

## General Tuition Questions

### 1. When is tuition due?

- a. Tuition must be paid-in-full or fully deferred by Financial Aid prior to the beginning of each term (Fall, Spring or Summer). Start dates can be found on the FOCUS portal or [www.livelytech.com](http://www.livelytech.com)

### 2. How can I pay my invoice?

- a. **Online:** Payment can be made within the FOCUS portal. You can see all outstanding invoices on your FOCUS portal. Invoices are display in the **Portal Alerts** section of the home page or the *"Purchase and Pay"* section under the **Billing** tab. Lively Technical College accepts VISA, Mastercard, American Express and Discover.
- b. **In person:** Payments can be made in-person at the Registration window located in Administrative Building (8). Administrative Building 8 is located at 500 N. Appleyard Drive, Tallahassee, FL 32304. Payments can be made by cash, cashiers check or money order. Lively Technical College does not accept personal checks.

### 3. Are payment Plans offered?

- a. Payment Plans are not offered by Lively Technical College.

### 4. Where can I view what I currently owe?

- a. You can see all outstanding invoices on your FOCUS portal. Invoices are display in the **Portal Alerts** section of the home page or the *"Purchase and Pay"* section under the **Billing** tab.

### 5. What appends if I am delinquent on amounts owed to the university?

- a. Florida Statute 1010.03 directs Lively Technical College to make every effort to collect all delinquent accounts. Lively Technical College reports delinquent accounts to Forest Recovery Services, Inc. Forest Recovery Services assesses a fee of 20% to the student, which is in excess of the amount owed to Lively Technical College. Students are responsible for all fees associated with the collection efforts, which may include court fees.
- b. In addition to the account being sent to collections, student will be unable to re-enroll, receive an official transcript or certificate until the balance is paid-in-full.

## Financial Aid

### 1. What is a financial aid deferment?

- a. A financial Aid deferment allows students to attend while payment is being processed by a third-party funding source (Federal Pell Grant, Career Source, Veteran Affairs, Vocational Rehabilitation, Florida PrePaid etc.). Though students may receive a deferment from a third party, students are responsible for 100% of the fees not received by the third party funding source.

### 2. How do I receive a financial aid deferment?

- a. Financial Aid deferments are awarded and processed through the Office of Financial Aid. The Office of Financial Aid is located in Building 8, at 500 N. Appleyard Drive.

## Tax Information

### 1. What is Lively Technical College's Tax ID or EIN Number

- a. Lively Technical College is governed by the Leon County School Board. The Employer Identification Number for Leon County Schools is 59-6000709

### 2. What is a 1098T?

- a. The 1098T details qualified tuition and scholarships/grants received within a given tax year and is reportable to the Internal Revenue Service (IRS). The document is used to assist students in determining whether they qualify for the Educational Tax Credit.

### 3. Who receives a 1098T?

- a. Students that have a valid social security number on file with Lively Technical College will receive a 1098T.

### 4. How will I receive my 1098T?

- a. 1098T's will be mailed to the address that Lively Technical College has on file. It is the students responsibility to ensure that Lively Technical College has the most accurate information on file. Changes can be made on your FOCUS portal under the "My Information" tab.

### 5. Disclaimer

- a. Lively Technical College will not provide an tax advice regarding your IRS Form 1098T. Please refer to Internal Revenue Services (IRS) publications and websites for tax information or consult with a tax professional.

## Withdrawal Questions

### If I withdrawal from Lively Technical College, will I receive a full refund?

- a. Students who withdrawal prior to end of add/drop will receive a full tuition refund. The Registration fee and facility fees are non-refundable.
- b. Student who withdrawal after add/drop will not receive a refund.

### What happens to my Financial Aid if I withdrawal?

- a. Students who withdraw and have received federal financial aid (Title IV programs) will be required to repay, to the federal program, the amount of unearned financial aid funds disbursed to them as of their withdrawal date. Title IV programs includes Pell Grants and Supplemental Educational Opportunity Grants (FSEOG). The unearned amount of federal programs funds is calculated based on the percentage of the semester completed before the date of withdrawal.
- b. Both Lively Technical College and the student receiving federal financial aid are required to return unearned financial aid to the federal government. Lively Technical College is required to return the unearned portion of the Title IV funds it received from withdrawing students which were used to pay institutional charges such as tuition, fees, housing and other educationally-related expenses assessed by the institution. Students will owe the university the amount returned to the federal government for institutional charges. Students must repay the unearned Title IV funds to any Title IV loan program
- c. These are new federal requirements for Title IV financial aid programs and students should consider their repayment responsibilities for these programs as part of any withdrawal decision.