Johnson C. Smith University



Dollars and Sense

Office of Student Accounts

2026-2027

Table of Contents

Business Office Hours 03
Full-Time Tuition Fee Schedule for 2026-2027 04
Part-Time Tuition Fee Schedule for 2026-2027.....05
Overload Tuition.....06
Incidental Fees.....06
Summer School Fees 2027.....07
Financial Clearance.....07
Payment Options.....08
Online Billing Access.....09
Delinquent Accounts.....10
University Bookstore.....11
Using Financial Aid for University Charges.....12
Policy Statement on Institutional Scholarships.....12
Credit Balance Refund Policy.....12
Bookstore Voucher 13
Withdrawal.....13
Administrative Withdrawal Policy.....14
Return of Title IV Funds Policy (Financial Aid Withdrawal Refund).....15
Tuition Refund Policy.....15
Unearned TA funds.....16-18
Cafeteria Operating Hours.....18
Board Plan (Meals).....19
Changes in Academic Hours.....20
Changes in Registration.....20
Residence Life.....21
Fines and Damage Charges.....21
Vehicle Registration and Parking.....22
University Post Office.....23
Special Notices and Explanations.....26
Directory.....27

Johnson C. Smith University

Dear Students and Parents:

We are extremely excited to welcome you to Johnson C. Smith University, Charlotte's Premier Independent Urban University. We have prepared this *Dollars and Sense* document to provide you with valuable information regarding the financial policies and procedures of the JCSU Office of Student Accounts. This document includes the University's tuition fee structure, payment options, refund policy and other information relevant to a student's attendance at the University. We strongly recommend that students and parents review the document together. The *Dollars and Sense* document will help your family better estimate your University financial obligations, as well as your personal expenses. Parents and students who familiarize themselves with this guide often avoid unnecessary delays during the Financial Clearance process.

It is imperative that each student manage his or her financial affairs. We want to continue to provide academic excellence for you, and future students. We ask you take responsibility of all of your financial obligations to the University.

The staff in both the University Office of Business and Finance and Student Accounts Office is ready to assist you. We look forward to you joining us, and we wish you a successful and enjoyable school year. Please don't hesitate to contact us if you have any questions or concerns.

Sincerely,

Chief Financial Officer

BUSINESS OFFICE HOURS

The Student Accounts and Cashier Office will be open to handle student inquiries at the following times:

CASHIER'S OFFICE

MONDAY - FRIDAY

8:30 a.m. – 1:00 p.m.
2:00 p.m. – 4:30 p.m.

STUDENT ACCOUNTS TEAM

MONDAY - FRIDAY

8:30 a.m. - 5:00 p.m.

FULL-TIME TUITION FEE SCHEDULE FOR 2026-2027 – 12-18 HOURS

		PER SEMESTER		PER YEAR
ON-CAMPUS	TUITION	$11,630.00		$23,260.00
	ROOM	$2,800.00		$ 5,600.00
	MEAL PLAN 1	$2,200.00	Incl. $300.00 Flex $	$ 4,400.00
	TOTAL	$16,630.00		$33,260.00
ON-CAMPUS	TUITION	$11,630.00		$23,260.00
	ROOM	$2,800.00		$ 5,600.00
	MEAL PLAN 2	$2,200.00	Incl. $400.00 Flex $	$ 4,400.00
	TOTAL	$16,630.00		$33,260.00
ON-CAMPUS	TUITION	$11,630.00		$23,260.00
	NEW RESIDENCE HALL	$3,000.00		$ 6,000.00
	MEAL PLAN 1	$2,200.00	Incl. $300.00 Flex $	$ 4,400.00
	TOTAL	$16,830.00		$33,660.00
ON-CAMPUS	TUITION	$11,630.00		$23,260.00
	NEW RESIDENCE HALL	$3,000.00		$ 6,000.00
	MEAL PLAN 2	$2,200.00	Incl. $400.00 Flex $	$ 4,400.00
	TOTAL	$16,830.00		$33,660.00
ON-CAMPUS	TUITION	$11,630.00		$23,260.00
	GREENFIELD HALL	$2,800.00		$5,600.00
	MEAL PLAN 1	$2,200.00	Incl. $300.00 Flex $	$ 4,400.00
	TOTAL	$16,630.00		$33,260.00
ON-CAMPUS	TUITION	$11,630.00		$23,260.00
	GREENFIELD HALL	$2,800.00		$ 5,600.00
	MEAL PLAN 2	$2,200.00	Incl. $400.00 Flex $	$ 4,400.00
	TOTAL	$16,630.00		$33,260.00
ON-CAMPUS	TUITION	$11,630.00		$23,260.00
	DUKE HALL	$3,500.00		$7,000.00
	MEAL PLAN 1	$2,200.00	Incl. $300.00 Flex $	$ 4,400.00
	TOTAL	$17,330.00		$34,660.00
ON-CAMPUS	TUITION	$11,630.00		$23,260.00
	DUKE HALL	$3,500.00		$ 7,000.00
	MEAL PLAN 2	$2,200.00	Incl. $400.00 Flex $	$ 4,400.00
	TOTAL	$17,330.00		$34,660.00
ON-CAMPUS	TUITION	$11,630.00		$23,260.00
	MOSAIC VILLAGE	$4,200.00		$8,400.00
	TOTAL	$15,830.00		$31,660.00

OFF-CAMPUS	**TUITION**	**$11,630.00**		**$23,260.00**
	MEAL PLAN 1	**$2,200.00**	**Incl. 300.00 Flex $**	**$ 4,400.00**
	TOTAL	**$13,830.00**		**$27,660.00**
OFF-CAMPUS	**TUITION**	**$11,630.00**		**$23,260.00**
	MEAL PLAN 2	**$2,200.00**	**Incl. 400.00 Flex $**	**$ 4,400.00**
	TOTAL	**$13,830.00**		**$27,660.00**

OFF-CAMPUS HOUSING	**TUITION**	**$11,630.00**		**$23,260.00**
	OFF-CAMPUS HOUSING	**$5,200.00**		**$ 10,400.00**
	TOTAL	**$16,830.00**		**$33,660.00**

TRADITIONAL PART-TIME TUITION FEE SCHEDULE – 2026-2027

Part-Time fee is $970.00 per credit hour. Students who are enroll for eleven (11) or less hours will be charged per credits hour.

CREDIT HOURS	COST PER SEMESTER
11 HRS	**$10,670.00**
10 HRS	**$9,700.00**
9 HRS	**$8,730.00**
8 HRS	**$7,760.00**
7 HRS	**$6,790.00**
6 HRS	**$5,820.00**
5 HRS	**$4,850.00**
4 HRS	**$3,880.00**
3 HRS	**$2,910.00**
2 HRS	**$1,940.00**
1 HR	**$970.00**
MEAL PLAN 1	**$2,200.00**
MEAL PLAN 2	**$2,200.00**
MEAL PLAN 4	**$1,695.00**

OVERLOAD TUITION

Students who enroll for more than 18 credit hours will be charged an additional **$885.00** per credit hour. Any student who desires to enroll for more than 18 hours must have a 3.0 overall GPA and obtain permission from his or her advisor or department chair and College Dean. Forms to enroll for more than 18 hours may be obtained from the advisor.

METROPOLITAN COLLEGE OF PROFESSIONAL STUDIES EVENING AND ONLINE PROGRAMS FEE SCHEDULE FEE SCHEDULE FOR 2026-2027

Tuition (per credit hour/per term)	**$693.00**
Mandatory Fees (per semester)	**$185.00**

MASTER OF SOCIAL WORK GRADUATE PROGRAM FEE SCHEDULE FOR 2026-2027

Tuition (9-15 Hrs.)	**$11,961.00**
Tuition (less than 9 hours (per credit hour)	**$1,329.00**
Mandatory Fee (per semester)	**$185.00**

MSW Housing – Mosaic Village $4,200.00 per semester

INCIDENTAL FEES

Admission Application Fee- New Students	**$25.00**
Duplicate Degree	**$150.00**
Graduation Fee (Incl. Cap & Gown, Diploma)	**$100.00**
Graduate Program Graduate Fee (Incl. Cap & Gown, Diploma)	**$150.00***
Housing Reservation Fee - (Non-refundable)	**$150.00**
ID Card Replacement Fee	**$ 15.00**
Lost Residence Hall Key Replacement (no core change)	**$ 75.00**
Key Replacement (core change)	**$ 150.00**
Matriculation Fee New Students (Non-refundable one - time charge)	**$100.00**
Parking Decal	**$ 60.00**
Transcript Fee	**$ 10.00**

SUMMER SCHOOL FEES 2027

Course offerings are usually limited and are determined on a demand basis. Financial Aid awarded for the regular semester is not automatically carried forward and requires completion of a separate application. In order to receive Financial Aid, a student must be enrolled for 6 credit hours.

Tuition (Traditional Students only)	**$693.00(charge per credit hour)**
Fees:	
Mandatory Fess	**$185.00**
Insurance Fee	**$ 50.00 (not enrolled Spring 2027)**
Room Charge	**$ 1,500.00**
Meal Plan (Only one Plan)	**$ 1,695.00**

SUMMER SCHOOL FEE METROPOLITAN COLLEGE OF PROFESSIONAL STUDIES EVENING AND ONLINE PROGRAMS-EVENING DEGREE PROGRAM FEE SCHEDULE

Tuition	**$693.00 (charge per credit hour)**
Mandatory Fee	**$185.00**

FINANCIAL CLEARANCE

Financial Clearance is ensuring that finances have been secured to pay for institutional charges.

Financial Clearance is the last and final step in the registration process. Financial Clearance is a term used to verify that a student will be attending classes for which he/she has registered in a given semester and that all financial obligations associated with the registration process has been settled. To be financially cleared at Johnson C. Smith University, a student must complete the following steps:

- Housing and Meal Plan
- Enrollment
- Financial Clearance and Payment **
  ***This process includes verification of accurate tuition, room and board (if applicable) charges and established appropriate financial plan (financial aid, payment plan or both) fully cover incurred charges*
- Student receives ID card after financial clearance
- Parking Decal (if applicable)

Please note, receiving an award letter from Financial Aid, making a partial payment on your account or meeting with an advisor and selecting classes, does not mean a student is enrolled or

financial cleared. If the Financial Clearance process is not completed, the student's name will not appear on the official class roster and the student will not be permitted to attend classes, move into university housing or utilize University facilities.

To verify the student's financial clearance status:

- Go to JCSU Self Service: (https://jcsu-ss.colleague.elluciancloud.com/)
- Click 'Student Finance' Tab
- Select the academic year/semester you would like to view from drop down
- Click' Notifications'
- Verify your FINANCIAL CLEARANCE status in Notifications:
    - FINANCIALLY CLEARED Fall
    - FINANCIALLY CLEARED Spring
    - FINANCIALLY CLEARED Summer
    - FINANCIALLY CLEARED Fall Payment Plan
    - FINANCIALLY CLEARED Spring Payment Plan
    - FINANCIALLY CLEARED Summer Payment Plan

**If a student does not have one of the statuses above, they are considered NOT FINANCIALLY CLEARED, please contact Student Accounts for further assistance.

PAYMENT OPTIONS

Total semester fees and charges are due and payable in full on or before the start of classes each semester. Payments should be made in order to complete the financial clearance process and to prevent holds being placed on the students' account. A hold may be placed on a student's account as a result of an overdue balance. This hold may prevent the release of a transcript or a diploma and future semester registration until the account balance is paid.

Payments with debit or credit cards (American Express, Visa, Discover, and MasterCard) can be made online at into https://jcsu-ss.colleague.elluciancloud.com. Payments can also be made in person within the Student Accounts Department via, debit card, credit card, certified check, money order or cash.

Certified checks and money orders can be mailed to: Attn Student Accounts, Johnson C. Smith University 100 Beatties Ford Road Charlotte, NC 28216. Johnson C. Smith University does not accept personal checks. Any student desiring an installment arrangement should make their required payment and enroll in the payment plan through their Self-Service at https://jcsu-ss.colleague.elluciancloud.com.

There are 2 options for paying an outstanding amount owed for the semester.

OPTION #1 – Payment in full.

OPTION #2 – Monthly Payment Plan

The Johnson C. Smith University Monthly Payment Plan can be established to pay tuition on a semester basis. The maximum amount allowed on payment plans per semester cannot exceed $5,000.00, with a $35.00 payment plan set up fee. The monthly payment due date is the 5th of each month and payment must be made on time. The last payment is due December 5th for the Fall semester and May 5th for the Spring semester. A 20% down payment is required at the time of financial clearance. If a student has a prior balance owed to the University, it must be paid in full **before** the student may financially clear for the upcoming semester. Prior balances cannot be added into the monthly payment plan for the upcoming semester.

Example of a monthly payment plan for student living on campus and with financial aid

Tuition and Mandatory Fees	$11,630.00
Room and Meals	$ 5,000.00
Total Charges	**$16,630.00**
Less Financial Aid Received	-$11,630.00
Total	**$5,000.00**
Total Fall Amount Due	**$5,000.00**

Monthly Payment Plan can be set up for a maximum of $5,000.00
$35.00 Payment Plan Set up Fee due with Down Payment
July. 5th, Aug. 5th, Sept. 5th, Oct. 5th, Nov 5th and December 5th
Down Payment Amount Paid August 5th, required to be financially cleared: $1,035.00
Example: 4 Remaining payments @ $1,000.00) (Total Payments $5,000.00)

ONLINE BILLING ACCESS

Students may access their student account information using the https://jcsu-ss.colleague.elluciancloud.com website. Students are notified via email when bills are available through the Self-Service Website. The Self-Service Statement indicates charges for the upcoming semester, unapplied financial aid if awarded and the prior account balance, if applicable. Charges to the account will appear as a debit and payments as a credit. Each semester, a statement is generated and made available online to assist students and parents prepare for any outstanding financial balance for the upcoming semester. Please note it is the student's responsibility to monitor and view their account regularly online through JCSU Self Service. Johnson C. Smith University is a non-billing facility; therefore, bills during the semester are available online and not mailed.

Parents or students having questions pertaining to the financial aid awards posted on the billing statements are advised to contact the Office of Financial Aid.

In accordance with the Family Educational Rights and Privacy Act of 1974 (also known as FERPA), the Student Account Office cannot respond to inquiries regarding student accounts without the written consent of the student?

DELINQUENT ACCOUNTS

An account is considered delinquent or past due when the required payment has not been made or required payment(s) have not been made by the due date. All payments received on a student's account will be applied to charges in the same order in which the charges were incurred. The Student Account Office may also place a hold on a student's account when an account becomes delinquent that will prevent the release of a enrollment verification or diploma. Registration for additional courses can be blocked until the account balance is satisfied. Once the student account balance has been satisfied, account holds will be removed.

Collection Fees

Delinquent accounts may be referred to a collection agency. Prior to referring an account to a collection agency, the University will make reasonable efforts to notify the student of the account status. If the initial contacts by phone, email or letter fail, the debt may be referred to a reputable outside collection agency and the student will be responsible for collection costs.

Student account balances not paid by the end of the term may be turned over to an outside collection agency for assistance in collecting. The prevailing collection cost rate will be added to the amount owed by the student to cover the collection agency cost.

UNIVERSITY BOOKSTORE

Hours of Operation

Monday – 9 a.m. – 5 p.m.
Tuesday – 9 a.m. – 5 p.m.
Wednesday – 9 a.m. – 5 p.m.
Thursday – 9 a.m. – 5 p.m.
Friday – 9 a.m. – 4 p.m.

Closed Saturdays and Sundays
Extended hours for special events

The University Bookstore is located in the lower level of the Mary Joyce Taylor Crisp Student Union. In addition to classroom textbooks, the Bookstore stocks educational supplies and University paraphernalia. The bookstore will accept all major credit cards. The University Bookstore does not accept personal checks. The bookstore does not extend credit. Students may apply for a Bookstore Voucher, if eligible, for use in the bookstore. The JCSU Book Voucher is **ONLY** to be used to purchase **EDUCATIONAL SUPPLIES**, (ex. books and supplies, paper, pens, pencils, folders, etc.) Things that **CAN NOT BE PURCHASED** with the book voucher, (ex. food, beverages, gift cards, gas cards, and **NO Recreational items**.) Students must have a valid ID card to access the approved credit for purchase.

Students have the option of book buyback for used textbooks. Students can sell their textbooks by visiting the bookstore or online at www.jcsushops.com.

USING FINANCIAL AID FOR UNIVERSITY CHARGES

Financial aid will be applied to student accounts and will be used to address charges incurred, such as tuition and fees as well as room and board if a student resides on-campus. Financial aid funds cannot be applied until the appropriate paperwork has been completed and the funds are received.

Federal Regulations restrict how the University can manage Title IV financial aid program funding. Title IV funding includes: the Federal Pell Grant, Supplemental Educational Opportunity Grant, Federal Direct Subsidized and Unsubsidized and Federal Direct Parent PLUS Loans.

If the total amount of Title IV financial aid funds disbursed to a student account exceeds the allowable charges, the University must receive written authorization to pay miscellaneous charges incurred against the student account. Allowable charges include only the following: tuition, room and board. Examples of miscellaneous charges are library fines, residence hall fines, parking fines, etc.

To assist students with managing payment of miscellaneous charges using their Title IV funds, the University allows students to complete the Authorization of Title IV Funds electronically through https://experience.elluciancloud.com/.

Financial aid applied to a student account that exceeds the amount a student has been charged for allowable charges will be refunded to the student in compliance with University policy and Federal regulations.

POLICY STATEMENT ON INSTITUTIONAL SCHOLARSHIPS

While JCSU is committed to providing needed scholarship funds to students; resources that are currently available can only be appropriated to assist in covering direct educational costs. These costs may include tuition, fees, room and board (when applicable) and books. Additionally, financial assistance provided through the University is based on need.
Institutional funds and/or scholarships that are packaged along with federal or state aid or are singularly awarded may not exceed direct educational costs. Therefore, if a student receives additional financial assistance from any outside source, the University reserves the right to reduce the amount of gift and/or scholarship assistance accordingly.

CREDIT BALANCE REFUND POLICY

A credit balance results when the total of the credits posted to a student's account (e.g. Payments, loan disbursements, scholarships, etc.) exceeds the total of the charges applied or applicable to the account for a specific term or semester. A credit balance eligible for a refund is one where the applicable charges and credits have been **posted** to the account and his/her eligibility for such funds has been reviewed and confirmed or adjusted based on current

eligibility, enrollment or any other applicable conditions. All students shall receive a refund of amounts over direct cost within 14 days from the date a credit is created to their student account. Refunds are generated by direct deposit through the third party of TouchNet and will be issued only if the student's balance has been paid in full. Checks will be issued through the Accounts Payable department when necessary. If the credit balance is the result of a parent PLUS loan, the refund will be issued to the parent unless the parent has indicated that the refund should go to the student when the Parent PLUS Certification Form was completed. Third parties may be refunded contingent upon changes in enrollment, duplication of awards, and/or eligibility.

Refunds are calculated based on the actual aid that has been received by the University and posted to the students' account. Expected aid (pending credits) will not be considered when determining the refund amount.

Please note:

- Some financial aid programs may not be disbursed until well into the semester, especially for first-time JCSU students; please plan accordingly.

Bookstore Voucher

Students that are expecting a credit balance refund may be eligible to use that credit in the bookstore that can be used for purchasing books and educational supplies at the JCSU Bookstore. Approved book vouchers will be charged directly to the student's account and will be deducted from any credit balance. The approved amount will be charged to the student's account after it has been confirmed by the bookstore to have been purchased. Book Vouchers cannot be carried over from semester to semester.

To be eligible for a bookstore voucher, a student must be financially cleared and have a financial aid award that exceeds their semester charges. A student will be able to request books and supplies in person at the bookstore or via online through the bookstore's website. These are the charges that will be deducted from the student's credit. It is the student's responsibility to pay any bookstore charges if their financial aid changes based on loss of financial aid eligibility

Bookstore vouchers are available each term. Please see the Academic Calendar for deadlines for applying. The Student Account Office recommends pricing books and supplies prior to making a bookstore voucher request.

WITHDRAWAL

Students may officially withdraw from the University up to the last day designated on the University calendar to drop classes, according to the relevant calendar (undergraduate or graduate). Before initiating the withdrawal process, students should consult their advisor to discuss the reason(s) for the withdrawal and to develop a plan to complete their degree.

To withdraw from the University, a student must obtain a withdrawal form from the Registrar's Office or download one from the JCSU web site (www.jcsu.edu). The student should complete the form, obtain the appropriate signatures, and return it to the Office of the Registrar. A copy of the form will be placed in the student's permanent record. Failure to properly withdraw from the University may result in a grade of F for courses in which the student enrolled that semester.

NOTE: All University property the student has in his or her possession must be returned the same day the withdrawal form is submitted.

ADMINISTRATIVE WITHDRAWAL POLICY

Current Balances

Any student who has not paid or does not expect to have sufficient funding scheduled to cover his or her outstanding account balance prior to Financial Clearance deadline on the University Calendar may be subject to the Administrative Withdrawal Policy and Academic Withdrawal. To complete the financial clearance, process the Office of Student Accounts will require the student demonstrate a financial plan that will cover the entire outstanding balance either via financial aid and or payment.

Examples of acceptable financial sources include:

- Any combination of approved student loans,
- Approved parent loans,
- An accepted University Payment Plan - monthly payment plan contract and down payment has been made,
- Documented federal and state aid.

Please Note: If the student is not able to demonstrate a financial plan, he or she will be administratively withdrawn (i.e. the student will not be allowed to attend classes, rehearsals, or auditions or participate in any other University student activities). In addition, he/she will not be allowed to move into a Residence Hall nor use a meal plan. If a student is reported as attending a course(s), they will be academically withdrawn from the course as reported with a "W" on the official academic transcript.

Outstanding Balances from Prior Semester

A student with an outstanding balance from a prior semester will not be allowed to register for the next semester until the prior outstanding balance has been paid. If a student is registered prior to having the prior balance hold placed on their account, the student is subject to the Administrative Withdrawal Policy.

Outstanding Balances during the Semester

If the student's financial aid eligibility changes or if the student's financial awards require re-calculation due to a change in the student's course schedule; the student will be responsible for the balance created on their student account. If the student does not receive financial aid or withdraws prior to receiving their financial aid, all outstanding charges including the books charges and other fees, will be the student's financial responsibility.

It has been and remains the policy of Johnson C. Smith University to withhold all diplomas, degrees, official transcripts, and other official recognition of work done at the University from students with any outstanding debts to the University. This policy includes, but is not limited to, amounts owed in satisfaction of tuition, loan agreements, fees and charges, as well as monies owed for occupancy in residences and food service. No student with an outstanding balance, including library fines, will be allowed to receive their diploma or degree during commencement. Any student who does not fulfill the financial commitments to which they agreed may be subject to the Administrative Withdrawal Policy.

RETURN OF TITLE IV FUNDS POLICY (FINANCIAL AID WITHDRAWAL REFUND POLICY)

The Financial Aid Withdrawal Policy pertains to the amount of financial aid that the student may keep, based on the student's date of withdrawal.

Federal Regulation requires JCSU to perform a Return to Title IV (R2T4) calculation when students receiving federal student aid officially or unofficially withdraw from all courses during a semester. The student is obligated to pay for all tuition and non-refundable fees assessed through the last date of class attendance (earned portion of charges).

The University will return to the appropriate financial aid programs awarded to the student for the portion of the semester or period of enrollment that the student did not attend (unearned portion of aid). The University must calculate the amount of the funds that were unearned, up through the 60% point in each payment period or period of enrollment. The student will be responsible for repaying any unearned aid disbursed to the student.

A withdrawn student will be notified in writing what their obligation (if any) is to the Department of Education.

It is possible that a student who receives financial aid and withdraws during the Financial Aid Withdrawal period will owe a balance or a repayment to the JCSU Student Accounts Office and may be required to repay funds to the U.S. Department of Education.

TUITION REFUND POLICY

It is to the financial advantage of students withdrawing, dropping to a part-time status or reducing credit hours, to do so as early in the semester/session as possible. No adjustments to tuition, meals, and/or room charges will be made after the 4th week of classes each semester. The percentage of the credit which will be applied to the student’s account is listed in the following chart:

TRADITIONAL STUDENTS

Week of Semester	Johnson C. Smith University Policy
Before classes begin	100%
First Week	90%
Second Week	75%
Third Week	50%
Fourth Week	25%
Fifth Week	0%

MASER OF SOCIAL WORK PROGRAM AND METROPOLITAN COLLEGE STUDENTS

No adjustments to tuition, meals, and/or room charges will be made after the 2ND week of classes each semester. The percentage of the credit which will be applied to the student's account is listed in the following chart:

Week of Semester	Johnson C. Smith University Policy
Before classes begin	100%
First Week	75%
Second Week	50%
Third Week	0%

Unearned TA funds

Johnson C. Smith University policy on the return of unearned TA funds to the government.

Policy:

Return of Tuition Assistance: Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded. To comply with the new Department of Defense policy, Johnson C. Smith University will return any unearned TA funds on a prorate basis through at least the 60% portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending.

Example 1 - 5-Week Course Withdraw submitted
Day 1-7 100% return
Day 8 77% return
Day 9 74% return
Day 10 71% return
Day 11 69% return
Day 12 66% return
Day 13 63% return
Day 14 60% return
Day 15 57% return
Day 16 54% return
Day 17 51% return
Day 18 49% return
Day 19 46% return
Day 20 43% return
Day 21 40% return (60% of course is completed)
Day 22 0% return
Note: The educational institution's week of instruction is counted as 7 days.

Example 2 - 8-Week Course Withdraw submitted
Before or during week 1 100 % return
During week 2 75% return
During weeks 3-4 50% return
During week 5 40% return (60% of course is completed)
During weeks 6-8 0% return

16-week Course Withdraw submitted
Before or during weeks 1-2 100% return
During weeks 3-4 75% return
During weeks 5-8 50% return
During weeks 9-10 40% return (60% of course is completed)
During weeks 11-16 0% return

100% of Tuition Assistance (TA) received will be returned if the student withdraws within the first week of class, but before submission of the first assignment. The student's request will be processed as a drop for the purpose of returning TA funds only, not for Financial Aid attendance or recalculating of aid.

• 75% of TA received of TA received will be returned if the student withdraws after submitting the first assignment and through the end of the second week of classes.

• 50% of TA received will be returned if the student withdraws after the second week of classes, but before the end of the fourth week of classes.

• 25% of TA received will be returned if the student withdraws after the fourth week of classes, but before the end of the sixth week of classes. (60% of course is completed)

- No TA received will be returned if the student withdraws after the sixth week of classes.

CAFETERIA OPERATING HOURS

Monday thru Friday

Breakfast	7:15 a.m. – 9:15 a.m.
Continental Breakfast	9:15 a.m. – 9:45 a.m.
Lunch	11 a.m. – 1 p.m.
Extended Lunch (2 stations open)	1 p.m. – 2 p.m.
Dinner	5 p.m. – 7 p.m.

Weekends and Holidays

Brunch	10:30 a.m. – Noon
Dinner	4:30 p.m. – 6 p.m.

****Cafeteria hours are subject to change without notice, ex. inclement weather, power failure, etc.**

BOARD PLAN (MEALS)

All students who contract for housing on campus are required to participate in the University's Board Plan (Meals). The University offers three meal plan options to students living on campus **(Freshman can only participate in Meal Plan 1).** Additionally, all plans are available to off campus students, however not a requirement. The meal plans are as follows:

Meal Plan 1

This plan is available to students living on and off campus. It offers nineteen (19) meals per week, Monday- Sunday. The meals include breakfast, lunch, and dinner Monday-Friday, and brunch and dinner on Saturday and Sunday. This plan also includes **$300.00** Flex Dollars for the student for usage in select dining locations managed by the food management company. All Flex dollars must be used by the end of the semester.

Meal Plan 2

This plan is available to students living on and off campus. It offers fifteen (15) meals per week, three (3) meals per day, Monday – Friday. Meals included are breakfast, lunch, and dinner. **No weekends.** This plan also includes **$400.00** Flex Dollars for the student for usage in select dining locations managed by the food management company. All Flex dollars must be used by the end of the semester.

Meal Plan 4

This plan is for off-campus students only. It offers ten (10) meals per week. This plan offers Breakfast, Lunch and/or Dinner 5 days per week not to exceed 10 meals per week. **No weekends.** This plan also includes **$100.00** Flex Dollars for the student for usage in select dining locations managed by the food management company. All Flex dollars must be used by the end of the semester.

Students who have dietary restrictions must work with the Health Center from the beginning of the semester. The Health Center will work in conjunction with the Food Service to develop a meal plan to accommodate these students.

Students who request a change in their board plan must request the change by the close of financial clearance for each semester. Request for the change will be made in the Residence Life Office.

Students must have a valid JCSU ID card to enter the cafeteria. Students without a valid ID card must pay for an ID online through https://www.jcsu.edu/estore.

CHANGES IN ACADEMIC HOURS

A full-time student is one who is enrolled for twelve to eighteen hours. Students who enroll for more than 18 credit hours will be charged an additional **$885.00** per credit hour. Any student who desires to enroll for more than 18 hours must have a 3.0 overall GPA, obtain permission from his or her advisor or department chair and College Dean. Forms to enroll for more than 18 hours may be obtained from the Dean of the student's College.

Traditional students registered for twelve credit hours or more who decides to reduce the number below twelve hours, must do so before the end of financial clearance each semester. Charges will be computed on a per credit hour basis for students officially registered for fewer than twelve hours. The student will then be classified as part-time. Traditional students who drop below 12 hours after financial clearance has ended or officially withdraw from a class after the official drop/add period **will not be adjusted.**

Traditional students who register for between 12-18 hours and who make changes that do not make his/her registration greater than 18 or less than 12 will not be charged for changes in hours.

Masters of Social Work Graduate students registered for between 9-15 hours are charged according to the fee schedule. Students who reduce registered hours for less than 9 hours prior to the end of financial clearance will be charged on a per credit hour basis.

Evening and Online Students are charged per credit hour, therefore charges will be computed on a per credit hour basis per term.

Any student who fails to financially clear prior to attending classes are subject to pro-rated charges based on attendance. Any student who fails to financially clear will be administratively withdrawn if they have not financially cleared on or before the add/drop date.

CHANGES IN REGISTRATION

Students can add courses to their schedules using the Johnson C. Smith University Online Self-Service until the published deadline listed on the academic calendar. Please note: any adjustments in enrollment status may impact a student's financial aid and/or balance due to the University. Students are encouraged to contact the Office of Financial Aid and/or Student Account prior to changes in enrollment status. Any student who fails to attend at least one session of the class(es) for which he or she is registered, and reported by faculty as a No Show by the census date, will be administratively dropped from the course.

RESIDENCE LIFE

Housing for students is provided in University-operated student residence halls. An individual must be admitted to the University and must pay the $100.00 non-refundable matriculation fee and a $150.00 non-refundable Housing Reservation fee, before an application for housing will be accepted. The housing application must be filed and a $150.00 housing reservation fee must be paid each year.

Housing cancellation forms must be completed and received in Residence Life by the close of registration for each semester, for the charges to be removed. If a student is suspended from the University or loses housing due to judicial sanctions, after the withdrawal period, no adjustments will be made. Acceptance of a housing assignment constitutes an agreement by the student to the terms and conditions accompanying the assignment. Failure to comply with such terms and conditions, and other regulations as promulgated and announced by the University, may result in loss of housing. The housing agreement is binding for the entire academic year.

Please make sure all the necessary check-in and check-out forms are completed, and return keys, check-out properly to avoid any unnecessary cost while living in the residence halls. Please refer to the student handbook for any additional information regarding on-campus housing.

FINES AND DAMAGE CHARGES

Students who incur miscellaneous fines and charges such as parking tickets, residential hall damage charges, library fines, etc., are expected to pay the fines immediately. Payments for fines can be made online, using a debit or credit card, through Self-Service. Students may not be able to receive transcripts, register, or financially clear for the next semester if all fines are not paid in full.

All inquiries or disputes regarding such fines should be directed to the office or department issuing the citation or charge.

VEHICLE REGISTRATION AND PARKING

Campus Police Office Hours of Operation
Monday-Friday 8:30 a.m. – 4:30 p.m.

All motor vehicles owned or operated on campus by resident and non-resident students, faculty and staff must be registered with the Campus Police Office. Parking permits may be obtained for $60.00 per year for resident and commuting students. Failure to register a vehicle will result in a fine and/or having the vehicle towed. The Campus Police staff is empowered to enforce all regulations pertaining to the operation of motor vehicles on campus, and further reserves the right to fine and/or tow a vehicle for any infraction of the regulations governing operation and parking. The University further reserves the right to revoke or suspend a student's privilege to operate a vehicle on campus for major infractions. A copy of the regulations governing the operation of a vehicle and parking on campus can be obtained from the Campus Police Office, located in behind the Student Union Building. The parking policies and regulations are also available on the campus web site. Due to the limited number of parking spaces available to students, freshmen residing on campus are not allowed to register or park a vehicle on campus. Parking fines are due upon receipt. Failure to pay fines may prevent a student from receiving transcripts, financially clearing and/or re-enrolling in the University.

PARKING VIOLATIONS

o Stop Sign violation	$20.00
o Unauthorized Parking Space	$20.00
o Parked in Faculty/Staff Parking Space	$20.00
o Failure to Display Parking Decal/Permit	$20.00
o Failure to Renew Parking Decal/Permit	$20.00
o Immobilizer (BOOT)	$50.00
o **Parked in Fire Lane**	**$50.00**
o **Parked in Reserved Parking Space/Area**	**$50.00**
o **Parked in Restricted Parking Space/Area**	**$50.00**
o **Parked in Handicapped Parking Space**	**$250.00**

UNIVERSITY POST OFFICE

The University Post Office is located in the lower level of the Mary Joyce Taylor Crisp Student Union Building.

Business Hours: Monday, 12:00 p.m. to 4:30 p.m. Tuesday – Friday, 12 p.m. to 4:30 p.m. Hours are subject to change without notice, due to mail arrival time and volume of mail, in the event, a notice will be posted outside of the Post Office. Post Office closed on weekends and University holidays.

The University Post Office complies with United States Postal Service rules and regulations for the processing and delivery of mail. The primary goal of the Campus Post Office is to process and deliver US mail, campus mail, and packages efficiently and effectively. In meeting this goal, the post office will exhaust all reasonable means to get the mail delivered in a timely way to its intended recipient. The privacy and confidentiality of all properly addressed U.S. and campus mail will be respected at all times.

Johnson C. Smith Address: **Students**, all packages and mail, including magazine subscriptions, newspapers, compact disc/video clubs, and correspondence from business and organizations, **MUST have your UPO box number in the address.** The format for your Johnson C. Smith address is:

Your Name **(No nicknames please)**
Johnson C. Smith University
100 Beatties Ford Rd.
UPO # **(No Dorms or Halls)**
Charlotte, NC 28216

If you receive mail, packages, etc. without your box number, we will look up your UPO number through September 30th of each academic year. After that time, business and organization related items received without your UPO box number in the address is subject to be returned to the sender.

First Class mail is normally delivered to your mail box by 12:00PM weekdays. Packages are usually available around this time also. This schedule may vary depending on arrival time of mail and during holidays when mail and package volumes increase significantly. A sign will be posted to adjust the time.

Mail box Access: You will be assigned a 4 digit code for entry into your mail box which you will keep until you **permanently** leave campus. If you forget your mailbox code, please ask one of the post office clerks, we will provide you with your code **once** per semester, after which a $1.00 fee will be charged.
***Please Note:** **Every** student who resides is **required** to have a mail box assigned to them. Students only who reside at Mosaic Village will be provided a campus mail box. Absolutely no

University mail boxes will be provided to non-Johnson C. Smith University Students (Renters) who reside at Mosaic Village for any amount of time! If you do not have a mail box, please go to the University Post office with your validation and student I.D. Card and request one. The importance of having a university mail box cannot be stressed enough. Please do not share your mail box with others. Only the recipient that is assigned to a UPO mail box will be entitled to receive mail in that box. Any deviation of this policy could result in forfeiture of losing mail box. **Approximately two weeks after all JCSU students are financially cleared each semester, students who do not reside on campus or at Mosaic Village will be provided the opportunity to rent a University Mail box for a fee of $25.00 per semester, (cash only, no refunds for early termination). Mail boxes will be limited, so this is on a first come basis while supplies last.**

Personal Mail Box Access: Your mail is available when the University Campus is open. All you will need is your 4 digit access code. If you receive notification of a package, you will only be able to retrieve it during University Post Office business hours.

Visit your mail box! Unless arrangements have been made, this is a case by case basis, please empty your mail box at least weekly.

Failure to do so could result in your mail being returned to the sender as unclaimed.

Packages: If you receive a Package or Large Item, a MyMail E-mail alert will be sent to your university E-mail address. Please make certain that your E-mail account is not full so you will be able to receive an alert, especially if you are expecting a package. All packages including USPS, UPS, FedEx, DHL, etc. are delivered to the University Post Office. Your E-mail alert will specify the university post office. Come to the University Post Office during business hours. Student I.D. is required to claim your package. All mail and packages if unclaimed will be returned to sender after 14 days of receipt.

Services Offered: Mail –First Class: Priority: Delivery & Signature Confirmation (tracking service); Certified; Return Receipt; Express; Parcel Post. Packages should not exceed 30lbs.
Stamps - We sell stamps in singles (.60 each); or books of 20 stamps for $12.00. No. 10 size envelopes (.10 each) we also have large 10x13 envelopes (.25 each). Small padded envelopes ($1.00 ea.) and Large padded envelopes ($2.00 ea.) Cash only for these purchases.
Metered Postage - Metered postage of $3.00 or more can be purchased with a credit card for personal mailings, or personal mailings can be paid for with cash. There will be a service charge of 15% for all personal mailings.
Money Orders - We sell North American money orders in denominations up to $300 for a fee of $1 per money order. These purchases are **cash only**. In addition, we offer billing services through Global Express to our JCSU customers **only**, the ability to pay wireless phone bills, cable/satellite, Duke Energy, Insurance, multiple credit card bills, car payment, and a host of other billers for a small cash fee. Expedited service is also available. Stop by the JCSU Post Office to inquire.

Intra-Campus Mail: Intra-campus/Inter-departmental envelopes should be used for campus mail. If other types of envelopes for campus mail are used, please print "CAMPUS MAIL" in the upper right hand corner since it could be mistaken for USPS mail. Also, please include the sender's name and department in the return address location.

Use of campus mail boxes for personal gain or operation of a business is prohibited. Please secure an off-site delivery address for your business merchandise.

Personal Mail (Outgoing)

Outgoing, personal mail (letters, bills, etc.) is handled along with campus mail. Personal mail and Packages can be brought to the university post office and postage can be applied and paid for at that time if postage has not already been affixed. It is the policy here at the University Post Office that whenever the outgoing mail comes in, it goes out on the same day providing it gets to the University Post Office no later than 3:15p.m.The Postal Service Carrier usually picks up all outgoing mail between 3:30pm – 4:00pm daily.

Metered Mail:

Johnson C. Smith University holds a permit to operate postage meters and must comply with the USPS regulations as follows:

- All mail to be metered must have a complete Johnson C. Smith University return address. Metered mail related to events co-sponsored by Johnson C. Smith University and an outside organization must bear a Johnson C. Smith University return address.
- Folded self-mailers need to be folded at the bottom and tabbed at the top. Please do not use staples.
- Mail to be metered – letters, post cards, large flats – should be sorted and bundled separately. Any **International mail** should be separated, ***please do not co-mingle.** The university post office has letter trays and tubs available for help in preparing large mailings.
- The postage meter machines can seal letter size envelopes and some larger envelopes if the flap is at the top of the mail piece. These flaps must be nested to process properly. Heavy, flat-sized envelopes, as well as envelopes which seal on the side, must be sealed before coming to the university post office.

SPECIAL NOTICES AND EXPLANATIONS

- The University reserves the right to increase or decrease all fees and charges and to add or to delete items of expense without advance notice as circumstances, in the judgment of the administration, may require. The University is not contractually obligating itself to any fees specified herein, but merely sets these out as estimates of approximate cost.
- The official date of withdrawal is the date the Withdrawal Form is received by the Office of the Registrar.
- Room and Board (Meals) rates are based on the University's academic schedule. The residence halls and food service are not available during university holidays.
- The University is not responsible for the theft or damage to student's personal property arising from any cause.
- Students who, through malicious or negligent conduct, lose, damage, or abuse University property, will be subject to disciplinary action and will be required to pay, at replacement cost for such loss or damage.
- All students are required to satisfy their financial obligations to the institution before the first day of class of each semester. Students who fail to meet their obligations or do not make satisfactory arrangements for payment with the Student Account Office will be administratively withdrawn from the University at that time for non-payment of fees. The diploma and transcripts of records will also be withheld until the student has paid in full all fees and charges due the University. Students will not be allowed to register for any subsequent semester until the obligation has been satisfied.

DIRECTORY

DIVISION OF BUSINESS AND FINANCE

Chief Financial Officer

Mrs. Teare Brewington

(704) 378-1190

Student Accounts Manager
Mr. Cleveland Kirk, II
(704) 378-1229

Student Accounts Coordinator
Ms. Anais Johnson
(704) 378-3539

Student Accounts Coordinator
Ms. Andrea White
(704) 330-1344

FINANCIAL AID OFFICE

Director of Financial Aid
Mrs. Tangar Young
(704) 330-1498

Assistant Director of Financial Aid
Ms. Jordan Sutton
(704) 378-3540

Financial Aid Counselor
Mr. Racquel Crisp
(704) 378-1052

Financial Aid Counselor
Ms. Patrice Cooper
(704) 378-1034

Financial Aid Counselor
Breniedja Poole
(704) 378-1040

Financial Aid Administrative Assistant
Mrs. Angela Glover
704-378-1293

Johnson C. Smith University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate and master's degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Johnson C. Smith University.