

2. Off-campus courses not taken through the CUE program: Students may take a course off-campus during the fall, spring or summer term at any accredited institution (including members of the CUE program) as a —guest student. All arrangements and registration must be made by the student through the school at which the class is to be taken. All tuition, fees and books are the responsibility of the student. At the completion of the course, the student needs to request that an official transcript be sent to the Franklin College academic records office for processing as transfer credit.

F. Study at Cooperating Institutions. When a Franklin College student is engaged in study abroad or in connection with an approved cooperative arrangement at another institution within the United States, the academic policies, procedures and due process provisions of that institution shall apply and they will be honored by Franklin College.

B. Financial Information

Business Office Policies

The Franklin College business office is responsible for the administration of all payments, adjustments and reimbursements to student accounts.

Financial Clearance

Students will be denied registration privileges and housing applications if a balance is owed the college in an amount greater than \$300 as of the due date for these activities. On June 1 and Jan. 1, students owing an amount greater than \$300 may be dropped from class schedules and housing assignments. No student will be granted a diploma, academic transcript or financial aid transcript until financial obligations to the college have been satisfied. Delinquent bills for any recognized campus organization may result in withholding a student's transcript, diploma or registration.

Fee Reductions

Registration constitutes a contractual agreement between the college and the student. If a student withdraws from all classes or reduces the number of hours carried, he or she may be entitled to a reduction in tuition, board and other charges. Adjustments are based on the date of official withdrawal or drop as recognized by the dean of student affairs and the records office. See Academic Policies for Withdrawal and Add-Drop procedures in the catalog. Fee reduction dates may not be the same as academic add/drop dates. Refund policies are subject to change annually.

Students who reduce their credit load from full-time to less than full-time during a semester are eligible for a proportionate amount of fee reduction based on the difference between full-time and part-time tuition charges according to the fee reduction schedule on page 129. Students must be aware that a change to part-time status may put their housing, board and financial aid eligibility in jeopardy.

Fee reductions will be credited to federal and state financial aid sources first and then to institutional sources. Any remaining credit balance will be refunded to the student. Fee reduction calculations will be completed within 30 days of the recognized withdrawal date. In order to withdraw and receive a fee reduction of school charges, a student must comply with four withdrawal requirements. The student must:

1. Complete appropriate withdrawal process through the student affairs office.
2. Receive confirmation of withdrawal from the dean of students.
3. Clear all financial accounts through the business office.
4. Report to the financial aid office if the student received any financial aid (scholarship, grant, work or loan).

Proper withdrawal papers must be submitted to the student affairs office. Students who are dismissed or suspended by the college are not entitled to fee reductions. Students who fail to observe withdrawal regulations may place their eligibility for fee reduction in jeopardy.

Fall and Spring semesters

When a student is eligible for a fee reduction for fall or spring semesters, the tuition charges will be adjusted according to the following table:

Prior to or on the first day of classes	100.0%
After the first day, during the first week of classes	93.5%
During the second week of classes	87.0%
During the third week of classes	80.5%
During the fourth week of classes	74.0%
During the fifth week of classes	67.5%
During the sixth week of classes	61.0%
During the seventh week of classes	54.5%
During the eighth week of classes	48.0%

No fee reduction is given after the eighth week of classes.
 Fall semester weeks begin on Tuesday and spring semester weeks begin on Wednesday.
 Board reductions will be calculated on a pro-rata basis of 6.5% per week of the semester charge for the fall and spring semesters. Information on housing reduction policies is available at the director of residence life office.

Winter term

Board reductions will be calculated on a pro-rata basis of 25% per week of winter term charge.

Cancellation of the board plan must be approved by student affairs. As there is no additional charge for winter term room, no fee reduction applies. No reduction of tuition or room is made to a student who does not attend or lives off campus during the four-week winter term.

Summer School

When a student is eligible for a fee reduction for summer school, the tuition and room charges will be adjusted according to the following table:

Prior to or on the first day of classes	100.0%
After the first day, during the first week	50.0%

No fee reduction will be given after the first week of classes. Housing contracts may be terminated without penalty by the student if written notification is received by the residence life office on or before May 10. Termination of the contract for any reason after May 10 but prior to occupancy will result in a \$200 cancellation fee. Cancellation after occupancy, if the student remains enrolled, will result in a \$350 cancellation fee.

Non-Refundable Charges include activity fee, registration fee, late registration/payment fee, payment arrangement fee, private music lessons, parking annual permit, audit fees, Running Start fees, room cancellation fee, study abroad costs and winter term travel.
 If withdrawal becomes necessary, please contact the student affairs and academic records offices for more information.

Expenses and Financial Policies (2009-10)

Regular Full Time Student (12 or more hours per semester)

Tuition deposit	\$100
Tuition (12 to 20 hours per semester)	\$23,100
Winter Term Tuition (For students starting in Winter Term)	\$325
Room:	
Basic Occupancy	\$4,085
Single in double occupancy	\$4,950
Cancellation of housing contract after May 1	\$200
Cancellation of Housing Contract After Occupancy Winter Term (For students starting in Winter Term)	\$350
Board:	
Comprehensive Meal plan (excluding winter term)	\$2,800
Limited Meal plan (excluding winter term)	\$2,550
Winter Term	\$290
Student Activity Fee	\$175
Extra Hours Fee Per Credit (Over 20)	\$325
New Student Orientation Fees (Fall Only)	\$80
Late Registration Fee	\$25

Part-time student

Tuition per credit hour	
4 Credit Hours or Less	\$325
5 - 11 Credit Hours	\$860
Student Activity Fee per credit hour	
4 Credit Hours or Less	\$0
5 - 11 Credit Hours	\$6

Summer School (2009)

Tuition per credit hour	\$325
Room, double occupancy	
Summer I - (June 1 - July 1)	\$245
Summer II - (July 6 - Aug 6)	\$245
Summer Registration Fee	\$25
Intersession Housing	
Intercession I - May / June	\$95
Intercession II - July	\$0
Intercession III - August	\$190

Other Educational Fees

High School Advanced Program/Running Start	
Tuition Per Course (Max of 2 Courses)	\$250
Dual Enrollment Program - Application Fee	\$30
Dual Enrollment Program - Course Fee	\$170
Audit Fee (Per Course, Max of 2 Per Semester)	\$200
Mature Students Registration Fee Per Semester	\$25
Private Voice/Music Lessons (Per Course Plus Normal Tuition)	\$200
Art Course Fee (Nonrefundable) – Painting	\$15
Art Course Fee (Nonrefundable) – Ceramics	\$125
Student Teaching Fee	\$125
Education Transfer Evaluation Fee	\$25
Drop or Postpone Education Field Placement	\$25
Drop or Postpone Student Teaching Placement	\$50

Winter Term Travel Course Fee	\$50
Programs abroad (fees set by program sponsors)	varies
Other Institutional Fees	
Monthly Payment Plan Fee (Set by TMS)	\$55
Computer Network Connection Fee	\$75
Mandatory Student Health Insurance (if no proof of other insurance)	\$420
Parking Permit (Per Year)	\$40
Parking Permit (Per Semester)	\$25
Parking Fines Per Violation (Accumulates Over Career)	
1 st Violation	Warning
2 nd Violation	\$5
Subsequent Violations	\$25
Blocking Dumpster/Docks/Delivery Area	\$50
Parking/Driving off of Pavement	\$50
Replacement ID Card	
Replace damaged and returned card	\$5
Replacement of a lost card	\$10

Amount of fees are subject to change annually. Other fees may be incurred based on course enrollment. Additional fees not listed may be implemented.

Payment of Fees

Tuition, fees and room and board charges are assessed by the college on a yearly basis. However, they are payable on a semester schedule, due on August 15 and January 15 each year. Students who arrive on campus with a balance due and no arrangements made for payment of the balance may have their class registration dropped until a payment schedule is arranged with the business office (phone 317-738-8031). Franklin College offers an extended payment plan through Tuition Management Services (www.afford.com/1-800-356-8329) as an alternative to the semester billing schedule. Students should contact the business office concerning the details of the plan. MasterCard, Visa, and Discover are also accepted, and you may pay with a credit card online at www.franklincollege.edu/billpay.

Financial Aid Office

The primary purpose of the Franklin College financial aid program is to assist those students who without financial assistance would be unable to attend Franklin College. A strong merit scholarship program is also present to reward students who demonstrate outstanding academic performance.

The financial aid office staff is available to provide financial aid counseling services and to help students explore the various sources of financial assistance, including scholarships, grants, work, loans, and external funds.

The financial aid office staff is responsible for coordinating financial aid from federal, state, college and external sources. All need-based sources of financial assistance use the data provided each year on the Free Application for Federal Student Aid (FAFSA). The application deadline for state grant consideration is March 1 and all students are urged to file the completed FAFSA by March 1 each year. All students are required to complete an institutional form, available from the financial aid office.

Work Study and On-Campus Employment

Federal College Work-Study

Students with demonstrated financial need are allocated a specific amount of money they may earn by working up to 20 hours per week in various offices on and off campus. Students may earn up to a maximum award amount allocated to them. To be eligible, a student must submit the FAFSA annually in March and follow the steps listed below to obtain a position. Please note that acceptance into the work-study program does *not* guarantee employment.

Steps to Finding a Work-Study Job

1. Go to the Student Financial Services page on MyFC and click on the “Nelnet” link. (This link will take you to the Campus Employment home page.)
<https://franklincollege.studentemployment.nelnet.net>
2. Click on Students. (This page will give you the options of searching the database for jobs, reviewing recently posted jobs, options for email notification of openings, or linking to the Job Planner which will let you view jobs that have been offered in the past.)
3. Review Job Descriptions. (Click on the job title to view details about the job such as pay, hours, duties, etc. Please look closely at *Funding Source* to determine if this job is open to any students or only those students which qualify for Work-Study.)
4. Click here to apply for this job. (Choose this link, located at the top of the job description, when you wish to apply for the job.)
5. Fill out Application. (Completely fill out the application for the position. Be sure to provide accurate information and a phone number in which you can easily be reached.)
6. Submit Application. (When you are satisfied with the application, simply click on submit application. A copy of your application will be directly sent to the job’s supervisor. The supervisor will contact those students whom they wish to interview and/or hire for the position.)

Tips for Finding a Work-Study or On-Campus Job

- A student can apply for an unlimited amount of jobs. So be sure to apply for more than one.
- Students should keep their schedules in mind when applying for jobs. For example, if you are an athlete your time could be limited in the evening.
- Ask questions when talking to job supervisors about the expected number of hours and the possibility of pay increases.

Students or parents that have questions about the Federal College Work-Study program can call the Student Financial Services Office at (317) 738-8032.

C. Campus Life

Academic Resource Center

Academic services are available to students through a variety of resources. Success in college depends upon a series of intangible skills and values (time management, individual responsibility, leadership, stress management, problem solving skills, etc.). These skills are cultivated in many parts of the college curriculum, within the academic departments, and through several specific programs.

The Academic Resource Center is located on the third floor of Hamilton Library. It contains Academic Technology Services, the Math Study Center, Speech Lab, The Write Place, and spacious individual and