



## DAKOTA COLLEGE AT BOTTINEAU DUAL CREDIT DEADLINES AND PAYMENT OPTIONS

### **All students:**

After the enrollment process is complete, all dual credit students will be sent a confirmation email to the personal e-mail that they provided. The email will contain all the courses the student is enrolled in, including dates, times, and locations, as well as their student email, and an electronic copy of their bill.

**Please note that paper copies of the students' invoices will no longer be mailed out. It is the student's responsibility to check their confirmation email for their copy of their bill.**

All dual credit students are **required** to utilize their DCB email address. After the initial confirmation email, all other official communication from DCB regarding their enrollments will be sent to their DCB email. All students must also use their DCB email going forward for communication with DCB faculty and staff.

The student invoices will now include the following:

- All courses listed by amount owed.
- Bookstore charges, if applicable. The price of buying the books from DCB's bookstore will be included, but not required.
- Classes that are covered by the Bank of North Dakota. Some students may take more courses than the bank will cover, in which case, the classes covered will be marked as "Covered by BND".

### **Deadlines:**

It is preferred that all dual credit students have their registration paperwork sent to the Distance Education office before January 7<sup>th</sup>, 2019. Understandably, this is not always possible; so, the following deadlines are listed below:

1. The last date for students to register is February 4<sup>th</sup>, 2019. All steps in the registration process must be completed by this date.
2. Payment is due **in full** to the Business Office by January 23<sup>rd</sup>, 2019. Students can contact the Business Office at (701) 228-5430 to pay for their courses. Students who receive their confirmation email, including their bill, after this date can pay the Business Office upon receipt of the invoice.
3. Any students wishing to set up a Payment Plan through the Business Office must have completed the enrollment process, received their confirmation email with the invoice, and contacted the Business Office to set up the plan by January 23<sup>rd</sup>, 2019. No payment plans can be set up after this date.
4. The last day for a student to drop any classes for a **100% refund**, is January 17, 2019. Please see the Drop Procedure on the next page.

### **Drop Procedures:**

Any student wishing to drop a course must complete the following steps:

1. Complete the [Dual Credit/Early Entry Drop Form](#) located on the DCB website. Students must have their signature, a parent or guardian signature, and a high school administrator signature.
2. Return the form to the Distance Education Office by email, fax, or mail. Email or fax is preferred.
3. If the student is dropping all of their courses, they will need to also complete the [Withdrawal Form](#) on DCB's website.

Any drops submitted before January 17, 2019, will result in a 100% refund, and the student will have no charges for the class(es).

Any total withdrawals (dropping all classes) after January 17, 2019, will abide by the following percentage scale:

- January 17, 2019 – last day to withdraw at a 100% refund
- February 18, 2019 – last day to withdraw at a 75% refund (student must pay 25%)
- March 21, 2019 – last day to withdraw at a 50% refund (student must pay 50%)
- March 22 – April 5, 2019 – withdraw at a 0% refund (student must pay 100%)

The last day to withdraw from any course is April 5, 2019.

**Please note that the above rates only apply to students who are dropping all of their courses.**

If a student only drops one course after January 17, 2019, but is enrolled in other courses, they are still responsible for the full amount of the dropped course. There is no percentage rate for a single dropped course while still enrolled in other courses.