

Tuition Payment and Refund Information

Indian Hills Community College

Payment of Tuition and Fees

Payment dates for tuition and fees are found in the Calendar on the Indian Hills Community College website (www.indianhills.edu/calendar).

There are three options available for the payment of tuition and fees:

1. **Online by ACH, Visa, MasterCard or Discover:** Login to WIN, navigate to your dashboard (left menu) and hover over the Account Management menu. Select “Payment & Refund Portal.” Once in the portal, select “Make Payment” on the toolbar
2. **At the Bennett Student Services Center - OneStop 7:15 a.m. to 4:45 p.m.:** via cash, check, cashier’s check, money order or Visa, MasterCard or Discover.
3. **By Mail:**

Ottumwa Campus
Indian Hills Community College
Business Office - Student Accounts
525 Grandview Avenue, Building #1
Ottumwa IA 52501

Centerville Campus
Indian Hills Community College
Business Office - Student Accounts
721 N. First Street
Centerville, IA 52544

Indian Hills Community College Payment Plan

This payment plan assists students in the payment of tuition, fees and/or books on a short-term basis. You must be enrolled in a current term and sign-up for the payment plan before the tuition and fee due date to avoid late fees. To sign up, login to WIN and navigate to your dashboard (left menu) and hover over the Account Management Menu, select, “Payment & Refund Portal”. Once the portal loads, select “Payment Plans” in the toolbar.

The payment plan provides three equal installments to be paid each term. Due dates will be specified on registration materials and must be met to avoid late payment charges. Payment in full must be made before the student will be allowed to enroll in a future term.

Note: Indian Hills Community College participates in the State of Iowa Offset Program established by Section 8A.504 of the Code of Iowa. The Offset Program is a method used by the State of Iowa to Collect money owed to the State and other Iowa governmental agencies by matching records of past due claims to out-going tax refunds, vendor payments, Iowa Treasure Hunt payments and Iowa Lottery winnings. Please be aware your account may be subject to the Offset Program processing if not paid in full.

Additional Student Resources

Additional sources of financial assistance are available to students depending upon individual needs. Some programs may provide allowances for tuition, fees, books, child care, and/or transportation expenses. Contact the following agencies in the area in which you reside. Local telephone numbers have been provided for Ottumwa area residents.

- Vocational Rehabilitation Services (641) 682-7569 or (641) 683-5276
- Veterans Administration (888) 442-4551 or (641) 683-5328
- IowaWORKS – Southern Iowa (641) 684-5401

Refund Policy

Students who formally withdraw from a class within the first eight class days of any 12-week term or the first four days of any six-week term may receive a 100% refund of tuition and fees.

Students who withdraw *on or after* the ninth day of a 12-week term (or the fifth day of a six-week term) are entitled to **no refund**.

Refund dates are posted on the Indian Hills Community College Calendar each term.

The Federal Higher Education Funding authorization requires a return of Title IV funds (Pell Grant, Supplemental Educational Opportunity Grant, Federal Direct, and PLUS Loans) to the federal government if a student withdraws on or before 60 percent of the term has elapsed.

Students, please be advised that if you are withdrawn or dropped from classes, it will impact your eligibility for financial aid grants and loans. The student will be required to return/repay the dollar amount calculated as unearned aid.

Students must complete all proper withdrawal papers and procedures to ensure they will not receive failing grades for all coursework during the term of withdrawal.

Agencies and organizations sponsoring the payment of student tuition will be subject to the tuition refund policy.