

# COLUMBIA COLLEGE HOLLYWOOD

## LOS ANGELES MAIN CAMPUS + ONLINE PROGRAMS WINTER 2019 TUITION AND PAYMENT POLICIES

### BUSINESS OFFICE HOURS

Monday thru Friday, 8:30 am – 7:30 pm  
Phone: (818) 345-8414  
Fax: (818) 345-9053  
Email: studentaccounts@columbiacollege.edu

### LOS ANGELES TUITION AND FEES

PER QUARTER	
8 credits*	\$4,000
12 credits*	\$6,000
16 credits*	\$8,000
20 credits*	\$10,000
Production Insurance (Cinema)	\$115
Student Accident Insurance	\$50
VFX Software Licensing Fee (estimated)	\$200
GDIM Software Licensing Fee (estimated)	\$110
PER OCCURANCE	
Tuition Payment Plan Set-Up Fee	\$50
Student Account Late Payment Fee	\$25
NSF Returned Check/ACH Fee	\$25
Missed Financial Aid Deadline Fee	\$150
HOUSING FEES	
Housing Application Fee (one time)	\$50
Security Deposit (per lease term)	\$250

### TUITION PAYMENT DEADLINES

Your tuition and related fees for each quarter, including the net balance of any approved and expected financial aid disbursements, are due and payable by first day of the quarter.

The deadline to establish a method of paying your tuition is the Add/Drop deadline at 5:00 p.m. on the 7<sup>th</sup> calendar day of the quarter.

Winter 2019  
TUITION PAYMENT DEADLINE  
TUESDAY, JANUARY 22 BY 5:00 PM

If you are not a recipient of student financial aid, you must pay your tuition for the term in full or enroll in a Tuition Payment Plan by the deadline.

Other financial arrangements, such as 3rd party billing and scholarships, must be in place before the deadline.

If your tuition and fees are not paid by the Tuition and Payment Deadline, a late tuition payment fee of \$25.00 will be assessed, and your enrollment may be suspended until your full tuition payment is submitted.

If you are paying tuition with student financial aid, you must complete all financial aid application and document submission

requirements by the Tuition Payment Deadline. You must also pay the balance not covered by your financial aid disbursements. This balance can be paid in full or you can enroll in a Tuition Payment Plan to pay the balance in installments during the term.

### MISSED FINANCIAL AID DEADLINE FEE

If you have not completed all financial aid application and document submission requirements by the Tuition Payment Deadline, a non-refundable \$150 Missed Financial Aid Deadline Fee will be applied to your student account.

### PAYMENT METHODS

You may pay your tuition and fees in U.S. funds by cash, personal check, cashier's check, money order, major credit card, ACH bank transfer, or wire transfer. You may pay in person in the Business Office or online on the CCH Student Portal. Checks must be payable to Columbia College Hollywood. Two-Party and altered checks will not be accepted. A \$25 returned check charge is assessed on any check used in payment of your account that is returned for non-sufficient funds, whether written by you or by another party.

### TUITION PAYMENT PLAN

Enrolling in a Tuition Payment Plan allows you the option to pay your tuition and fees in 3 installments. You can use this option if you are a 100% tuition self-pay student or if your financial aid does not fully cover your tuition costs. Your Deferred Tuition Payment Plan installments must be paid by the following due dates:

Installment #1 Monday, January 22 by 5:00 pm  
Installment #2 Thursday, February 14 by 5:00 pm  
Installment #3 Thursday, March 14 by 5:00 pm

There is a \$50.00 set-fee to establish your Tuition Payment Plan. The \$50 setup fee is waived if you establish your Tuition Payment Plan with a method of making scheduled automatic payments. If you are not a recipient of financial aid, and you do not make your full tuition payment by the Tuition Payment Deadline, you will be automatically enrolled in this plan and billed for the \$50 set-up fee. For more information on the Tuition Payment Plan, please call or stop by the Business Office. Your Tuition Payment Plan installment schedule is posted on the CCH Online Student Portal.

### INVOICES

You will not receive a written bill or invoice from the college. After you register for your courses, your invoice will be posted on the CCH Student Portal. If your parents pay your tuition, it is important that you share your CCH Student Portal login information with them so that your bills can be paid on time.

### HOUSING CHARGES DUE DATE

Full payment of your quarterly housing rental charges is due no later than 6:00 pm on Monday, January 14, the first day of classes unless you are a recipient of full financial aid. You have the option of paying housing charges as part of a Tuition Payment Plan.

### AGENCY AND 3RD PARTY BILLING

Arrangements for 3rd party billing of tuition and fees must be set up prior to the Tuition Payment Deadline. To arrange for 3<sup>rd</sup> party billing, bring your completed billing authorization to the Business Office or fax it to (818) 345-9053 prior to the Tuition Payment

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Deadline. After this date, you alone are responsible to pay your tuition and fees. You are responsible for charges, including late fees, not paid by your 3rd party sponsor. Should 3rd party billing create an overpayment on your account, the overpayment will be applied to your tuition due for the following term.

### SCHOLARSHIPS

The Financial Aid Office receives and processes all scholarship checks you receive from private donors according to the restrictions provided by the donor. All scholarship checks are applied to your account immediately when received.

### FINANCIAL AID RECIPIENTS

Financial aid funds will be posted to your account by the Business Office. You are responsible for the timely payment of any charges not covered by your financial aid award. Financial aid arrangements should be in place prior to your enrollment. Late applicants must pay tuition charges in full by Monday, January 21 and will be reimbursed when financial aid is received.

### REFUNDS

Title IV federal financial aid refunds will be issued within 14 calendar days from the date an award is posted to your account. Refunds are first applied to any outstanding charges on your account before any amounts are refunded to you. Requests for financial aid advances are handled on a case-by-case by the Business Office. Refunds and advances are given by paper check or by ACH direct deposit to your bank account. To have your financial aid refund automatically deposited to your bank account, please visit the Business Office to complete a Direct Deposit authorization form.

### PAST DUE ACCOUNTS

If your tuition and fees are not paid by the due date, a late payment penalty of \$25.00 is assessed, and you may be prohibited from registering for classes, checking out equipment, and receiving transcripts. Past due accounts may be referred to a collection agency and may subject you to additional charges such as collection costs, attorney fees, and credit impairment. If you fail to pay charges when due, a late fee of \$25.00 will be assessed.

### REMOVING TUITION CHARGES

Tuition and fees are applied to your account when you register for courses through the online portal, or when you sign a student housing apartment lease. Charges are removed if you withdraw from all registered courses prior to the Add/Drop deadline. After the Add/Drop deadline, charges are removed in accordance with how many class hours you have attended. Consult the General Catalog for full details regarding the Refund Policy.

### CCH ONLINE STUDENT PORTAL

The CCH Online Student Portal is the most effective way to keep track of your student account, see when payments are due, and make payments on your account. You can pay both your tuition and housing charges on the portal at [cchonline.columbiacollege.edu](http://cchonline.columbiacollege.edu) using any major credit card.

### STUDENT RESPONSIBILITIES

1. You are responsible for full payment of all charges on your account, even if your account is being paid by another party.

2. You are responsible for keeping the college informed of any address and telephone changes.

3. When you register for courses, you are liable for payment of tuition charges whether or not you attend any of your classes, unless you withdraw within the Enrollment Cancellation refund deadline. Refer to the General Catalog for more info.

4. It is your responsibility to check the online CCH Student Portal on a regular basis. The portal is your source of information regarding financial aid you are awarded and the status of your student account.

### HEALTH INSURANCE

You should obtain health insurance coverage while you're enrolled. You can purchase a student health insurance plan by contacting our outside insurance vendor. Premiums range from \$59 to \$112 per month. For information, call (800) 442-4724 and identify yourself as a Columbia College Hollywood student or visit [sciandassociates.com/columbia\\_college/](http://sciandassociates.com/columbia_college/).

### FINANCIAL AID ASSISTANCE

The Financial Aid Office can help you start your search for financial aid and assist you with the paperwork required for federal assistance. For federal financial aid, fill out the FAFSA (Free Application for Federal Student Aid) on paper or online at [fafsa.ed.gov](http://fafsa.ed.gov). You may also schedule an appointment with a Financial Aid Coordinator to discuss your financial aid progress. International students can find financial aid options by visiting [internationalstudent.com/loans](http://internationalstudent.com/loans).

*\*Students who enrolled prior to Fall 2017 may pay a lower tuition rate per credit hour.*