

## Registration Procedures

### Semester-Credit Registration

Registration is permitted only on the days listed in the official college calendar. However, ACC reserves the right to change registration dates. Registration procedures are published in the course schedule each semester and listed on the web. Students who apply and register early will have a better selection of courses. All non-U.S. citizens who plan to enroll at ACC must see a counselor or an International Student Advisor prior to every registration. Students must complete all the steps in the registration process. In order to be officially registered, student must pay tuition and fees on or before the published payment date. Students may attend only the classes for which they have officially registered and paid.

### Short Semester Registration

ACC offers instruction in a variety of formats including 6-, 8-, 12-, and 16-week classes during the academic year. Summer sessions may include 5½-, 9-, and 11-week sessions.

Short Semester registration makes it possible for students to enroll in courses after registration for the 12- and 16-week sessions has ended. These normally occur in September and February. For short semester registration

dates, consult the current college calendar. A limited number of on-campus and Distance Learning telecommunications-based courses are offered during these special registrations.

A complete list of Distance Learning courses may be obtained at any ACC Admissions Office, from the Distance Learning Campus Office or on the ACC web site: [www.austincc.edu/schedule](http://www.austincc.edu/schedule) one week prior to each registration. Short semester courses carry the same tuition charges and credit as those offered during the 16-week term. ACC reserves the right to cancel a short semester registration in the event there are not enough available courses to warrant separate registrations. Call (512) 223-8026 or toll-free 1-888-223-8026 for more information.

### Registration Processes

[www3.austincc.edu/evpcss/rss/admiss/howto/worksheet.htm](http://www3.austincc.edu/evpcss/rss/admiss/howto/worksheet.htm)

ACC offers registration online and by telephone for eligible college credit students who have completed the application, orientation, and advising processes. Qualified current or former students in good standing also may register online or by telephone. Phone registration is available for Continuing Education students who pay with credit cards. Consult the course schedule for information on how to register and pay online or by telephone.

## Tuition and Fees

[www3.austincc.edu/evpcss/rss/admiss/howto/howto.htm](http://www3.austincc.edu/evpcss/rss/admiss/howto/howto.htm)

### Residence Requirements – Semester-Credit Programs

The State of Texas requires new students to sign an affidavit certifying their legal residence at the time of enrollment. Returning ACC students who have not attended ACC in a year or more must recertify residency status prior to re-enrollment.

Students must prove to the satisfaction of the Admissions and Records Office that they are entitled to be classified as a resident of Texas.

The responsibility for registering under the proper residence classification is that of the student. Questions concerning his or her right to classification as a resident of Texas must be clarified with the Admissions and Records Office prior to enrollment at Austin Community College.

Please consult the course schedule for residency change deadlines for each registration period. Changes made after established deadlines will not be in effect until subsequent registration periods.

When registering by phone or online, all deadlines for payment set forth in the current Fall, Spring, Summer, or

short semester course schedule must be observed. All tuition and fees must be paid at the time of enrollment. No partial payments will be accepted unless a contract for payment of tuition in installments has been signed. A student is not officially registered until payment is made in full. Until all financial obligations to the College have been satisfied, a student cannot register, graduate, or have a transcript issued.

**All tuition and fees are subject to change without notice.**

### Tuition – Semester-Credit Courses

#### Legal resident of the State of Texas residing in Austin Community College District:

\$34 per semester hour.

#### Legal resident of the State of Texas not residing in Austin Community College District:

Fall 2004	\$92 per semester hour
Spring 2005	\$92 per semester hour
Summer 2005	\$92 per semester hour

#### Legal resident of another state:

Fall 2004	\$179 per semester hour with a minimum of \$200 per semester
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Spring 2005 \$179 per semester hour  
with a minimum of \$200 per semester

Summer 2005 \$179 per semester hour per session

## Nonresident alien:

Fall 2004

\$179 per semester hour with a minimum of \$200 per semester

Spring 2005

\$179 per semester hour with a minimum of \$200 per semester

Summer 2005

\$179 per semester hour per session

## Audit (no credit students):

Tuition and fees same as for a credit student. Auditing students register on the last day of telephone registration

## Fees

In addition to tuition, the following fees are required as applicable (fees are not refundable, unless noted as refundable):

1. Building fee, semester-credit students (per semester hour)(See Refund Policy)	\$13.00
2. Catalog fee (per copy)	2.00
3. Compass as a THEA Alternative	29.00
4. Copy of academic record, or file document	5.00
5. Course challenge fee	\$10.00/credit hour minimum 30.00
6. Extended field trip fee for courses	To be determined at registration
7. GED testing per test (Plus 10.00 TEA fee with 2nd test)	6.00
8. International Student nonrefundable application fee	100.00
9. Installment plan fee	10.00
10. Laboratory fee (per laboratory course) (refundable)	See Lab Fees section
11. Library Services fees	
Overdue Reserves, first hour	1.00
Two-hour Reserves, each hour thereafter	.25
Other Reserves, per day	1.00
Overdue items other than Reserves, per day	.25
Lost/damaged materials	
Cost of item plus accrued fines plus processing fee of \$10.00 for cataloged items and reserve books, \$5.00 for other items.	
Library Services Courtesy Borrowers Card, per calendar year	25.00

12. Rideout fee required of all Emergency Medical Services Technology (formerly Paramedic Technology) students. EMSP fees will vary per site for Fall, Spring and Summer Semesters.

EMSP 1161 and 1162	75.00
EMSP 1160	36.00
EMSP 2260 and 2266	212.00

13. Parking Permit Fee 10.00

14. Racquetball facility fee Varies by site

15. Replacement fees	
certificate of completion	5.00
diploma	10.00
Identification Card Replacement fee	4.00
paid receipt	5.00
parking permit	10.00

16. Returned check fee; credit card chargeback fee 25.00

17. Refund reprocessing fee 25.00

18. Student services fee (per student per semester) 3.00

19. Summer application fee (refundable) 30.00

20. Testing fee for non-ACC student  
(career assessment test) 15.00

21. Transcript of record fee (per copy) 5.00  
Transcript requested by telephone or fax 10.00

22. Transcript of record fee (per copy) 5.00  
Continuing Education

Students choosing to participate in graduation ceremonies will purchase caps and gowns from the ACC Bookstore.

## Student Accident Insurance Policy Fee

ACC has obtained accidental injury insurance coverage for credit-hour and continuing education students enrolling in selected classes. Premium charges vary depending on the nature of the course. The appropriate insurance fee is automatically added to the students' fee bill at the time of registration.

A copy of the insurance policy may be obtained by writing to: Austin Community College, Office of Environmental Health, Safety and Insurance, 9101 Tuscany Way, Austin, Texas 78754.

**All fees are subject to change.**

## Refunds

### Refund of Tuition and Fees, Semester-Credit Courses

**A. Withdrawal from Institution.** Students who officially withdraw from the institution shall have their tuition and selected fees refunded according to the following schedule:

1. Fall and Spring Semesters (16-week session)	
Prior to the first class day	100%
During the first 15 class days	70%
During the 16th through 20th class days	25%
After the 20th class day	NONE
2. Summer Sessions (11-week session)	
Prior to the first class day	100%
During the first five class days	70%
During the sixth and seventh class days	25%
After the seventh class day	NONE

#### 3. Short Semester Sessions

Please check the course schedule or with the Admissions and Records Office for withdrawal dates and refunds for short semester courses.

NOTE: "Class days" refers to consecutively scheduled days of class for the entire college. The College shall retain the \$3.00 student service fee, unless the institution cancels all of the student's classes.

### B. Additional Refund Provisions

1. To receive a refund of tuition and fees, students must withdraw by the official dates published in the college calendar.
2. Except for reimbursements for canceled classes, it is the student's responsibility to initiate the refund request either by using the college online or telephone registration system during the schedule change period or in writing at one of the Admissions and Records Offices on the campuses.
3. Students may expect to receive their refunds for the fall or spring semester within six to eight weeks from the 12th class day, or the fourth class day for a summer session.
4. Students who paid by MasterCard, VISA, or Discover and are entitled to a refund will have their charge card credited for the refund amount.  
  
NOTICE: Paying by charge card is a method of payment elected by the student; therefore, ACC is not responsible for interest charges that might be charged to a student's account while the refund is being processed.
5. Tuition and fees paid directly to the college by a sponsor or scholarship shall be refunded to the source rather than directly to the student.
6. When a student's required tuition and fees are charged to a financial aid account, the student may not receive a refund if:
  - a. the financial aid authorized results in an over-award due to reduction of hours or withdrawal from the institution prior to the cutoff dates established each semester
  - b. the student is indebted to the institution
7. In order to receive a refund, the student must go through an official withdrawal procedure and obtain clearance signatures from the ACC Financial Aid Office and any other office to which s/he is indebted. If there is a credit balance after the student clears these accounts, s/he will be eligible to receive the credit balance.
8. Students who withdraw from the school without completing their proof of Texas residency requirements are still subject to being billed for out-of-state fees.
9. A request for the reissue of a lost or stolen refund check must be made within two years of the issue date of the original check.

## Tuition Exemptions

Exemptions are provided at Austin Community College. Tuition exemptions are not retroactive to a paid enrollment. To receive information or to update files, contact Student Accounting in the Business Office at the ACC Service Center at 9101 Tuscany Way, Austin, TX 78754. Students in the following categories are eligible for tuition exemption:

**Students Who are Blind and Deaf.** The Texas Commission for the Blind or the Texas Commission for the Deaf will issue an authorization to the students if they are eligible. Eligible students must contact the Office for Students with Disabilities (OSD) on an ACC campus.

**Children of Disabled Firefighters and Peace Officers.** Children under 21 years of age are covered if there is a certificate on file with the Texas Higher Education Coordinating Board. A document obtained from this agency must be surrendered at registration.

**Children of POWs and MIAs.** To qualify for this exemption, a student must be 21 or younger (or under 25 if receiving major support from parents) and be a dependent of a person who is a domiciliary of Texas on active duty as a member of the armed forces of the United States and who at the time of registration is classified by the Department of Defense as a prisoner of war or missing in action.

**Early College Start.** Juniors and seniors in ACC's service area are exempt from tuition and fees for up to two courses per semester with high school and parental permission. Tuition and fees will not be waived for developmental classes.

**Early High School Graduates.** Exemption from the payment of up to \$2,000 in tuition. Eligible students must contact the Texas Higher Education Coordinating Board.

**Firefighters Enrolled in Fire Protection Technology Courses.** A student must be employed as a full-time firefighter by any political subdivision of the state. A letter verifying employment and an authorization from the Fire Protection Technology Department at the Eastview Campus listing approved courses must be surrendered at registration. (Exemption is for tuition and related lab fees only.)

**Highest Ranking High School Graduates (Valedictorians).** Exemptions for tuition only are granted to those students who surrender a copy of their valedictorian certificate at registration. This exemption must be used within two years of graduation for the first two consecutive long semesters.

**Senior Citizens.** Students 65 years of age or older qualify for exemption of tuition for up to six (6) credit hours per semester on a space available basis. This exemption applies only when the student registers during the add/drop period for the course. Students must pay for any hours in excess of the six allowed.

**Students on AFDC (Aid to Families with Dependent Children) During Senior Year of High School.** Exemption from payment of tuition and fees for one year. Student must be a Texas resident and provide proof of having received or been on AFDC for at least six months of the year of high school graduation. Student must enroll in college within 24 months of high school graduation and must be younger than 22.

**Students in Foster or Other Residential Care.** Exemption from payment of tuition and fees other than building use fees. Student must provide proof of having been in foster care or other residential care under the conservatorship of the Texas Department of Protective and Regulatory Services on or after the day preceding the students 18th birthday but no later than their 21st birthday.