Houston Community College

Student Financial Services and Cashiering Operations
## Main Responsibilities:

- **Proper Assessment of Tuition and Fees on student accounts**:
  - *Most recent Board action was on August 2, 2011 (Fall 2011)*
  - *Current Rates - Fall 2015*

<table>
<thead>
<tr>
<th>IN DISTRICT</th>
<th>OUT OF DISTRICT</th>
<th>OUT OF STATE / FOREIGN (NON RESIDENT)**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$31.00 per hour ($50 min)</td>
<td>Tuition $31.00 per hour ($50 min)</td>
</tr>
<tr>
<td>General Fee</td>
<td>25.50 per hour</td>
<td>General Fee Out of District 64.00 per hour</td>
</tr>
<tr>
<td>Tech Fee</td>
<td>10.00 per hour</td>
<td>General Fee Out of State* 24.50 per hour</td>
</tr>
<tr>
<td>Student Activity/Services Fee</td>
<td>1.00 per hour ($12 max)</td>
<td>Student Activity/Services Fee 1.00 per hour ($12 max)</td>
</tr>
<tr>
<td>Total</td>
<td>$67.50 per hour ($86.50 min)</td>
<td>Total $139.50 per hour ($158.50 min)</td>
</tr>
<tr>
<td>Recreation Fee</td>
<td>$6.00 per semester</td>
<td>Recreation Fee $6.00 per semester</td>
</tr>
</tbody>
</table>
Main Responsibilities:

- **Proper Assessment of Tuition and Fees on student accounts**-
  - SCH tuition and fee charged/assessed on a per hour basis;
  - Continuing Education (CEU) charges based on flat rate;
  - **Course Fees** – set up in the Catalog level by the Registrar’s Office
  - **Class Fees** – set up in the system by the Departments.
Main Responsibilities:

• *Proper Assessment of Tuition and Fees on student accounts;*

• **Exemptions and Waivers-**
  
  • Exemptions – for Texas Residents
  
  • Waivers – for Non-Residents

Main Responsibilities:

- Proper Assessment of Tuition and Fees on student accounts;
- Exemptions and Waivers;

- Cashiering and Installment Payment Plans;
  - [http://www.hccs.edu/district/students/apply/installment-payment-plans/](http://www.hccs.edu/district/students/apply/installment-payment-plans/)
Main Responsibilities:

• *Proper Assessment of Tuition and Fees on student accounts;*
• *Exemptions and Waivers;*
• *Cashiering and Installment Payment Plans;*

• *Sponsored accounts or 3rd Party Billing-*

*Workforce Solutions*

*Texas Department of Assistive and Rehabilitative Services*

*Texas Children's Hospital*

*West Africa Management Services, LLC.*
Main Responsibilities:
- *Proper Assessment of Tuition and Fees on student accounts;*
- *Exemptions and Waivers;*
- *Cashiering and Installment Payment Plans;*
- *Sponsored accounts or 3rd Party Billing;*

- **Student Refunds**-
  - Credit Balances
  - Balance of Title IV awards
  - Refunds released thru –
    - Credit to Original Credit Card used;
    - Direct Deposit to pre-existing bank account;
    - Deposit to HCC/Higher One Eagle Debit Card (Master Card).
Main Responsibilities:
- Proper Assessment of Tuition and Fees on student accounts;
- Exemptions and Waivers;
- Cashiering and Installment Payment Plans;
- Sponsored accounts or 3rd Party Billing;
- Student Refunds;

- Receivables and Collections-
  - Delinquent Accounts referred to Collection Agency after In-House Collection efforts for one cycle (Academic Year);
Main Responsibilities:
• Proper Assessment of Tuition and Fees on student accounts;
• Exemptions and Waivers;
• Cashiering and Installment Payment Plans;
• Sponsored accounts or 3rd Party Billing;
• Student Refunds;
• Receivables and Collections;

• 1098-T IRS Form
  • Informational only!
  • Not to be considered as tax opinion or advise.
  • [http://www.hccs.edu/district/students/student-financial-services/1098t/](http://www.hccs.edu/district/students/student-financial-services/1098t/)
Main Responsibilities:

- Proper Assessment of Tuition and Fees on student accounts;
- Exemptions and Waivers;
- Cashiering and Installment Payment Plans;
- Sponsored accounts or 3rd Party Billing;
- Student Refunds;
- Receivables and Collections;
- 1098-T IRS Form;

- Loans and Scholarship Funds Accounting & Fund Management-
  - Title IV Funds
  - State Scholarships
Main Responsibilities:

- Proper Assessment of Tuition and Fees on student accounts;
- Exemptions and Waivers;
- Cashiering and Installment Payment Plans;
- Sponsored accounts or 3rd Party Billing;
- Student Refunds;
- Receivables and Collections;
- 1098-T IRS Form;
- Loans and Scholarship Funds Accounting & Fund Management-
Student Financial Services and Cashiering Operations

- Student Accounts
- Receivables and Collections
- Scholarship Funds Accounting
  - Central College Business Office
  - Northwest College Business Office
  - Northeast College Business Office
  - Southwest College Business Office
  - Southeast College Business Office
  - Coleman IHS Business Office