an outstanding balance or a current financial assistance hold. A $25.00 nonrefundable processing fee will be added to each loan at the time of application. All students applying for Emergency Loans must be registered and have a completed application and master promissory note. All emergency loans are processed on first-come, first-served basis as long as funds are available. A late payment fee of $25.00 will be added to each loan that is not paid in full by the due date. Applications for Emergency Tuition and Book Loans for Fall 2009 will be processed beginning August 11, 2009. Loans will be processed until funds have been exhausted. Forms are available on our web site http://www2.tamucc.edu/business under downloadable forms. Emergency Loans are not available to make payments toward an installment plan or for room/board.

FINANCIAL OBLIGATIONS

Students are expected to pay all financial obligations to the University when due. Failure to pay such obligations may result in the student's removal from the University, exclusion from final exams, graduation, and/or further enrollment. Financial obligations include, but are not limited to returned checks, returned check charges, lost or damaged library book charges, library fines, loss or breakage of instructional material or equipment, and/or Emergency loans, tuition installment plans, and parking fines. All tuition and fee costs are due upon registration. Failure to pay may result in the loss of the student's schedule. Registration is not completed until the University Business Office has received payment. Regardless of the type of deferral, the ultimate financial responsibility rests with the student. The University Business Office periodically performs audits on student accounts to verify that the proper amount of tuition and fees has been paid; this may result in additional charges or refunds. Notifications from the Business Office are primarily sent to the student's University Email Address.

RETURNED CHECK POLICY

When individuals write checks that are not honored by the bank and are subsequently returned unpaid to the University, the individual that gave the check will be notified. Within seven (7) days of such notification, the individual should pay the amount of the check, plus a returned check charge of $25.00 to:

Texas A&M University-Corpus Christi
Business Office, Student Services Center
6300 Ocean Drive, Unit 5767
Corpus Christi, TX 78412-5767

This may be done in person or by mail and must be in the form of cash, money order, or cashier's check. The University cannot accept a personal check in payment of a returned check. Should a returned check not be paid within the time allotted, the individual will be subject to disciplinary action which may include removal from the University, legal action allowed by law, and payment of collection fees. If an individual has written three (3) checks to the University that have been returned unpaid by his or her banking institution for any reason, the University will no longer accept checks from that individual. Returned checks written for SandDollar accounts will result in the account being inactivated until the checks and the returned check charge are paid in full.

REFUND OF TUITION AND FEES

The following information on tuition and fees refund applies:

1. A student dropping a course or courses yet remaining enrolled in the University for at least one course may apply for a refund of applicable tuition and fees as follows: 100% refund prior to and including the 12th Class Day (Census Date) September 11, 2009. No refunds for dropping classes after September 11, 2009.

2. A student officially and completely withdrawing from the University during the Fall or Spring semester may apply for a refund of applicable tuition and fees according to the following schedule:

- 100% prior to the University's First Class Day
- 80% during the University’s First Five Class Days
- 70% during the University’s Second Five Class Days
- 50% during the University’s Third Five Class Days
- 25% during the University’s Fourth Five Class Days

No refunds will be processed thereafter. See the semester calendar for specific dates or go to http://falcon.tamuc.edu/~business/ and click on Important Dates. Audits are done periodically throughout the semester to insure proper payment of tuition and fees. Refunds will be processed after the audit for those students whose balance so indicates. Withdrawals are calculated based on the total tuition and fees not the amount paid.