

TUITION AND FEES PAYMENT PROCEDURES

Tuition, fees, and any special fees must be paid on or before the due date noted on the payment screen when registering online, unless financial aid has been approved. Students failing to pay amounts due to NIC could be **canceled** from classes and have their credits withheld. No student will be given a transcript of his/her record or allowed to register for classes until all accounts are settled in full. This includes any funds received through the Financial Aid Office involving over-payments, refunds, or delinquent loans.

Payment of regular student fees entitles the student to the services maintained by NIC for the benefit of students. No reduction in fees can be made for students who may not desire to use any part of these services. Extra charges are made for special services and specific courses.

Students eligible for financial aid, but who have not completed the process prior to registration, will be expected to pay all required charges on or before the due date.

Veterans and eligible persons receiving Veterans Administration educational benefits must pay all required charges at the time of registration. Those who are depending on veterans educational benefit checks to pay fees must apply for advance pay at least one month prior to registration.

Tuition and fees are established annually by the NIC Board of Trustees. Interested persons may inquire at the Admissions Office for applicable rates and payment information. NIC reserves the right at any time to change its charges. In the unlikely event that such changes become necessary, NIC will endeavor to give advance notice.

North Idaho College Refund Policy

Refund

Students who officially drop from all classes at North Idaho College may be entitled to a refund of a portion of their tuition and fees. If financial aid paid a portion of those charges, then a portion of the refund must be returned to the federal financial aid funds.

Refunds for Drops from Full Semester-Length Courses

Students who drop full semester-length credit courses (day, evening, or Internet) will, **on dropping the course(s) in MyNIC**, receive refunds as follows:

Fall Semester

If you drop from one or all of your classes by 11:59 p.m. the third Tuesday after the first day of the Fall Semester, you will receive a 100 percent refund.

Spring Semester

If you drop from one or all of your classes by 11:59 p.m. the third Tuesday after the first day of the Spring Semester, you will receive a 100 percent refund.

Summer Session

If you drop from one or all of your classes by 11:59 p.m. the second Tuesday after the first day of the Summer Session, you will receive a 100 percent refund.

Should a class be cancelled, students will receive a full refund for the class.

Refunds for Drops from Short-Term Courses

Students who withdraw from short-term courses (less than 15 weeks in length) will, **on dropping the course(s) in MyNIC**, receive refunds as follows:

1. If withdrawal is made within five days of the class starting, 100 percent will be refunded.
2. No refund will be allowed after the fifth day.

Should a class be canceled, students will receive a full refund for the class.

Refunds for Students Called to Active Military Service

Members of the Idaho National Guard and Reserve serve a vital function for our country. In the event that members of the National Guard or Reserve are called involuntarily to active duty, they will be administratively dropped with a grade of W from classes and any tuition and fees paid will be refunded in full. Copies of orders calling a student to active duty must be provided to the Veterans Coordinator who will initiate the administrative withdrawal from classes and the refund process.

Tuition Payment Plan

Students may setup a payment plan for their current semester balance via MyNIC --> Self Service --> Student Finance. Each payment plan option allows students to select a payment due date that fits into their monthly budget. Payments will be drafted once a month based on the option selected. Payment plan selection must be completed before midnight on the 100% refund date. The 100% refund date for each term may be found on the academic calendar.