

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 before 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 student is responsible for registering under the proper residence classification. Questions concerning his or her right to classification as a resident of Texas must be clarified with the Admissions and Records Office before enrollment at ACC. 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, students must observe all deadlines for payment set forth in the current fall, spring, summer, or short semester course schedule. 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. A student cannot register, graduate, or have a transcript issued until all financial obligations to the college have been satisfied. All tuition and fees are subject to change without notice.

Tuition – Semester-Credit Courses

The following tuition is subject to change without notice.

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

\$39 per semester hour

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

Fall 2005	\$100 per semester hour
Spring 2006	\$100 per semester hour
Summer 2006	\$100 per semester hour

Legal resident of another state:

Fall 2005	\$187 per semester hour (minimum \$200 per semester)
Spring 2006	\$187 per semester hour (minimum \$200 per semester)
Summer 2006	\$187 per semester hour per session

Nonresident alien:

Fall 2005	\$187 per semester hour (minimum \$200 per semester)
Spring 2006	\$187 per semester hour (minimum \$200 per semester)
Summer 2006	\$187 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):

Building fee, semester-credit students (per semester hour)(See Refund Policy)	\$13.00
Catalog fee (per copy)	2.00
COMPASS as a THEA Alternative	29.00
Copy of academic record, or file document	5.00
Course challenge fee	\$10.00/credit hour minimum 30.00
Extended field trip fee for courses	To be determined at registration
GED testing fee	\$90.00
International Student nonrefundable application fee	100.00
Installment plan fee	10.00
Installment plan late fee	20.00
Laboratory fee (per laboratory course) (refundable)	See course descriptions
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
Rideout fee required of all Emergency Medical Services Professions 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
Parking Permit Fee	10.00
Racquetball facility fee	Varies by site
Replacement fees	
certificate of completion	5.00
diploma	10.00
Identification Card Replacement fee	4.00
paid receipt	5.00
parking permit	10.00
Returned check fee; credit card chargeback fee	25.00
Refund reprocessing fee	25.00
Student services fee (per credit hour)	1.00
Summer application fee (refundable)	30.00
Testing fee for non-ACC student (career assessment test)	15.00
Transcript of record fee (per copy)	5.00
Transcript requested by telephone or fax	10.00
Transcript of record fee (per copy) Continuing Education	5.00
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 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. All fees are subject to change.

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.

Textbooks and supplies

Students are responsible for purchasing required textbooks and supplies. The cost varies from semester to semester and from one program of study to another. Books and supplies are available from the ACC Bookstore (<http://austincc.bkstore.com>) as well as other outlets.

The average cost per book ranges from \$25 to \$140. The average cost per class is \$7 to \$120. Check the current ACC textbook list at www.austincc.edu/it/textbooks to get the specific information about the books you need.

Required texts may be found at the ACC Bookstore on the campus at which the course is being offered. Distance Learning textbooks are available at the campus bookstore where the orientation is being held. For online orientations, textbooks are at the Rio Grande bookstore. Generally, the ACC libraries do not carry textbooks.

Refunds

Tuition and Fees, Semester-Credit Courses

Withdrawal from Institution

Students who officially withdraw from the institution shall have their tuition and selected fees refunded according to the following schedule. Note: "Class days" refers to consecutively scheduled days of class for the entire college.

Fall and spring semesters (16-week session)	
Before 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
Summer semester(11-week session)	
Before 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

Short sessions – Check the course schedule or with the Admissions and Records Office for withdrawal dates and refunds for short session courses.

Additional Refund Provisions

- Students must withdraw by the official dates published in the college calendar in order to receive a refund of tuition and fees.
- Except for reimbursements for canceled classes, the student is responsible for initiating a 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.
- Students may expect to receive their refunds for the fall or spring semester within four to six weeks from the 12th class day, or from the fourth class day for a summer session.
- Students seeking a refund who paid by MasterCard, Visa, or Discover will have their charge card credited for the refund amount. Note: 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.
- 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.
- When a student's required tuition and fees are charged to a financial aid account, the student may not receive a refund if:
 - The financial aid authorized results in an over-award due to reduction of hours or withdrawal from the institution before the cutoff dates established each semester
 - The student is indebted to the institution
- Students seeking a refund must go through an official withdrawal procedure and obtain clearance signatures from the ACC Financial Aid Office and any other office to which they are indebted. If there is a credit balance after clearing these accounts, students will be eligible to receive the credit balance.
- 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.
- 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. A reprocessing fee of \$25 is charged for the reissue.

Tuition Exemptions

Exemptions are provided at ACC. 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 submitted 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** – High school juniors and seniors in the ACC taxing district may be exempt from tuition and fees for up to two courses per semester. High school juniors and seniors who reside outside the ACC taxing district may be charged \$40 per course for up to two courses per semester. Exceptions to the \$40 out-of-district charge may be made by documenting financial need according to college policy or by enrolling in an ECS course offered at a high school campus. Tuition and fees are not waived for Developmental Education courses, non-credit courses, or courses that a student audits.
- **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 submitted at registration. (Exemption is for tuition and related lab fees only.)
- **Hazlewood** – Exemption from tuition and all fees except the Student Activity and parking fees. Contact the ACC Veterans Affairs Office for eligibility requirements.
- **Highest Ranking High School Graduates (Valedictorians)** – Exemptions for tuition only are granted to those students who submit 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 courses in which they registered prior to the add/drop period or for 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.