



**Business Office Billing Policy**

**Policy & Public Location**

The following policy is located in the official College Catalog on the [gbc.edu](http://gbc.edu) website and directly on the tuition and fees page on the website.

Student charges are completed on a semester basis and will be made available to students at least one month prior to the beginning of the semester. Charges are generated daily through the drop/add period to adjust for any changes.

| <b>Semester</b> | <b>Charges Available by:</b> |
|-----------------|------------------------------|
| Fall            | July                         |
| Spring          | December                     |
| Summer          | April                        |

**Tuition Charging structure:**

Students who drop courses by the following deadlines will receive a 100% reduction in the course charge and necessary adjustments will be made to the account. The request to drop must be done using the request form found in the academic drop/add policy.

After this deadline students will be charged 100% for the course.

| <b>Semester   Session</b> | <b>Reduction of Charges<br/>Start Date</b> | <b>Reduction of charges<br/>at 100% end date</b> |
|---------------------------|--|--|
| 1-Week Seminars           | Prior to the semester<br>starting          | End of the first day of<br>class                 |
| 5-Week Courses            | Prior to the<br>semester/session starting  | End of the first week of<br>class                |
| 8-Week Courses            | Prior to the<br>semester/session starting  | End of the first week of<br>class                |
| 15-Week Courses           | Prior to the<br>semester/session starting  | End of the second week<br>of class               |



Additionally, the following applies:

Students who fail to request course drop(s) by the deadline will be charged 100% for the course if they are not eligible for an administrative withdrawal.

Students who request to swap a course for another will result in a net \$0 charge provided the change occurs in conjunction to the academic drop/add policy. (For example: A student who drops one section of BUS-101 in the fall semester, and adds a different section of BUS-101 in the fall semester)

Students enrolled in consortium courses are subject to the drop/add policies of the institutions enrolled.

Students who add courses during the late registration period outlined in the academic add/drop policy are subject to a \$50 Late Registration Fee (once per term). Internship courses and new students may be exempt from the late registration fee.

Policy regarding housing and meal plan charges are found in the housing contract.