

NEW BILLING PROCEDURE

The Student Accounts Office has transitioned to a paperless billing system beginning in the Fall 2009 Semester. Paper invoices are no longer mailed. All students are expected to view their bill online via WebAdvisor. Students will be sent an email on a monthly basis with a link to view their bill.

Please see below for additional billing information:

- **Paper bills will no longer be mailed to students.** Students are expected to view their bill online via WebAdvisor:
 - Log on to www.stcc.edu
 - Click on WebAdvisor
 - Click on ‘Click here to access WebAdvisor’
 - Click on ‘Log In’
 - Input your User ID & Password
 - Click on “Students”
 - Click on ‘My Bill’

- **New students** will be mailed their E-mail User Name and & Password on the Tuesday after they register. **If you do not yet have a WebAdvisor Account**, please follow the instructions below.
 - Log on to www.stcc.edu
 - Click on WebAdvisor
 - Click on ‘Click here to access WebAdvisor’
 - Click on “I am new to WebAdvisor” (bottom right side of screen)
 - Follow the instructions. *Note: When you are prompted to enter your email address it must be your STCC email address mentioned above.*
 - Students may email the IT helpdesk with User ID and Password questions at helpdesk@stcc.edu.

- Bills for the Spring 2010 Semester can be viewed on WebAdvisor after November 5, 2009

- Bills for the Spring 2010 Semester are due on December 9, 2009

- Please e-mail the Student Accounts Office with any questions at bursar@stcc.edu.

**SPRINGFIELD TECHNICAL COMMUNITY COLLEGE
INFORMATION UPDATE - SPRING 2010**

PAYMENT OPTIONS

STCC offers five options for the payment of your bill:

- Option 1:** Pay in full by **December 9, 2009**. Checks and money orders may be mailed to the Student Accounts Office or credit card payments may be called in over the phone at 755-4696.
- Option 2:** Pay in full via the Web using your Discover, MasterCard, or Visa by going on-line to www.stcc.edu and clicking on WebAdvisor.
- Option 3:** Enroll in the NBS (Nelnet Business Solutions) e-Cashier Payment Plan and pay for your bill in monthly installments. Please visit www.stcc.edu/studentaccounts for additional information.
- Option 4:** Submit a letter from your employer indicating they will pay 100% of tuition and fees. Payment from your employer is due within 30 days of the time the College bills the company. The student is ultimately responsible for payment of all tuition and fees.
- Option 5:** Submit a letter or voucher on company letterhead informing the College of an "outside" scholarship that you have qualified for. The letter must include the amount of the scholarship, an address to send the invoice to, a contact name and phone number. If the scholarship does not cover the entire cost of your bill, you must pay for the remaining balance using one of the above options.

Payment or appropriate financial arrangements must be made by December 9, 2009 or your scheduled courses may be cancelled. Please remit payment to:

**Student Accounts Office
Springfield Technical Community College
One Armory Square, PO Box 9000, Suite 1
Springfield, MA 01102-9000**

FINANCIAL AID RECIPIENTS

Students who have been awarded Financial Aid for the 2009-2010 academic year:

- Final grades will be reviewed at the end of the fall semester; if you are not making satisfactory progress toward your degree, your spring financial aid will be cancelled.
- If you enroll for less than 12 credits in the spring semester, your financial aid will be adjusted.
- If your financial aid does not cover your bill in full, you must pay the remaining balance using one of the payment methods stated above by **December 9, 2009**.

If you filed for financial aid and have not been awarded; please contact the Financial Aid Office at 413-755-4214

If you have not filed for financial aid and need assistance paying for your educational expenses, you can file online at www.fafsa.ed.gov. STCC federal school code is #005549.

CLASS SCHEDULES

A copy of your Spring 2010 schedule will be mailed to you once you have satisfied your financial obligation to the College. Students may satisfy their financial obligation by fulfilling one of the payment options stated above.

PARKING INFORMATION

TRANSPORTATION AND PARKING

As the Spring 2010 semester approaches, we would like to inform you of the options available free of charge to all students. By using public transportation or carpooling you can reduce commuting costs and have a positive impact on the environment. Our goal is to increase your awareness of alternative modes of transportation and to ensure that you make a well-informed decision.

Students may opt for ONE of the following choices:

Free PVTA Bus Pass Option:

Many direct bus routes conveniently border the College on State Street. A roundtrip STCC shuttle will be available between the bus terminal on Main Street and the campus. You may request a free PVTA bus pass (good 7 days per week) by emailing buspass@stcc.edu. Please provide your name, address, phone # and student ID #. To view routes and schedules visit www.pvta.com.

Carpooling Incentive Option:

STCC has developed a new program that will match you with people who live and work near you, commute at the same time, and are interested in sharing a ride. STCC urges everyone to consider carpooling to and from STCC. Not only will this have a positive impact on the environment, it will also assist us with our parking demand. Students who participate will receive a cash incentive, a prime on-campus parking space and a free PVTA bus pass.

STCC is working with MassRIDES to establish a database for matching students. To participate in the carpooling program email carpool@stcc.edu and provide your name, address, phone #, work hours, class hours, and student ID#. Any questions regarding carpooling only please call 755-4444.

Parking Decal Option:

A student who has enrolled in a day class(s) and requires parking for their vehicle must have a decal to park in an STCC off campus parking lot. There are no exceptions to this policy. The college maintains 4 off campus parking lots. Security is provided for all parking areas between 7:00am and 6:00pm Monday through Friday. General, non-decal on campus parking is available after 4:00pm on weekdays. Off campus parking lots are assigned on a first come, first served basis. A student must have paid in full or made financial arrangements to be eligible for a decal. To request a decal please email parking@stcc.edu and provide your name, address, phone # and student ID#.

Free STCC shuttles are provided for lots 3 and 4 from 7:00 a.m. to 5:00 p.m.

ADD/DROP INFORMATION

Students may add/drop online via WebAdvisor through January 30, 2010. In-person add/drops can be done at the following locations during these prescribed times:

Location: Open Registration Add/Drop Center, Building 2, Scibelli Hall Gymnasium

Days & Hours: January 19 - 21 8:00 a.m.–7:00 p.m. Tuesday - Thursday
January 22 8:00 a.m.–4:00 p.m. Friday

Add/Drop will continue January 25–30 in the Registrar's Office located on the 1st floor of building 15 (Monday-Thursday 8:00am–7:00pm, Friday 8:00am–4:00pm, and Saturday 8:00am–noon).

The College will be closed on Monday, January 18, 2010 in observance of Martin Luther King Jr. Day.

***CLASSES BEGIN ON JANUARY 25, 2010
LAST DAY TO ADD/DROP WILL BE JANUARY 30, 2010***

VETERANS SERVICES

INCOMING VETERANS: If you are a Veteran, a member of the Armed Forces, an Active Military Reservist, a member of

the Massachusetts National Guard, or a dependent of a disabled Veteran, you may be eligible for educational benefits. Please call Liz at (413) 755-4393 or stop by the Office of Veterans Affairs in Building 15 (Office of Student Accounts) to receive information concerning eligibility. You will be required to provide documentation.

RETURNING VETERANS: Report to the Office of Veterans Affairs to generate your re-enrollment certification for the upcoming semester. Pre-registration with your advisor does not register you for V.A. Educational Benefits.

TAFDC PARTICIPANTS/CHILD CARE VOUCHER RECIPIENTS

Anyone who is a Transitional Aid for Families with Dependent Children Program participant or receives a childcare subsidy through the New England Workers' Council and needs attendance verification should contact Sue Soffen at 755-4511. Questions about returning adult services should be directed to the same number.

NEW STUDENTS

It is important that you attend New Student Orientation, it will provide you with an opportunity to learn more about the College. It will be held **Friday, January 8, 2010** in Bldg. 2, Auditorium. You will be receiving more information in weeks to come. For more information please contact Student Activities at 755-4857. Students are also encouraged to attend the "Get Involved" meeting. It will be held at 12:30 on Wednesday, February 3, 2010 in Building 17 Room 114. For more information please contact Student Activities at 755-4912

I.D. CARDS

New Students, Replacement Cards and Validations: Student Activities Building 17, 1st Floor

Tuesday, January 19 through Friday, February 5, 2010 8:00 a.m. - 7:00 p.m.
(Excluding Fridays and Holiday)

Starting: Monday, February 8, 2010 8:00 a.m. - 3:45 p.m. Monday – Friday

EXPLANATION OF FEES TUITION AND FEES ARE SUBJECT TO CHANGE

GENERAL EDUCATION FEE:

The General Education Fee replaces several other fees that were in existence in prior years. The fee is charged at \$99.00/credit and the revenue is used to support the College's Health Services, Library, Graduation Services, Academic Programs, as well as General College Operations and Services.

INFORMATION TECHNOLOGY FEE:

The Information Technology Fee of \$75.00 per semester will allow the College to continue to offer students access to state-of-the-art computer hardware, software and other educational technology.

STUDENT SERVICE FEE:

The Student Service fee of \$33.00 per semester will be used to fund student activities, athletics, and admissions requirements that have been mandated by the Patriot Act of 2001.

HEALTH INSURANCE:

The Commonwealth of Massachusetts requires all students enrolled in at least nine credits per semester to have health insurance. Therefore, all students enrolled in at least nine credits will be charged \$564.00 for the Massachusetts Community Colleges Student Accident and Sickness Plan. If a student has comparable insurance coverage, **this charge may be waived by going on-line to www.universityhealthplans.com and completing a waiver form by January 25, 2010.** The policy is effective from January 1, 2010 through August 31, 2010. The insurance company will not process any claims until the student's bill is paid in full. In order for the insurance company to process all insurance claims, a student's bill must be paid in full by June 1, 2010. For additional information regarding the insurance coverage, please refer to the enclosed insurance brochure. For information regarding Massachusetts' requirements, please visit www.state.ma.us/dhcfp.

Note to students receiving financial aid and/or on the payment plan: A student's bill must be paid in full before the College can forward a student's name and payment to the insurance company for coverage. Please note that all payments to the payment plan must be made and/or all financial aid must be applied to the student's bill before the appropriate information is forwarded to the insurance company. Once a student's bill is paid in full, the insurance benefits will take effect as of January 1, 2010.

FOR FURTHER INFORMATION CONTACT THE APPROPRIATE OFFICE

COUNSELING SERVICES	Counseling Center	755-4985
REGISTRATION/CLASS SCHEDULES	Registrar's Office	755-4321
FINANCIAL AID	Financial Aid Office	755-4214
INTRA-COLLEGE TRANSFER	Admissions Office	755-4202
PARKING	Campus Police	755-4444
TUITION & FEE BILL	Office of Student Accounts	755-4696
VETERAN BENEFITS	Veterans Affairs	755-4393
ANY OTHER CONCERN	Student Affairs	755-4078

TO REACH ANY OFFICE CALL (413) 781-7822

STUDENT RIGHT-TO-KNOW AND CAMPUS SAFETY DISCLOSURE STATEMENTS

The graduation rates of degree-seeking, full-time students are available in the Office of Institutional Research and in the Registrar's Office. The Uniform Campus Crime Report is available from the College's Office of Campus Safety.

CONFIDENTIALITY PRIVACY RIGHTS

INFORMATION ABOUT THE ENCLOSED BILL:

In accordance with the provisions of the Family Educational Rights and Privacy Act (FERPA) (Section 438 of the General Education Provision Act, 20 USC 1232G), Springfield Technical Community College has adopted the regulations below to protect the privacy rights of its students. Revisions and clarifications will be published as experience with the law and the institution's policy warrants.

A Student's bill can be discussed with students only. Parents are welcome to come to Springfield Technical Community College with their son/daughter to discuss his/her bill; or students may complete a "Release of Information Permission Form" indicating the specific type of information to be released and the name of the person the information is to be released to.

The College's Student Information Privacy Policy can be found here:

<http://www.stcc.edu/registrar/privacypolicy.asp>

**The Hope Scholarship Tax Credit Program and the
Lifetime Learning Tax Credit Program**

Thanks to the Federal Taxpayer Relief Act of 1997, taxpayers may be able to take advantage of The Hope Scholarship Tax Credit Program and/or The Lifetime Learning Tax Credit Program on their 2009 Federal Income tax return. The program has been designed by Congress to offer tax credits for qualified tuition and fee payments. Additional information can be found on the web page <http://www.ed.gov/inits/hope/> or by calling 1-800-4FED-AID. The IRS also provides information in IRS Publication 970 – Tax Benefits for Higher Education and on the IRS information telephone line 1-800-829-1040.

Springfield Technical Community College is required by law to furnish eligible students with a 1098T form by January 31, 2010.

Please note – Springfield Technical Community College cannot advise you on any tax matters. You will need to contact the Internal Revenue Service or your tax consultant.