



## Student Receivable Policy

1. Upon acceptance of a prospective student's application, the Financial Aid office will send to the student a packet consisting of: A letter stating payment and collection policies of NPBC; information of loans/grants available to NPBC students; and, a fee schedule.
2. Payment of student fees will be as follows:
  - a. 50% of total tuition and fees at registration
  - b. 25% of total tuition fees due October 15 for the Fall semester or March 1 for the Spring semester
  - c. Remainder of account balance due December 1 for the Fall semester or April 15 for the Spring semester
3. If any student at the end of the semester has a balance of \$1,000 or more, the student will not be permitted to re-enroll for the following semester until payment is made. Under no circumstance will a student be permitted to enroll with a balance carried from a prior academic year.
4. Should a student, at semester end, have a balance owed to NPBC and **elect not to re-enroll the next semester**, the student will have until the beginning of the next semester to pay the balance in full. If the balance owed to NPBC is not paid by semester start, the account will be turned over to a professional agency for collection. Such action could seriously impair a student's credit record and can be avoided by paying their balance in full.
5. A student will not be considered for further registration activity until a copy of this policy is signed by the student, witnessed by a representative of the NPBC Finance Office.

The basic requirement for all students attending NPBC is to have any previous account balance paid in full and to have the specified down payment at the beginning of each semester. All charges for tuition, room and board are considered due upon financial registration at the start of any semester or summer term. If requested, a payment plan is permitted **to those whose accounts are current**. Please refer all questions to the Finance Office.

In the event a student is suspended or terminated, a refund of tuition, room and board charges will follow standard refund policies applicable to any student withdrawal.

## Refund Policy

A student receiving federal financial aid who withdraws completely from the college prior to the 4<sup>th</sup> week of the semester will receive a partial refund of **tuition, room, and board (i.e., no refund of required fees, miscellaneous fees, etc.)**, provided the student completes the withdrawal process. The refund schedule applies to all students at NPBC, whether receiving federal student aid or not.

When withdrawal occurs:

Before classes start	100% tuition refund
During the first week	90% tuition refund
During the second week	50% tuition refund
During the third week	25% tuition refund
During the fourth week and beyond	no tuition refund



Refunds for students who are first time, first semester students will be calculated on a pro rata basis. The pro rata formula is based upon the actual number of weeks attended.

Refunds for non-traditional students (e.g., weekend college, module courses, etc.) will be calculated on a pro rate basis, based on the equivalent number of weeks attended.