



TITLE: Student Fees Policy		
Original Issue Date: April 8, 2016	Revision Date: May 10, 2016	Reference:
File Name: SF	Review Date: May 10, 2016	

Student Fees Policy

I. Administrative Fees

Continuing Education students with partial payment agreements are charged a **non-refundable** student administrative fee of **\$25.00**.

II. Registration Fees

A non-refundable registration fee of \$15.00 will be applied to all courses (subject to change).

III. Replacing ID card fee

Students who have lost their BMCC Continuing Education ID card should go to the Bursars office for a replacement. A **\$10.00** fee is charged for replacing lost or missing cards.

IV. Cost and Fees for Transcript

Unofficial transcripts for non-degree programs are issued without charge to all students upon completion of the course. **Original Official** transcripts will be charged at **\$20.00**.

The standard fee for each **additional Official copy** is **\$7.00**. These fees are non-refundable

Continued.



V. Certificates

Original certificates for non-degree programs are issued without charge to all persons proceeding to certificate programs. **Replacement or supplementary copies** of your original certificate will be charged at **\$20.00 non-refundable** fee.

VI. Late Payments

All payments are due on the selected due date. If payments are not received by the due date, a **non-refundable** late fee of **\$25.00** will be assessed. It is the student's responsibility to inform BMCC Continuing Education Bursars office should you have difficulty in meeting your tuition obligation, so that special arrangements and adjustments to your partial agreement can be made in writing. The partial payment plan must be agreed upon by all parties.

VII. Late Registrations

Students registering on or after the first day of class shall be assessed a **non-refundable** late registration fee of **\$10.00**.

VIII. Additional Costs

Some courses may have additional costs for course materials such as textbooks or software.

**BMCC Continuing Education reserves the right to make changes to the above mentioned policies, its associated fees and procedures without further notice.