

FEES AND EXPENSES

The financial and physical functions of the College are administered by the office of the Vice President for Finance and Administration. Failure to fulfill financial obligations will result in denial of registration privileges, transcripts, readmission privileges, and certification of degrees. Delinquent student accounts may be forwarded to a collection agency in accordance with Board of Regents policies and procedures. Students whose accounts are forwarded to a collection agency will be responsible for paying any collection fees (up to a maximum of 15%), and any other costs for collection efforts including reasonable attorneys' fees.

Tuition and Fees

Tuition and fees are established by the Board of Regents of the University System of Georgia. Current fee schedules are available on the web at www.gordonstate.edu (<https://www.gordonstate.edu>) under Departments, Bursar's Office. Tuition and fees are subject to change at any time without notice.

Refund Schedule

Students may be eligible (in accordance with the refund schedule explained below) for a refund of tuition and fees paid.

Formal Withdrawal

The refund amount for students withdrawing from the institution shall be based on a pro rata percentage determined by dividing the number of calendar days in the semester that the student completed by the total calendar days in the semester.

The total calendar days in a semester includes weekends but excludes scheduled breaks of five or more days and days that a student was on an approved leave of absence. The unearned portion shall be refunded up to the point in time that the amount earned equals 60%. If the percentage of time completed is greater than 60% of the semester, students withdrawing from the institution are not entitled to a refund of any portion of institutional charges.

A refund of all semester non-resident fees, matriculation fees, and other mandatory fees shall be made in the event of the death of a student at any time during the academic semester (BOR Minutes, 1979-80, p. 61; 1986-87, pp. 24-25).

Refunds for reduction of hours will be granted only for courses dropped during the drop-add period.

Elective Fees

Students that move out of the residence halls before the end of their contracted terms are not eligible for room refunds and are not eligible for refund of the housing application fee.

Meal plan changes to a lower rate must be requested prior to the start of each semester to be eligible for a partial refund.

Financial Aid Refunds

Withdrawing financial aid recipients are subject to federal and state refund policies. Please review the Financial Aid area of this catalog for further information on policies and examples.

All refunds will be processed either to a direct deposit account established by the student on the Student Account Center online or a check processed by a third party vendor.

Financial Obligations Owed to the College

Payment of tuition, fees, and housing may not be deferred. All tuition, fees, and housing are due and payable upon registration or payment plan options are available through our third party vendor, Nelnet.

Gordon State College will charge the maximum allowed by state law for an NSF fee, for personal or web checks that have been returned for non-sufficient funds from the bank. The Bursar's Office accepts cash, cashier's checks, or money orders to satisfy the outstanding financial obligation resulting from the non-sufficient funds. Failure to resolve NSF issue may result in classes dropped, holds placed on grades or transcripts, denial of permission to register for future semesters, collection agency involvement, and possibly further disciplinary actions. In addition, personal checks or web checks will no longer be acceptable forms of payment for students who have presented a non-sufficient funds check to Gordon State College. Students, whose accounts are forwarded to a collection agency, will be responsible for paying any collection fees incurred. The online payment option to Gordon State College will not be permitted for accounts forwarded to a collection agency until the outstanding debt is satisfied.

General Financial Information

Gordon State College reserves the right to alter tuition, fees or other changes and/or the schedule of refunds at the end of any semester without prior notice.

Tuition and fees are payable upon registration and payment is a required part of the College's registration process. Personal checks must be written for the exact amount due the College. Checks should be made payable to Gordon State College. Payments may be made in person in the Bursar's Office in the form of cash, checks, or money orders. Payment cannot be accepted over the telephone.

Payments online may be made in the form of credit cards which is routed through a secure third party vendor, TouchNet PayPath. Please note that a processing fee will be assessed at the end of the transaction. Payments may also be made online in the form of a web check. No fee is assessed when this method is used. A web check follows the same guidelines as a paper check.

Payments may be made using the Nelnet Payment Plan. The Nelnet Payment Plan will finance up to \$5,500 of the "Term Amount to Budget by Payment Plan" (tuition, fees, housing, and meal plans) less Financial Aid (grants, loans, and scholarships). The amount of the "Term Amount to Budget by Payment Plan" greater than \$5,500 will be required as a down payment upon enrollment into the plan. The down payment, enrollment fee and monthly installments will be determined at the time of enrollment based on the date enrollment occurs. The Nelnet Payment Plan option is available until the official last day of the Drop/Add period for the term. If the student elects to use the Nelnet Payment Plan option and the student's plan is terminated by Nelnet after the enrollment period due to insufficient funds or inaccessible bank account or credit card account, the balance on the student's account will be due in full immediately. Failure of student to make their payment in full may result in their schedule being dropped for non-payment.

Gordon State College's global consent to do business electronically states the primary method of communication is the student's Gordon

Email account. This consent constitutes billing for charges, receipt of 1098-T tax form (unless paper tax document is requested per instructions via Bursar's Office webpage), late payment notices, collections, and other student business related notices.

Students must formally request that all adjustments, including schedule changes and financial adjustments, be processed within the current term.

The College will not review requests from a student for student account changes that exceed the current term.

Campus Store Information

The Gordon State Campus Store, conveniently located on the lower level of the Student Center, is a college-owned store proudly serving the entire Gordon family, including students, faculty, staff, alumni, and visitors. Our mission is to support student success by providing affordable course materials, technology, supplies, and essential campus resources. We also offer the best selection of Gordon State merchandise to help showcase Highlander pride and spirit.

Whether you are preparing for classes, searching for the perfect gift, or looking to represent Gordon State, the Campus Store is here to meet your needs with exceptional service and quality products.

Store Hours

Monday – Friday: 8:00 a.m. – 5:00 p.m.

We look forward to serving you and helping you make the most of your Gordon State experience.

Textbook Refund Policy

To receive a full refund, the following conditions must be met:

1. Refunds are issued for the current semester only.
2. An original Gordon State Campus Store receipt must be presented.
3. Textbooks and course materials may be returned for a refund within five (5) business days from the start of classes, with the exception of Summer semester courses.
4. Textbooks must be in new condition, free from writing, highlighting, earmarks, torn pages, or other damage. Books not meeting these standards may be refunded at used value.
5. Activated digital books and ebooks are not eligible for return or refund.

Apparel Returns

Apparel items may be returned within ten (10) business days of the purchase date. All apparel must be in its original packaging, and original hangtags must remain attached.

Online Shopping

Gordon State Campus Store products are also available for purchase online. Shop from the convenience of your home through our e-store. Orders may be picked up in-store or shipped directly to your preferred address for added convenience.

Visit our e-store at: <http://bookstore.gordonstate.edu> (<https://nam02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fbookstore.gordonstate.edu%2F&data=05%7C02%7Cvickih%40gordonstate.edu%7C53b298bf699e408ccfa008dec0ff3e3b%7C9450bf80253743819ecba433616fae0c>)

%7C0%7C0%7C639160399666974173%7CUnknown

%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXa

%3D%3D%7C0%7C%7C

%7C&sdata=nTOtcun1VTfBauNsRh1tDzUlJvzgSAu64NDzndg7Usl

%3D&reserved=0) .

Online Orders

1. All web orders will be processed within 48 hours. Orders received after 11:00 am on Friday will be processed Tuesday of the following week.
2. Email is the preferred method for all inquiries.

Online Refund Policy

To receive a full refund:

1. Refunds are given for the **current semester only**.
2. Refunds for textbooks and course materials are allowed up to 7 business days from the start of purchase.
3. Refunds for apparel items are allowed up to 10 business days from the date of purchase.
4. Items must be received in the original condition, so please pack items securely.
5. New textbooks received with marking or damage will be refunded at the used price.
6. Lab supply kits will ship separately and are not eligible for return.
7. Digital books/ebooks that have been activated are not eligible to be returned for a refund.

Steps to return online orders:

- Package your items securely so there is no damage or lost items while in transit.
- It is suggested that a traceable method of shipping such as UPS or insured Parcel Post is used to ship your package. Any postage fee or insurance is the responsibility of the sender.
- Include your name, 929 number, confirmation web order number, address, and phone number to ensure timely processing.
- A full refund, less shipping charges, will be issued within 30 days of receipt.
- Keep your tracking information and shipping receipt until your refund is issued.

Ship returns to:

Gordon State College
Attn: Bookstore
419 College Drive
Barnesville, GA 30204

Book Buy-Back

The Campus Store offers a textbook buyback at the end of each semester during final week. To receive the best value for your textbooks, we encourage you to sell them during the scheduled buyback period.

Specific buyback dates and hours will be posted on campus and on The Campus website.

The Campus Store purchases textbooks based on faculty textbook adoptions for upcoming semesters. If a textbook has been adopted for future use and the Campus Store has not yet reached its inventory

limit, it may be purchased for approximately 50% of the purchase price, regardless of whether it was originally purchased new or used.

All original components included with the textbook at the time of purchase (such as CDs, access materials, inserts, and supplements) must accompany the book at buyback .

In addition to purchasing textbooks for future campus use, the Campus Store purchases textbooks for a wholesale textbook company. This allows students the opportunity to sell books that are no longer being used for Gordon State courses.

Inclusive Access

The Campus Store participates in Inclusive Access (IA), a course material program designed to provide students with the lowest possible cost for courseware and etextbooks. Inclusive Access materials are delivered directly through D2L and are available at the beginning of the semester, ensuring students have immediate access to required course materials.

Frequently Asked Questions

Can I be refunded?

Yes, During Add/Drop period (typically the first five (5) days of the semester), students may opt in or opt out of Inclusive Access materials.

If a student remains opted out of the Add/Drop period, a refund will be issued.

What does "opt out" mean?

Opting out means the student has chosen not to receive their materials through the Inclusive Access program. Before opting out, be sure you understand what materials are included, as access will be removed and you will be responsible for obtaining the required material through another source.

A step-by-step guide is available on the Campus Store landing page.

I opted out but want to opt back in.

Students may opt in or opt out of Inclusive Access materials at any time during the Add/Drop period. desired. If you decide to opt back in after Add/Drop period has ended, please contact the Campus Store as soon as possible for assistance.

I dropped my class. Will I receive a refund?

Yes. If you drop a course that includes Inclusive Access materials, the charges associated with those materials will be automatically refunded.

Motor Vehicle Registration

All motor vehicles, including motorcycles, which are to be parked on campus, must be registered with the Gordon State College Department of Public Safety. Parking permits are required and may be obtained through Public Safety prior to completion of registration. Parking permits must be properly displayed in the vehicle. Gordon State College students are allowed to park in designated on-campus parking areas only. Vehicles parked off-campus or on private property shall be subject to ticketing and/or towing costs. Current regulations governing the operation of vehicles on campus are available on the web at www.gordonstate.edu (<https://www.gordonstate.edu>) under Campus Departments, Public Safety.

Visitor parking spaces are for use of campus visitors only. Unauthorized use of the spaces will subject the vehicle to ticketing and/or towing. Students are never considered visitors.