

## Student Success and Accountability (continued)

The college complies with federal and state legislation which includes but is not limited to, Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, Title IX of the Education Amendments Act of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, Titles VII and VIII of the Public Health Service Act, the Illinois Human Rights Act, the Americans with Disabilities Act, the University Religious Observances Act, and related state laws.

Inquiries regarding equal opportunity and affirmative action in student services, academic affairs, and employment issues are handled by the same office for all campuses and instructional sites within the community college district. Specific information may be obtained by contacting: Human Resources office or Title IX Coordinators Staci Clayborne and Nancy Levault, Southwestern Illinois College, Belleville Campus, Information Sciences Building, Room 2080, 2500 Carlyle Ave., Belleville, IL 62221, 618-235-2700, ext. 5566 or by email at [titleix@swic.edu](mailto:titleix@swic.edu).

### Notice of Non-discrimination

SWIC ensures that equal educational opportunities are offered to students regardless of race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age (40 or older), disability or genetic information, or veteran status. Questions in reference to equal educational opportunities may be directed to the Human Resources office, Southwestern Illinois College, Belleville Campus, Information Sciences Building, Room 2080, 2500 Carlyle Ave., Belleville, IL 62221, 618-235-2700, ext. 5534.

### Educational Guarantees

SWIC issues educational guarantees applicable to graduates of the Associate in Arts, Associate in Fine Arts, Associate in Science, Associate in Engineering Science, Associate in Applied Science and career certificate programs, subject to specific conditions and program approval. Transfer program guarantees assure the student that approved courses will transfer to the four-year institution chosen by the student. Occupational guarantees assure the student and employer that a graduate has learned entry-level skills. Further information is available through the Enrollment Services office for programs covered by the educational guarantee.

### The Successful Student General Education Core Competencies

When you graduate from SWIC, you will have practiced these skills in many of your classes:

**Reasoning Skills:** The ability to organize, evaluate and apply information in order to express ideas in a useful form.

**Communication Skills:** The ability to convey information verbally, electronically or in written form, in a manner that is clear and appropriate to the circumstances, and that increases understanding in the audience.

**Citizenship:** The ability to recognize how our actions/behaviors impact ourselves and the community in which we live.

## Tuition and Fees

[swic.edu/students/services/business-office/tuition-fees](http://swic.edu/students/services/business-office/tuition-fees)

### Tuition

Tuition and fees are subject to change at any time.

### Fees

Fees are subject to change at any time by action of the Southwestern Illinois College Board of Trustees.

Course fees are charged to cover the cost of supplies or equipment usage in a classroom. Fees may be found in the class schedule online on eSTORM.

Students who are dropped from a class for nonpayment may be responsible for payment of 10 percent of the tuition amount.

### Consumer Statement

[swic.edu/about/consumer-information/](http://swic.edu/about/consumer-information/)

### SWIC STUDENT HANDBOOK

[swic.edu/students/student-affairs/student-handbook/](http://swic.edu/students/student-affairs/student-handbook/)

SWIC provides specific consumer, textbook and gainful employment information to current and prospective students through the college website and printed materials. For a printed copy of the catalog, visit the Enrollment Services office at the Belleville Campus, Information Sciences Building, Room 1115; Sam Wolf Granite City Campus, Center for Student Development, Room 440; or the Red Bud Campus, Student Development Office, Room 175. For a printed copy of the Student Handbook, visit the office of the vice president for Student Development, Belleville Campus, Main Complex, Room 1246A. To find textbook information, visit the Barnes & Noble bookstores at the Belleville Campus, Liberal Arts Complex, Room 1116; or Sam Wolf Granite City Campus, Room 210, adjacent to The Commons.

### Financial Responsibility

By registering for classes at Southwestern Illinois College, the student accepts full financial responsibility for payment of the term tuition and fees, as well as associated costs related to registration and/or other SWIC services, by the applicable deadlines. The student understands that should you default on your account, SWIC may use any and all means necessary to collect this debt in accordance with state and federal laws. This may result in the referral of your SWIC account to an external collection agency, legal action by the college to collect the debt, and other financial consequences that the student is further responsible, which may include but are not limited to attorney's fees, late fees, and litigation costs associated with the collection of the debt.

### Tuition Payment and Payment Plans

Payment may be made in person, online, by mail or by phone. Tuition payment plans are available online or in person. Contact the Business Office for details.

### Chargebacks for In-District Residents

Residents of Community College District 522 desiring to enroll in a curriculum or program not available at SWIC may apply for tuition assistance (chargeback) to attend another community college in Illinois which offers that curriculum. For more information, refer to the *Interdistrict Cooperative Agreement* section of this catalog. Students who request this support must:

- Request support for enrollment in a degree or certificate program not offered by SWIC. Approval of enrollment in individual courses without enrollment in a degree or certificate program will not be considered.
- File a request for chargeback support with the secretary to the Board of Trustees of Southwestern Illinois College, who is located on the Belleville Campus, at least 30 days prior to the beginning of any semester.

### Chargebacks/Joint Agreements for Out-of-District Residents

Out-of-district students who have received chargeback tuition authorization from the community college district in which they live will pay SWIC in-district tuition. Students must contact the community college district in which they live for chargeback authorization at least 30 days prior to the beginning of any semester. Out-of-district students attending SWIC without chargeback authorization will pay out-of-district tuition.

Out-of-district students who attend SWIC under the terms of a joint agreement between SWIC and another community college district will pay SWIC in-district tuition. Those students must contact the community college district in which they live for joint agreement authorization at least 30 days prior to the beginning of any semester. For more information, refer to the *Interdistrict Cooperative Agreement* section of this catalog.

### Residency

[swic.edu/students/services/enrollment-services/residency-information/](http://swic.edu/students/services/enrollment-services/residency-information/)

### Proof of Residency

New students and those changing address and residency status will be required to provide proof of residency to the Enrollment Services office prior to or at the time of enrollment.

Residency status may be validated by evidence of occupancy of a dwelling in the college district for purposes other than education. Validation of residency can be provided in the form of a real estate tax bill, utility receipt, driver's license or pay stub verifying residency. Any student claiming residency in District 522 may be required at any time to furnish to college officials evidence supporting his or her claim.

Residency for students under age 18 shall be considered to be that of the parent or legal guardian, unless the student is self-supporting. A self-supporting student is one who was not claimed as a dependent on the most recent federal income tax form submitted by his or her parent or guardian.

### In-District

A student is considered to be in-district if the student's legal residence is within the boundaries of Community College District 522. In-district residency must be established 30 days prior to the beginning date of the student's earliest class of the semester. New students and those changing from an out-of-district address will be required to provide proof of residency prior to or at the time of enrollment.

### Out-of-District

A student living outside District 522, who is a resident of the state of Illinois and does not attend SWIC under the terms of a joint agreement or chargeback agreement, will be designated an out-of-district student and will be charged the appropriate tuition. Students will be required to provide proof of residency prior to or at the time of enrollment.

### Out-of-State

Any student who is a resident of another state or country will be considered an out-of-state student and will be charged the appropriate tuition. International students who have been issued an I-20 form to attend SWIC may not establish eligibility for in-district tuition rates.

### Employer In-District

Out-of-district and out-of-state students who receive training from, and are employed at least 35 hours per week by, an entity located within District 522 may qualify for in-district rates. Interested students may obtain the required form at the Enrollment Services office or through the SWIC website. The in-district employer must complete a new form each semester. This form must be submitted before the midterm date of the affected class(es). Students will be required to provide proof of residency at the time of enrollment for this benefit to take affect.

### Refunds

[swic.edu/students/services/business-office/tuition-fees/payments/refund-policy](http://swic.edu/students/services/business-office/tuition-fees/payments/refund-policy)

The refund policy is subject to change without notice.

Refunds for classes officially dropped within the refund period will be issued to the student.

### Return of Funds Policy for Financial Aid Recipients

The tuition and fees return of funds policy for financial aid recipients differs from the SWIC refund policy as listed above.

#### 1. Return of Funds Policy

Students at SWIC who are receiving Title IV financial aid (Federal Pell Grant, FSEOG, Direct Loans), and who withdraw completely on or before the 60 percent point in time of the enrollment period for which they were charged, will be subject to the return of funds policy. For further information, specifics regarding return of funds policy and/or examples of refunds, contact the Financial Aid and Student Employment office for more information.

#### 2. Return of Funds Distribution Policy

The distribution of any return of funds is prescribed by law and regulation\* and is as follows:

1. Unsubsidized Federal Direct Loan
2. Subsidized Federal Direct Loan
3. Federal Plus Loan
4. Federal Pell Grant
5. FSEOG
6. Other Title IV aid programs

\*Federal programs that the institution does not participate in are not included in this distribution list.