

By registering at Macomb Community College, I accept responsibility for payment of courses and have read and agree to the terms below.

TUITION

- Rates are the same for residents of all counties
- Tuition is different for each class/exam and displays when selecting a course

PAYMENT

- Tuition payment or authorization to bill third parties must be received at the time of registration
- The College reserves the right to drop students for non-payment
- A fee of \$25 will be assessed for any payment returned unpaid

The student or organization may be contacted via any phone number (including wireless numbers which could result in charges to the student),

e-mail address, or physical address provided in order to service our account or collect any amount student or organization may owe.

Third Party Billing

Costs billed to employers, state agencies, etc. require prior approval and submission of written authorization, voucher or purchase order at the time of registration. The agency agrees to pay charges regardless of grades, course completion, or employment status. The College reserves the right to refuse accounts for reasons including, but not limited to, delinquency or non-payment. If for any reason, the third party refuses to pay, the student will be held responsible.

Delinquent Accounts

Student account balances, dishonored checks, unreturned materials, etc. must be paid in full by the due date. Failure to pay will result in a "HOLD" on all records and future registrations. Delinquent accounts are turned over to a collection agency and will be assessed a **25% delinquent account fee** and reported to credit bureaus. Any type of refund may be applied as payment to reduce or pay off the debt.

REFUND POLICY

- 100% Refund if Macomb cancels class/exam
- 100% Refund if student drops class/exam PRIOR to the start date
- 0% refund if student drops class/exam ON the start date
- 0% refund thereafter

Special Circumstances

Students who must withdraw from a class/exam on or after the start date due to hospitalization, accidental injury, prolonged illness, mandatory shift change at student's place of full-time employment (does not include new employer), military deployment, or other reason deemed appropriate by the department dean or director, may receive a 100% refund. Requests for special circumstances must be made in writing with supporting documentation to the Program Coordinator:

- General Motors Global Certification Program – Debra Lang – 586-498-4114

How & When Refunds Are Processed

- Tuition refunds are processed weekly, excluding holidays
- Payments made with credit/debit card are refunded first
- Other refunds are made by mailed check

SCHOOL CLOSING

Call 586-445-7800, go to www.macomb.edu or www.schoolclosed.com or listen to local radio station WWJ 950AM. Macomb Emergency Messaging Alerts - quickly notifies students, faculty and staff of campus emergencies or campus closures via SMS text message, email, voice message or any combination of the three. Participation is completely voluntary. <https://www.getrave.com/login/macomb>.

STUDENTS WITH SPECIAL NEEDS

Call 586-445-7420 (South Campus) or 586-286-2084 (Center Campus) at least 3 weeks prior to class start date to request services.