



Financial Services – Cashier’s Office

SPRING 2023

Tuition and fees are due on or before the tuition payment deadline. Registration is not final until the student pays tuition and fees.

PAYMENT DUE DATES

If you register between:	Payment is due on:
Nov. 02 – Dec. 06	Dec. 07 by 4:00 p.m.
Dec. 07 – Jan. 04	Jan. 04 by 4:00 p.m.
Drop /Add Dates:	
Jan. 09 – Jan. 11	Jan. 11 by 4:00 p.m.

Payment is due at time of registration for late start classes.

Payment Options:

In Full Online via Self-Service – Debit/Credit card payments are accepted. Log on to your Self-Service account. Choose the drop down menu “Financial Information” then drop down menu “Student Finance”. Select “Make a Payment”.

In Person – Cash, check (*we do not accept starter checks*), money order, debit/credit card payments are accepted at: **Statesville Campus** (Eason Student Services Center-Rm 200) and **Mooresville Campus** (Bldg. A-Rm 202).

Create an Online Payment Plan – Nelnet (FACTS) is a third-party company that allows students to spread tuition cost over a set number of monthly payments for Fall and Spring. Log on to your Self-Service account. Choose the drop down menu “Financial Information” then drop down menu “Student Finance”. Select “Create a Payment Plan”

Sponsor Payment (TEACH, I-Care, Employer, College Prepaid Plans, etc.) – A new authorization form is required for each semester and must be submitted to the Cashier’s Office prior to payment deadline to secure classes.

We do not process payments over the phone.

Cashier Office Business Hours:	
Statesville:	Mon-Thurs 8 a.m. – 4:30 p.m. Fri 8 a.m. – 4 p.m. Last business day of the month 8 a.m. – Noon
Mooresville:	Mon-Thurs 8 a.m. – 1 p.m.; 2 p.m. – 4:30 p.m. Fri 8 a.m. – 4 p.m. Last business day of the month - CLOSED
Hours are subject to change-Check web-site	

REFUND POLICY - IMPORTANT INFORMATION

The college follows the policies established by the NC Community College System.

To receive a 100% refund and avoid tuition & fee charges, students must ***officially withdraw before*** the first day of the academic term or ***before*** the first day of class for classes that are not consistent with the academic term.

A 75% refund of ***tuition only*** is issued for curriculum classes dropped on or after the first day of the term through the 10 percent point of the term.

PLEASE SEE REFUND & LIABILITY SCHEDULE BELOW

Required fees and special course fees are ***nonrefundable*** unless the student ***officially withdraws prior*** to the first day of the academic term or a student’s class is cancelled by the college.

REFUND & LIABILITY SCHEDULE

Withdrawal Date	Refund	Liability to Mitchell
16-Week session		
On or before Jan 8	100%	None
Jan 9 – Jan 19	75%	25%
After Jan 19	None	100%
First 12-Week session		
On or before Jan 8	100%	None
Jan 9 – Jan 17	75%	25%
After Jan 17	None	100%
Second 12-Week Session		
On or before Feb 5	100%	None
Feb 6 – Feb 13	75%	25%
After Feb 13	None	100%
First 8-Week session		
On or before Jan 8	100%	None
Jan 9 – Jan 12	75%	25%
After Jan 12	None	100%
Second 8-Week session		
On or before Mar 12	100%	None
Mar 13 – Mar 16	75%	25%
After Mar 16	None	100%
First 4-Week session		
On or before Jan 8	100%	None
On Jan 9	75%	25%
After Jan 9	None	100%
Second 4-Week session		
On or before Feb 5	100%	None
On Feb 6	75%	25%
After Feb 6	None	100%
Third 4-Week session		
On or before Mar 12	100%	None
On Mar 13	75%	25%
After Mar 13	None	100%
Fourth 4-Week session		
On or before Apr 9	100%	None
On Apr 10	75%	25%
After Apr 10	None	100%

****These are refund dates and not Grade of W****