

# Financial Information

## Payment of Fees

Students must pay fees by their payment due date. The calculated payment due date is printed on the schedule fee receipt. The fee structure is listed on the College website, [www.pbcc.edu](http://www.pbcc.edu). The following exceptions apply:

- If the starting date of the class is prior to the second day after registration, all fees must be paid by the date of the first class.
- If the payment deadline falls on a day that the College is closed, the payment date will be extended to the next working day; however, the first exception supersedes this one.

Payments are accepted the following ways:

- **College website, [www.pbcc.edu](http://www.pbcc.edu).**  
Payment over the web can be made with a Visa, MasterCard or Discover.
- **Cashier's Office** during posted operating hours.  
Each office accepts cash, check, money orders, Visa, MasterCard or Discover.
- **Drop Boxes** located outside each Campus' Cashier's Office.  
Payment left in Drop Boxes can be made with a check or money order.  
Drop box payments made less than one hour prior to posted operating hours will be posted the following business day.
- **Mail** in payments must be received by the due date listed on student's schedule fee receipt. Payment can be made with a check or money order and mailed to the Cashier's Office at the following address:

Palm Beach Community College  
Mail Station 11  
4200 Congress Avenue  
Lake Worth, FL 33461

- **Wire transfers** can be arranged through the Cashier's Office.
- **No payments are accepted over the phone.**

Special Note: Students are strongly advised to register early for the upcoming session. Early registration and timely payment of fees enhance the student's opportunity to enroll in the courses needed to complete his/her course of study.

## Refunds

The refund schedule is based upon the dates listed in the registration calendar that appears in the front of the College Catalog and Student Handbook. No refunds for the current term will be issued until the drop / add period for the term is completed. All refunds are subject to the recovery of debts / obligations owed to the college. Refunds are issued on a bi-monthly basis through out the semester. Refunds are issued in accordance with the method of payment. Payments made by credit card will be credited back to the credit card. Students paying with a check or cash will be issued a check. Without exception all refund checks are mailed. It is the student's responsibility to have a current address on file with the Registrar's Office.

Any student who officially withdraws from the College or reduces his/her course load prior to the end of the published add/ drop period is automatically eligible for a full refund of refundable fees after the session add/ drop period has ended. No grade is recorded on the student's transcript.

The appropriate account is automatically refunded on a pro-rata basis in those cases where a first time-at -the-college Title IV financial aid student withdraws from all credit classes after the end of the published add/drop period but not beyond 60 percent of the term.

A student who has to withdraw or is dropped from a class due to a PBCC error, change or other PBCC action, after the published add/drop period, shall be refunded 100 percent of the refundable fees upon the approval of the student's refund request. No grade or attempt is recorded on the student's record.

No other refunds are granted except in those cases where a student withdraws from classes due to a personal emergency beyond the student's control as identified below. Refunds may be granted for up to 60 percent of the term under these circumstances and will be computed on a pro-rata basis.

## Refund Appeal Process

The refund - request process takes approximately four weeks. If the student is no longer attending, it is the student's responsibility to withdraw from the course(s). Submitting a refund form does not officially withdraw a student from a class or the College.

Decisions will be based on the documentation provided. Students will be notified in writing of the Refund Appeals Committee's decision. If approved, a student's refund will be issued in the same method of payment originally submitted. Any financial obligations owed to PBCC will be deducted from the refund.

Refund requests received after the last day of the academic term of the request will not be considered except in cases of extreme circumstances or College error as determined by the Refund Appeals Committee.

### Required Documentation

Supporting documentation MUST accompany refund requests based on a PBCC action or personal emergency.

The following documentation is required:

- **Death of an Immediate family member** - documentation of the death and the student's relationship to the deceased. Immediate family members are limited to spouse, child, parent and sibling.

- **College change or error** – a letter from the appropriate College official documenting the situation in which the College was in error or initiated an action that caused the student to withdraw.
- **Employment** – a letter on company stationary indicating that the student's employer changed his/her work schedule (listing old and new work schedule) and that this change prevents the student from completing the term.
- **Medical** – a letter from the student's physician or health care agency specifically indicating an illness of such severity or duration that the student cannot continue in a course(s). The letter must include dated of the illness and treatment.
- **Military Service** – Documented involuntary call to active military duty.

### **Returned checks**

According to Florida State Statue FS 832.05 (giving worthless check, drafts, and debit card orders... (etc.) )

- Worthless Checks up to \$150.00 constitute a misdemeanor in the first degree
- Worthless Checks over \$150.00 constitute a felony in the third degree

PBCC reserves the right to take necessary actions against those check writers including assessing the maximum fees allowable by law including:

- Current bank service fee for returned checks plus amount allowed by law; therefore PBCC returned check fees are as follows:
  - Checks under \$50.00 will be charged \$26.50
  - Checks from \$50.00 - \$299.99 will be charged \$31.50
  - Checks from \$300.00 - \$800.00 will be charged \$41.50
  - Checks over \$800.00 will be charged 5% of the check amount.

Students who have presented 2 returned checks will not longer be allowed to pay by personal check. All fees are subject to change.

### **Financial aid checks**

Financial aid checks are mailed throughout the term. Without exception all financial aid checks are mailed. It is the student's responsibility to have a current address on file with the Registrar's Office. Any questions prior to the disbursement of financial aid funds must be directed to the Financial Aid Office.