

EXPENSES

Application Fee

A non-refundable fee of \$30 is charged for processing each new application for admission. This fee is not applicable to other College expenses.

Reservation and Contingency Deposit

FULL-TIME DEGREE-SEEKING STUDENTS

Lynchburg College limits the number of full-time students so it can maintain the highest possible quality education.

Individuals who have been accepted for admission to the College as traditional-age or Access (age 25 or older) full-time students must confirm their intention to enroll by making a deposit of \$300 by May 1 or within two weeks of admission if accepted after May 1. In addition, students who will reside on campus must reserve their room by paying a second deposit of \$200, also due by May 1 or within two weeks of admission if accepted after May 1. These two deposits will serve to reserve a space for each new entering student for the first semester. At the beginning of that semester, the \$200 room deposit will be applied to that semester's room charge. The \$300 will serve as a contingency deposit for the duration of enrollment at Lynchburg College; therefore, this \$300 may not be used for any other purpose. Under certain circumstances, students may receive an extension of the deposit due date. The request must be made in writing and submitted to the Office of Enrollment Services.

Deposits will be refunded only if the Office of Enrollment Services is notified in writing prior to May 1. For students admitted through early decision, the \$300 deposit is non-refundable.

PART-TIME DEGREE-SEEKING STUDENTS

Individuals who have been accepted for admission to the College as traditional age or Access (age 25 and older) part-time students must confirm their intention to enroll by making a deposit of \$100 by May 1 or within two weeks of admission if accepted after May 1. This deposit will serve to reserve a space for each new entering student for the first semester.

Deposits will be refunded only if the Office of Enrollment Services is notified in writing prior to May 1.

Contingency Deposit Refund

CURRENTLY ENROLLED STUDENTS

Students who are enrolled for the fall semester but elect not to continue their enrollment for the spring semester must notify the Business Office in writing on or before the last day of the fall semester examination period or forfeit the contingency deposit.

Students who are enrolled for the spring semester but elect not to return for the fall semester must notify the Business Office in writing prior to June 1 or forfeit the contingency deposit (if they have not paid the enrollment deposit for the fall).

GRADUATING STUDENTS

No application for the deposit refund is necessary. Refunds to graduating students will be mailed after the end of the semester. Any unpaid charges for property damage, loss of equipment, parking fines, library service, and the like will be deducted from the deposit and the balance will be returned.

Continuing Student Enrollment Deposit

To serve returning students adequately, the College must know by spring of each year how many students will return in the fall. Therefore, each resident student should pay a \$600 enrollment deposit and each non-resident student should pay a \$200 enrollment deposit by February 28. This deposit will be applied to tuition, room, and board charges for the fall and must be repaid each year a student plans to enroll.

Continuing Student Enrollment Deposit Refund

If a student withdraws from the College prior to June 1, 100 percent of the enrollment deposit is refunded. If the student withdraws June 1 or later, no refund is given.

Tuition, Room, and Meal Plan Rates

FULL-TIME TRADITIONAL-AGE STUDENTS

Fees are to be paid on or before August 1 and January 2 for the respective fall and spring semesters of the 2003-04 academic session. A late payment fee of \$50 will be added if payment is not received (or other arrangements made with the Business Office) by that date.

The rates for full-time students (those taking twelve to eighteen hours a semester) normally increase each year by action of the Board of Trustees.

2003-04 RATES:	Each Semester
Tuition.....	\$10,635.00

Room:	
Residence hall room-double occupancy.....	\$1,400.00
Residence hall room-single occupancy*	\$1,500.00
Apartment/house room-double occupancy.....	\$1,500.00
Apartment/house room-single occupancy*	\$1,600.00
Townhouse-single occupancy*	\$2,100.00

* Available only on a limited basis.

Meal Plans: All students living in College housing must have a meal plan.

10-meal plan	\$1,000.00
14-meal plan	\$1,150.00
19-meal plan	\$1,300.00

Overload Fees

Students taking more than eighteen hours in a semester are charged an additional fee per semester hour over eighteen hours after the first three weeks.

Rate (per semester hour).....	\$310.00
Rate for Auditing (per semester hour).....	\$155.00

The tuition, supplemented by other College funds, covers the costs of the instruction, certain health services, recreational facilities, the Fine Arts and Lecture series, and many student activities including publications, athletics, theater productions, music groups, religious services, and medical refund insurance.

Students who live off campus are invited to participate in the College's dining program. The Business Office will provide information and rates upon request.

PART-TIME STUDENTS

2003-04 RATES:	
Tuition for 7 or fewer hours (per semester hour)	\$310.00
Tuition for more than 7 hours (per semester hour)	\$620.00
Tuition for Auditing (per semester hour).....	\$155.00

ACCESS STUDENTS (AGE 25 AND OLDER)

2003-04 RATES:	
Tuition (per semester hour).....	\$310.00
Tuition for Auditing (per semester hour).....	\$155.00

The above rates for Access students (age 25 and older) have already been reduced by the 50 percent discount they receive. (See the Access section under Admissions.)

Student Activities Fee

The Student Activities Fee provides support to student activities and organizations. The funds are managed by the Student Government Association in accordance with standard Lynchburg College accounting practices. The fee is charged on a semester basis to all full-time students and is refunded using the same guidelines as tuition refunds.

2003-04 RATES:

Traditional-age students	\$72.50
Access (age 25 and older) students.....	\$25.00

Special Fees (2003-04 Rates)

Private Music Fees

Undergraduate full-time traditional-age credit students

(per semester half-hour).....\$205.00*

This fee is in addition to the appropriate tuition and is refundable on the same basis as tuition. Private music charges are excluded from an overload charge.

Access and part-time credit students

(per semester half-hour).....\$255.00

Non-credit lessons (per semester for half-hour of instruction).....\$230.00

For non-credit lessons, register in the Music Program office only.

(Do not register with the Registrar's Office.)

Late Registration Fee\$ 10.00

Out-of-Residence Graduation Fee\$100.00

* **EXCEPTION**

For full-time music majors the cost is exempt for the one hour of instruction in their area of performance concentration; however, full-time non-traditional-age students must pay the tuition credit portion of the fee.

Dormitory damages, parking fines, library fines, and the like are payable when invoiced.

Several programs require fees in addition to tuition. Among these are the equestrian team, nursing, music, athletic training, art, and certain specialized courses in other programs. These fees are typically noted on the course syllabus and in individual course descriptions.

Tuition, room, board, and other fees may be subject to change by the Board of Trustees at its discretion.

Method of Payment

FULL-TIME TRADITIONAL-AGE STUDENTS

Payment of all fees is required by August 1 for the fall semester and by January 2 for the spring semester. All checks should be made payable to Lynchburg College and sent along with a signed copy of the financial plan to the attention of the cashier in the Business Office.

The College also provides a monthly payment plan for a processing fee of \$25 per semester. Information concerning this deferred payment plan may be obtained by writing to the Business Office, Lynchburg College, 1501 Lakeside Drive, Lynchburg, Virginia 24501.

Failure to satisfy general obligations as well as those incurred for any other fee or fines will result in interest charges of 1.5 percent per month and may result in denial of class attendance, grade transcripts, diplomas, dining hall and residence hall privileges, and reenrollment. A late payment fee of 1.5 percent will be charged for any monthly payment that is not received during the month it is due. The College considers the charges for tuition, room, board, and other expenses to be a joint obligation of both parents and students.

ACCESS AND PART -TIME STUDENTS

Payment of all fees is required by August 1 for the fall semester and by January 2 for the spring semester. Methods of payment include cash, check, MasterCard, VISA, and Discover.

Failure to satisfy general obligations as well as obligations incurred for any other fee or fines will result in interest charges of 1.5 percent per

month and may result in denial of class attendance, grade transcripts, diplomas, dining hall and residence hall privileges, and reenrollment. The College considers the charges for tuition, room, board, and other expenses to be joint obligations of both parents and students.

Refund Policy

If a student withdraws or is separated from the College for any reason prior to the beginning of a semester, a refund in full will be made for that semester. If a student withdraws or is separated from the College for any reason other than a physical disability once the semester has started, a refund of the proportionate share of the fees including tuition, room and board is made on the following basis:

During the first two weeks of the semester	90 percent of total fees
During the second two weeks	50 percent of total fees
From the fifth week through the eighth week	25 percent of total fees
After the eighth week of the semester	No Refund

For medical withdrawal, in which students are physically disabled for the remainder of the semester (as certified by a legally qualified physician or surgeon), the refund is 100 percent of the unused portion of total fees (prorated for the semester). For mental and nervous disabilities (as certified by a legally qualified physician, psychiatrist, or surgeon), the refund is 60 percent of the unused portion of total fees (prorated for the semester). Drug abuse and normal pregnancies are not considered physical disabilities for refund purposes.

REFUND PROCEDURE

If the above referenced refund creates a credit balance on the student's account, reimbursement of this credit balance must be requested in written form. A Refund Request Form can be obtained from the Cashier's Office. The refund procedure is an involved process that requires a minimum of one week to complete, except at the beginning of each semester when a minimum of two weeks is necessary.

All unpaid charges including long-distance telephone charges and Bookstore/Westover account balances will be deducted first.

Federal regulations governing Title IV financial aid programs require that the Lynchburg College Office of Financial Aid determine the amount of the refund that must be paid back to the financial aid programs if the student received aid for educational expenses. Therefore, some or all of a student's refund may be allocated to financial aid programs and not refunded to the student.

Student Accounts

Students are encouraged to monitor their accounts by using www.lyncburg.edu/studentsonline, an extension of the College's Internet web page.