

FINANCIAL INFORMATION AND FEES

Application Fees

When you first apply for admission to Valencia Community College for credit courses, you are required to pay a \$35.00 application fee which is **not refundable** and **not transferable**. It is required whether you are a credit, audit, full-time, part-time, day or evening student. Readmit (inactive) students are required to pay a \$35.00 readmission application fee.

In addition to the Valencia application fee, students planning to enroll in health sciences programs are required to pay a \$15.00 non-refundable health sciences programs application fee each time a program application is submitted.

In addition to the Valencia application fee, students planning to enroll in a Criminal Justice Institute (CJI) program are required to pay a \$50.00 non-refundable CJI program application fee each time an application is filed.

Schedule of Fees

All fees are subject to change without notice.

Valencia Community College receives the majority of its funding for educational programs and services from the Florida Legislature. Required fees are established by the Legislature and the Valencia Community College District Board of Trustees.

Registration Fees 2008-09

Florida Resident

Tuition	\$ 62.43
Financial Aid	\$ 3.07
Student Activities	\$ 6.24
Capital Improvement	\$ 6.09

Total per credit \$ 77.83

Non-Resident

Tuition	\$ 249.87
Financial Aid	\$ 12.29
Student Activities	\$ 6.24
Capital Improvement	\$ 24.34

Total per credit \$ 292.74

Full Cost of Instruction Fee

A full cost of instruction fee is the amount, excluding state funding, established by Valencia to pay all costs associated with teaching a course. This fee is effective for certain repeat course enrollments at Valencia Community College after July 1997. The full cost of instruction fee is \$ 292.74 per credit.

In accordance with Sections 1009.22, 1004.93, 1009.28 and 1009.285, Florida Statutes, students enrolled in the same college-preparatory or college-level course at Valencia more than two times after July 1997 shall pay the full cost (100%) of instruction fee. Although the full cost of instruction fee must be paid by the fee payment deadline, this fee may be appealed for highly-extenuating circumstances. An appeal form may be obtained online through your Atlas account, and it must be submitted in the Answer Center by the Full Cost of Instruction Appeal Deadline provided in the Academic Calendar in the online official catalog.

Special Fees

An additional course fee is assessed for laboratory and other high-cost courses, such as those that may require equipment, additional supplies, liability insurance or other special costs. A special fee is indicated as (Special Fee) in appropriate course descriptions in this catalog.

Independent Study Fee

per credit (payable in addition to regular course fees) \$ 25.00

Internship Fee

(per Internship) \$ 10.00

Late Registration Fee

(non-refundable, one fee per term) \$ 25.00

Payment of Registration Fees

Registration fees must be paid by the Fee Payment Deadline provided in the Academic Calendar in the online official catalog. To pay your registration fees, you may use your awarded financial aid; pay online through your Atlas account with an approved credit card or by ACH transmittal; pay by cash, check, credit card or money order in any campus Business Office; or mail a check or money order to Valencia Community College, P.O. Box 3028, Orlando, FL 32802. Checks and money orders are to be made payable to Valencia Community College, must include your Valencia ID, and must be received in the Business Office by the close of business on the Fee Payment Deadline. You also may pay using Valencia's Tuition Installment Plan (TIP), an installment plan administered by Nelnet Business Solutions. (See Tuition Installment Plan - TIP entry in this catalog section.)

It is your responsibility to pay any remaining balance after all financial aid, scholarships, and third-party funding have been applied to your account.

If you add a course or change your course registration after you have paid for your courses, it is your responsibility to be sure your account balance is zero. Even if your new registration totals the same number of credit hours as your previous registration, the fees associated with the course(s) may be different, resulting in an outstanding balance.

All charges must be paid by the Fee Payment Deadline or you risk being deleted from all of your courses. Your fee payment deadline is based on the date that you register. To determine your specific payment deadline, check your Atlas account or the Academic Calendar in the official online catalog.

Tuition Installment Plan – TIP

Valencia offers an option for students to defer a portion of their tuition, fees and books past the fee payment deadline date. TIP is managed by a private, for-profit company, Nelnet Business Solutions. The program is available to all students registering for the current term. You can include all assessed registration fees, as well as a maximum of \$400 in the Valencia Bookstore for books and supplies, in your agreement with FACTS. No interest is charged and no credit checks are performed, but there is an enrollment fee each term. The payment schedule, payment amount and enrollment fee are determined based on when you sign up for TIP. Details of this plan can be found at <http://valenciacc.edu/finanserv>.

If the TIP contract is not executed completely or if the first payment and enrollment fee are not received in accordance with FACTS Tuition Management’s terms, your agreement will be terminated. If your account balance is not paid in full, your registration may be deleted and you may be dropped from all of your courses.

Third-Party Authorization

If all or part of your registration fees are being paid by an external agency (your employer, a government agency, etc.), you must present your current form of authorization (letter, voucher, etc.) to a campus Business Office by the Fee Payment Deadline provided in the Academic Calendar in the online official catalog. This authorization must be for the current term and must indicate a specific dollar amount for tuition, fees and/or books. You are responsible for any remaining balance. If the current authorization is not presented, your account will not be credited properly and you will be deleted from all of your courses.

Florida Pre-Paid Program

If you are a plan participant in good standing, Valencia will automatically credit your account for the maximum amount that can be billed. You are **not** required to notify the Business Office that you want to use your pre-paid plan. Your Florida Pre-Paid credit is limited to the amount of credit hours remaining in your plan, which is reflected on your annual statement. If for any reason we are unable to complete the billing process we

will reverse the credit, and payment for your classes will become due immediately.

Note: The plan does not cover the full cost of instruction fee assessed for a course taken for the third time at Valencia. Depending upon the type of plan you have, you may be responsible for payment of a portion of your registration fees (special fees and student activity fee). These fees must be paid by you on or before the fee payment deadline listed in the online official catalog.

Senior Citizens Waiver

Florida residents age 60 years or older are eligible for Valencia’s fee waiver. The waiver includes the application fee, tuition, and standard course fees. Any special fee associated with a course will be the responsibility of the individual requesting the waiver. Registration for any class is limited to “space availability”, and will only be allowed during Valencia’s late registration period as listed in the Academic Calendar in the online official catalog. To use the waiver, the senior citizen must register and, on the day of registration, visit a campus Business Office with documentation of age, such as a driver’s license, and request the Senior Citizen Waiver. Any special fees will need to be paid at that time.

State Employees Waiver

Full-time employees of the executive, legislative or judicial branch of Florida’s government are eligible for a State Employee Waiver. Eligible employees may have tuition and course fees waived for a maximum of six credits per term and are required to register on a space-available basis during Valencia’s late registration period as listed in the Academic Calendar in the online official catalog. State employees must complete Valencia’s application for admission and visit a campus Business Office to pay the \$35.00 application fee, provide verification from their employer of eligibility to receive the waiver, and request the waiver.

Note: Employees of state universities are not eligible for this benefit.

Other Fees

Other services offered by Valencia carry the following non-refundable fees (that are subject to change without notice):

1. Career Assessment (within a three-month period, up to 4 EPTS plus interpretation)

Active Valencia students and high school students	\$ 15.00
Inactive Valencia students	\$ 50.00
Community residents	\$ 100.00
2. CLAST Examination Fee (per registration)

CAT-CLAST Examination Fee for Valencia students (per registration)	\$ 10.00
CAT-CLAST Examination Fee for non-Valencia students (per registration)	\$ 30.00
3. Credit by Examination: CLEP General and Subject Examination (each)

CLEP Service Fee (per registration)	\$ 15.00
Local Credit by Examination (each)	\$ 15.00
Local Credit by Examination with Lab Exam (each)	\$ 25.00
4. Health Sciences Programs Application Fee (per application)

	\$ 15.00
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5. Nurse Entrance Test (per registration)

	\$ 25.00
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6. Criminal Justice Institute Application Fee (per application)

	\$ 50.00
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7. Criminal Justice Basic Abilities Test for Valencia students (per registration)

	\$ 30.00
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8. Experiential Learning Assessment Fee (per credit requested)

	\$ 30.00
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9. Administration of special assessments and distance learning examinations for other institutions	\$ 25.00
10. Photo ID replacement	\$ 5.00
11. Duplicate Diploma Fee	\$ 15.00
12. ACH failed transaction	\$ 10.00
13. Returned Check Fee based on face value of check:	
\$50.00 or less	\$ 25.00
\$50.01 through \$300.00	\$ 30.00
\$300.01 or more	\$ 40.00
14. VA Deferment Late Fee	\$ 25.00
15. Account Collection Fee	25% of Balance Due

Continuing Education Course Fees

Continuing Education courses vary in length, nature, and amount of fees. Course fees will be fully refunded if the student request is received at least five business days prior to the course start date or if Valencia finds it necessary to cancel the course. Course fees for Continuing Education online courses are non-refundable once the course has been accessed by the student.

Estimated Expenses for Culinary Programs

Students in the Baking and Pastry and the Culinary Management degree and certificate programs will incur the following costs in addition to the Valencia Application for admission fee, fees paid per credit, special fees, books, meals, and transportation to the campus/locations and internship facilities. These expenses are subject to change without notice.

1. Professional culinary cutlery (i.e. knives, carry-case)	\$ 220.00
2. Professional attire (i.e. Chef's jackets, lab shoes, slacks)	\$ 130.00
Estimated total for program	\$ 350.00

Estimated Expenses for Criminal Justice Institute Programs

In addition to the Valencia Application for admission fee, students in the Criminal Justice Institute programs will incur the following special costs which are subject to change without notice:

1. Criminal Justice Basic Abilities Test	\$ 30.00
2. CJI Application Fee per program (non-refundable; cash or money order only)	\$ 50.00
3. Registration and Special Fees for Florida Resident for:	
Correctional Officer	\$ 1,500.00
Law Enforcement	\$ 2,300.00
Crossover: Corrections to Law Enforcement Program	\$ 1,200.00
4. Materials (books, uniforms, materials, and other equipment) for Correctional Officer and Law Enforcement programs, approximately	\$ 500.00

Estimated Expenses for A.A. Pre-Major: Dance Performance

Students in the A.A. Pre-Major: Dance Performance degree will incur the following costs in addition to the Valencia credit Application for admission fee; audition fee; fees paid per credit; special fees; books; meals; and transportation to the campus/locations, performance venues, and internship facilities. These expenses are subject to change without notice.

1. Uniform and costumes for techniques classes and performances (leotards, tights, skirt, shoes, Valencia Dance Theatre uniform, and other dance clothes as necessary)	\$ 200.00
2. In-district travel (per full term)	\$ 150.00
3. Out-of-district travel (i.e., hotel, transportation, food) (per academic year)	\$ 600.00

4. Miscellaneous supplies and materials (i.e., tee shirts, make-up, etc.)	\$ 100.00
5. Student professional/club dues	\$ 20.00
Estimated total for program	\$ 1070.00

Estimated Expenses for Film Production Technology Program

Film Production Technology degree students will incur the following costs in addition to the Valencia Application for admission fee, fees paid per credit, books, meals and transportation to the campus.

Special fee (\$425.00) for course FIL 2200C Film Production which is taken three times for a total fee of:	\$1,275.00
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Estimated Expenses for Health Sciences Programs

Cardiovascular Technology Degree

Cardiovascular technology students will incur the following estimated costs in addition to the Valencia Application for admission fee, fees paid per credit, special fees, books, meals, and transportation to the campus and clinical facilities. These expenses are subject to change without notice:

1. NET Assessment	\$ 25.00
2. Health Sciences program application fee (per application)	\$ 15.00
3. Uniforms, lab coats, shoes	\$ 250.00
4. Name pins, uniform patches	\$ 25.00
5. Littman stethoscope	\$ 65.00
6. *Nonprescription leaded eyewear	\$ 170.00
7. Accessory kit	\$ 18.00
8. Miscellaneous supplies and materials	\$ 75.00
9. Liability insurance	\$ 48.00
10. Physical exam	\$ 150.00
11. Hepatitis immunization	\$ 150.00
12. PPD, MMR, Tetanus immunizations	\$ 150.00
13. CPR Certification	\$ 55.00
14. ACLS Certification	\$ 130.00
15. PALS Certification	\$ 155.00

16. NRP Certification	\$ 130.00
17. Background check	\$ 49.00
18. Graduation pins (estimate)	\$ 50.00

Estimated total for program **\$1,710.00**

*Prescription leaded eyewear, add \$100.00

NOTE: To be nationally registered, the graduate must successfully complete the following:

Registered Cardiovascular Invasive Specialist (RCIS) Examination	\$ 175.00
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Computed Tomography Certificate

Computed tomography students will incur the following costs in addition to the Valencia credit application fee, fees paid per credit, special fees, books, meals and transportation to the campus and clinical facilities. These expenses are subject to change without notice.

1. Health Sciences program application fee (per application)	\$ 15.00
2. Background Check	\$ 49.00
3. Physical exam	\$ 150.00
4. Hepatitis immunizations	\$ 150.00
5. PPD, MMR, Tetanus immunizations	\$ 150.00
6. CPR Certification	\$ 55.00
7. Uniforms, lab coat, shoes, and name badge	\$ 150.00
8. Liability insurance	\$ 40.00

Estimated total for program **\$ 759.00**

NOTE: To be credentialed, the graduate must successfully complete the following:

American Registry of Radiologic Technologists Examination for Computed Tomography	\$ 150.00
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Dental Hygiene Degree

Dental hygiene students will incur the following costs in addition to the Valencia Application for admission fee, fees paid per credit, special fees, books, meals, and transportation to the campus and clinical facilities. These expenses are subject to change without notice:

1. NET Assessment	\$ 25.00
2. Health sciences program application fee (per	

application)	\$ 15.00
3. Dental hygiene instruments and course supplies (i.e. uniforms masks, gloves, safety glasses, etc.)	\$ 2,800.00
4. Liability insurance	\$ 40.00
5. Physical exam	\$ 150.00
6. Hepatitis immunization	\$ 150.00
7. PPD, MMR, Tetanus immunizations	\$ 150.00
8. CPR Certification (American Heart/Course C)	\$ 55.00
9. Background check	\$ 49.00

Estimated total for program **\$ 3,434.00**

Other Expenses:

1. Student professional organization(SADHA) \$55.00 per year	\$ 110.00
2. Dental hygiene school pin (optional)	\$ 95.00
3. Class composite picture	\$ 35.00

Total other expenses **\$ 240.00**

NOTE: To be licensed, the graduate must successfully complete the following:

1. National Board Examination for Dental Hygiene	\$ 150.00
2. Florida State Dental Hygiene Exam and related expenses	\$ 900.00

Total licensee cost **\$ 1050.00**

Diagnostic Medical Sonography Degree

Diagnostic medical sonography students will incur the following costs in addition to the Valencia Application for admission fee, fees paid per credit, special fees, books, meals, and transportation to the campus and clinical facilities. These expenses are subject to change without notice.

1. NET Assessment	\$ 25.00
2. Health Sciences program application fee (per application)	\$ 15.00
3. Uniforms, lab coat, shoes	\$ 250.00
4. Liability insurance	\$ 40.00
5. Physical exam	\$ 150.00
6. Hepatitis immunization	\$ 150.00
7. PPD, MMR, Tetanus immunizations	\$ 150.00
8. CPR Certification	\$ 55.00

9. Background check	\$ 49.00
10. Student professional dues/club dues	\$ 120.00
11. Hand-held calculator	\$ 10.00

Estimated total for program **\$ 1,014.00**

NOTE: To be certified, the graduate must successfully complete the following:

American Registry of Diagnostic Medical Sonography Examinations	\$ 600.00
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Emergency Medical Services (EMS)

EMS students will incur the following costs in addition to the Valencia Application for admission fee, fees paid per credit, special fees, books, meals, and transportation to the campus and clinical facilities. These expenses are subject to change without notice:

1. Health Sciences program application fee (per application)	\$ 15.00
2. Uniforms and shoes	\$ 200.00
3. Liability insurance	\$ 24.50
4. Miscellaneous supplies and materials	\$ 250.00
5. Physical exam	\$ 150.00
6. Hepatitis immunization	\$ 150.00
7. PPD, MMR, Tetanus immunizations	\$ 150.00
8. CPR Certification	\$ 55.00
9. Background check	\$ 49.00

Estimated total for program **\$1,043.50**

NOTE: To be certified, the graduate must successfully complete the following:

1. EMT State Certification or National Registration Examination	\$ 75.00
2. Paramedic State Certification or National Registry Examination	\$ 85.00

Total Certification cost **\$ 160.00**

Magnetic Resonance Imaging Certificate

Magnetic resonance imaging students will incur the following costs in addition to the Valencia Application for admission fee, fees paid per credit, special fees, books, meals and transportation to the campus and clinical

facilities. These expenses are subject to change without notice.

1. Health Sciences program application fee (per application)	\$ 15.00
2. Background Check	\$ 49.00
3. Physical exam	\$ 150.00
4. Hepatitis Immunizations	\$ 150.00
5. PPD, MMR, Tetanus immunizations	\$ 150.00
6. CPR Certification	\$ 55.00
7. Uniforms, lab coat, shoes, and name badge	\$ 150.00
8. Liability insurance	\$ 20.00

Estimated total for program \$ 739.00

NOTE: To be credentialed, the graduate must successfully complete the following:

American Registry of Radiologic Technologists Examination for Magnetic Resonance Imaging	\$ 150.00
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Nursing Degree

Nursing students will incur the following costs in addition to the Valencia Application for admission fee, fees paid per credit, special fees, books, meals and transportation to the campus and clinical facilities. These expenses are subject to change without notice.

1. NET Assessment	\$ 25.00
2. Health Sciences program application fee (per application)	\$ 15.00
3. Uniforms, shoes, lab coats, and accessories	\$ 200.00
4. Stethoscope	\$ 65.00
5. Lab supplies	\$ 350.00
6. B/P cuff	\$ 20.00
7. Name pins and uniform patches	\$ 10.00
8. Liability insurance	\$ 40.00
9. Physical exam	\$ 150.00
10. Hepatitis Immunization	\$ 150.00
11. PPD, MMR, Tetanus immunizations	\$ 150.00
12. CPR Certification	\$ 55.00
13. Background Check	\$ 49.00
14. Student Nurse Association	\$ 80.00
15. Graduate pins (estimate)	\$ 50.00
16. Achievement tests (two-year period)	\$ 200.00

Estimated total for program \$1,609.00

NOTE: To be licensed the graduate must successfully complete the following:

1. National Council Licensure Examination (NCLEX)	\$ 200.00
2. Florida Board of Nursing Examination	\$ 200.00

Polysomnography Technology Certificate

Polysomnography technology students will incur the following costs in addition to the Valencia Application for admission fee, fees paid per credit, special fees, books, meals, and transportation to the campus and clinical facilities. These expenses are subject to change without notice:

1. Health Sciences program application fee (per application)	\$ 15.00
2. Background check	\$ 49.00
3. Uniforms, lab coat, shoes	\$ 200.00
4. Name pins and uniform patches	\$ 25.00
5. Liability insurance	\$ 20.00
6. Physical exam	\$ 150.00
7. Hepatitis immunization	\$ 150.00
8. PPD, MMR, Tetanus immunizations	\$ 150.00
9. CPR Certification	\$ 55.00
10. Achievement tests	\$ 100.00

Estimated total for program \$ 914.00

NOTE: To be credentialed, the graduate must successfully complete the following:

Board of Polysomnographic Technologists (BRPT) Examination for Polysomnographic Technologists	\$ 350.00
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Radiography Degree

Radiography students will incur the following costs in addition to the Valencia Application for admission fee, fees paid per credit, special fees, books, meals, and transportation to the campus and clinical facilities. These expenses are subject to change without notice.

1. NET Assessment	\$ 25.00
2. Health Sciences program application fee (per application)	\$ 15.00
3. Uniforms, lab coat, shoes	\$ 250.00
4. Liability insurance	\$ 40.00

5. Physical exam	\$ 150.00
6. Hepatitis immunization	\$ 150.00
7. PPD, MMR, Tetanus immunizations	\$ 150.00
8. CPR Certification	\$ 55.00
9. Background check	\$ 49.00
10. Student professional/club dues	\$ 80.00
11. Hand-held calculator	\$ 10.00

Estimated total for program \$ 974.00

NOTE: To be licensed the graduate must successfully complete the following:

1. Graduate must sit for American Registry of Radiologic Technologists examination	\$ 150.00
2. Graduate must apply to HRS for Florida state license	\$ 115.00

Total for licensing \$ 265.00

Respiratory Care Degree

Respiratory care students will incur the following costs in addition to the Valencia Application for admission fee, fees paid per credit, special fees, books, meals, and transportation to the campus and clinical facilities. These expenses are subject to change without notice:

1. Health Sciences program application fee (per application)	\$ 15.00
2. Uniforms, lab coats	\$ 250.00
3. Name pins and uniform patches	\$ 30.00
4. Liability insurance	\$ 40.00
5. Physical exam	\$ 150.00
6. Hepatitis immunization	\$ 150.00
7. PPD, MMR, Tetanus immunizations	\$ 150.00
8. CPR Certification	\$ 55.00
9. Background check	\$ 49.00
10. Graduate pins (estimate)	\$ 50.00
11. Supplemental certifications	\$ 200.00
12. HIV/AIDS Training	\$ 48.00
13. Medication errors training	\$ 24.00

Estimated total for program \$1,211.00

NOTE: To be licensed, the graduate must successfully complete the following: National Board of Respiratory Care Exam(s) for:

CRT	\$ 190.00
RRT	\$ 390.00

Refund of Fees

(College Policy: 6HX28: 06-18
Refund of Fees)

If you drop a course(s) by the Drop/Refund Deadline provided in the Academic Calendar in the online official catalog, all refundable fees will be refunded. (Application and certain other fees are not refundable.) These refunds are processed by the Business Office approximately fifteen days after the Drop/Refund Deadline.

If you withdraw from a course(s) after the Drop/Refund Deadline, you may receive a full refund if you have been called to active military duty or have a death in your immediate family. In each instance, you must submit a refund request in writing, with supporting documentation, to any campus Answer Center no later than the last day of classes for the term during which the course(s) withdrawal occurs. The course(s) will not be deleted from your official academic record and will be reflected as an administrative refund (AR) on your transcript. If you wish to use the Refund Request Form, it is available online at <http://valenciacc.edu/admissions> and in any campus Answer Center.

All refunds for fees are processed as follows:

If your fees were paid by a third-party agency, that agency will receive the refund to the extent of its payment to your account.

For any remaining credit, a refund check will be made payable to you, the student, and mailed to the address currently on record in your Atlas account. If your fees were paid by a credit card, Valencia will issue a check to you, the student, for any refund due. A credit will not be issued back to the credit card.

If you are a financial aid recipient, your potential refund will be subject to applicable federal and state guidelines and laws. See the entry "Repayment of Unearned Federal Financial Aid" in this catalog. If a debt is owed to Valencia (parking fine, returned check, etc.), the college reserves the right to apply any amounts due against any refund payable to the student account.

Collection of Debts to the College

Valencia reserves the right to take legal action in its attempt to collect any and all amounts due from a student or third-party account. Notice will be given through your Atlas account and with written correspondence before any action is taken.

Returned Checks – If Valencia receives two returned unpaid checks from a student, the student no longer will be able to use that form of tender as a form of payment. In addition, a returned check fee, based upon the face value of the check, will be assessed to the account. (See Schedule of Fees in this catalog section.)

Other Debts – All valid charges placed on an account are subject to the following actions. **If a student does not respond to the notices sent via Atlas e-mail and/or mailings to the address currently on file in the student's Atlas account within the stipulated time frame, Valencia reserves the right to administratively withdraw that student from all courses; no refund will be given and all debt remains due.** Until the debt is paid, the account will be placed on hold, prohibiting any future registration or release of a transcript.

Valencia also reserves the right to submit uncollected debts to an external collection service. At this time, the cost to a student after this action is taken is **25%** of the outstanding balance at the time of submission, in addition to the balance itself.

