

Tuition, Fees and Financial Aid

Tuition and fees are established by the DCC Board of Trustees and are subject to change by its action.

For each semester, a deposit is required at the time of registration to complete the registration process and to hold a student's class schedule with final payment due by the stated Tuition Due Date. Along with cash and checks, the College accepts Visa, MasterCard, American Express and Discover Card for payment.

To help you meet your educational expenses, Dutchess Community College offers FACTS as a convenient budget plan. This is not a loan program. There are no interest or finance charges assessed and there is no credit check. It is easy to enroll in the FACTS e-Cashier payment plan online. Once you set up your plan, payments are made automatically. Further information about the FACTS plan can be obtained from the Office of Student Accounts or on the web through your myDCC account.

Tuition for Full-Time Students+

For 2011-2012 academic-year credit courses

New York State Resident† ...	\$1,450.00	per semester
Nonresident	\$2,900.00	per semester
Technology Fee	\$ 150.00	per semester
Activity Fee	\$ 32.50	per semester
Athletic Fee	\$ 20.00	per semester

Tuition for Part-Time Students+

For 2011-2012 academic-year credit courses

New York State Resident†	\$ 121.00	per credit hour
Nonresident	\$ 242.00	per credit hour
Technology Fee	\$ 10.00	per credit hour
Activity Fee	\$ 6.00	per semester
Athletic Fee	\$ 7.00	per semester

Miscellaneous Fees

Ceramic Materials Fee.....	\$40.00	per applicable course
Cross-Registration Fee.....	\$30.00	per semester
Equipment Breakage Fee.....	\$10-\$50	per applicable item
Graduation Fee	\$30.00	per diploma
Hepatitis B/Vaccination Series.....	\$120.00	as needed
ID Card Replacement*	\$5.00	per replacement
Lab Fees	\$15-25	per applicable course
Late Payment Fee	\$50.00	per semester
Late Registration*	\$10.00	per semester
Library Fines	up to \$5	per infraction
Lost Book Fee	\$50.00	per infraction
Overdue Reserve Book.....	\$50.00	lost charge
Playaway	\$50.00	lost charge
Audio Cables/Earbuds	\$10.00	lost charge
Headphones.....	\$35.00	lost charge
Kindle/iPod.....		replacement cost
DVDs/Video.....	\$75/replacement cost	
Lost Article Fee	\$10-\$250	per applicable item
Music Lab Fees		
Individual Lesson.....	\$375.00	MUS141, 142, 161, 162, 241, 242, 261 & 262
Individual Lesson.....	\$1,125.00	MUS 210, 211
Group Lab Fee.....	\$175.00	MUS 141, 142
Non-Student Testing.....	\$35.00	per exam
Prof. Liability Insurance*	\$12/\$35	per year
Proficiency Exam Fee*	\$45.00	per exam
Program Change Fee*	\$5.00	per change
Reclaim My Math.....	\$20.00	per session
Red Cross Certification*	\$5/\$10/\$30	per applicable course
Replacement Diploma	\$15.00	per diploma
Returned Check Fee*	\$25.00	per check
Student Accident Insurance.....	\$ 7.50	per semester
	\$ 1.00	summer semester
SUNY Learning Network	\$25.00	per course
Traffic Fines.....	\$15/\$25/\$50	per infraction
Transcript Fee*.....	\$ 5.00	per copy
Transition RN Fee.....	\$25.00	per semester
Trip Fee (Study Abroad).....	\$90.00	per trip
Tuition Payment Plan Deferment ..	\$25.00	per semester

NOTES:

Students registered for less than 12 hours of course work are classified as part-time.

+ Tuition correct at time of printing; however, review and adjustment of tuition and fees may occur before the start of the 2011-2012 academic year.

† To qualify for the NY State Resident rate, a student must have been a resident of New York State for one year immediately prior to registration. In addition, those who are not residents of Dutchess County must present a Certificate of Residence signed by the chief fiscal officer of the county or counties in which they have lived in the past six months. Without such a certificate or certificates, a student will be required to pay the Nonresident Tuition rate. Dutchess County residents must file an Affirmation of Dutchess County Residence (available in the Student Accounts or Registrar's Office) to pay the resident tuition rate.

** Not Refundable*

The tuition and fee schedule shown is for the 2011-2012 academic year. Tuition and fees are reviewed annually and are subject to change.

The College is authorized to reduce the basic fee for the Laboratory Nursery School enrollment in accordance with established guidelines. Families unable to pay the basic fee are invited to contact the director of the DCC Laboratory Nursery School for further information.

Tuition and College Fee Refund Policy

Your deposit payment and/or financial aid award is a valid commitment of your intent to attend DCC.

Refunds for tuition and refundable fees will only be granted upon the completion and submission of an **official** withdrawal form to the Registrar's Office, either before classes begin, or during the published refund period. A \$50 administrative fee may apply.

Simply notifying the classroom instructor or Dean of Student Services is insufficient. Any student who does not withdraw and remains unpaid at the end of the refund period will be liable for full tuition. **Non-attendance does not limit student liability.**

Students dismissed for disciplinary reasons are not eligible for refunds, and if appropriate, will be subject to the Federal Title IV Withdrawal Policy. Students entering the armed forces will be refunded the full amount of their tuition for the semester in which their education is interrupted, upon submission of evidence of call to duty.

Per SUNY regulations, refunds of tuition and refundable fees will be made according to the following schedule:

	Full Semester	8-wk term or less
Prior to first day	100%	100%
During 1 st week	75%	25%
During 2 nd week	50%	0%
During 3 rd week	25%	0%
After 3 rd week	0%	0%

Students are responsible for knowing the deadlines for withdrawal and abiding by them. When life-altering circumstances prevent timely withdrawal, a student may submit a written appeal to the Dean of Student Services Office. Please see specific instructions under "Withdrawal from College or Courses" in the Academic Information section of this catalog.

Delinquent Accounts

Students will be billed before the semester begins and at the end of the refund period. Paper bills are mailed to the most current address on file, with an electronic copy available through a student's myDCC account. Students are responsible for maintaining a good address on file with the College.

Students with delinquent accounts over \$100 at the end of the published refund period are subject to a \$50 late payment fee. Any account that remains unpaid after the

end of the semester may be assigned to a collection agency. The College will assign the outstanding balance, plus the collection agency fee and/or reasonable cost to the agency for collection. These fees may be between 25-40% of the unpaid balance and are the responsibility of the student, in addition to the principal amount owed to DCC.

Withdrawal Policy for Recipients of Federal Title IV Grants and Loans

This policy is per the U.S. Department of Higher Education and applies to students who receive assistance under Title IV funding and/or to parents who receive the Federal Parent PLUS loans for their children. Title IV funding for the purpose of this policy includes Federal Pell Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

If a student withdraws or stops attending Dutchess Community College, either officially or unofficially, during the first 60% (approximately first 10 weeks) of the semester, a calculation is done to determine how much Title IV funding has been earned. The earned amount is based on the percentage of the semester the student has completed. If the student has received (been disbursed) more Title IV funds than has been earned, the excess unearned funds must be returned to the Federal Department of Higher Education by the school and/or the student.

The DCC Tuition and College Fee Refund Policy, as stated several paragraphs above, is used to determine the amount of college tuition and fees a student is charged. An example of applying both the DCC refund policy and the Federal Title IV refund policy to a student that withdraws or stops attending during the fifth week of classes follows. A student who withdraws or stops attending during the fifth week of classes will owe the College 100% of their tuition and fees (There is no reduction after the third week.) If the student was awarded \$2,000 in Title IV funding he/she would only earn approximately 30% or \$600 of this funding. If the student is full-time and has tuition and fee charges of \$1,350 then he/she would still owe the College \$750 (\$1,350 less \$600) after their Title IV funding was applied. DCC and/or the student must return the other \$1,400 in Title IV funding to the Federal Department of Education. If the student is required to return some of these funds, it is possible he/she will not be eligible to receive Title IV funding at DCC or another college until the amount is paid.

Any questions regarding this policy should be directed to the Office of Student Accounts or the Office of Financial Aid.

Financial Aid Programs

Financing Your College Education

Financing a college education is frequently a challenge to students and their families. However, in addition to family assistance, personal savings, and summer earnings, there are a number of supplemental ways to pay for college costs. Financial aid can be received through scholarships, grants, loans, or part-time employment. These are generally referred to as “financial aid.”

The Office of Financial Aid, located in the Orcutt Student Services Center, Room 104, provides financial counseling to students and their families, and is prepared to assist them in analyzing and understanding the financial resources available to them.

It is important that students plan well in advance for the financing of their college education. Early contact with the Office of Financial Aid and filing applications early for financial aid will reduce delay, frustration, disappointment and financial crises.

Purpose of Financial Aid

The primary purpose of financial aid is to provide assistance to students who would not otherwise be able to attend college. The basic premise of student aid is that the primary responsibility for meeting college costs rests with the student and his or her family. The extent of this financial responsibility is determined by a uniform analysis of financial data submitted by the student and family.

College Costs

The following expenses are based upon estimated and anticipated costs of full-time attendance at Dutchess Community College for New York State residents for the 2011-2012 academic year.

Commuter (Student living at home)

Tuition	\$2,900
Fees	420
*Books and Supplies.....	1,250
Transportation.....	1,600
Personal Expenses.....	1,400
Home Maintenance Allowance.....	<u>3,150</u>
	\$10,720

Non-Commuter (Students living away from home)

Tuition	\$2,900
Fees	420
*Books and Supplies.....	1,250
Transportation.....	1,600
Personal Expenses.....	1,400
Living Expense Allowance	<u>6,400</u>
	\$13,970
Out-of-State Resident Tuition	\$5,800

*Note: *Visual Arts and Health Technology students may find that initial expenses for supplies or uniforms will exceed this budgeted figure by up to 25%.*

Housing

DCC expects to offer on-campus student housing in Fall 2012, until that time, or for those for whom that is not an option, students are encouraged to live with parents, guardians, relatives or friends in the area. As an aid to students who find this impossible, the Student Services Office maintains a current record of local housing listed by local landlords. In addition, students are encouraged to consult newspaper listings for rooms and apartments. Students renting accommodations do so on a tenant-landlord basis.

Meeting Financial Need

Financial need is the difference between total college costs (tuition, fees, books, room, board, transportation and personal expenses) and the assessed ability of the student and family to contribute to the student’s educational expenses. Student financial aid at Dutchess Community College is awarded on the basis of financial need.

Financial assistance is available for eligible students from several sources — including the federal and state governments, public and private agencies, organizations and companies. Some companies also have tuition reimbursement plans for employees through which students who are employees may defer tuition payments until the end of the semester.

Part-time matriculated students are eligible for some of the same types of aid as full-time students. There are also some governmental programs which provide aid specifically for part-time matriculated students. All students (full-time or part-time) are encouraged to complete the application procedure in order to receive consideration for any appropriate programs for which they are eligible.

All the required papers and forms needed to apply for various types of financial aid are available from the Office of Financial Aid at Dutchess Community College.

Applying for Financial Aid

Free Federal Application. Complete the Free Application for Federal Student Aid (FAFSA). You may do this by applying on the web, using www.fafsa.gov. Your eligibility for all federal aid programs and most other types of aid administered by Dutchess Community College will be determined by using the FAFSA. To sign your FAFSA electronically, you must have a PIN number. You can apply for a PIN number at www.pin.ed.gov.

Income Documentation. All financial aid applicants and/or their families may be required to submit signed copies of the previous year's Federal Tax Return, including W-2 forms, and also provide appropriate non-taxable income documentation when required.

Tuition Assistance Program (TAP and APTS)

The New York State Higher Education Services Corporation provides aid to both full-time and part-time students.

TAP (Tuition Assistance Program) grants are designed to assist New York State residents, who are attending college full-time, with tuition costs. A student may apply by completing the Free Application for Federal Student Aid (FAFSA) and link onto the New York State Higher Education Services Corporation (NYSHESC) website if applying online. NYSHESC will generate a paper ETA (Express TAP application) for the student to complete and return to Albany if they do not complete the online application.

APTS (*Aid for Part-time Study*) grants are available to eligible matriculated students who demonstrate financial need and are enrolling for three to eleven credits. Students must complete the FAFSA to qualify for APTS. There is currently a maximum award of up to seven credits of funding per semester. Applicants, to qualify, must meet NYS satisfactory academic progress standards and meet income guidelines.

EOP Applicants. Applicants may obtain further information by consulting the coordinator of the Educational Opportunity Program located on the 3rd floor of the Orcutt Student Services Center.

Other Governmental Sources of Aid

Veterans Benefits. Dutchess Community College is approved for study under Title 38 US Code: Chapter 30 (New G.I. Bill), Chapter 31 (the Vocational Rehabilitation Act), Chapter 32 (the Post-Vietnam Era Veterans Educational Assistance Act), Chapter 34 (the Veterans Readjustment Assistance Act), Chapter 35 (the War Orphans Educational Assistance Act), and Chapter 106 (the Montgomery G.I. Bill [Select Reserve]). Benefits are determined by the number of dependents and the number of credit hours carried. For further information and applications, contact the Office of the Registrar.

War Orphans Educational Assistance Act. Educational benefits are provided to children of veterans who died in service or as a result of a disability received while in service. Students who believe that they may be eligible for those benefits are urged to discuss the matter with their local Veterans Administration Office.

VESID (Office of Vocational and Education Services to Individuals With Disabilities) is a service of the New York State Department of Education. VESID provides financial assistance with college costs for eligible clients. For further information, contact the regional office in Poughkeepsie.

Short-Term Loans

Short-term loans of modest amounts may be made to students giving evidence of unexpected financial stress. A 2% handling fee, with a minimum of \$1.00 charge, will be made on each loan. A student may only receive one short-term loan per semester, and it is limited to \$350. For final determination of the student's eligibility for a short term loan, the student should consult the Office of the Dean of Student Services.

Satisfactory Academic Progress and Program Pursuit for Financial Aid

To receive any institutional, state and federal Title IV financial assistance, a student must maintain eligibility by making satisfactory academic progress and satisfactory pursuit of program. Students are required to show progress by earning appropriate applicable degree credits, with a specific grade point and quality point average(s) as determined by the institution. Satisfactory academic progress and program pursuit standards are for institutional, state, and federal Title IV financial aid programs. Copies of these eligibility standards are available in the Office of Financial Aid and at www.sunydutchess.edu. Students are encouraged to visit the Office of Financial Aid with any questions about their rights and responsibilities concerning eligibility for financial assistance.

Scholarship Aid from Dutchess Community College

In addition to the various types of financial aid available from governmental and non-governmental sources, Dutchess Community College also administers various types of local scholarship aid. The Charles and Mabel Conklin Scholarship for Academic Excellence is for full-time freshmen who have graduated from a Dutchess County high school in the top 10% of their class. These scholarships cover the cost of tuition for two consecutive years (four semesters) of full-time study at Dutchess Community College.

Dutchess Community College also offers scholarships to both our continuing students (24+ credits) and graduating students. Awards for these scholarships are made through the various academic departments and applications are available during the spring semester of each academic year.

Federal Aid Programs

The Office of Financial Aid can assist students and/or their parents with questions concerning Federal Aid programs. Call the Office of Financial Aid, (845) 431-8030, for more information about:

- Pell Grants
- Supplemental Education Opportunity Grants
- Federal Direct Stafford Loan (subsidized)
- Federal Direct Stafford Loan (unsubsidized)
- Federal Direct PLUS Loan (Parent Loan Undergraduate Students)
- Nursing Student Loans
- College Work Study
- Federal Perkins Loans
- Academic Competitiveness Grant

The faculty and staff at Dutchess regard student services as an integral part of the total college experience. A conscientious effort is made to know students as individuals and to serve them as such. The Department of Student Services includes the following offices: admissions, registrar, counseling and career services, disability services, financial aid, health services, and student activities. They are coordinated and directed by the dean of Student Services and Enrollment Management.

Your Right to Know

The federal government under the Student Right-to-Know legislation requires colleges and universities to report the percentage of students who began their studies full-time and then completed their programs within 150% of the normal time for completion. This time is three years for an associate degree.

In general, Dutchess Community College students compare favorably with other community colleges in the Hudson Valley. For full-time students entering DCC in the Fall 2006 semester, the percentage of students who graduated within a three-year period (25%) has been consistently higher than that of full-time students entering the other five regional community colleges.

The sample used to satisfy the federal report contains only first time, full-time students. Since in many programs the majority of students enrolled are part-time, many successful students are not counted in the numbers above.

Several factors tend to delay graduation for community college students: three years is a relatively short time to complete a degree. Many community college students work full-time, and tend to change from one program to another and from full- to part-time. They may “stop out” for a semester or more. Also, more than half of the students entering DCC are required to take remedial courses which increases the time necessary to complete a degree.

Several positive factors can influence community college students to transfer out of the community college before completing their degrees. Reasons include the selection of a specialized career goal; desire for a full-time, residential campus experience; and increased independence and confidence. Therefore, the transfer-out rate is a measure of the community college experience as a stepping stone to further success. For the cohort of Dutchess Community College students described above, the transfer-out rate is 21%.

Adding together these three measures of academic success (graduation, transfer out, and continuing enrollment) we find the full-time students who entered DCC in the fall of 2006 have succeeded at a rate of 62% – consistently higher than the other five regional community colleges.

STUDENT SERVICES

Academic Advisement and Orientation

Academic Advisement

Each full-time student at the College is assigned an advisor who assists in the selection of courses and meeting curriculum requirements. Advisement for part-time students is provided day and evening hours at the Academic Advising Center adjacent to the Registrar's Office. Students are urged to take the initiative in meeting early and regularly with their advisors and to take full advantage of the advisement services that are available. It is the students' responsibility to make certain that graduation requirements are met.

Orientation For New Students

To acquaint new full-time and part-time student with its educational philosophy, programs, and standards, the College encourages them to participate in an orientation program prior to their first semester at Dutchess. Orientation each semester consists of a comprehensive program for full- and part-time students in the week prior to classes. A Club Fair is held early in the semester to encourage involvement in extracurricular activities.

The goals of orientation are:

1. To acquaint new students with the College, its academic programs, facilities, resources, services, activities, policies, and organization.
2. To assist them in taking full advantage of the opportunities offered by the College.
3. To help them in developing effective approaches to the problems frequently encountered by beginning college students.

A Fall Parents Night is an additional component of the Freshman Orientation Program. Parents have the opportunity to find out what programs, services, and academic options are available to their sons and daughters.

Counseling and Career Services

The Office of Counseling and Career Services provides campus-wide programs and services to enhance, as well as stimulate, student development. Counseling services are available to students by appointment, or students may simply drop in to see a counselor. Counselors are on staff to address a variety of issues and concerns. For additional information or to schedule an appointment, call (845) 431-8040.

Career Counseling

Career Counseling assists students with identifying and implementing education and career goals. Career assessment and information about occupations are available. Services include career counseling, workshops, resume and job search assistance.

A discovery lab houses a career and transfer library, which is available for students desiring to research career options and four-year colleges and universities. A web-based computerized career guidance systems, DISCOVER, also is available to give students an opportunity to explore career and transfer options. It facilitates a self-paced analysis of the student's skills, abilities, and interests to enable them to better select employment opportunities, a major or curriculum of interest, a geographic location for future transfer or employment options, and much more.

New Directions is a program that provides orientation, advisement, and support services for the returning student.

Personal Counseling

Counseling is provided for students whose personal or emotional difficulties are interfering with their ability to be successful. Any student experiencing a crisis or any personal difficulties is encouraged to seek the help of a counselor. Services are available to help students address a variety of issues, including: college adjustment, relationship problems, family concerns, alcohol, and other drug issues. In addition to individual counseling, workshops and seminars are offered on topics such as test anxiety, communications skills, self-esteem, wellness and assertiveness. Referrals to other community resources may be made.