

**Greenfield Community College**  
**Tuition and Fees Information Sheet**  
**Fall 2009**

Dear Student: Enclosed is your billing statement for the fall 2009 term. Review it carefully. Once you have verified that your schedule is correct, read this information sheet thoroughly. It contains important information regarding your bill. If you plan to pay your bill in full, send your payment by the due date along with a copy of your bill. Be sure to enter your student number on the memo line of your check.

*If all or part of your bill is being paid by financial aid, a third party, a scholarship, or other source you must complete the enclosed Tuition and Fee billing worksheet. In addition, if you wish to participate in our tuition and fee payment plan, or you would like to waive your health insurance charge or MA PIRG charge you must complete the billing worksheet. Finally, if you would like to authorize the staff in the Bursar's Office to speak to a third party about your tuition and fee account, you must complete the billing worksheet. Begin by reading this information sheet.*

**Explanation of charges:**

Tuition and Fee Chart

Credits	Day Charges							Evening Charges		
	Tuition			Fees	Total (tuition plus fees)			Tuition	Fees	Total
	In-State	NEBHE	Out-of-State		In-State	NEBHE	Out-of-State			
1	26.00	39.00	281.00	191.50	217.50	230.50	472.50	26.00	150.50	176.50
2	52.00	78.00	562.00	322.00	374.00	400.00	884.00	52.00	281.00	333.00
3	78.00	117.00	843.00	452.50	530.50	569.50	1,295.50	78.00	411.50	489.50
4	104.00	156.00	1,124.00	583.00	687.00	739.00	1,707.00	104.00	542.00	646.00
5	130.00	195.00	1,405.00	713.50	843.50	908.50	2,118.50	130.00	672.50	802.50
6	156.00	234.00	1,686.00	844.00	1,000.00	1,078.00	2,530.00	156.00	803.00	959.00
7	182.00	273.00	1,967.00	974.50	1,156.50	1,247.50	2,941.50	182.00	933.50	1,115.50
8	208.00	312.00	2,248.00	1,105.00	1,313.00	1,417.00	3,353.00	208.00	1,064.00	1,272.00
9	234.00	351.00	2,529.00	1,235.50	1,469.50	1,586.50	3,764.50	234.00	1,194.50	1,428.50
10	260.00	390.00	2,810.00	1,366.00	1,626.00	1,756.00	4,176.00	260.00	1,325.00	1,585.00
11	286.00	429.00	3,091.00	1,496.50	1,782.50	1,925.50	4,587.50	286.00	1,455.50	1,741.50
12	312.00	468.00	3,372.00	1,627.00	1,939.00	2,095.00	4,999.00	312.00	1,586.00	1,898.00
13	338.00	507.00	3,653.00	1,757.50	2,095.50	2,264.50	5,410.50	338.00	1,716.50	2,054.50
14	364.00	546.00	3,934.00	1,888.00	2,252.00	2,434.00	5,822.00	364.00	1,847.00	2,211.00
15	390.00	585.00	4,215.00	2,018.50	2,408.50	2,603.50	6,233.50	390.00	1,977.50	2,367.50
16	416.00	624.00	4,496.00	2,149.00	2,565.00	2,773.00	6,645.00	416.00	2,108.00	2,524.00
17	442.00	663.00	4,777.00	2,279.50	2,721.50	2,942.50	7,056.50	442.00	2,238.50	2,680.50
18	468.00	702.00	5,058.00	2,410.00	2,878.00	3,112.00	7,468.00	468.00	2,369.00	2,837.00

**Day Fees Include:**

College Service Fee: \$ 130.50 per credit hour  
 Registration Fee 20.00 per semester  
 Campus Health Services 11.00 per semester  
 Student Activity Fee 30.00 per semester

**Evening Fees Include:**

College Service Fee: \$ 130.50 per credit hour  
 Registration Fee 20.00 per semester

***Billed charges may also include a fee for health insurance, MassPIRG, or other special fees.***

**Tuition:** To be considered an in-state student, an individual must be able to prove Massachusetts residency for six continuous months, and intent to remain here. Out-of-state students who qualify for the regional student program of the New England Board of Higher Education (NEBHE) pay 150% of in-state tuition.

**Fees:** For further explanation of fees, please refer to the Student Handbook available in the Student Life Office, or on-line at [www.gcc.mass.edu/students/](http://www.gcc.mass.edu/students/).

**Health Insurance:** The Commonwealth of Massachusetts mandates health insurance coverage for students enrolled in a degree or certificate program who are taking 9 credits or more. The insurance charge can be waived by completing the waiver on-line at [universityhealthplans.com](http://universityhealthplans.com), giving proof of comparable US insurance coverage under another plan. **All On-Line Waivers must be completed at registration time, by the due date of the bill, or prior to the opening of college, otherwise the charge will remain on your bill and payment will be required.** This waiver applies only to students who have been billed for health insurance in a specific semester. The premium for 9/1/09 through 8/31/10 is \$823.

**Note:** The Campus Health Services Fee of \$11 is not a waivable fee.

**MassPIRG:** The Massachusetts Student Public Interest Research Group (MassPIRG) is a statewide student-directed, student-funded, nonpartisan organization engaging in research, education, service, and action on environmental, consumer, higher education, voter registration, and hunger relief issues. MassPIRG chapters across the state pool resources through a waivable fee each semester, and hire a staff of professionals to work with students on these issues. GCC students have voted to fund a MassPIRG chapter on campus. To waive this semester's MassPIRG contribution, deduct that fee when you complete the billing worksheet. This waiver applies only to students who have been billed for MassPIRG in a specific semester. For more information on MassPIRG and its projects, refer to [masspirgstudents.org](http://masspirgstudents.org).

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**Payment due date: AUGUST 13**

Complete and return the billing worksheet by the due date, along with any payment due.

(If you register for classes after the due date, payment is due upon registration.)

**Check:** Make checks payable to "GCC" or "Greenfield Community College".

**Credit Card:** Payments can be made **by the cardholder** in person (must provide photo I.D.) or by phone at (413) 775-1301.

**Payment Plan:** If you are enrolling in the 4-month payment plan, submit a completed and signed enrollment form, your first installment payment, and the billing worksheet by the payment due date.

**Third Party Payments: (government agencies, job training programs, etc.):** Submit documentation of third party payment, along with a completed billing worksheet, to the Bursar's Office by the payment due date.

**Private Scholarships (high schools, service clubs, private donors, etc.):** Documentation of scholarship awards must be submitted to the Bursar's Office by the payment due date, and the amount of the award noted in the appropriate space on the billing worksheet. The balance must be paid, or a payment plan set up, by the payment due date.

**Financial Aid Disbursed by GCC (Pell, SEOG, Direct Loans etc.):** Signed award letters must be returned to the Financial Aid Office by the financial aid due date. If you are late in applying for aid and you have not yet received an award letter, you must sign up for the payment plan while your financial aid application is pending. If financial aid awards are not sufficient to cover the full amount of your bill, the balance must be paid, or a payment plan set up, by the payment due date and submitted to the Bursar's Office, along with a billing worksheet.

**For questions about your financial aid package, please call the Financial Aid Office: (413) 775-1109.**

**REFUNDS:** A full refund is given if a credit course is cancelled by the College. Official withdrawal from a class by the student before the semester begins (not before the specific class begins) results in a refund of all tuition and fees, except for a \$20 registration fee. Students must submit a signed add/drop form to the Registrar's Office within

- the first 10 days of fall and spring semesters,
- the first 3 days of intersession, or
- the first 5 days of summer semesters

to be eligible for the following refunds\*:

Charge	Refund
Tuition – day classes	75%
Tuition – evening, weekend, intersession classes*	50%
Registration fee	no refund
College Service fee	no refund
Health Service fee	no refund
Student Activity fee	no refund

\* Refund deadlines will vary for classes that do not meet for the entire term.

**NO REFUNDS ARE GIVEN AFTER THE END OF THE ABOVE NOTED REFUND PERIODS.**

**Confidentiality:** Per federal and state regulations on the right to privacy, bills are in the student's name. Therefore, the student bears the responsibility for payment. For this reason, bills for each semester are sent to the student's address. Parents/guardians (or anyone else) may not receive specific information about a student's bill, credit balance, or excess (refund) checks. If a parent or other third party is accepting responsibility for making payments on a student's behalf, it is the responsibility of the student to share all correspondence, including billing statements, with those individuals. A student may allow a third party to have access to billing information by completing a confidentiality waiver in the Bursar's Office.



If you have questions about any of the information on this sheet, please contact the Bursar's Office (413) 775-1301. Billing worksheets and this information sheet can be found on the GCC website at: [www.gcc.mass.edu](http://www.gcc.mass.edu).