Students applying for admission must pay a one-time nonrefundable application fee of \$25.

**Registration Fee:** All students must pay a \$45 registration fee each semester.

**Student Activity Fee:** Students are required to pay a student activity fee of \$30 each semester.

**Tuition Fee:** All students will be assessed fees at the rate of \$75 per credit hour for tuition for diploma and degree programs, up to a maximum of 15 credit hours per semester. Certificate fees may vary, depending on program.

**Change of Major Fee:** Admissions Office will charge a processing fee of \$10 for each Student Update involving a Change of Major (program change request). Students selected to advance from Healthcare Science or Healthcare Assistant certificate programs to diploma or degree-level Health Sciences programs are exempt from this charge.

**Graduation Fee:** All graduating students must pay a \$35 graduation fee.

**Student Accident Insurance Fee:** Students are required to pay a student accident insurance fee of \$6 each semester. All students enrolled in a credit program are covered while on campus by the student's accident insurance.

**Out-of-State Tuition Fee:** Out-of-state students are charged tuition twice that charged for in-state residents. Out-of-state students pay activity and registration fees equal to that charged for in-state residents. Student residency is determined at initial enrollment. (Please refer to the Admissions section of this catalog for definitions). ***Residents of Chambers, Cleburne and Randolph counties in Alabama will be considered as in-state residents for fee purposes.***

**International Tuition Fee:** International students pay tuition four times that charged for in-state residents. International students pay activity and registration fees equal to that charged for in-state residents. Student residency is determined at initial enrollment. (Please refer to Admissions section of this catalog for definitions).

**Instructional and Technology Support Fee:** A fee of \$55 will be charged to all students each semester regardless of how many hours a student is enrolled. These funds will be used to increase instructional resources and technology.

**Textbooks:** Students will be expected to purchase necessary text books, materials for personal projects, and other items required for each course. For the convenience of the students, the college maintains a bookstore on each campus where textbooks and supplies may be purchased. Every student is required to have books, tools, uniforms, and other equipment appropriate to the program of study; in most instances these items will be usable in the student's employment following graduation. All required books and supplies may be purchased from the College bookstores or online.

**Check Return Fee:** A check return fee of \$30 is charged for handling each check returned to the college.

**Facilities Fee:** A fee of \$30 per semester will be charged to all students regardless of how many hours a student is enrolled. These funds will be used to update and maintain the facilities of the college.

**Athletics Fee:** A fee of \$30 per semester will be charged to all students regardless of how many hours a student is enrolled. These funds will be used to support the College's Golden Knight athletic programs which include women's basketball and volleyball and men's basketball and baseball.

**Lab Fee:** A fee of \$15 will be charged to students for each term for the areas listed below. These funds will be used to support lab operations and supply costs.

Lab fee is assessed to the following programs:

- All programs in the School of Health Sciences
- All programs in the School of Trade and Technology with the exception of Commercial Truck Driving
- The programs of Early Childhood Care and Education, Culinary Arts, Cosmetology, Barbering, and Esthetician

Students may reference the WGTC Website ([www.westgatech.edu](http://www.westgatech.edu)) for a complete listing of programs by School within the College, under the tab of Academics.

## Fee Chart

To determine semester costs, compute the number of credit hours and consult the fee chart.

NUMBER OF CREDITS	TUITION*	FEES**/**	TOTAL
1	\$75	\$196	\$271
2	\$150	\$196	\$346
3	\$225	\$196	\$421
4	\$300	\$196	\$496
5	\$375	\$196	\$571
6	\$450	\$196	\$646
7	\$525	\$196	\$721
8	\$600	\$196	\$796
9	\$675	\$196	\$871
10	\$750	\$196	\$946
11	\$825	\$196	\$1,021
12	\$900	\$196	\$1,096
13	\$975	\$196	\$1,171
14	\$1,050	\$196	\$1,246
15+	\$1,125	\$196	\$1,321

**Full-time status= 12 or more credits**

\*Programs below have a higher rate of tuition per credit hour (plus fees):

\*Commercial Truck Driving..... \$125 per credit hour

\*\*Fee totals are based on the following:

Activity .....	\$30
Athletics .....	\$30
Facilities.....	\$30
Insurance .....	\$6
Registration .....	\$45
Instructional and Technology Support Fee .....	\$55

\*\*\*Other fees associated with enrollment in certain programs of study:

Diesel Fuel Surcharge.....	\$130
Student Malpractice Insurance .....	\$6
CDL Testing Fee.....	\$66
Change of Major Processing Fee: .....	\$10
Graduation Fee.....	\$35
Lab Fee.....	\$15
Student Malpractice Insurance for EMT.....	\$27

Georgia residents 62 years of age and older may take courses at West Georgia Technical College on a space available basis free of tuition fee. Such students will be responsible for all other fees, books and supplies. Seminars and special courses are excluded.

## Miscellaneous Fees and Expenses

**Books:** Each student is required to purchase required books for courses. Costs vary, depending upon the course in which the student is enrolled.

**Tools/Kits:** In many training programs, students are required to purchase basic tools essential to the occupational field for which they are training.

**Uniforms/Badges/Insurance/Liability Insurance:** (can be purchased through the College) varies in cost according to program of study. In many programs students will be required to purchase uniforms and badges related to their programs.

## **Refund of Tuition and Fees**

Dropping a class (or classes) before the fourth day of the semester will generate a 100 percent refund of tuition and applicable fees. Refunds are made by check and mailed to the student. Refunds may take up to 30 days for processing.

Students who pay any tuition, fees, or book costs with a check will not be refunded until 30 days after the issuance of that check. Once the student check has cleared the bank, the business office will proceed in writing a refund check to that student.

Students who are eligible for Title IV funds and withdraw from the College before completing 60 percent of the semester will have their award recalculated according to the Return of Title IV Funds Policy. Recalculations will be based on the number of days completed within the semester.

## **Student Insurance**

All students enrolled in credit programs and continuing education courses are covered by school accident insurance while on campus. NOTE: The insurance is only supplementary.

## **Financial Obligation to the College**

Failure to meet financial obligations to the College may result in the student's automatic withdrawal with no credit for the semester. Additionally, such a student may be denied enrollment in subsequent semesters. The College will withhold copies of educational records of students who have outstanding debts to the institution. After the college has attempted to collect a debt from a student, the debt owed to the college will be sent to a collection agency to collect the debt on behalf of the College. This collection attempt will include, but is not limited to, collection attempts made by phone calls, mailed notifications, placement with credit bureaus and, up to and including, placement with local magistrate court.

The College also makes attempts to collect financial obligations owed to the College prior to the start of classes for each semester so that the student will not lose course enrollment due to non-payment. The College accomplishes this by using a third-party messaging system that enables the College to contact many students at once. This is a complimentary service to the student as a reminder only, and it is the responsibility of the student to ensure all fees and tuition are paid in full prior to attending class on the first day of each semester.