

# Tuition & Fees

Tuition and fees at CLC are much lower than those at private schools or public four-year colleges because a portion of the college budget is supported by funds from local taxpayers and the State of Illinois.

Tuition and fees are subject to change through action by the CLC Board of Trustees, or by the calculation of out-of-district fees in accordance with the state formula. Tuition and fees effective for **Summer and Fall 2009** are as follows:

## In-district

### \$81.00 per credit hour

Defined as students 18 or older who have lived in district 532 other than as a student at a post-secondary school or correctional institution for at least 30 days; a dependent student under 18 whose parent or guardian lives in the district; military personnel stationed in the district and their families

## Out-of-district

### \$206.00 per credit hour

Defined as residents of Illinois who live outside district 532.

## Out-of-state

### \$277.00 per credit hour

Defined as students who are not legal residents of Illinois.

## Comprehensive Fee

### \$14.00 per credit hour

The comprehensive fee supports student activities, student services, and infrastructure improvements, including child care, technology, program board activities, the student newspaper, and tutoring as well as helping defray the costs of parking lot improvements and campus safety expenditures.

# PAYMENT INFORMATION

## Payment Options

The following payment options are available for tuition and fees:

- **Pay your Account in full online at [www.clcillinois.edu/selfserv.asp](http://www.clcillinois.edu/selfserv.asp).** Click the "Log in to myStudentCenter" link. After you have logged in, select *View, Pay or Set up FACTS Plan*. CLC accepts VISA, MasterCard, American Express and all Novus cards including Discover.
- **Set up a FACTS Installment Payment Plan Online Each Semester.** The plan allows you to make payments on tuition, fees and other student charges including childcare throughout the semester. Some course fees, such as those for extended travel, are not eligible for this plan.
 

Set up your plan online each semester using a credit card, debit card or bank account for automated bank payments (ACH). A non-refundable enrollment fee is charged each term (\$25 for Spring, \$15 for Summer, \$25 for Fall). Detailed information and plans available can be found at [www.clcillinois.edu/credit/tuition/facts.asp](http://www.clcillinois.edu/credit/tuition/facts.asp)

To set up a FACTS plan, log into myStudentCenter and click on *View, Pay or Set up FACTS Plan*. See the FACTS Installment Payment Plan Schedules below for details.

**Please note:** A FACTS *deferred payment plan option* (see "financial aid" bullet below) is available to students who have demonstrated financial aid eligibility for the semester.
- **Pay In-Person.** The **Grayslake Campus** Cashier's office, room A101, accepts cash, check, money order and credit card payments. A night depository at the Cashier's Office is provided for your convenience. Cashier Hours: Monday-Thursday 8 a.m. to 8 p.m., Fridays 8 a.m. to 4 p.m. **Lakeshore Campus** - Checks are accepted at the Student Services Center. **Southlake Campus** - Checks are accepted in the administration office.
- **Pay by Phone with Credit Card:** Call (847) 543-2085 and select the option to speak to a cashier
- **Pay by Mail:** Checks, money orders and credit card payments may be mailed to College of Lake County, Cashier's Office, 19351 West Washington Street, Grayslake, Illinois 60030-1198. Make check or money order payable to College of Lake County and include student's name and ID number.
- **Pay through a Third-Party Payment Arrangement.** (For example, if your employer is paying your tuition). Arrangements must be completed by your payment due date. Call (847) 543-2222 for information.
- **Demonstrate Eligibility for Financial Aid.** To be eligible for Financial Aid, you must show need according to federal and/or state guidelines. To find out if you qualify, submit a "Free Application for Federal Student Aid" (FAFSA) and all requested supporting documents. Current students must also meet the Satisfactory Academic Progress Standards of the college. **You must demonstrate aid eligibility before your due date, so apply early!** For more information, contact the Financial Aid Office at (847)-543-2062 (Room B114 on Grayslake campus).
 

Students who have demonstrated eligibility for financial aid may also enroll in the **FACTS Deferred Payment Plan for Financial Aid Students** to set up a payment plan for any balance remaining after financial aid has been applied. Login to myStudentCenter and click on *View, Pay or Set up FACTS Plan*. If you have met the criteria for the deferred plan, you will be offered the "Deferred" Plan. There is no down payment required, see FACTS payment schedule for details below.
- **Request an Alternative Payment Plan.** If extenuating circumstances make it impossible for you to use one of the standard payment options, contact the Cashier's Office on the Grayslake Campus, room A101 or call (847) 543-2231 to arrange an alternative payment plan.

## Payment Deadlines

You may be dropped for all classes if you have not paid in full, set up a payment plan or demonstrated eligibility for financial aid by your published due date as shown below.

<b>If you register during these periods:</b>	<b>The due date is:</b>	<b>The drop date (and time) is:</b>
<b>SUMMER 2009</b>	<b>SUMMER 2009</b>	<b>SUMMER 2009</b>
April 13 Through May 20, 2009	Wednesday, May 20, 2009	Tuesday, June 2, 2009 (10 pm)
May 21 through June 8, 2009	Monday, June 8, 2009	Tuesday, June 16, 2009 (10 pm)
June 9, 2009 and later	Three weeks from enrollment	No drop scheduled
<b>FALL 2009</b>	<b>FALL 2009</b>	<b>FALL 2009</b>
April 13 Through August 3, 2009	Monday, August 3, 2009	Tuesday, August 11, 2009 (10 pm)
August 4 through September 1, 2009	Tuesday, September 1, 2009	Wednesday, September 9, 2009 (10 pm)
September 2, 2009 and later	Three weeks from enrollment	No drop scheduled

**Your account must be paid in full before you can register for the next term. Previously extended pay plans will be the exception**

**Questions  
about tuition & fees?  
Call (847) 543-2085**

## FACTS Installment Payment Plan Schedules

### Summer 2009

Last Day to Enroll	Down Payment Required	Number of Payments	Months of Payment
<b>Payments on the 5th of the month</b>			
May 1	none	3	May, June, July
May 22	30%	2	June, July
June 11	50%	1	July only
<b>Payments on the 20th of the month</b>			
May 18	none	3	May, June, July
June 9	30%	2	June, July
June 11	50%	1	July only

**Note: All down payments are processed immediately!**

### Fall 2009

Last Day to Enroll	Down Payment Required	Number of Payments	Months of Payment
<b>Payments on the 5th of the month</b>			
July 2	none	5	July-November
August 3	none	4	August-November
August 25	20%	3	September-November
September 8	30%	2	October-November
<b>Payments on the 20th of the month</b>			
July 16	none	5	July-November
August 18	none	4	August-November
August 29	20%	3	September-November
September 8	30%	2	October-November

### DEFERRED PLAN - FINANCIAL AID STUDENTS ONLY

Last Day to Enroll Online	Down Payment Required	Number of Payments	Months of Payment
<b>Payments on the 20th of the month</b>			
October 31	none	3	November-January

**Note: All down payments are processed immediately!**

## Other Important Information

### Current Tuition & Fee Charges

To view your current balance, log into *myStudentCenter* and click on [View, Pay or Set up FACTS Plan](#) or call (847) 543-2085 and select the option to speak to a cashier during regular office hours.


### Drop for Non-Payment of Tuition & Fees

Any students who have not met their payment responsibility by paying in full, enrolling in the FACTS installment payment plan or secured Financial Aid by their due dates may be dropped from ALL classes for non-payment. Note: Third party documents/arrangements are recognized as payment towards your tuition.

### Billing Statements

A billing statement will be sent at a later date on unpaid accounts. However, it is the students' responsibility to meet their payment deadlines to avoid being dropped from classes.

### Financial Obligation

Students must officially withdraw by the refund dates listed in the student's class schedule to cancel their financial obligation. To locate your refund deadline(s), sign onto *myStudentCenter* and click on the academic calendar deadlines icon  next to the class within your term schedule under Academics.

All unpaid tuition and fees will be subject to the collection procedures of the college, including placing holds on future registration, withholding transcripts and check-cashing privileges and possibly referring the matter to a collection agency.

**Questions about how to pay?  
Call (847) 543-2085 or (847) 543-2231.**

## Course Fees

Course fees, indicated in the course listings, are charged for classes that require special equipment or supplies.

## Are You 60 Years Old or Older?

All in-district residents who are 60 years of age or older at time of registration may enroll in credit courses offered by the college at one-half the regular tuition rate, with all other fees remaining unchanged. Residents who are 65 or older at the time of registration and who qualify financially according to Illinois Statute, may enroll in credit courses offered by the college without paying tuition or activity fees.

## Auditing

Students are permitted to "audit" classes—attend without completing assignments or taking exams. Students must declare in person their intent to audit at registration. Audited classes will not serve as prerequisites for subsequent classes. Tuition and fees are the same as for credit classes. The last day to change from credit to audit or audit to credit is the same as the last day to receive 100 percent refund. (See "Refund Schedule.") This must be done in person, not online.

## Drops, Withdrawal & Grades

**The official deadlines** for dropping or for withdrawing are defined individually for each class, and are listed in your on-line schedule of classes, as well as printed on the student schedule mailed at the start of the semester. It is the students' responsibility to officially drop or withdraw from classes they do not intend to complete. However, if a student is reported as "not in attendance" by the instructor, the college reserves the right to withdraw the student using a date of last attendance determined by the instructor.

**The drop deadline** is defined at approximately the 15% point in the class, and is the last day to drop with no record of the class on the transcript.

**The withdrawal deadline** is defined at approximately the 68% point in the class, and is the last day to withdraw with a grade of "W".

**After the official withdrawal deadline has passed**, students who inform instructors of their intent to withdraw or who stop attending classes will receive a withdrawal grade that indicates if they were passing (WS) or failing (WF) at the time of last attendance. Withdrawal (failing) (WF) grades are counted in the GPA.

**Withdrawals Initiated by the Institution:** Students who stop attending class at any time during the semester without officially withdrawing from CLC will be withdrawn by the institution using a date of last attendance determined by the instructor. Students who are withdrawn (WN, WS, WF) are not eligible for any tuition/fees refund. This includes students who register and never attend class.

## Withdrawals and Refunds

Tuition and fee refunds will be issued to eligible students based upon the effective date of official withdrawal, which is determined by the date a request for withdrawal is recorded by the Office of Admissions and Records.

### Refund Schedule

- Withdrawal on or before start of class = 100 percent refund
- Withdrawal before 15 percent of class days pass = 100 percent refund
- Withdrawal after 15 percent of class days pass = no refund

### One-day classes:

- Withdrawal the day before class = 100 percent refund
- Withdrawal on or after day of class = no refund

**For questions regarding refunds call (847) 543-2222.**

***A full refund of tuition and fees is granted if the college cancels a class.***

When academically advisable, the administration may approve full or partial refunds of tuition or fees when students exchange one course for another.

When a student is unable to attend class due to uncontrollable and unforeseen circumstances such as extended hospitalization, a prorated tuition and fee refund may be made based upon a documented Request for Adjustment. This adjustment form may be obtained from the cashier's window.

You may **officially withdraw** from a class on the web at [www.clcillinois.edu](http://www.clcillinois.edu), or by coming in person to the Office of Admissions and Records on the Grayslake Campus, the Lakeshore Campus in Waukegan or the Southlake Campus in Vernon Hills. On the Grayslake and Lakeshore campuses, the business hours are 8 a.m. to 8 p.m., Monday through Thursday and 8 a.m. to 4 p.m. on Friday. Call the Southlake Campus at (847) 543-6501 for business hours.

It is your responsibility to ensure that your withdrawal is completed on time. **For one-day classes, you must withdraw the prior day to avoid penalty.**

**Special Program for Public Aid Recipients**

The Public Assistance Program offers Adult Education vocational skills and GED classes at no cost to public aid recipients. For additional information, contact the Public Assistance Program, Building 4, (847) 543-2021.

**Business Educational Service Agreement**

Students who live outside of the College of Lake County's district and are currently employed 35 or more hours a week in the College of Lake County's district can enroll at CLC under the Business Educational Service Agreement and pay the current in-district tuition rate including prevailing comprehensive fee regardless of their place of residence. For more information, contact the Admissions Office at (847) 543-2061.

**Cooperative Agreement & Chargeback for CLC District 532 Residents**

Students who wish to pursue career programs (Associate in Applied Science Degrees and certificates) not available at the College of Lake County may do so in one of two ways. CLC has cooperative agreements with neighboring community colleges for a selective group of programs. The cooperative agreement will allow residents of District 532 to attend another community college and receive in-district rates. Refer to the college catalog for a complete listing. A chargeback is the second option for

students to pursue a career program not available at CLC. An individual may apply and receive approval to register at another community college prior to the start of the semester. Once approved, the student pays the in-district tuition rate for the college he or she is attending and CLC pays the difference between the in-district and out-of-district rate to the other institution. Chargebacks are available only for career programs resulting in a two-year degree or certificate and is not intended for individual or transfer courses.

**For more information, please contact the Educational Affairs office at (847) 543-2412.**



**Hope Scholarship Tax Credit**

*Students taking at least six credit hours per term may qualify to receive up to \$1500 in tax credits per year for the first two years of college. See your tax advisor for detailed information.*

## Financial Aid

**Financial Aid**

To determine eligibility, complete the online Free Application for Federal Student Aid (FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)). Our CLC school code is 007694.

The College of Lake County offers scholarships, federal and state grants, federal student loans and work-study programs to qualified students.

**Verification:** If selected for verification, students must turn in all requested information to the Financial Aid Office.

**SAP :**Continuing students must meet satisfactory academic progress to receive aid.

**Eligible Program:** Students must be admitted to the college in an eligible program to receive aid.

**Return of Funds:** If attempted classes are not completed, financial aid funds may need to be returned to CLC.

**Please visit the Financial Aid Website** for more detailed information regarding policies & procedures — [www.clcillinois.edu/credit/aid/](http://www.clcillinois.edu/credit/aid/)

**HOURS:**

**Grayslake Campus  
Room B114  
(847) 543-2062**

Monday-Thursday - 8 am - 8 pm  
Friday - 8 am - 4:30 pm

**Lakeshore Campus  
(847) 623-2186**

Tuesdays and Thursdays  
10 am - 6 pm

**FAFSA: [www.fafsa.ed.gov](http://www.fafsa.ed.gov)  
CLC Code: 007694**