Financial Information

Tuition and Fees

All students are responsible for paying their tuition and fees with cash, check or credit/debit card, financial aid, third party (employer, public agency or support program) or by any combination listed. Online credit card, debit card, and check payments may be made via the CGTC website. However, all charges remain the responsibility of the student. Students must have tuition and fees paid by the seventh business day of each semester. Students that have not paid their tuition and fees will be purged (removed) from classes.

No transcripts, grades, applications, or attendance reports will be released for any student who has an outstanding obligation to the College including tuition, fees, fines, institutional charges, returned checks, or academic obligations.

Credit Hour Tuition

Credit Hour	In-State Resident	Out-of-State Resident	International/Foreign Student
1	$89.00	$178.00	$356.00
2	$178.00	$356.00	$712.00
3	$267.00	$534.00	$1068.00
4	$356.00	$712.00	$1424.00
5	$445.00	$890.00	$1780.00
6	$534.00	$1068.00	$2136.00
7	$623.00	$1246.00	$2492.00
8	$712.00	$1424.00	$2848.00
9	$801.00	$1602.00	$3204.00
10	$890.00	$1780.00	$3560.00
11	$979.00	$1958.00	$3916.00
12	$1,068.00	$2136.00	$4272.00
13	$1,157.00	$2314.00	$4628.00
14	$1,246.00	$2492.00	$4984.00
15	$1,335.00	$2670.00	$5340.00

*Commercial Truck Driving tuition is $132/credit hour.

Required Student Fees per Semester

Athletic Fee	$30.00
Instructional Technology Support Fee	$105.00
Institutional Fee	$55.00
Registration Fee	$55.00
Student Activities	$40.00
Student Accident Insurance	$4.00

Note: HOPE does not pay for any fees.

Other Fees

Application for Admission **(one-time nonrefundable)**	$25.00
Late Registration Fee	$45.00
Returned Check Fee	$30.00
Parking Ticket	$5.00
Replacement of Student ID	$5.00

Replacement of Parking Tag	$5.00
Exemption Examination	25% of tuition
**Medical Liability Insurance (where required) one-time charge	$11.00
Graduation Application Fee	$35.00
Diploma Replacement Fee	$25.00
Retest Fee (for other colleges)	$20.00

EMT and Paramedic **Technical Certificates of Credit have a medical liability insurance charge of $46.00.

Tuition/fees are subject to change at the beginning of any semester.

Non-resident student tuition is twice the amount charged to Georgia residents. International student tuition is four times the amount charged to Georgia residents.

Application Fee

A non-refundable application fee of $25.00 is charged with the Application of Admission. The Application fee is a one-time fee.

Late Registration Fee

A late registration period is provided at the beginning of each semester. A late registration fee of $45.00 may be charged to students who register after official registration is completed.

Textbooks and Materials

It is recommended that students purchase required books, tools, uniforms and other equipment/supplies appropriate to their program of study as outlined in departmental regulations. The bookstore is open for extended hours during the Registration Period. Refer to the website for specific hours. The bookstore has locations on the Warner Robins, Macon and Milledgeville campuses and offers online purchasing.

Student Accident Insurance

All students enrolled in credit hour programs are provided school-time only accident insurance. Premiums are paid from the student accident insurance fee. A copy of the insurance plan is on file in the business office. Students are given a copy of the plan whenever a claim form is requested. Claim forms are available from your instructor. A claim form must be filed by the student directly with the insurance company's claims office. Students should read the policy to understand any expenses which will be out-of-pocket expenses for the student. Students are responsible for any personal medical costs incurred while enrolled at Central Georgia Technical College.

Student Liability Insurance

Students enrolled in selected programs must also purchase personal liability insurance. These programs include Cosmetology, Barbering, Early Childhood Care and Education, and all medical/health programs. The cost for this insurance is a one-time fee of $11.00 for all programs except EMT and Paramedic Technology. The premium for EMT and Paramedic students is $46.00. The liability insurance fee must be paid at the time of registration by the student. Failure to pay the liability insurance fee will result in the student not being able to participate in the program. The fee is non-refundable. Please see your advisor for further details concerning this requirement.

Check Policy

CGTC accepts personal checks for tuition and fees for the exact amount due. Separate checks are required for bookstore purchases. No personal checks are cashed by the College. If a check is returned to the College for insufficient funds, a student is allowed five days to resolve the debt or be dropped from the class. A $30.00 fee is charged for returned checks.

Refunds

A student enrolled in a credit hour program, either day or evening, may receive a full refund of tuition and fees if the student withdraws or drops through the third day of the semester. No refund will be given for withdrawals after the third day of the semester.

Refunds, when due, will be made by check or debit card to the address shown as the student's official home of record on the student record, within 30 days of the last day of a student's attendance if written notification has been provided by the student, or from the date the institution terminates or determines withdrawal by the student in lieu of written notification. Students must

complete a Withdrawal Form with the Registrar's Office to formally withdraw from a course or from the College. The College Bookstore allows a full refund on textbooks, with a receipt, fifteen calendar days from the start of classes or within two days of purchase thereafter. The last day for book refunds is posted in the bookstore each term. Contact the College Bookstore for details regarding the return policies.

**Financial aid recipients, please see the Financial Aid Refund Policy.*

Student Disbursements

Disbursements of financial aid funds are made to eligible students' accounts each semester. Adjustments may be made to a student's initial disbursement due to any type of eligibility change for a student during the semester. Refunds due to the student after tuition, fees and books charges are paid will be refunded to the student by debit card or direct deposit. It is important that a student maintains correct contact information (mailing address, phone number or email address in the official student database system, BannerWeb.)

Transcripts

There is no charge for an unofficial copy of a transcript, which is available through BannerWeb. CGTC Official Transcript Request Form is available through BannerWeb or can be filled out in person in the Office of the Registrar. Requests will require three to five business days to process.

Diplomas

Original diplomas or certificates are issued at no cost to the student. Duplicate diplomas or certificates will be issued at a cost of $25.00. Requests for a duplicate diploma or certificate should be made to the Registrar's Office.

Financial Aid Information

CGTC offers a comprehensive financial aid program to assist students with the cost of their education. All students are encouraged to apply for financial aid. After a student submits a completed financial aid application and required documents, the student's eligibility is determined according to federal and state regulations and institutional policies. Students are notified of their financial aid status by mail through several types of letters. The actual financial aid that a student is eligible to receive is related to the student's financial aid status, chosen program of study, the total number of credit hours enrolled in each semester, and academic standing and history. Any change in a student's financial aid status or enrollment information can affect the financial aid awarded to the student. CGTC's Financial Aid Specialists and Director are available to the student to assist with the application process and to discuss in detail his/her financial aid status. All Financial Aid records are processed and retained at the Macon Campus Financial Aid Office.

How to Apply for Financial Aid

Student must complete the financial aid application process in order for eligibility to be determined. The online application process is available on the CGTC Financial Aid Website Page athttp://www.centralgatech.edu/studserv/Finaid.html. The financial aid application must be renewed each year. The financial aid year begins with Fall Semester, includes Spring Semester and ends with Summer Semester.

1. Students must complete the Free Application for Federal Student Aid (FAFSA). To apply for all the financial aid funds the college offers, (Federal Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Federal Work Study, Georgia HOPE and any possible scholarships. Students who are not applying for Federal Assistance can apply for the Georgia HOPE Grant or Scholarship by completing the HOPE application process (GSFAPP). Students can apply for these programs on our Website listed above.
2. The financial aid application is year specific and normal processing time is two to three weeks. Once the FAFSA Packet is processed, a Student Aid Report (SAR) will be mailed from the U.S. Department of Education to the applicant. Review the SAR information carefully and verify the information. If corrections are needed,
3. If the U.S. Department of Education selects an applicant for verification or conflicting information exists on the application, the Financial Aid Office will mail a letter listing the additional documents required to complete processing. The applicant is responsible for submitting all required documentation; the student may make the necessary corrections online and resubmit the FAFSA or submit a corrected and signed SAR to the Financial Aid Office. Financial aid awards will not be disbursed until the verification process is complete.
4. Once an applicant has completed the financial aid application process, submitted all required information and documents and is accepted to enroll in the college by the Admissions Office, the Financial Aid Office will process the applicant’s information and determine eligibility. The applicant will be mailed an Award Letter listing maximum awards available.

Note: Assistance with completing the application is available in the Financial Aid Office.

Federal and State Grants

CGTC offers a comprehensive financial aid program that includes grants and scholarships that are non-repayable. All financial aid is used to assist with educational costs. Financial aid awards are determined based on federal and state regulations and institutional policy. Financial Aid Students must maintain satisfactory academic progress in their chosen program of study.

The financial aid application process must be completed each year. The financial aid year begins with Fall Semester and ends with Summer Semester. For detailed information on any of these financial aid programs, contact the Financial Aid Office at (478) 757-3422 located in Student Affairs or http://www.centralgatech.edu/studserv/Finaid.html.

Federal Pell Grant

The Federal Pell Grant provides funds to qualified students enrolled in an associate degree or diploma program of study to assist them in obtaining the benefits of a post-secondary education. The Pell Grant is based on need, as determined by the U.S. Department of Education.

Georgia's HOPE Program

Georgia's HOPE Program provides assistance with a portion of tuition to Georgia residents attending Georgia institutions of higher learning. The HOPE program includes three different categories. 1) The HOPE Scholarship is available to eligible students enrolled in an associate degree program of study. 2) The HOPE Grant is available to eligible students enrolled and earning credit in a credit hour diploma or technical certificate program of study. 3) The HOPE GED Grant is available to eligible residents who have obtained their GED and enroll in a post-secondary institution. The HOPE GED Grant is a one-time award to those who qualify.

Eligibility and residency requirements for each HOPE program (Scholarship, Grant and GED) are determined by state regulations. Regulations are subject to change. Academic success, academic progress, high school history, prior college experience, current enrollment status, and number of HOPE hours previously attempted are eligibility factors and are monitored by the Financial Aid Office in accordance to state regulations. For further information contact the Financial Aid Office.

Federal Student Equal Opportunity Grant (SEOG)

The SEOG Program provides non-repayable financial aid to students who demonstrate exceptional financial need and meet federal regulations and institutional policy.

Federal Work Study (FWS)

The FWS program is a form of financial aid, which provides part-time employment opportunities to eligible students. According to federal and state regulations and institutional policy, students must meet the specific eligibility requirements to be eligible for the Federal Work Study program. Students who have an interest can apply through the Career Services Office.

Veterans' Benefits

Associate degree, diploma and technical certificate programs at CGTC are approved for Veterans' Educational Benefits. A staff member is available to provide services to students who qualify for these benefits. For additional information and applications, contact Central Georgia Technical College's Veterans' Office at (478) 757-6621/6622.

Workforce Innovation and Opportunity Act

The Workforce Innovation and Opportunity Act (WIOA) Program at CGTC provides financial assistance to economically disadvantaged, special needs populations, and dislocated workers who have lost employment due to technological changes, plant closures or foreign competition. WIOA provides assistance with tuition, textbooks, and required supplies. A daily stipend for the use of child care, travel expenses, and other expenses may be provided to eligible students. WIOA serves residents of Baldwin, Bibb, Crawford, Hancock, Houston, Jasper, Jones, Monroe, Peach, Putnam, Twiggs, and Wilkinson counties. Eligibility is determined by economic and employment status, as well as choice of program. Job placement assistance is offered to all WIOA participants upon completion of occupational training. For additional information and applications, contact the WIOA Office at (478) 757-6621/6622.

Other Financial Aid

Qualifying students attending CGTC may also be eligible to participate in other campus and non-campus based programs: unemployment compensation, TANF, Social Security benefits, Vocational Rehabilitation, Medicaid benefits, and Welfare Reform Act.

Additional information on the application process and types of aid listed above can be found in the Financial Aid section of the website or contact the Financial Aid Office at (478) 757-3422 or finaid@centralgatech.edu.

Academic Progress and Financial Aid Policy

In order to receive student financial aid under the programs authorized by Title IV of the Higher Education Act as amended, students must make satisfactory academic progress in the course of study they are pursuing. Students must select a program and make qualitative and quantitative progress toward completion of that program in accordance with the college's academic policies.

- Qualitative- a student must maintain a cumulative GPA of 2.0 or higher
- Quantitative- the maximum time frame in which a student is expected to complete a program of study for which the student is enrolled is 150% this means that a student must complete at least 67% of all attempted credit hour of which the student is enrolled per semester.

Financial Aid students who fail to make satisfactory progress may be declared ineligible for financial aid at CGTC until the deficiency has been removed. Financial Aid recipients are expected to maintain satisfactory progress in accordance with the college's academic standing policies described in the *Academic Information* section. A student failing to demonstrate satisfactory progress may be placed on academic warning or probation for the following semester. NOTE: Although the college may readmit students on academic probation, in many cases this type of readmission may not qualify students to receive financial aid.

A student may appeal a decision related to failure to make satisfactory progress on specified relevant grounds. The student shall appeal in writing to the Financial Aid Director within 10 days after notification of the decision with which he/she disagrees. Any dispute a student may have with regards to a semester financial aid award amount or institutional charge (tuition, fee, book) on his/her record may appeal in writing within 10 days of the last day of the specific semester the award or charge occurred. The student will receive a notification by mail of the decision results within 30 days of the date the appeal was submitted.

Financial Aid Refund Policy

Financial aid adjustments are made in accordance with the federal and state regulations and institutional policy. Financial aid awards are adjusted based on the guidelines of the particular fund. A specific pro-rata formula, mandated by the U.S. Department of Education, is used to determine the amount of federal student financial aid assistance that a student has received and/or earned when he/she withdraws during a period of enrollment (semester). The return of funds requirement is applied to students withdrawing on or before the 60 percent point of the period of enrollment. Any amount that the student must return is a grant overpayment and the student is held responsible for the repayment of assistance that he/she was determined not eligible to receive.

Additionally, in the case of an award being made to a student and for whatever reason it is determined he/she is not eligible for the assistance, the student is held responsible for any overpayment or charge incurred. If a student finds the need to withdraw from a class or withdraw completely for the semester, he/she is required to contact the Admissions Office and complete a Course Withdrawal Form or an Official Withdrawal Form. The Financial Aid Office will be notified and required adjustments will be made to the student's financial aid award(s).

Payment of Federal Aid Fund Credit Balances - Refunds

A Federal Student Aid (FSA) credit occurs whenever the college disburses FSA program funds to a student's account and the total amount of those FSA funds exceeds the student's allowable charges. The credit balance must be paid directly to the student no later than 14 days after either the date the balance occurred on the student's account or the first day of classes if the credit balance occurred on or before the first day of class of the term. CGTC may make payment by issuing a check, a prepaid debit card, or by initiating an Electronic Funds Transfer (EFT).