

When Is My Payment Due?

Payment Due Dates for Summer 2019 term:

Registration Dates: Thru May 20, 2019
Due Date: May 20, 2019

After May 20, 2019 payment is due at the time of enrollment.

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

Important:

Effective with the Summer 2017 term, DMACC will no longer automatically drop students from classes for non-payment of tuition and fees. Students are responsible to drop classes or notify DMACC Registration staff if they have registered for a class and will no longer be enrolled.

Billing Policy – E-bills

Students will receive notification of their DMACC bills via e-mail at their DMACC or other e-mail address they have provided. Billings will be done on a daily basis. Bills may also be seen on DMACC WebInfo.

How Do I Make My Payment?

1. **Pay Online** using MasterCard, VISA, Discover or by electronic check by logging into MyDMACC portal and choose WebInfo System
2. Set up “Authorized Payers” to allow them to make payments on your account at <https://web4.dmacc.edu>
3. **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
4. **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.**
5. **By telephone** at 515-964-6446 or 800-362-2127 ext 6446 using Master Card, VISA, Discover, or e-check.
6. **Deferred Billing** is available to students whose employers offer tuition reimbursement. Contact Student Accounts at 515-964-6446
7. **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 or make payment arrangements by the due date indicated on your DMACC billing.

All of this information and more can be found at the Student Accounts website at this link: www.dmacc.edu/studentaccounts/Pages/welcome.aspx

SUMMER ONLINE PAYMENT PLAN OPTIONS

<u>No. of Payments</u>	<u>Months of Payments</u>	<u>Down Payment</u>	<u>Last day to Apply Online</u>
3	May - July	None	May 2
2	June & July	25%	May 27

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.

Unpaid debts may be referred to a collection agency and/or a credit bureau. DMACC participates in the Iowa Statewide Offset program which means that debts due to DMACC may be collected from students’ State of Iowa tax refund and other State income.

Financial Aid

****You Need to Activate your DMACC OneCard to receive a refund. ****

- If you applied and are eligible for financial aid, the authorized financial aid will be authorized to use at the book store on **May 13, 2019**. Any excess financial aid (grants, scholarships, and loans) not used to pay tuition, fees or books will be released to BankMobile after **June 13, 2019. First time borrowers will have excess aid refunded June 26, 2019.**
- 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 https://www.dmacc.edu/fin_aid/Pages/welcome.aspx

Name and/or Address Changes

- Report all name and address changes to the Registration Office to facilitate mailing of checks, grade reports, billing statements, 1098Ts, 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

For information concerning how to qualify for Education Tax Credits, call the IRS Help Line at 1-800-829-1140, or call 1-800-829-3676 and request the IRS publication 970. Details are also available on-line at www.irs.gov.

Drop classes with a Refund

Credit Classes

Dropping within the refund period will result in a full tuition credit to your DMACC account and/or a refund (if you had previously paid).

See the Refund Policy on the back of this pamphlet.

Withdrawal with No Refund

Credit Classes

A withdrawal is a course drop **AFTER** the refund deadline has passed. You are not entitled to a tuition refund, even if you have previously paid.

A withdrawal reflects a “W” grade on the transcript.

See the Refund Policy on the back of this pamphlet.

Important:

- If you *stop attending* your classes, **you must** officially withdraw.
- If you do not attend class and do not officially withdraw, you may receive a failing grade and you will be charged for the class.
- If you withdraw, your Completion Rate and Financial Aid Award may be affected.

To drop/withdraw: Log In to the Web Info.

System at <https://web4.dmacc.edu> or call the DMACC Registration Office at 515-964-6800 for assistance. *If you call to drop, keep a record of the staff person’s name, the date and time of your call.*

Drops via Web Info System

If you choose to drop classes by using the DMACC Web Info System at <https://web4.dmacc.edu>, you will see a cumulative history of all enrollment transactions displayed on your account. If you review this data at a later date, be careful to scroll to the right of the screen and review the *enrollment status* of each transaction. If you change a previously recorded transaction, you will create a new record. This may result in a new outstanding balance that you will be responsible to pay.

Students who have a hold on their account will NOT be able to drop or course online

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. Contact the Registration Office at 515-964-6800 for assistance.

If you have questions about your enrollment status,

please contact Registration at 515-964-6800.

Refund Policy **Credit Classes**

Drop Dates	Refund %
Part of Term #1	
11 Week Regular Session (May 21 – Aug 1)	
05/21/2019 – 06/04/2019	100%
After 06/04/2019	No Refund
Part of Term #4	
1st 5 Week Session (May 21 – Jun 25)	
05/21/2019 – 05/27/2019	100%
After 05/27/2019	No Refund
Part of Term #5	
2nd 5 Week Session (Jun 26 – Aug 1)	
06/26/2019 – 07/02/2019	100%
After 07/02/2019	No Refund
Part of Term #B	
Between terms (May 4 – May 18)	
05/04/2019 – 05/07/2019	100%
After 05/07/2019	No Refund
Part of Term #D	
2nd 8 Week Session (Jun 3– Jul 29)	
06/03/2019 – 06/12/2019	100%
After 06/12/2019	No Refund
Part of Term #E	
1st 8 Week Session (May 21 – Jul 16)	
05/21/2019 – 05/30/2019	100%
After 05/30/2019	No Refund
Part of Term #M	
10 Week Session (May 13 – Jul 24)	
05/13/2019 – 05/24/2019	100%
After 05/24/2019	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)

Courses dropped after the 100% refund period, for each specific part of term, will be recorded as a “W” (withdrawal grade) on the official transcript.



Important Information

For

SUMMER 2019

Des Moines Area Community College
Student Accounts Office
2006 S. Ankeny Blvd.
Ankeny, IA 50023-8995

www.dmacc.edu/studentaccounts/Pages/welcome.aspx

1-800-362-2127

Student Accounts	515-964-6446
Student Accounts FAX	515-965-7035
Financial Aid	515-964-6282
Financial Aid FAX	515-965-7124
Registration	515-964-6800
Registration FAX	515-965-7054

DMACC home page:
www.dmacc.edu

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

Campus Security:
www.dmacc.edu/departments/physicalplant/pages/security.aspx