New College Terminology Explained

Apply: Students apply to be considered for admission to New College of Florida.

Register: The Office of the Registrar registers admitted students who are enrolling at New College of Florida. This registration levies the tuition charges on your account providing there are no holds on your account.

Contract: You will work with your faculty advisor to negotiate and sign your semester contract, indicating the courses and other academic activities you will complete. You submit your contract to the Office of the Registrar.

Each of these three processes has a deadline. A late registration or a late contract submission will result in a **$100 fine**. Deadline dates are well publicized by the Office of the Registrar in e-mails to students, on the Academic Calendar, and in the portal.

If your registration is not processed when statements are run: 1) the message **STUDENT HAS NOT REGISTERED** will be stamped on the statement and 2) the tuition charges will not be listed on the statement. **If you receive this message, call (941) 487-4625 right away for information about charges and payment needed.**

Florida Prepaid benefits cannot be applied to your account if you are not registered.

NewCLEIS provides you an online tool for making payments 24/7, as well as, checking your account balance and hold status. We encourage you to share your login information with your parents (N# and PIN—default is mmddyy of the student's birthdate), so that they can access your account, too. To pay your balance or check your account go to http://banner.ncf.edu/pls/ncpo/twbkwbis.P_WWWLogin.

Term Codes: Fall term begins in August, so we add "08" to the calendar year (i.e., 201208). Spring term usually begins in February, so we add "02" to the calendar year (i.e., 201302).

Tuition Billing: New College essentially assesses block tuition. We bill each semester contract for the equivalent of 16 credit hours, and each ISP for the equivalent of 4.

Miscellaneous Information

On-Campus Residence/Meal Plan Changes: Call (941) 487-4259 for details. If you change your living arrangements or meal plan, very often the result will be a balance due. The balance is due within 5 business days of the change. Payment should be made either at the Business Office or online via NewCLEIS. Any changes that result in a refund are processed weekly. Once processed, refund checks are available at the Business Office after 10:00am on Thursdays. **Excess meal plan money carries over from fall to spring, however any balance as of the end of spring is forfeited.**

Hold Status: If you have an unpaid balance or other type of unmet requirement, your account is placed on hold. This means no transcripts, new registrations, or diploma can be released unless this balance is paid or the hold criteria satisfied.

Immunization Record: You're required to submit a current immunization record to the Counseling & Wellness Center before attending New College. A hold is placed on your student account and you will not be registered until this document is received.

Library Fines-Cook Library: Fines levied by the Library are put on student accounts through an electronically generated file. To obtain details on any fines or books lost, contact Circulation at 487-4305. All credits are sent to the Business Office in writing . **Unpaid fines will result in a hold on your student account.**

Address Updates: You're required to keep your permanent address current with the Office of the Registrar.

Florida Prepaid: The Florida Prepaid College Plan pays a maximum of 120 credit hours for 4-year university contracts.

At New College, minimum graduation requirements can be completed within 3.5 years—7 contracts and 3 ISPs at New College, which are billed at 124 credit hour equivalents. A 4-year university Florida Prepaid College Plan will cover tuition for all but 4 billable hours of the minimum 7 semester/3 ISP requirements. For more detail go to http://www.ncf.edu/florida-prepaid-college-program.

Discuss with your faculty advisor your plans to meet all of your graduation requirements (including 31 units, Area of Concentration, thesis, and the baccalaureate exam).

New College
THE HONORS COLLEGE of Florida

Just the Facts!

~

Information to Know About Student Accounts

Business Office Contact Information
5800 Bay Shore Road, PMD 123
Sarasota, FL 34243-2109

Phone: (941) 487-4625
Fax: (941) 487-4486
Hours: Monday-Friday 8am-5pm
Website: www.ncf.edu/business-office

A/R: Barb McCulley
Email: McCulley@ncf.edu

Other Campus Office Contact Information

Financial Aid: (941) 487-5000, Option 2
Housing: (941) 487-4259
Counseling & Wellness: (941) 487-4254
Registrar: (941) 487-4230
Parking: (941) 487-4626

Payment & Billing Information

Payment Deadline (5th Day of Classes): Each term, your payment for tuition, housing, meal plans, and other fees is due by the end of the 5th day of classes. The amount due will be the sum of charges ***less*** all loans, grants, and scholarship aid.

If you still owe money after the deadline you will be assessed a $100 late payment fee and your registration will be cancelled. **To re-register,** you must pay 1) the balance due, 2) a late registration fee of $100 and 3) the late payment fee of $100. ***The late payment deadline is published in the Academic Calendar.***

Payment Methods:
Online via NewCLEIS (24/7): Visa, MasterCard, Discover and American Express (AmEx payments accepted only online).

By mail or in person at the Business Office (PMD-123): cash, check, Visa, MasterCard or Discover.

Invoices: An invoice is mailed within 30 days of the start of each term, and then again approximately 30 days into the semester after any lab fees are placed on student accounts. Balances that remain outstanding 21 days after this second mailing will be assessed the $100 late payment fee.

Installment Plan: New College offers students a two-payment installment plan each term. There is a $15 processing fee due with the first half of the balance. The form is available through the Business Office and on our webpage. The signed, notarized form, and the first half of the balance (plus the fee), are due prior to the fee payment deadline date. The remaining balance is due by mid-term.

Tax Information: 1098T forms are mailed out the last week of January each year to those students whose qualified charges billed exceed the total of their scholarships, aid and grant awards. No hard copy of the form is generated for persons with more scholarships and aid than charges. All tax information is available on NewCLEIS - 24/7 - after January 31.

Family Educational Rights and Privacy Act (FERPA): If you want to give College staff permission to discuss your student account with anyone, either over the phone or in person, authorize this through a signed "FERPA" release with the Office of the Registrar. **NOTE:** If this release is not on file, we will not disclose this information to anyone (regardless of who pays the bills).

Financial Aid Information

Financial Aid Disbursements: All financial aid funds (except work-study) are applied automatically towards tuition, room and board during the second week of classes. Any credit balance remaining will result in a refund check, available for pick-up from the Business Office (see Refunds below). Loan funds for first-year and first-time borrowers will be delayed for 30 days on the first installment of the loan. Any loan funds received after the financial aid disbursement date will be credited to the student's account.

Refunds: Refunds will not be available earlier than the third week of the semester. (The date of disbursement to accounts IS NOT THE SAME AS the refund date.) It takes approximately one week to 10 days after aid and loans are first disbursed onto student accounts to determine eligibility, check all the figures for accuracy, and designate any remaining credit balance on the student's account for refund. Refund checks processed later in the term are typically printed on Thursday mornings, and are available for pickup in the Business Office by showing a valid picture ID. (They can be mailed to the home address upon request of the student).

Common Reasons for Financial Aid Delays:
1) No FAFSA 2) Incorrect or late FAFSA 3) Incomplete verification

FAFSA (Free Application for Federal Student Aid):
Priority deadline: February 15 (new students), March 1 (returning students). Complete an error-free FASFA **each year** as a basic eligibility requirement for federal aid, all loans, institutional need-based aid, and Bright Futures.

Verification: Once you've finished filing your FASFA, check the comment section on your Student Aid Report to learn whether the US Dept. of Education has selected you for "verification." If selected, you must request a tax transcript from the IRS and send it to the New College financial aid staff along with a completed Verification Worksheet. Verification cannot be cleared if a parent has not yet filed taxes for the year requested (even with a tax extension). **Need-based aid cannot be awarded or applied to your student account unless verification has been completed. You will be responsible for making payment on your student account until this is resolved.**

SAP (Satisfactory Academic Progress) for financial aid purposes: Go online to NewCLEIS to check your "SAP" status. **Incompletes and Unsats impact your SAP status. "Termination" blocks assignment of most financial aid while "Warning" puts all financial aid at risk.**

Financial Aid Information

Financial Aid and Title IV Authorization Form:
Use this Form to authorize how we should distribute your aid.
Box #1 —allows the College to apply financial aid to all current charges that are incurred for educationally related activities—not just tuition & fees/room & board, but also books, supplies, miscellaneous fees, charges and fines. *For a book advance to be approved, the form must be filed with the 1st box checked.*
Box #2—allows the College to apply financial aid to outstanding charges from the prior year (up to $200).
Box #3—allows the College to hold any excess financial aid from fall term and apply it to your spring semester charges. (Spring excess funds cannot be carried to the fall semester of the next academic year. Any excess funds will be refunded during spring.)

Obtain the Form from the Business Office or download it from our portal page at https://myncf.ncf.edu/group/ncf-business-office/students

Book Advances: If your aid exceeds tuition, room and board costs, you may qualify for a book advance up to $600. Book advances are available **at the beginning of each semester;** you must be registered for classes and have completed a Financial Aid & Title IV Authorization Form (with Box #1 checked) in order to receive a book advance. To use the book advance, go directly to the campus bookstore with your student ID. The bookstore will charge the costs of the books to the your account. **Any unused funds will be returned in a refund check as outlined in the Refunds section.**

Bright Futures: You must file an error-free FAFSA each year in order to receive Bright Futures. Renewal of Bright Futures requires the satisfactory completion of both your fall and spring contracts. An Incomplete contract will prevent the renewal of Bright Futures until it is satisfied.

Parent PLUS Loans: If your parent is borrowing a PLUS Loan, your parent is required to complete a PLUS Loan Authorization Form. This form designates where any remaining credit balance should be mailed (to the parent or student). This Form can be obtained through the Business Office or from Financial Aid staff. *If no form is on file, the refund will be made to the parent.*

ALL FIRST-TIME STUDENT LOAN BORROWERS MUST COMPLETE ENTRANCE COUNSELING AND SIGN A MASTER PROMISSORY NOTE! Loans cannot be processed and credited to your account until entrance counseling is completed and a Master Promissory Note is signed electronically online at www.studentloans.gov.

$ $ $ $ $ $ $ $ $ $ $ $ $ $

Borrow wisely to minimize your debt upon graduation. Consider reducing your loan amounts for the spring semester due to lower costs.