When Is My Payment Due?

Payment Due Dates for Spring 2010 term:

Registration Dates:	**Due Date:**
Thru Nov 23, 2009	Dec 11, 2009
Nov 24 – Jan 11, 2010	Jan 22, 2009

- Payment for Continuing Education classes is due at the time of enrollment.

Important:

1. If your payment or payment arrangement is not made by your due date, your classes ***may be cancelled*** for non-payment.
2. **It is your responsibility to withdraw from a course(s) you do not plan to attend.**

Billing Policy – E-bills

Students will receive their DMACC bills via e-mail at their DMACC or other e-mail address they have provided. Bills may also be seen on DMACC WebInfo.

How Do I Make My Payment?

1. **Pay Online** using MasterCard, VISA or Discover by logging into the DMACC WebInfo System at www.dmacc.edu/webinst.asp
2. **In person** at any DMACC Campus
   - Cash (but not recommended for safety reasons)
   - Personal check, cashier's check, money order
   - MasterCard, VISA, or Discover
   - FACTS Payment Plan, on-line service available
3. **By mail to**: DMACC Student Accounts
   2006 S. Ankeny Blvd.
   Ankeny IA 50023-8995
   - Personal check, cashier's check, or money order

   Please include remittance portion of your bill.
4. **By telephone** at 515-964-6446 or 800-362-2127 ext 6446 using Master Card, VISA, or Discover
5. **Deferred Billing** is available to students whose employers offer tuition reimbursement. Contact Student Accounts at 515-964-6446
6. **Apply for FACTS** Tuition Management Plan

Payment Plan Options

The FACTS (Nelnet Business Solutions) plan allows you to make payments on a monthly basis if you owe $200 or more. A $25 non-refundable fee is assessed by Nelnet at the time of your application and is automatically deducted from your checking or savings account or charged to your credit card (MC, VISA or Discover). Down payments are also immediately deducted. Monthly payments are automatically deducted on the 5th of each month.

Important: You must apply for an online plan by the due date indicated on your DMACC billing.

SPRING ONLINE PAYMENT PLAN OPTIONS

No. of Payments	Months of Payments	Down Payment	Last day to Apply Online
5	Dec - Apr	None	Dec 3
4	Jan - Apr	None	Dec 31
3	Feb – Apr	25%	Jan 23
2	Mar & Apr	40%	Feb 20

To enroll for a payment plan you may apply on-line at http://www.dmacc.edu/gonnapay.asp, or if you have questions, call Student Accounts at 515-964-6446 or 800-362-2127 ext 6446.

Payment by Check

When you provide a check as payment, you authorize us to use information from your check to process a one-time Electronic Funds Transfer (EFT) or a draft drawn from your account, or to process the payment as a check transaction. When we use information from your check to make an EFT, funds may be withdrawn from your account as soon as the same day you make your payment and you will not receive your check back from your financial institution.

If your payment is returned unpaid, you authorize the collection of your payment and a return fee of $30 by EFT(s) or draft(s) drawn from your account.

Financial Aid

****You Need to Activate your DMACC One Card to receive a refund.****

- If you applied and are eligible for financial aid, the authorized financial aid will be credited to your account on January 4, 2010. Book purchases may be charged at the Bookstore on the campus you attend if there is a credit to your account ***after*** financial aid has been applied to your account. Any excess financial aid (grants, scholarships, and loans) not used to pay tuition, fees or books will be released to Higher One after January 29, 2010.
- If you have applied for financial aid and at least 3 weeks have passed and no aid is noted on your bill, please contact the Financial Aid Office at 515-964-6282 or visit our website at www.dmacc.edu/financial.asp

Name and/or Address Changes

- Report all name and address changes to the Registration Office to facilitate mailing of checks, grade reports, billing statements, and other information.
- You may change your address by accessing the DMACC Web Information System through our website at www.dmacc.edu.
- You may mail address changes to:

DMACC Student Records
2006 S. Ankeny Blvd.
Ankeny, IA 50023-3993

Education Tax Credits

Beginning with tax year 2009 1098-T forms will NOT be mailed to students but will be available for students online through WebInfo System.

For information concerning how to qualify for Education Tax Credits, call the IRS Help Line at 1-800-829-1040, or call 1-800-829-3676 and request the IRS publication 970. Details are also available on-line at www.irs.gov.

Canceling Registration

Credit Classes

You may cancel your registration by contacting the Registration Office by fax, by mail, in person, by calling 515-964-6800, or by accessing the DMACC Web Info System at www.dmacc.edu/webinst.asp **If you call, make a record of the name of the person you spoke with and the date and time.**

Continuing Education Classes

If you drop your Continuing Education class at least two business days in advance of the class start date, you will not be charged for that class. Notify the Registration Office at 515-964-6800.

On the Web

If you drop classes by using the DMACC Web Info System at www.dmacc.edu/webinst.asp, a cumulative history of all of your enrollment transactions will be displayed. If you review this data at a later date, be certain to scroll all the way to the right of the screen to review the status of each transaction. Should you change previously recorded transactions, you will create a new record, which will affect billing calculations. Such changes may result in a new outstanding balance that you will be asked to pay.

Withdrawing From A Term

A withdrawal means that you want to drop from all courses taken at DMACC for the term. If you decide not to attend your classes, you ***must*** notify the Registration Office by fax, by mail, in person, by calling 515-964-6800, or by accessing the DMACC Web Info System at www.dmacc.edu/webinst.asp ***Failure to do so may result in all failing grades for the term.*** Keep in mind that dropping classes may affect your Financial Aid Award.

Should you have questions about your enrollment status, please contact the Registration Office at 515-964-6800.

Refund Policy
Credit Classes

Drop Dates	Refund %
Part of Term #1	
15 Week Regular Session	**(Jan 11 – May 6)**
01/11/2010 to 01/27/2010	100%
After 01/27/2010	No Refund
Part of Term #2	
1st 7.5 Week Session	**(Jan 11 – Mar 8)**
01/11/2010 to 01/19/2010	100%
After 01/19/2010	No Refund
Part of Term #3	
2nd 7.5 Week Session	**(Mar 9 – May 6)**
03/09/2010 to 03/17/2010	100%
After 03/17/2010	No Refund
Part of Term #4	
1st 5 Week Session	**(Jan 11 - Feb 16)**
01/11/2010 to 01/16/2010	100%
After 01/16/2010	No Refund
Part of Term #5	
2nd 5 Week Session	**(Feb 17 - Apr 1)**
02/17/2010 to 02/23/2010	100%
After 02/23/2010	No Refund
Part of Term #6	
3rd 5 Week Session	**(Apr 2 – May 6)**
04/02/2010 to 04/08/2010	100%
After 04/08/2010	No Refund
Part of Term #7	
1st 10 Week Session	**(Jan 11 – Apr 1)**
01/11/2010 to 01/22/2010	100%
After 01/22/2010	No Refund
Part of Term #8	
2nd 10 Week Session	**(Feb 17 – May 6)**
02/17/2010 to 03/01/2010	100%
After 03/01/2010	No Refund

"Z" Term courses do not typically fit in the above sessions. These courses vary in length. The refund calculation is based on the number of calendar days from the 1st class meeting to the date of official drop divided by the total number of calendar days from the 1st class meeting to the last day of class. The refund schedule for these courses is as follows:

- 0-15% of term (100% refund)
- After 15% of term (0% refund)

DMACC
DES MOINES AREA COMMUNITY COLLEGE

Important Information For SPRING 2010

Des Moines Area Community College
Student Accounts Office
2006 S. Ankeny Blvd.
Ankeny, IA 50023-8995
www.dmacc.edu
1-800-362-2127

Student Accounts	515-964-6446
Student Accounts FAX	515-965-7035
Financial Aid	515-964-6282
Financial Aid FAX	515-964-6391
Registration	515-964-6800
Registration FAX	515-965-7054

DMACC's Policies and Procedures:
www.dmacc.edu/handbook

Campus Security:
http://www.dmacc.edu/departments/physicalplant/security.asp