Financial Information

The college reserves the right to make, at any time, any changes it deems advisable in tuition or refund policies. Tuition information is available at www.sunyjcc.edu.

<table>
<thead>
<tr>
<th>Tuition (subject to change)</th>
<th>The following fees are mandatory and are not refundable after drop/add period:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full-time students - 12 or more credit hours</strong></td>
<td><strong>Course Fees</strong></td>
</tr>
<tr>
<td>NYS resident with valid certificate of residence</td>
<td>Health Services Fee (on-campus students only) $4.00 per credit hour</td>
</tr>
<tr>
<td>NYS resident without valid certificate of residence</td>
<td>Learning Network Fee (all students) $5.50 per credit hour</td>
</tr>
<tr>
<td>Out-of-state resident</td>
<td>Technology Fee (all students) $10.25 per credit hour</td>
</tr>
</tbody>
</table>

| **Part-time students - fewer than 12 credit hours** | Laboratory/Studio Fees (specified courses) varies $10-$250 |
| NYS resident with valid certificate of residence | |
| NYS resident without valid certificate of residence | |
| Out-of-state resident | |

| Residence Hall Suites | $3,865 per semester, single $3,450 per semester, double |

<table>
<thead>
<tr>
<th>Student Activities Fee</th>
<th><strong>College Fees</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Student Association (FSA) Fee</td>
<td>College Processing Fee (one-time fee payable upon admission to JCC) $85</td>
</tr>
<tr>
<td>$12.50/credit hour, up to 11 credit hours</td>
<td>Official Transcript Fee starting at $8.50</td>
</tr>
<tr>
<td>$180/semester Flat Rate for Full-Time students, 12 credit hours or more</td>
<td>Late Payment Fee $40</td>
</tr>
<tr>
<td>* Students registered for online courses only are not required to pay FSA fees.</td>
<td>Placement Test Retesting Fee $10</td>
</tr>
<tr>
<td></td>
<td>Returned Check Fee $30 per check</td>
</tr>
</tbody>
</table>

- Students who withdraw their registration from any or all classes shall be liable for payment of tuition and fees, and are eligible for refunds according to the following schedule:
  - Prior to the first day of classes: 0% reduction of tuition charges
  - 1st week of semester (January 13-19): tuition and fee liability begins: 25% reduction of tuition charges
  - 2nd week of semester (January 20-26): 50% reduction of tuition charges
  - 3rd week of semester (January 27-February 2): 75% reduction of tuition charges
  - 4th week of semester and later (February 3 and later): 100% reduction of tuition charges

- Students participating in drop/add procedures during the first week of classes will not be assessed charges for dropped classes required for course schedule changes.

- Students who wish to withdraw from any or all of their classes are advised to file their course withdrawals promptly with the Student Services Center on the Cattaraugus County Campus, the registrar on the Jamestown Campus, or the main office at the North County Center. Students should consult with the financial aid and business offices before they stop attending classes.

- All refunds are based on the date withdrawal forms are completed and filed with the registrar’s office. Exceptions to this policy will be considered under extenuating circumstances.

- Students who receive Title IV aid (Pell, SEOG, Direct loans) and withdraw from all classes may have their awards reduced and will be responsible to repay any aid disbursed that they are subsequently ineligible to receive. Refunds are paid in the following order: Federal Direct Loans (subsidized and unsubsidized), PLUS Loans, Pell, SEOG Grants, required refunds of other federal, state, private, or institutional assistance, to the student.

- International students will be charged a fee to ensure they have appropriate health insurance coverage, which includes repatriation. This charge can be removed if the student completes the proof of health insurance waiver process.

Certificate of Residence

To be eligible for New York state tuition rates, students must submit a certificate of residence issued by the county or township (for Chautauqua County residents) in which they reside no earlier than 60 days prior or 30 days after the start of class(es). Without a certificate of residence, the out-of-state tuition rate will be charged. The certificate of residence form and instructions are available at http://www.sunyjcc.edu/current-students/business-office/certificate-of-residence.

Payment Process for All Students

After you have registered for your classes, please visit https://banner.sunyjcc.edu. You must first complete your financial responsibility agreement before you will be able to view your current semester charges. You are responsible for accessing your bill which is available on demand via Banner self-service account.

JCC will not mail you a schedule bill.

If you:
- Expect financial aid funds that you are eligible to receive, they will be applied to your student account after registration.
- Need to pay your bill:
  - You may pay for classes by cash or check in any of the business offices. To pay using a bank account or a credit/debit card, or sign up for the payment plan go online to https://banner.sunyjcc.edu. Payment must be received by January 10, 2020.
  - If payment is not received, your account will be placed on hold and assessed a late fee.

Maintaining Eligibility for Financial Aid

Students enrolled at JCC are eligible to participate in a wide range of federal, state and institutional grants, scholarships, loans, and work-study programs. Students must be accepted and matriculated by the JCC admissions office and meet academic eligibility criteria to receive awarded funds. Start the application process for all sources of aid by filing the 2019-2020 Free Application For Federal Student Aid (FAFSA) at www.fafsa.gov.

For more information on federal and state financial aid resources, visit the websites for the U.S. Department of Education, Federal Student Aid at www.studentaid.ed.gov, New York State Higher Education Services at www.hesc.ny.gov, and Pennsylvania Higher Education Assistance Agency at www.phea.org. In addition to meeting financial aid and academic eligibility requirements, students must meet federal and state citizenship and residency requirements and must not be in default of a federal student loan or owe a repayment of other federal student aid to receive awarded funds.

Students are encouraged to apply for funds from outside sources as well, such as private grants and scholarships, employee reimbursement plans, state vocational rehabilitation programs, Native American aid, veteran’s benefits, and workforce development and re-training programs. Learn more about financial aid opportunities at JCC at www.sunyjcc.edu/admissions/financial-aid.
Registration/Registration

Registration Procedures
Full- and part-time students can register for any campus-based course prior to the second scheduled class meeting and any online course prior to the first scheduled day of the course.

Placement Test
Students must have completed placement testing and/or meet course prerequisites. See Placement Test Information for more details and how to register for a placement test.

Currently Enrolled Full-Time Students: Student advisement and registration concludes January 10. Schedule changes are processed during the drop/add period, January 13-17. Students can print a copy of their schedule by signing into Banner at https://banner.sunyjcc.edu, or by visiting the Student Services Center on the Cattaraugus County Campus, the registrar’s office on the Jamestown Campus, or the main office on the North County Center.

New Students and Readmissions: Apply for entrance to the college through the admissions office or at www.sunyjcc.edu. Click on the admissions link. The admissions office will inform you about advisement and registration procedures.

Part-Time Students: Part-time students with 30 or more degree hours are encouraged to seek advisement from a full-time faculty member or counselor. Part-time students must follow the placement test policy. If you wish to register as a part-time student, please note that you can register in person at JCC sites prior to the second class meeting.

Financial Responsibility Agreement (FRA)
Registering for classes creates a financial obligation to the college. Registered students are required to complete a financial responsibility agreement (FRA) by January 3, 2020. Failure to submit the complete agreement will result in the student being dropped from all registered classes. The FRA may be completed by logging in to self-service Banner and viewing the bill.

Mail-in and Online Registration
Students registering by mail or online (https://banner.sunyjcc.edu) may access their bill online immediately after registration. To ensure class registration is not cancelled, each student must complete the financial responsibility agreement by January 3, 2020. Student bills may be paid online in full or in installments at http://mycollegepaymentplan.com/Jamestown. Each student bill is due on January 10, 2020. After January 10, payment is due upon registration. If payment is not received, your account will be placed on hold and assessed a late fee.

Continuing part-time students can register through their self-service Banner (SSB) account. Full-time students can make changes to their schedule through SSB by using their alternative PIN, obtained during advisement.

Adding a Course: Students who wish to add courses must do so prior to the second scheduled class meeting for campus-based courses and prior to the first scheduled day for online courses. Any additions after these dates require the instructor’s permission. Permission cards are available at the registrar’s office on the Jamestown Campus, the Student Services Center on the Cattaraugus County Campus, and the main office of the North County Center. Permission for online course additions may be obtained via email and sent to Registrar@mail.sunyjcc.edu.

Withdrawing From a Course: You may withdraw from individual classes with a W grade through March 25. Tuition adjustments will be made according to the refund schedules, as noted on page 4. All course change procedures can be initiated by contacting the Student Services Center on the Cattaraugus County Campus, registrar’s office on the Jamestown Campus, and main office of the North County Center. If you begin the semester and then decide that you must withdraw from all of your courses, you must complete an official total withdrawal form which can be found at www.sunyjcc.edu. Please refer to withdrawal dates and liability on page 4. Withdrawals beginning January 13, 2020 will result in liability of your tuition and fees.

Advisement Notes
- Full-time students are required to see their advisors to review their academic progress and to discuss courses for the upcoming semester. Part-time students are also strongly urged to seek advisement.
- When you meet with your advisor, review your educational-vocational plans and academic progress. Discuss degree and graduation requirements. It is ultimately the student’s responsibility to learn and know the graduation and program requirements for the degree being sought and to monitor progress toward fulfilling those requirements.
- Access your student transcript at https://banner.sunyjcc.edu. Use the college catalog and DegreeWorks Evaluation to identify program requirements. Prepare a tentative course schedule prior to your advisement session.
- If you are changing your program of study, catalog term, and/or your advisor, you must complete a change form. Advisor/Program change forms are available online at www.sunyjcc.edu/advisement and in the Student Records menu of your Banner account.
- Students with financial obligations to the college may be denied registration for additional credit and non-credit courses until satisfactory arrangements are made. Students should review their accounts with the financial aid or business offices before scheduling advisement appointments.
- Students are responsible for making sure their course selection meets financial aid guidelines.

Placement Test Information
Math and English placement is based on high school GPA and additional success indicators. This helps determine the courses in which the student is best prepared to begin. Students without a GPA through the junior year of high school will take a computer-based reading test. Students who have a high school diploma from out of state will take a computer-based math and reading placement test.

If you have a disability and require accommodated testing, contact the Accessibility Support Services coordinator at each site.

To register for a placement test and/or to see a list of exemptions, go to www.sunyjcc.edu/placementtesting or call:

Cattaraugus County Campus: 716.376.7508
Jamestown Campus: 716.338.1065
North County Center: 716.363.6500
Immunization & Meningococcal Disease Information

According to New York State Public Health Law (NYS PHL) §2167, JCC is required to maintain a record of the following for each student: A response to receipt of meningococcal disease and vaccine information signed by the student or student’s parent or guardian. This must include information on the availability of meningococcal meningitis vaccine and either 1) a record of meningococcal meningitis immunization within the past 10 years, or 2) an acknowledgement of meningococcal disease risks and refusal of meningococcal meningitis immunization signed by the student or student’s parent or guardian.

Complete JCC’s Certificate of Immunization/Acknowledgement of Meningitis Information form, available at the JCC health center on the campus you are attending or downloaded from www.sunyjcc.edu. According to New York State Public Health Law, no institution shall permit any student to attend the institution in excess of 30 days without complying with this law. The cost of the vaccine may be covered by the individual’s health insurance policy.

To learn more about meningitis and the vaccine, contact the JCC health center and/or your physician. Additional information about the disease is available at the New York State Health Department (www.health.state.ny.us), the Centers for Disease Control and Prevention (CDC) (www.cdc.gov/ncezid/dibmd/diseaseinfo), and the American College Health Association (ACHA) (www.acha.org).

Students born on or after January 1, 1957: New York State Public Health Law 2165 requires post-secondary students attending colleges and universities to demonstrate proof of immunity to measles, mumps, and rubella. This law applies to anyone born January 1, 1957 or later who is taking six or more semester hours. Failure to do so will result in suspension and a $25 fine. JCC’s Certificate of Immunization/Acknowledgement of Meningitis Information form should be signed by a physician, unless you are attaching other legal proofs such as school records or county clinic records. For questions regarding immunizations, contact the campus health center at the site you are attending:

Cattaraugus County Campus: 716.376.7569, Jamestown Campus, 716.338.1013, or North County Center 716.338.6500

# Course Registration Form

Complete the following:
- ✔ Course Registration Form
- ✔ Student Data Form
- ✔ Certificate of Residence (New York state residents only)

Please mail or fax completed forms to:

Cattaraugus County Campus: Jamestown Community College, Counseling & Career Planning Center, 260 N. Union St., PO Box 5901, Olean, NY 14760-5901
Fax: 716.376.7022

Jamestown Campus, North County Center, Warren Center: Jamestown Community College, Registrar’s Office, 525 Falconer St., P.O. Box 20, Jamestown, NY 14702-0020
Fax: 716.338.1472

Please note: If course prerequisites were completed at another institution, you must provide an unofficial transcript as proof that they were met. Otherwise, instructor permission is required.

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SPRING 2020 REGISTRATION FORM for part-time students only (1-11 credits)

<table>
<thead>
<tr>
<th>CMP</th>
<th>CRN</th>
<th>SBJ</th>
<th>CR HRS</th>
<th>COURSE FEE</th>
<th>COURSE TITLE</th>
</tr>
</thead>
<tbody>
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**Tuition & Fees (subject to change)**

- **TUITION** - $210 x number of credits (NY resident with valid certificate of residence)
- **$420 x number of credits** (NY resident without valid certificate of residence or out-of-state resident)

- **LAB FEES** (see on-campus course listing)

- **FSA FEES** (on-campus students only): $12.50 per credit hour, up to 11 credit hours
  - *Students registered for online courses only are not required to pay FSA fees.*

- **HEALTH SERVICES FEE** (on-campus students only): $4.00 per credit hour

- **TECHNOLOGY FEE** (all students): $10.25 per credit hour

- **LEARNING NETWORK FEE** (all students): $5.50 per credit hour

**TOTAL AMOUNT ENCLOSED**
**Student Data Form** Please PRINT clearly.

1. Social Security Number: [ ] [ ] [ ] [ ] [ ] [ ] [ ]
2. Birth Date: [ ] / [ ] / [ ]
3. Sex: ☐ Male ☐ Female

4. Are you a U.S. Citizen? ☐ Yes ☐ No - If no, please attach copy of visa, green card, or other appropriate documentation to this form.

5. Race Classification: ☐ American Indian or Native Alaskan ☐ Asian ☐ Black or African American ☐ Native Hawaiian or other Pacific Islander ☐ White ☐ Unknown
   Are you Hispanic or Latino? ☐ Yes ☐ No
   If yes, please indicate background: ☐ Dominican ☐ Mexican ☐ Puerto Rican ☐ Central American ☐ South American ☐ Other Hispanic/Latino

6. Legal Name:
   - Last Name
   - First Name
   - Middle Name

7. If you have ever used a different name, please provide it.
   - Last Name
   - First Name

8. Permanent Address:
   - Street
   - P.O. Box
   - City
   - State
   - Zip code +4
   - Phone [ ] [ ] [ ] [ ] [ ] [ ]

9. Temporary Address:
   - Street
   - P.O. Box
   - City
   - State
   - Zip Code +4
   - Phone [ ] [ ] [ ] [ ] [ ] [ ]
   Last date temporary address can be used: [ ] / [ ] / [ ]

10. Emergency Contact:
    - Full Name
    - Relationship (parent, guardian, spouse, sibling, etc.): [ ] [ ] [ ] [ ] [ ] [ ]
    - Phone [ ] [ ] [ ] [ ] [ ]

11. Choose the item that best describes your reason for taking classes at JCC (please check only one):
    - ☐ Transfer to another SUNY college after earning a degree/certificate
    - ☐ Learn new skills or upgrade existing skills without earning a degree/certificate
    - ☐ Transfer to a non-SUNY college after earning a degree/certificate
    - ☐ Seek enrichment rather than pursue a degree/certificate
    - ☐ Transfer to a SUNY college without earning a degree/certificate
    - ☐ Obtain a GED through the accumulation of college credits
    - ☐ Transfer to a non-SUNY college without earning a degree/certificate
    - ☐ Earn a degree/certificate and seek employment rather than pursue further post-secondary education
    - ☐ Uncertain

12. Are you planning to complete your entire degree online? ☐ Yes ☐ No

13. Type of high school diploma you earned or will earn: ☐ Local ☐ Regents ☐ Advanced Regents ☐ GED/ TASC ☐ None
   Date you received or will receive high school diploma or GED/TASC: [ ] / [ ]
   State in which high school diploma received: ☐ New York State ☐ Other

14. Highest Degree Earned:
    - ☐ No Degree
    - ☐ Associate in Applied Science
    - ☐ Associate in Science
    - ☐ Bachelor’s
    - ☐ Doctorate
    - ☐ Associate in Arts
    - ☐ Associate in Occupational Studies
    - ☐ Certificate Program
    - ☐ Master’s
    - ☐ Other degrees or informal courses

15. Have you ever been convicted of a felony? ☐ Yes ☐ No - If yes, please contact registrar’s office.

16. Optional (check all impairments that apply):
    - ☐ Mobility impaired
    - ☐ Emotionally impaired
    - ☐ Hearing impaired
    - ☐ Learning disabled
    - ☐ Visually impaired
    - ☐ Other

17. Optional
    - Are you a single parent? ☐ Yes ☐ No
    - Are you a displaced homemaker? ☐ Yes ☐ No
    - Do you have a limited English Language Proficiency? ☐ Yes ☐ No

18. Email address to reach student regarding any questions on this form: ___________________________________________________

The college is periodically requested to provide names and addresses of students to outside organizations such as other colleges and employers.
If you prefer that your name and address not be included, please notify the registrar’s office.
Certificate of Residence  Do not fax this form!

New York state residents: If you do not complete and return this form, you must pay out-of-state tuition.
If you are paying out-of-state tuition, you DO NOT have to complete this form.

Please follow directions carefully:
• Provide all information requested. Form must be signed, notarized, and submitted to the JCC business office.
• Legal address should list street, road, or route number. RDs and box numbers are not sufficient.
• All Chautauqua County residents must provide township of residence.
• Name of property owner is required by your county treasurer.
• Students must account for at least one year of residency in New York state. Accounts that do not have this form on file will be assessed non-resident status.
• New York state law requires students to file a new certificate of residency every year.

For tuition purposes, New York residency means that you have lived in this state as a permanent resident for 12 months prior to the start of the semester. If you have not lived in New York state for 12 consecutive months, contact the business office as soon as possible. New York State Education Law 6305 requires JCC to have a current certificate of residence on record for your student account every academic year. Please complete this form no earlier than 60 days prior to the start of the semester. You can have your signature notarized at your campus business office in person with proof of identification.

If you live in Chautauqua County, Allegany County, or Cattaraugus County, complete the top portion of the form and return your notarized application to JCC, PO Box 20, Jamestown, NY 14702-0020. The college will have your certificate certified through the business office. If you live in other counties in New York state, access JCC’s website, www.sunyjcc.edu, for instructions from your county treasurer’s office. Forward the original certified affidavit issued to you from your county treasurer’s office to JCC’s business office. The original signed form must be mailed to JCC.

CERTIFICATE OF RESIDENCE

Affidavit (or Affirmation) for Certificate of Residence Pursuant to Section 6305 of the Education Law in connection with attendance at a community college.

today’s date_____________________________     social security number__________________________    Citizenship: US_____ Other_____

month   day  year

student’s name__________________________________________________________

last  first  initial

parent or guardian________________________________________________________

last  first  initial

student’s permanent legal address

street or road (include number)      post office/city      township

county  state  zipcode

name of property owner (REQUIRED)__________________________________________

student’s home phone________________________________________

student’s cell phone________________________________________

How long have you lived at the above address?  ___ year(s),  ___ months  If you have not lived at the above address stated on this form for one year, list previous address(es):

street or road (include number)      post office/city      township

county  state  years / months

name of property owner

street or road (include number)      post office/city      township

county  state  years / months

name of property owner

I hereby certify the above address is my permanent legal address, and that I have been a resident of New York state for one (1) year and of the county named above for the last six (6) months preceding my enrollment at Jamestown Community College, Jamestown, NY.

student’s signature________________________________________________________

stamp of notary public: date_____________________________     signature of notary public__________________________

________________________________________________________________________

DO NOT WRITE BELOW THIS LINE

This is to certify that __________________________________________________________ is presently residing in the City or Town (specify) of ___________________________________________ and has resided in the State of New York for a period of at least one year and in the County of ___________________________________________ for at least six months immediately preceding the date hereof.

dated at _________________________________, New York this __________________day of _____________________________ 20___

town or city clerk’s signature ____________________________