

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. Contact the Chief Student Services Officer by calling 618-235-2700, ext. 5566, sending an email to TitleIX@swic.edu or visiting the Office of the Chief Student Services Officer, Information Sciences Building Room 1145, 2500 Carlyle Avenue, Belleville, IL 62221.

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, disability or genetic information, or veteran status. Questions in reference to equal educational opportunities may be directed to the Chief Student Services Officer, Southwestern Illinois College, Belleville Campus, Information Sciences Building, Room 1152, 2500 Carlyle Ave., Belleville, IL 62221, 618-235-2700, ext. 5120.

The Successful Student Core Competencies

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

Reasoning Skills: Organize, evaluate, and apply information to express useful ideas.

Communication Skills: Convey clear and appropriate information that enhances audience understanding - either verbally, electronically, or in writing

Citizenship Skills: Recognize and assess the implications of behaviors to ourselves and the community, and adapt as needed

Tuition and Fees

Tuition -

swic.edu/tuition-fees

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.

College-credit classes include a mandatory course fee, charged to cover the cost of supplies or equipment usage in a classroom. The course fee amount varies by individual course dependent on classroom expenses. Course fee amounts may be found in the Class Schedule online or on eSTORM.

Physical and Financial Hardship Appeal

SWIC recognizes that students may face hardship or other extenuating circumstances that may hinder attendance and/or academic performance. These circumstances might lead students to consider withdrawing from classes. Students should discuss the impact of withdrawing from courses with their advisor before making any registration adjustments. Students who withdraw from courses because of hardship may request assistance by submitting the Physical and Financial Hardship Appeal Request along with supporting documentation. A hard copy or pdf of the Physical and Financial Hardship Appeal Request is available if students are unable to access the online form. The submission of this form does not automatically result in assistance. The Physical and Financial Hardship Committee will review all appeals. Students are notified of the decision through their SWIC student email.

Consumer Statement

swic.edu/consumer-information/

SWIC Student Handbook

swic.edu/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 Chief Student Services Officer, 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

Tuition and Fees
(continued)

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 Student Accounts Office for details.

Joint Agreements 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 Enrollment Services at the Belleville campus, at least 30 days prior to the beginning of any semester.

Joint Agreements for Out-of-District Residents

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/residency

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 in order to enroll.

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.

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.

Employer In-District

Out-of-district and out-of-state students who receive training from, and are employed at least 30 hours per week or 130 hours of service per month, by one 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 upon enrollment for this benefit.

Refunds

swic.edu/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 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. Students taking modular classes that do not span the entire term are also subject to the return of funds policy if the module represents less than 49 percent of the total semester. 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.