



Dear Parents & Students:

Important financial information for **College of Liberal Arts students** for the **2017-2018 academic year** is covered in this document. Information regarding tuition and fees, billing schedules, the monthly payment plan, Florida Prepaid, room and board plans, Financial Aid, refund policies, and international student taxation issues are incorporated as part of this documentation. We welcome you to contact our office with any questions you may have.

One of the most important things for you to know is our bills are electronic and only sent to the student. Invoices will be generated monthly and available via the QuikPAY Online Billing and Payment System throughout the term. QuikPAY is accessible by students through FoxLink. **Students must assign an Authorized Payer account to a parent or guardian to allow those users to receive bills and view billing information via the Internet.** Authorized Payers may access the system via the link on our website. A payment may be made without an Authorized Payer account by selecting the Guest Payer option. Please refer to the section of this document titled “QuikPAY Online Billing & Payments”.

Rollins College offers a convenient **monthly payment plan** to assist families who desire to make payments over a ten-month period for the academic year. The plan, which is serviced by Tuition Management System (TMS), is described in detail on our website under Monthly Payment Plan Application. Please note the first installment of the payment plan is due **June 1, 2017**; therefore, **you will need to submit an application to Tuition Management Systems prior to receiving the first fall statement.**

Release of Information:

The FERPA Release is required for every enrolled student who wishes us to release financial information to any third party; **this includes parents.** If we do not have a signed FERPA Release on file, we will be unable to release any information to anyone other than the student.

The Bursar’s Office looks forward to assisting you with your financial needs during your enrollment at Rollins College.

Cordially,
The Bursar’s Staff
Rollins College

**Comprehensive Fee Schedule
2017-2018**

Fall Term (8/28/17 - 12/08/17)		Spring Term (1/17/18 - 5/1/18)	
Payment Due Date:		July 15, 2016	December 15, 2016
Charge	Amount	Amount	Total
Tuition	\$24,168	\$24,167	\$48,335
Room (Double)	\$4,358	\$4,357	\$8,715
Board	\$3,008	\$3,007	\$6,015
Comprehensive	\$31,534	\$31,531	\$63,065
Housing Options: (Substitute Double Room Rate Above)			
Single Room	\$5,880	\$5,880	\$11,760
Triple Room	\$3,560	\$3,560	\$7,120
Quad Room	\$2,910	\$2,910	\$5,820
Sutton Place Apts.	\$5,080	\$5,080	\$10,160
OTHER FEES:			
Student Health Insurance: No longer offered.			
E-Portfolio Fee:			\$90
Required one-time charge for all new students for the electronic application used by students to turn in assignments and builds a portfolio of their work throughout their college career.			
Course Related Fees:			Varies
Applied Music Fees, Theatre & Art Lab Fees, and Select Physical Education Courses (Charged upon class registration & non-refundable after drop/add period.)			
Late Schedule/Add Fee:			\$50
Charged per course; after posted & published deadlines.			
Late Registration Fee:			\$50
Charged for all registration requests received after posted & published deadlines			
Late Check-In Fee:			\$250
Students must check in by 5:00 p.m. on the first day of classes.			
Late Payment Fee:			
Assessed each month an account carries a past due balance on the following scale:			
Past Due Balance of \$200-\$999.99			\$75
Past Due Balance of \$1,000-\$4,999.99			\$125
Past Due Balance of \$5,000 to \$19,999			\$200
Past Due Balance \$20,000 or greater			1% of Past Due Amount
ACCEPTED FORMS OF PAYMENT			
Please reference the student name and ID number on all payments.			
☑ Cash (Payable in-person only).			
☑ Checks (Payable to Rollins College) via U.S Postal or e-check via the QuikPAY Online Billing and Payment System.			
☑ Credit Cards (American Express, Discover, MasterCard and Visa) via the QuikPAY Online Billing and Payment System. A convenience charge of 2.75% will be applied to all credit card transactions.			
☑ Bank Wire: Email bursar@rollins.edu for instructions.			

Important Dates and Deadlines

- First payment due for Monthly Payment Plan.....June 1st
 - Payment for fall term charges due.....July 15th
 - FERPA Release due.....July 31st
 - Fall term classes begin.....August 28, 2017
 - Payment for spring term charges due.....December 15th
 - Spring term classes begin.....January 17, 2018
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Important Numbers and Addresses

OFFICE	PHONE	FAX
Bursar (Student Billing)	407-646-2252	407-975-6497
Financial Aid	407-646-2395	407-646-2173
Student Records (Registration)	407-646-2144	407-646-1576
Housing	407-646-2649	407-646-2359
Admissions	407-646-2161	407-646-1502
Dean of Student Affairs	407-646-2345	407-975-6485
Insurance Waiver Eligibility	407-646-2003	
Insurance Coverage Questions	800-922-3420	

Billing Schedule

A billing statement containing comprehensive fees and other term-based charges for the fall term will be mailed in mid-June with payment due by **July 15th**. The spring term billing statement will be mailed in early December, with payment due by **December 15st**. *A late fee will be assessed on a monthly basis on past due balances on the following scale:*

Past Due Balance	Fee Amount
\$200-\$999	\$75
\$1000-\$4999	\$125
\$5000-\$19,999	\$200
\$20,000+	1% of the past due balance

In addition to the term billing, monthly statements which include fines, other penalty assessments, and any other charges incurred by the student will be generated and available via the QuikPAY Online Billing and Payment System. **Note: Monthly paper bills will not be mailed after the start of each term.** Refer to the section below for additional details on the QuikPAY Online Billing and Payment system. Monthly charges are due by the date indicated on the statement. A monthly statement will not be generated if the account is paid in full or has a credit balance.

The amount due prior to the start of a term may fluctuate, as the student refines his or her housing arrangements, class selections, and as further information concerning Financial Aid is known. Please carefully consider the effect of these and other changes on the student account balance. *Students will be expected to remit payment or provide proof of requested funds for all charges prior to the start of the term, even if a bill has not yet been received.*

QuikPAY Online Billing and Payment System

The QuikPAY Online Billing and Payment System is available to students via FoxLink. **Students must assign (a parent, guardian, or trustee) an Authorized Payer account for those individuals to be able to view statements electronically and make an electronic payment on behalf of the student.** Authorized Payers may access the on-line billing and payment system at <http://www.rollins.edu/bursar/quikpay.html>. A payment may be made on behalf of a student without an Authorized Payer Account by selecting Guest Payer on our website under the Online Billing and Payment System option. An instruction guide for the Online Billing and Payment System is available on our website.

Instructions to View, Print or Pay Electronically

Students may access the QuikPAY Online Billing and Payment System through their Foxlink account. ***In order for a parent or guardian to have access to view or pay these bills, the student must assign them an Authorized Payer account.*** A parent or guardian will only be able to obtain billing information and make an online payment in QuikPAY.

Note: Pop-up blockers must be disabled to access the QuikPAY Online Billing and Payment System. Hold down the Ctrl key before clicking the link, if you have pop-up blockers enabled.

1. Students access **QuikPAY** by logging into **FoxLink**. In FoxLink, select the “Student” tab and “Billing and Financial Aid” from the dropdown menu, and then select **QuikPAY Online Billing and Payment System**.
2. Menu options are listed on the left hand side of the screen within QuikPAY.
3. **Payment Profiles** allows a user to enter banking or credit card information that is stored for payment processing. This allows a user to select this payment information, so re-entry of the information is not required each time a payment is made. This selection is optional.
4. **Authorized Payers** allows a student to set-up an account for a parent/guardian to gain access to the QuikPAY system. The Authorized Payer will receive an email with their user name and a link to the Authorized Payer log-in site. For security purposes, the Authorized Payer will not receive their password in the email. This student must provide the initial password to the Authorized Payer. The link is on our website under QuikPAY: <https://quikpayasp.com/rollins/campus/tuition/authorized.do>.
5. **User Preferences** allows a student or Authorized Payer to update email addresses and notification preferences. ***The student and Authorized Payer must enter a primary email address to receive notification when a new bill is ready to be viewed.*** A secondary email address can be entered by the student for notification when monthly statements are available. Under this option, the student may also choose to receive email payment confirmation or an email notification when an Authorized Payer makes a payment.
6. **Latest Statement** is a copy of the most recent billing statement. It contains static information that is not updated when changes are made to the account.
7. **View Tuition & Fees Detail** shows up to the minute “real-time” information regarding the account balance and status. ***This is the most accurate picture of the student account as it displays up to the minute activity.***
8. **Statement History** contains all billings previously sent by the College.
9. **Make Payment** should be selected to submit an online payment to your account. Electronic check (e-check) and credit card (American Express, Discover, MasterCard and Visa) are available options. A 2.75% convenience fee for credit card payments is imposed by the 3rd party vendor. A convenience charge is **not** assessed for e-check payments. You will be prompted to enter the amount you wish to pay after you select the Pay option.
10. **Transaction History** provides a list of all payments made to your account from within QuikPAY.

Delinquent Accounts

A student experiencing an unusual financial circumstance should consult with the Financial Aid Office and the Office of the Bursar well before the due date for payment. Every reasonable effort will be made to prevent the disruption of a student's progress because of a temporary financial hardship. Any special payment arrangement must be requested in writing and requires the written acknowledgement and approval of the Bursar.

A student whose account includes a past due balance will be placed on Bursar Hold. *The Bursar Hold will prohibit the student from participating in add/drop without approval from the Office of the Bursar. A student's academic record, including the transcript and diploma, will be withheld until the student account has been paid in full.*

Monthly Payment Plan

The College will defer payment of comprehensive fee charges for students who elect to participate in the Monthly Payment Plan. With this option, payment of the comprehensive fee for the academic year may be spread equally over ten months, *beginning June 1st*. The plan is available to students enrolled in the fall term, who will not graduate or otherwise separate from the College prior to the end of the academic year. A minimum plan amount of \$2,500 is required. Please refer to the Monthly Payment Plan Application located on our website.

Enrollment in the monthly payment plan requires a non-refundable application fee of \$155. A \$75.00 late fee is assessed by Tuition Management System for any payment received after the due date. Prepayments to the plan are *not refundable*, nor are they available for credit towards charges incurred on the student account, unless the annual plan amount has been satisfied. The College reserves the right to reject any monthly payment plan application and to terminate any plan not paid in accordance with the established payment schedule. *The outstanding balance attributable to any student whose plan is terminated is immediately due and payable to the College.* A Bursar Hold will be placed on the student account due to defaulted payment plans until the outstanding balance is satisfied in full.

Florida PrePaid

All students utilizing Florida PrePaid funds to cover part of the tuition or dormitory charges **must** complete a [Transfer Form](#) with Florida PrePaid authorizing Rollins College to bill on their behalf.

The College bills Florida PrePaid at the conclusion of ADD/DROP each term on or about the third week of September and on or about the third week of January of each academic year. Updated rates are provided to Rollins from Florida PrePaid each August which covers that academic year. Restricted plans are billed up to 15 credit hours per term based on the rate provided by Florida PrePaid. Unrestricted plans can be billed either by the total credit hours the student is taking per term or by a dollar amount that is requested by the owner of the plan in writing to the Bursar's Office up to the total value of the plan. Credit will not be applied to the account until payment is received from Florida PrePaid. **Note:** *The value of the Florida PrePaid account is counted as an asset of the parent for Financial Aid purposes.* Questions regarding Florida PrePaid plans may be directed to 800-552-4723 or viewed on their website at <http://www.florida529plans.com/index.html>.

Credit Balances

College of Liberal Arts students must request a refund of any credit balance on their account. The refund request form is available on Foxlink under the Student tab and by selecting Billing and Financial Aid from the drop down menu. Refunds will be issued only if *all* charges to the student account have been paid in full, even if those charges apply to a future term. ***Refund checks are issued directly to the student. Checks will be made for the full credit balance on the account at the time of the request.*** Credits created by federal financial aid, (except PLUS loans) are refunded to the student, irrespective of prior payments. Credits generated from a parent PLUS loan must be refunded to the borrower, unless otherwise instructed by the borrower. Credits created by federal financial aid will be automatically refunded unless a Title IV authorization is on file allowing us to hold credit balances until the end of the academic year. Any student account with a monthly payment plan is *not* eligible for refund of any credit balance until the installment plan is satisfied in full. Unless a student graduates or otherwise separates from the College, refunds for credit balances are issued only upon written request. Refund checks for current students are mailed to campus boxes while school is in session. A refund check will be processed and mailed to the permanent address for any account with a credit balance at the end of the academic year, unless a written request is made for the balance to carry forward to the next academic year. Please allow four to six weeks for processing at the end of the academic year. *Credit balances less than \$10.00 will be forfeited upon separation from the College.*

Students may request to have refunds processed directly to a bank account via direct deposit. The student must complete a Direct Deposit form available on Foxlink under the Billing and Financial Aid tab. Once a student requests direct deposit, the information will remain activated for all future refund requests unless the student advises otherwise.

Credit balances may also be transferred to the TarBuc\$ account upon submission of the TarBuc\$ transfer form available on Foxlink under the Student tab and by selecting Billing and Financial Aid from the drop down menu. **Unused TarBuc\$ funds are not available for transfer back to the student account for refund until separation from the College. TarBuc\$ balances less than \$10.00 will be forfeited.**

On-Campus Housing

All students with less than 60 credit hours are **required** to reside in on-campus housing unless a completed exemption form is submitted and approved by the Office of Residential Life & Explorations. All other students who elect to live on campus are required to sign a housing agreement for the entire academic year. **A housing release fee of \$500 may be charged to students who signed an agreement prior to the beginning of the academic year, regardless of whether that student actually moves into a room.** Students who move into a residence hall and subsequently vacate the premises on or before (September 11th, 2017 – *fall residents*, or January 29th, 2018 – *new spring residents only*) will be charged a daily rate for the number of days of occupancy, in addition to the housing release fee. **After these dates, no portion of the term housing charge is refundable.**

The amount charged for any room is based on its configuration, which may accommodate single, double, triple occupancy or apartment style. The room charge includes use of laundry facilities in the student's assigned residence hall. The room charge for a student, who transfers from one room configuration to another, will be adjusted for the difference between the old room rate and the new room rate. This adjustment is calculated using a per diem rate, and is based on the official checkout date and return of keys to the Office of Residential Life & Explorations.

Board Plan

Beginning fall 2017, the College has converted the Marketplace at Cornell Campus Center from a la carte (separate food items) dining to fixed price, all access (buffet) dining. Other locations; Bush Café, Bookmark Café, Dave's Down Under and the Cornell Courtyard Café will continue to offer a la carte meals. Other than what is discussed below, there are no other changes to any of our other on-campus locations.

Student surveys have indicated that although there are students who complete the year with balances remaining on their meal plan, a significant portion of students have difficulty getting enough to eat within the constraints of our previous meal structure. With the change to buffet dining, students with the on-campus meal plan will be able to enjoy up to 3 meals per day during the week and 2 meals per day on the weekend in the marketplace for the entire year. In addition, they will be able to return for seconds (or thirds) and enjoy access to a greater variety of offerings at each meal.

Along with this change, sushi will now be offered in the C-Store as a grab-and-go item and made-to-order sushi will be available at Dave's Down Under. The deli sandwich station will be moved upstairs to the Marketplace. The Marketplace buffet will have a grill; made to order burgers, chicken sandwiches and French fries will now be available for lunch and dinner. We will also have a station committed to specialty diets serving gluten and dairy free items, as well as vegan and vegetarian meals.

The Marketplace hours of service are changing effective August 21; the new service hours are:

Breakfast 7:30 – 10:00 a.m. (Monday - Friday) cost \$6.25
Brunch 9:00 a.m. – 1:30 p.m. (Saturday and Sunday) cost \$9.25
Lunch 11:30 a.m. 1:30 p.m. (Monday - Friday) cost \$9.25
Dinner 5:30 p.m. – 8:30 p.m. (Sunday – Friday) cost \$10.25
Dinner 5:30 p.m. – 7:30 p.m. (Saturday) cost \$10.25

The meal plan remains a declining balance plan and students will be able to use their flexible dining dollars at all locations across campus. Students may continue to enjoy meals at any of our locations and utilize their declining balance meal plan. In order to preserve your meal plan balance to last throughout the entire semester students will need to spend an average of \$25.75 a day or less, Monday through Friday and \$19.50 per day on Saturday and Sunday. Spending at the convenience store, and meals at our off-campus partners and our other eateries need to be considered as part of these daily totals. Missed meals or meals eaten in your room or elsewhere provide flexibility in maintaining an average spending to make it through the semester.

As we change to this format, the dining area in the Marketplace will be restricted to individuals who have purchased a buffet meal. We are offering a to-go program so you may take your food and dine elsewhere – but upon leaving the dining area remittance will not be granted. The to-go program utilizes reusable containers and “red-box” style return kiosks. The containers require a deposit and upon return to the automated kiosk the container is scanned and credit is returned.

Unused Meal Plan account funds will be carried forward from the fall term to the spring term, but are otherwise non-refundable. A student who moves into a Residence Hall on or before the first day of class in any term is charged the full board rate for the term; *this fee is non-refundable*. Students assigned to a Residence Hall after the 10th day

of the start of the term will be charged a prorated amount of the meal plan account based on the number of days in housing plus the overhead fee. A student who applies for on-campus housing but does not move into a Residence Hall is not charged for any part of the Board Plan. Meal Plan funds will be deposited to the R-card meal plan approximately 24 hours prior to the start of the term.

TarBuc\$ Accounts

Students may also fund a flexible (TarBuc\$) spending account, in addition to the non-refundable meal plan account. The TarBuc\$ account may be used to purchase sundries, gift items or other non-food items in the Convenience Store, in vending machines, and for other campus needs (postage, photocopies, library fines, student event tickets, parking tickets and decals, etc.). The TarBuc\$ account may also be used to purchase health center services, text, and books, supplies, clothing, gifts and sundries in the Bookstore. A TarBuc\$ funding level of \$600-800 per term may be necessary to cover bookstore purchases, health center services, and other campus-wide purchases. The TarBuc\$ account is also a convenient account to use for additional food purchases by those students who wish to consume larger quantities of meals and snacks on campus than provided by the Meal Plan account.

Any enrolled student may deposit funds into their TarBuc\$ account by cash, check or credit card at the R-card office, or with cash, at the Value Transfer Station in the Cornell Campus Center. Funds may also be deposited via the web at <http://www.rollins.edu/r-card/index.html>.

Students with a credit balance on their student account created by excess financial aid, may request a transfer of these funds to their TarBuc\$ account. A TarBuc\$ transfer form may be completed online through Foxlink under the Billing and Financial Aid tab up to two weeks prior to the start of the term. The student account must have a credit balance in order for funds to be transferred to the TarBuc\$ account. The maximum amount that can be transferred is \$1,000 per term. Unused TarBuc\$ funds are not available for refund until separation from the College. **Balances less than \$10.00 will be forfeited.**

Meal Plan and TarBuc\$ accounts are debited by reading the R-Card magnetic strip at cashier stations and vending machines on campus. The amount of each purchase, including 6.5% Florida state sales tax, (where applicable), is deducted from the balance of the appropriate Meal Plan or TarBuc\$ account at the point of sale. Complete account activity and statements are available via the web at <http://www.rollins.edu/r-card/index.html>. Use of student Meal Plan and TarBuc\$ accounts is limited to currently enrolled students. Accounts for students who graduate or otherwise leave the College are deactivated at the point of separation. Lost or stolen R-cards should be reported to the R-card office immediately. **A fee of \$15.00 will be charged to acquire a replacement card.**

Financial Aid

The College will defer payment of comprehensive fees and other charges to the extent of authorized financial aid reported on the billing statement. Financial aid is considered authorized if all required documents have been properly submitted, student eligibility has been verified, and approval from the lender, if applicable, has been received. Financial aid that is classified on the billing statement as a memo item refers to aid for which application has been made, but is otherwise incomplete. Memo aid will be honored for a period of up to four weeks after the first day of class, at which time the account balance is due and payable in full. A student expecting financial aid that does not appear on the billing statement, or whose fully approved aid continues to appear as a memo item, should contact the Financial Aid Office for further information.

A Federal **College Work-Study** award represents an on-campus job opportunity enabling the student to work for pay. Work-Study items appearing on award letters should not be used as a resource when calculating any remaining out-of-pocket expenses. Awardees receive a paycheck for hours worked according to information reported to the payroll office on a bi-weekly time sheet. Paychecks may not be credited directly to a student account. However, arrangements to use all or part of Work-Study earnings to defer payment of comprehensive fees and other charges may be made upon request. Such arrangements, which are approved by the Bursar on a case-by-case basis, require a signed agreement by the student to endorse work-study paychecks to the College for credit to the student account. The student must report to the window in the Office of the Bursar on payday to endorse the check for application to his/her student account.

Federal Direct Loans arising from the application for federal aid may be used to defer payment of comprehensive fees. The amount deferred in any single term is limited to one half of the annual loan amount, less an origination fee of approximately one percent (Federal Direct Stafford Loans). Federal Direct PLUS Loan funds may be used to defer payment if the College has received notice of approval from the Federal Government. PLUS loans have an origination fee of approximately four percent.

Outside Aid refers to a scholarship or loan that is funded or administered by a party other than Rollins or the Federal or State Governments. Funds from outside sources will be credited to the student account when received by the College. Deferment is available for outside aid if the College is notified by the awarding entity in writing. Students must notify Financial Aid of all outside aid received or anticipated for the academic year. Students receiving loan checks co-payable to the College must report to the Bursar's office within two weeks of notification to endorse the check for application to the student account.

For Further Information: Counseling about other sources of educational financing is available. For assistance, please contact the Financial Aid Office by email at finaid@rollins.edu or by telephone at 407-646-2395.

Refund and Repayment Requirements for Federal Aid Recipients

In the event that a student who received Title IV (federal) funds completely withdraws, is expelled, drops out, or otherwise fails to complete a period of enrollment for which charges are incurred, the College will first determine whether:

- The student did not attend any class and therefore overpayment provisions apply. In this situation, 100% of the aid funds would be returned to the Title IV, State, or Institutional programs; or
- The student attended at least 1 class and regulatory repayment requirements apply. In this situation, the College must calculate the amount of aid that was "unearned" at the time of departure from the College.

Unearned Title IV funds, other than Federal College Work-Study, must be returned to the appropriate financial aid program. A student "earns" Title IV funds in direct proportion to the length of time he or she remains enrolled. The percentage of time during the period that the student remained enrolled is the percentage of aid for that period that the student earned. For example, if a student remains enrolled in 50 out of 100 calendar days for a semester, that student has earned 50% of his or her aid. Therefore, using this example, 50% of the aid must be returned to the appropriate aid program(s). A student who remains enrolled for at least 60% of the semester earns all of his or her aid for that semester.

A student who abandons (drops out) his/her classes without officially notifying the college will have a portion of aid cancelled and returned to the appropriate program. The midpoint of the semester will be used as the withdrawal date for students who fail to provide official notification.

According to Federal Guidelines, the responsibility for repaying unearned aid may be shared by the college and the student in proportion to the aid each is assumed to possess. The college share is the lesser of: a) the amount of unearned aid or b) institutional charges multiplied by the percentage of aid that was unearned. The student's share is the difference between the total unearned amount and the institution's share. Generally, it is Rollins College policy to return the college and student share to the appropriate aid program creating a balance on the Rollins College account. In cases of non-payment, the college may opt to report the aid as an overpayment causing repayment directly to the Federal Government.

Unearned Title IV aid will result in a reduction to each aid program in the following order:

- Federal Unsubsidized Direct Loan
- Federal Subsidized Direct Loan
- Federal Perkins Loan
- Federal Direct PLUS/Grad Loan
- Federal Direct PLUS Loan
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant

Reduction of the above programs may create a balance that will be due from the student to the college. The student's share of a grant will be reduced to half per federal law. The student's share of a returned loan will be paid according to the terms of the promissory note. Aid from the institution will be reduced by the same percentage of credit given against tuition. The percent of credit given against tuition is dictated by the college refund policy. Rollins College policy does not include state programs in the return of Title IV aid. State of Florida grant and scholarship programs will be finalized at the end of the drop/add period. However, Bright Futures Scholarships are reduced during the semester if a student drops credit hours.

For additional information on the impacts of withdrawals or dropping courses, please visit: <http://www.rollins.edu/financial-aid/>.

College Refund Policies

If a student withdraws or is otherwise separated from the College prior to the beginning of a term, a full refund for the term will be made, subject to the exclusions for non-refundable amounts referenced in other sections of this booklet. After a term has started, a withdrawal requires the completion of a withdrawal form, which is signed by the student. The completed form must be submitted to the Dean of Student Affairs no later than 10 business days following the last date of attendance. Eligibility for credit to the student account is measured according to the **effective date of withdrawal**. The effective date of withdrawal is the last day of verified class attendance or student presence on campus, if the withdrawal request is made no later than 10 business days following the last date of attendance. If the student fails to submit the withdrawal form within 10 days of the last date of attendance, the effective date of withdrawal is defined as the date on which the College receives the withdrawal form. If a student withdraws, or is separated from the College for any reason other than a medical disability after the start of the term, a credit will be made to his or her account according to the following schedule:

Effective Date of Withdrawal for Tuition Credit

Withdrawal Date	Fall	Spring	Refund Percentage
Prior to the second week of class	9/4/2017	1/24/2017	80%
Prior to the third week of class	9/11/2017	1/31/2017	60%
Prior to the fourth week of class	9/18/2017	2/07/2017	40%
Prior to the fifth week of class	9/25/2017	2/14/2017	20%
Fifth week of classes or later			0%

Course Fees: Non-Refundable

Room: Non-Refundable. Students who move into a residence hall and subsequently vacate the premises on or before (September 11th, 2017 – *fall residents*, or January 29th, 2018 – *new spring residents only*) will be charged a daily rate for the number of days of occupancy, in addition to the housing release fee. **After these dates, no portion of the term housing charge is refundable.**

Board: Non-Refundable

An appropriate adjustment will be made for any previously credited amounts.

Responsibility for payment of an outstanding balance is not waived as a result of a withdrawal. As with continuing students, failure to pay the balance due the College will result in the withholding of the academic records of the student. Unpaid accounts will be referred for collection.

Refunds to students receiving federal assistance are governed by federal laws, which supersede the policies of the College in cases of conflict. Please see “Refund and Repayment Requirements for Federal Aid Recipients.”

Refunds of credit balances are made payable directly to the student and mailed to the permanent address or direct deposited to the bank account on file.

Medical Withdrawals

The Dean of Student Affairs should be notified immediately if a student withdraws or takes a leave of absence due to medical reasons. While a medical leave of absence may be recognized for academic purposes under varying circumstances, certain requirements must be met to enable a prorated refund of tuition. Please note that a medical withdrawal does not qualify a student to receive a refund of Fees, Room or Board charges.

- The withdrawal must be documented by a physician’s statement of need. This statement must be received by the College within 10 business days of the last date of attendance; and
- The last date of attendance must occur within the first 60% of the term.

An appropriate adjustment will be made for any previously credited amounts.

International Students

NOTICE TO INTERNATIONAL STUDENTS RECEIVING WAGES, SCHOLARSHIPS, FELLOWSHIPS AND/OR GRANTS

I. Purpose of Notice: Every person who receives income from U.S. sources must comply with U.S. tax laws by paying tax, filing annual tax returns if required and/or meeting other requirements applicable in the individual taxpayer’s particular circumstances. This Notice is intended to

- Provide general information about wages, scholarships, fellowships and grants and other U.S. sources of income (by whatever name they are called) paid to students;
- Explain generally when payments are reportable and/or taxable;
- Explain when the College must withhold U.S. income tax from payments (or students must otherwise pay the tax due);
- Explain when the College must report payments and withholding tax amounts; and
- Provide a list of free tax resources available from the Internal Revenue Service (IRS).

This Notice is not intended to serve as tax advice. Students should consult with their personal tax advisors to determine their obligations based on their individual circumstances.

II. Wages – U.S. Tax Treatment Generally: Wages paid for services rendered as an employee are subject to U.S. income, Social Security and Medicare tax withholding unless exclusions, exemptions and/or tax treaty benefits apply to reduce or eliminate the withholding requirements.

III. Scholarships, Fellowships and Grants – U.S. Tax Treatment Generally: Scholarships, fellowships and grants paid to reduce ‘Qualified Tuition and Related Expenses’ as defined in Internal Revenue Code § 117, are not subject to U.S. income tax if all of the following apply:

- The amount is paid to students who are candidates for a degree; AND
- Actually used for qualified tuition and related fees, defined as those required for enrollment and attendance at the College by all students taking the particular courses; and/or
- Fees, books, supplies and equipment required for courses of instruction at the College;
- Provided, however, the recipient is not required to provide services (past, present or future) as a condition of receiving the payment.

IV. Scholarships Covering Tuition, Room and Board– Generally: Athletic and other scholarships may cover not only the costs of nontaxable qualified tuition and related expenses defined in ¶III above, but also the taxable costs of unrelated (i.e., nonqualified) expenses such as room and board. Depending on the student’s tax residency status discussed in ¶VI below, the College may be required to report and withhold U.S. income tax on the taxable portion.

V. Student Responsibilities – Generally: Students are responsible for:

- Determining the taxable or nontaxable nature of the payments received;
- Paying the tax related to wage, scholarship, fellowship, grant and other payments received;
- Maintaining appropriate records (i.e. copies of bills and receipts) to substantiate that they used the scholarship, fellowship and/or grant payments for nontaxable/qualified tuition and related expenses;
- Providing and updating documents needed by the College’s Tax Department for U.S. tax compliance purposes;
- Obtaining a U.S. taxpayer identification number (TIN) when required or requested for tax administration — a TIN is either a Social Security number (SSN) or an individual taxpayer identification number (ITIN); and
- Filing the appropriate U.S. income tax return. See return types in ¶VIII.

VI. College Compliance Requirements – Generally: Rollins College must comply with Internal Revenue Service reporting and tax withholding rules related to the payment of wages, scholarships, fellowships and grants and other income. A student’s residency status for U.S. tax purposes and the type of payment received determine if and at what withholding rate those rules must be applied. Therefore, the College must first determine a student’s residency status and analyze the type of payment being made. For U.S. tax purposes, there are four possible residency statuses:

1. U.S. citizen;
2. Permanent resident alien;
3. Resident alien for U.S. tax purposes; and
4. Nonresident alien (NRA) for U.S. tax purposes.

Special rules apply to payments made to NRA students. See ¶VII below. Payments to students of all other residency statuses are taxed and reported as if they were U.S. citizens. NRA students receiving taxable wages will generally receive Form W-2.

NRA students receiving treaty exempt wages or reportable scholarship, fellowship or grant payments (taxed or treaty exempt) will receive Form 1042-S. Forms W-2 and 1042-S are tax information returns prepared by the College and mailed to students by January 31st and March 15th, respectively, following the calendar year (January 1–December 31) in which income was paid. Both are used when filing U.S. income tax returns, if required.

VII. Withholding Tax From Payments to Nonresident Aliens/Refunds of Tax – Generally: The taxable portion of scholarship, fellowship or grant payments is subject to a 14% tax withholding rate for persons with F, J, M or Q visa types (30% for any other visa type). Students must pay the tax by reimbursing the College in the following or similar situations where tax cannot actually be withheld:

- When a scholarship, fellowship or grant has been paid directly to the student; or
- When a scholarship, fellowship or grant has been applied as an offset to tuition and other charges on the student’s account, typically at the end of the add/drop period for each term.

Many countries have tax treaties with the U.S. and many tax treaties contain articles that exempt certain types and amounts of income from U.S. tax, thereby reducing or eliminating withholding requirements. To determine eligibility for treaty benefits, students must provide information about their immigration status to the College’s Tax Department. NRA students who are eligible for treaty benefits AND have a U.S. TIN may claim the benefits in advance by filing Form 8233, Form W-8BEN or both prospectively to reduce or avoid withholding tax as they are receiving their income during the year.

Even if treaty benefits are not available or they are not claimed prospectively (that is, not claimed as the income is being received), NRA students who are eligible for a refund of previously withheld tax may claim the refund by filing a U.S. income tax return (usually on Form 1040NR or 1040NR-EZ) IF they have a U.S. TIN. See ¶VIII.

NRA students who do not have a US TIN, but need one in order to file a tax return to claim a refund can apply for an ITIN (see ¶V above) by completing and attaching a Form W-7 to the tax return. In addition, NRA students who meet certain exceptions may apply for an ITIN during the tax year rather than later when filing a tax return.

VIII. Types of U.S. Income Tax Returns: The type of U.S. income tax return required to be filed depends upon tax residency status, aggregate reportable income, and other factors. Generally they are:

- U.S. citizens - Use Form 1040, U.S. Individual Income Tax Return or Form 1040EZ, Income Tax Return for Single and Joint Filers with No Dependents
- Resident aliens (including permanent resident aliens) – Use the same form as U.S. citizens
- Nonresident aliens - Use Form 1040NR, U.S. Nonresident Alien Income Tax Return or Form 1040NR-EZ, U.S. Income Tax Return for Certain Nonresident Aliens With No Dependents.

IX. Useful Resources:

- Internal Revenue Service (IRS) website – www.irs.gov, where you may obtain tax forms and publications.
- Tax Publications:
 - IRS Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities
 - IRS Publication 519, U.S. Tax Guide for Aliens
 - IRS Publication 525, Taxable and Nontaxable Income
 - IRS Publication 597, Information on the United States - Canada Income Tax Treaty (2006)
 - IRS Publication 901, U.S. Tax Treaties
 - IRS Publication 970, Tax Benefits for Education
 - IRS Publication 1915, Understanding your IRS Individual Taxpayer Identification Number ITIN

U.S. tax forms, related instructions and IRS publications can be viewed or printed from the IRS website using Adobe Acrobat Reader (free download also available).

Questions About this Notice: If you have questions about the information contained in this notice, contact the Rollins College Finance Department: tax@rollins.edu or 407-646-2611.