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# Financial Information

## Textbooks

Kellogg Community College Bookstore, located on the upper level of the Student Center, offers textbooks, supplies, and materials required for classes. Students at the Fehsenfeld and Grahl Centers may buy their books online at bookstore.kellogg.edu, or at the Battle Creek Campus Bookstore. Eastern Academic Center students may buy online at bookstore.kellogg.edu, or at the Eastern Academic Center Bookstore. The average cost of a new textbook is estimated at \$85; used books may also be available. Please be aware that some classes require more than one textbook. A detailed refund policy is given with every purchase and is also posted in the store. The Bookstore will also ship textbooks within the continental United States for an additional shipping and handling fee.

If you have been approved for financial aid, you may purchase books on account according to the dates posted in the store. A picture ID and KCC class schedule are required for purchases made on financial aid. Students found abusing the right to charge purchases at the Bookstore against pending financial aid may be placed on financial aid suspension.

During the last week of the semester, the Bookstore offers a textbook “buyback” service conducted by an independent used book company. Times and dates are posted in the Bookstore.

## Federal Refund/ Repayment Policy

If you officially withdraw from classes after school begins, but during a refund period, you may be eligible to receive a refund of tuition and fees. If you received Title IV federal awards, such as the Federal Pell Grant,

Federal SEOG, or Federal Direct Loans, this refund on tuition and fees is returned to the financial aid programs – not the student. Federal funds must be returned in the following order: unsubsidized Ford Direct Loan, subsidized Ford Direct Loan, Ford Direct PLUS Loans, Pell Grant, and SEOG. Students not receiving Title IV Federal Financial Aid who paid for all expenses out of pocket will receive the refund amount as computed based on institutional policy. The amount of federal funds returned to the federal programs will be determined by the amount of unearned financial aid based on the date of withdrawal or last date of attendance. If the date of withdrawal or last date of attendance is not available or known, the federal refund will be based on the 50% point of the semester.

## Residency Conditions

Your residency status is based on the taxing district in which you live, and the tuition you pay is based on your residency status. Residency is established at the end of the first week of the fall and spring semesters and on June 15 for the summer semester. Your residency status as of that date remains in effect for that semester. Changes in your residency status made after this time line will affect your tuition rate for the upcoming semester.

Acceptable documentation for establishing and proving your residency is as follows:

1. Valid driver’s license
2. Michigan ID card
3. Voter registration card
4. Lease agreement showing your name as an occupant
5. Business mail received in your name at the stated address

You should be prepared to prove your legal

residence at each registration.

Your residency must be established before you can access secure areas within the Kellogg Registration Information System (KRIS).

A change in address may be made at any registration site or mailed or faxed to the Customer Service Center. You will receive notification through the KCC e-mail system when an address change is made to your record. It is your responsibility to keep your address current on college records. A wrong address results in returned mail which may hinder your access to college services, programs, and pertinent information.

A change in residency requires documentation as shown above and may be made at any registration site. Documents may be mailed or faxed to the Customer Service Center.

*NOTE: Documents mailed and faxed will experience a processing delay.*

When residency discrepancies are found, your residency status will be flagged, and your tuition rate will automatically be adjusted. You will receive notification through the KCC e-mail system asking you to verify your residency status.

Contact the Registrar’s office for questions regarding residency.

### **Determination of Residency for Tuition Purposes**

#### *Resident*

You are a resident of the College’s district if you are a U.S. citizen whose legal residence has been established within a Michigan city/township and corresponding public K-12 school district listed in The College District section.

#### *Non-Resident*

You are a non-resident of the College district if you are a U.S. citizen whose legal residence has been established within the state of Michigan, but outside of the College’s district.

#### *Out-of-State Resident*

You are an out-of-state resident of the College district if you are a U.S. citizen whose legal residence has been established outside of the state of Michigan, except if you are a resident of the state of Indiana. Indiana residents are eligible for tuition rates of \$1 per credit hour above the rate established for non-residents.

#### *International Resident*

An international resident is a non-citizen of the United States. If you are an alien who holds a valid Alien Registration Receipt Card (Permanent Resident Card), political asylum, or an “H1,” “H4,” “E,” or “L” visa and have documented this with the College, you are eligible for classification according to the definitions of residency stated above. You should be prepared to document your alien status at the time of registration.

### **The College District**

The College district includes the following Michigan cities/townships and corresponding public school districts.

#### **Geographical areas within Calhoun County**

CITY/TOWNSHIP	SCHOOL DISTRICT
City of Albion . . . . .	Albion
City of Battle Creek . .	Battle Creek, Lakeview, Pennfield, Harper Creek
City of Marshall . . . . .	Marshall
City of Springfield . . . . .	Battle Creek
Albion Township . . . . .	Albion, Homer
Athens Township . . . . .	Athens, Union City
Bedford Township . .	Battle Creek, Pennfield
Burlington Township . .	Athens, Tekonsha, Union City
Clarence Township . . . . .	Mar-Lee

Clarendon Township . . . .	Homer, Tekonsha
Convis Township . . . . .	Marshall, Pennfield
Eckford Township . . . . .	Albion, Homer, Mar-Lee, Marshall
Emmett Township . . . . .	Battle Creek, Harper Creek
Fredonia Township . .	Harper Creek, Homer, Marshall, Tekonsha, Union City
Fulton Township . . . . .	Athens
Homer Township . . . . .	Homer
Lee Township . . . . .	Marshall, Mar-Lee
Leroy Township . . . .	Athens, Harper Creek
Marengo Township . . . .	Albion, Marshall, Mar-Lee
Marshall Township .	Harper Creek, Marshall
Newton Township . .	Harper Creek, Marshall, Union City
Pennfield Township . . . . .	Battle Creek, Harper Creek, Pennfield
Sheridan Township. . . . .	Albion, Mar-Lee
Tekonsha Township . . . .	Homer, Tekonsha, Union City

**Geographical areas within Barry County**  
 Assyria Township. . . . . Pennfield  
 Johnstown Township . . . . . Pennfield

**Geographical areas within Branch County**  
 Batavia Township. . . . . Union City  
 Butler Township. . . . . Homer, Tekonsha  
 Girard Township . . . . Tekonsha, Union City  
 Matteson Township . . . . . Union City  
 Sherwood Township. . . Athens, Union City  
 Union Township. . . . . Union City

**Geographical areas within Hillsdale County**  
 Litchfield Township. . . . . Homer

**Geographical areas within Kalamazoo County**  
 Wakeshma Township . . . . . Athens

**Geographical areas within St. Joseph County**  
 Leonidas Township . . . . . Athens

## Tuition and Fees

One of the primary goals of the Kellogg Community College Board of Trustees is to maintain the lowest possible tuition and service fees for our students. However, since tuition and fees are subject to change on occasion, the specific amount is published in the schedule of classes for each semester.

A credit hour of tuition purchases sixteen hours of instruction. A high-cost program fee is assessed for courses providing instruction in excess of this ratio. Additionally, laboratory and materials fees are charged for certain courses. These fees are listed in each semester schedule of classes.

Senior citizens 65 years of age or over, who reside within the Kellogg Community College district, may register for classes tuition free, but are responsible for all applicable fees.

All outstanding balances (unpaid fines, tuition agreements, etc.) must be paid in full prior to registration.

All college-related costs may be paid by cash, check/money order, or credit card. The College collects tuition and fees separate from purchases in the Bookstore. If applicable, please pay with separate checks and/or money orders for each department. Payment alternatives are available:

1. Payment in full at time of registration.
2. Payment Plan – To qualify for a payment plan agreement, you must (1) have paid in full all prior outstanding balances, and (2) have an acceptable credit status with the Business Office (no prior non-sufficient funds checks, drops for non-payment, or late payment history on previous tuition agreements). The tuition agreement must be paid even if you withdraw after the refund period. Late or delinquent payments may result in an administrative withdrawal from courses. Details on the

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current payment plan options available are published in each schedule of classes.

3. Employer Agreements – Tuition may be billed to your employer. You must register after the College receives a signed authorization from your employer. You are responsible for any remaining balance should your employer not complete payment.

**Tuition and fees are subject to change.**

## **Tuition Refund Policy**

1. If you officially drop a class, you will be granted a refund of paid tuition and fees. The drop period is through the first tenth (1/10) of the total number of calendar days over which the class meets. An adjustment fee of \$5 per course section dropped will be charged from the first day of the class through the end of the drop period.
2. Refund calculations are based upon the total tuition and fee obligations to the College and not upon the amount of partial payment made.
3. In order to drop a course and receive a refund, you must initiate an official course drop prior to the drop deadline. Deadline dates are available from your instructor or from the Customer Service Center. College staff members are not responsible to submit schedule adjustments on behalf of the student. You may process schedule adjustments on the Kellogg Registration Information System (KRIS). Schedule adjustments may also be submitted to the Customer Service Center; Eastern Academic, Fehsenfeld, and Grahl Centers; or RMTC office.
4. Cancelled classes will be granted a full refund of paid tuition and fees.
5. A refund will not be granted if you withdraw from classes or are administratively withdrawn from the College for disciplinary or attendance reasons.

## **Military Duty**

If you are currently enrolled as a student and are called for military duty, present a copy of your military orders to the Registrar's office. You shall be dropped from all uncompleted courses without grade and be granted a refund of all tuition and fees paid for the dropped courses.

## **Refund Appeals**

A Refund Appeals Committee is in place to consider refund appeals from students. You may submit a Refund Appeal form or other written request with supporting documentation to:

c/o Registrar  
Refund Appeals Committee  
Kellogg Community College  
450 North Avenue  
Battle Creek, MI 49017-3397

Refund Appeal forms are available at all registration sites. Appeals should be submitted during the semester in which the course was taken. The Refund Appeals Committee will respond in writing to you.