Financial Options Guide

CONTACT INFORMATION

For questions regarding your student account, please contact the Lindner Tower Accounting Office during the following hours:

Cindy Fisher
Accounting Coordinator
Lindner Tower, 1151 N. State St. Elgin IL 60123
847-628-5030 – office phone
StudentAccounts@info.judsonu.edu

Office Hours:
Monday – Thursday 7:30 a.m. – 6:00 p.m.
Friday  8:00 am – 12:00 p.m.

www.mystudentaccount.org/Payments/judson.html

Christina Watson
Financial Aid Counselor
University Center, 2nd Floor, 1151 North State Street, Elgin, IL 60123
847-628-2534 – office phone
847-628-2533 - fax
cwatson@judsonu.edu

Office Hours:
Monday – Friday 8:00 a.m. – 4:00 p.m.

Revised 8.6.2014
Since it is necessary to plan ahead and have a viable plan to pay for your education, a financial plan must be put in place. All students are required to select a primary Financial Options plan that best supports their financial needs to manage educational costs. A secondary Financial Options is also required in case the primary option selected does not cover 100% of tuition costs.

Also important is your full understanding of the requirements of the financial options you choose. Failure to pay tuition and fees in accordance with your agreement will result in the assessment of late fees. Such failure may also result in a referral to collections, an unfavorable credit reference, and the withholding of official transcripts. Repeated violations will jeopardize your eligibility for deferment and future enrollment at Judson University.

**Installment Plans - Per Payment period or Per Course (TDP)**

A per payment period plan calls for 100% of tuition and any fees are required to be paid in full at least two (2) weeks prior to the first day of class for which the billed charges cover.

A per course plan (called TDP - Tuition Deferment Plan) allows a student to pay on a course by course basis, limited to the length of each enrollment period.

A one-time TDP Fee of $50 is due along with the first installment. TDP payments are due (2) weeks prior to the start of each course. **Note:** Invoices may not be distributed prior to the due date of each course.

You may choose to have your payments automatically charged to your credit card. Automatic payments are charged two (2) weeks prior to the first night of a payment period/course, based on Installment Plan choice.

The Judson University requirements for the Installment Plans are the following:

1. Signed Financial Policies and Procedures Form
2. Signed Student Financial Agreement Form
3. Payment of TDP Fee for Course-by-Course (TDP) plan.
4. Supplemental Student Authorization to Charge Form (if you choose this option)

**Financial Aid Plan**

You may be eligible for Federal Pell, the Federal Direct Loan Programs (i.e., Stafford subsidized, Stafford unsubsidized, Grad PLUS, and Parent PLUS loans). If you are seeking financial aid benefits, be sure to check your degree program to ensure your program is one that is eligible for financial aid.

To be eligible for tuition deferment under the Financial Aid Plan, you must have at least 50% of your tuition funded through the federal financial aid benefits, and you must meet the following conditions:

1. Signed a Financial Policies and Procedures Form
2. Signed a Student Financial Agreement Form
3. Completed a FAFSA (Free Application for Federal Student Aid) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) (including all related paperwork and related documentation)
4. Completed Student Loan Entrance Counseling and Master Promissory Note online at [www.studentloans.gov](http://www.studentloans.gov)
5. Financial Aid Award has been accepted online, found on your MyJudson page

In order to continue deferment beyond your first course, you must provide the university all documents required to complete the certification of federal financial aid funds. If you do not submit these documents or if you are unable to qualify for federal financial aid, you will be immediately responsible for any outstanding balance incurred and will be required to select another finance option. **If you choose this plan, you must reapply for funding every academic year. The reapplication process should be completed at least 60 days before the end of your academic year. It is critical that you reapply for future loans or grants early to ensure that your educational program is not interrupted. If you do not reapply for financial aid in a timely manner, you will no longer qualify for financial aid deferment, and you will be required to comply with payment periods and conditions of the Installment Plan outlined above.**
Employer Tuition Reimbursement Plan- (ETRP)

The Tuition Reimbursement Plan is available as a Primary Finance Option if you qualify for your employer's tuition reimbursement program and if your employer reimburses at least 50% of your annual tuition.
Tuition and fees are deferred a maximum of 30 days after the end date of each course regardless of when you receive reimbursement from your company.
A one-time fee of $50 is charged for the ETRP plan and collected prior to the start of the first course of the program.

To qualify for the 30-day ETRP deferment, you must provide the following two (2) weeks prior to the start of your course:
1. Payment of the $50 ETRP (one-time) fee
2. A signed Tuition Reimbursement Certification and Authorization form that includes a valid credit card number (providing only the last 4 digits and the expiration date) (debit cards are not accepted)
3. A completed Student Authorization to Charge form for your credit card. (Both of these forms are included in this guide. The university is not responsible for charges incurred through the use of debit or other restrictive cards.)

Payment periods and conditions of this plan are not contingent upon the receipt of your grade and your completion of a course. If your tuition and fees are not paid in full 30 days after the end date of a course, your credit card will be automatically charged.
The credit card must be issued in your name. A declined credit card will cause your account to be assessed a $50 per course late fee, which is due immediately upon notification. After two declined credit cards, you will be required to comply with the payment periods and conditions of the Cash Plan and you will no longer qualify for this option.

The Judson University requirements for the Tuition Reimbursement Plan are the following:
1. Signed Financial Policies and Procedures Form
2. Signed Student Financial Agreement Form
3. Tuition Reimbursement Certification and Authorization Form and payment of the ETRP Fee.
4. Student Authorization to Charge Form

Third-Party Billing Plan (Employer/ Military/ Government Agency)

Third-party billing plans are available only if Judson University approves you for direct billing.

Employer third-party billing is only available as an option if an employer pays a minimum of 50% of your charges upfront, and both the employee and employer comply with the payment periods of the agreement. Charges not approved for third-party billing is due according to the cash installment plan as outlined above.
You will automatically be required to comply with the payment periods of the Cash Plan if any of the following occurs:
✓ You do not submit the company voucher to Judson on a timely basis.
✓ Your company does not pay the university within 90 days of the course start date.
   (At this point, you will need to contact the Accounting Office to select another Primary Finance Option.)

For active-duty military, civilian government employee; or eligibility for benefits under Veterans Affairs Vocational Rehabilitation and Employment (Chapter 31) or the Post 9/11 Bill (Chapter 33), the following apply:
✓ All necessary military or government vouchers or forms must be received by the university at least two (2) weeks prior to the start of each course.
✓ It is your responsibility to assist the university in expediting benefit payments whenever necessary.
✓ Any amounts not covered by these benefits must be paid two (2) weeks prior to the start of each course.

Note: The Third-Party Billing Plan does not include GI Bill Chapter 30 benefits since these benefits are paid directly to the student.

The Judson University requirements for the Third-Party Billing Plan are the following:
1. Signed Financial Policies and Procedures Form
2. Signed Student Financial Agreement Form
3. Company voucher approved by the University or Military Tuition Assistance Form DD 1556, Tuition Assistance Authorization, or other authorized military or government assistance voucher
Student Financial Agreement

Please check only one (1) primary Finance Option. To be considered primary, a plan must fund at least 50% of your annual tuition. Also required is that you choose one (1) secondary Finance Option in the event that the primary financing plan does not cover 100% of tuition and fees.

Primary

Secondary

Installment Plan per payment period: 100% payment submitted two (2) weeks prior to the due dates.
Note: If selecting Auto Pay, please initial here _______ and submit the Student Authorization to Charge Form.

Installment Plan per course (TDP): 100% payment submitted two (2) weeks prior to the due dates.
Note: If selecting Auto Pay, please initial here _______ and submit the Student Authorization to Charge Form.

Financial Aid Plan: Need and non-need based financial aid programs, including Federal Pell, Illinois State MAP Grant, Federal Direct loans, and PLUS loans, are available for eligible students. In order to secure deferment of tuition during the application process, you must provide the university with all documents required to complete the certification of Federal and State financial aid funds.

When choosing this option you must disclose any amounts of Tuition Assistance/Reimbursement/Direct Bill you will receive (Do not include Veterans Administration Benefits - GI Bill, Post 9/11 GI Bill, etc.).
Employer/Organization: ______________________________________ Annual Cap/Amount: $______________

Employee Tuition Reimbursement Plan (ETRP): Available for students whose employers have a written reimbursement policy approved by the university. Tuition and fees will be deferred a maximum of 30 days from each course end date. To qualify for the 30-day deferment, you must provide the following two (2) weeks prior to the start date of your course:
1. A signed Tuition Reimbursement Certification and Authorization form that includes a valid credit card number providing only the last four digits. (Debit cards are not accepted.)
2. A completed Student Authorization to Charge Form for your credit card. (Your credit card will be automatically charged 31 days after the end date of each course for tuition and fees if the university has not received payment.)
3. Payment of the ETRP one-time fee of $50.

Third Party Billing (Employer/ Military/ Government): University approved employer, military, or government tuition assistance vouchers or forms must be received by the university at least two (2) weeks prior to the start of each course. Any amounts not covered by your employer, the military, or a government agency must be paid two (2) weeks prior to the start of each course. You must authorize the university in writing to discuss any pertinent information with your employer or any other third party you have indicated in order for the university to obtain payment according to the payment periods of this payment option.
Note: This plan does not include (Veterans Administration) GI Bill Chapter 30 benefits; however, it does include Chapter 31 benefits under Veterans Affairs Vocational Rehabilitation and Employment, as well as the Post 9/11 Bill (Chapter 33).
Employer or Government Agency: ______________________________________ Annual Cap: $______________

A late fee of $50 per class will be assessed for payment not received in accordance with the payment periods of the primary finance option selected. This fee is in addition to a late fee that may be applicable. All returned checks will be assessed a $25 processing fee.

I agree to maintain the accuracy of my personal information with any changes in my address and phone number. I also agree that my participation in this Primary Finance Option is voluntary, and the payment periods and conditions of payment are not contingent upon events, such as receipt of a grade, invoice, statement, or reimbursement by my employer, or qualifying for financial aid.

My signature is acknowledgment that:
✓ I have received the Financial Options Guide and all of my questions were answered to my satisfaction.
✓ I also understand that I am financially responsible for any and all charges incurred,

Regardless of the option I have chosen.

I certify that the information provided is true and correct to the best of my knowledge.

Student Name: _________________________________________________________ Student ID Number: ____________________
(Please Print)

Student Signature: ________________________________________________________________ Date: ___________________

This Agreement shall be enforced and interpreted by the laws of the State of Illinois.
Acknowledgement of Financial Responsibility

This agreement (the “Agreement”) is designed to help you understand the commitment you are making for the payment of tuition and fees during your enrollment at Judson University, main campus located in Elgin, Illinois.

In exchange for valuable consideration the sufficiency of which is hereby acknowledged, including but not limited to the opportunity to enroll in courses at Judson University and to receive educational services, I understand and agree to the following payment periods and conditions:

- I promise to pay all tuition and fees incurred as a registered student. This agreement applies to the entire time that I am registered for courses at Judson University and at any time I have any unpaid balance on my account at Judson University.

- I promise to make payment in full for billed charges two (2) weeks prior to the first day of the course the billed charges cover. I acknowledge that pending financial aid does not constitute payment of any kind or affect my responsibility to pay in any way. I further acknowledge that I am responsible for payment until any aid is disbursed or I am placed on and comply with all provisions of an approved Tuition Deferment (TDP) or Employer Tuition Deferment (ETRP) Plan.

- I understand that due to Federal, State and Judson University regulations, my financial aid package is based upon a minimum number of enrolled credit hours. If I fail to meet that minimum requirement by the end of the add/drop period, I may not be eligible for certain aid programs or aid amounts originally awarded, and I will be responsible to pay for any subsequent balance due as the result of any financial aid adjustments.

- I understand that should charges to my student account become one or more days past due, my account will be assessed a late charge in an amount according to the list of published fees and a hold will be placed on my Judson University account and records, including but not limited to my grades, transcripts, enrollment status, and/or diploma.

- Should I fail to make payment of any the amounts owed to Judson University for the payment of all tuition and fees as and when due, I agree to pay collection fees of 33.3% - 50% of all sums outstanding plus all reasonable attorney fees incurred by Judson University.

- I agree, that in order to service my account or to collect any amounts I may owe, Judson University (and any person or entity it so designates) may contact me by telephone at any telephone number associated with my account, including wireless telephone numbers, which could result in charges to me. Judson University (and any person or entity it so designates) may also contact me by sending text messages or e-mails, using any contact information I have provided. Methods of contact may include, but are not limited to, using pre-recorded/artificial voice messages and/or use of an automatic dialing device, as applicable.

- It is my responsibility to maintain and immediately update my Judson Student Records with any changes in my personal information (address, phone, name change) through the MyJudson login until all debt to Judson University is settled. **Note:** Updates can be made only after you’ve logged onto your MyJudson site; and no Judson faculty or Staff can change your records once you are enrolled at the University.

- It is my responsibility to ensure that all courses for which I’m registered are appropriate to my degree program and class standing.

- I acknowledge that if I choose to withdraw from Judson University for any reason, I am responsible for filing the appropriate form(s) with the Registrar’s Office (1-847-628-1155). As used in this paragraph “withdraw” refers to a complete withdrawal from all courses/classes in an academic year. I agree that should I choose to withdraw, the date of withdrawal will be the date in which I complete and file the appropriate form(s) with the Registrar’s Office. The withdrawal date determines the eligible refund percentage of tuition and other charges per the refund schedules published in the current online Judson University catalog for each specific academic program. I further acknowledge that a “drop” refers to cancelling registration of an individual course and does not constitute a withdrawal.

My signature is acknowledgment that I have read the financial policies and procedures, and that all of my questions have been answered to my satisfaction.

Student Name: _________________________________________________________ Student ID Number: ____________________________

(Please Print)

Student Signature: __________________________________________________________ Date: ______________________

This Acknowledgement shall be enforced and interpreted by the laws of the State of Illinois.
Financial Policies and Procedures

Credit Cards/Debit Cards Accepted
Major Credit Cards and Debit Cards are accepted only if you are an authorized signer on the card. Judson University is not responsible for charges incurred through the use of restrictive card including debit cards.

Note: Debit cards and other restrictive credit cards are not accepted for payment options that require automatic payment authorization.

Payment Due Dates
Any amount that you are responsible for direct payment is due two (2) weeks prior to the start of a payment period/course according to the financial option choice a student has made.

Refund Policy
All fees, including application fees, registration deposits, assessment fees, and student services fees, are nonrefundable, unless prohibited by law. A tuition refund may be granted for those who qualify. All refund requests should be submitted in writing. For a complete description of the refund policy, please see the Judson University student handbook.

Changing Financial Options
You may change your financial option(s) while attending Judson University, provided that you are in compliance with your current financial option. In order to change plans, you must contact the Judson Lindner Tower Accounting Office and complete a new Financial Agreement form. All changes must be approved by Judson University prior to becoming effective.

Add/Drop Fee
A per class add/drop fee of $30 will be charged for course changes after the initial registration.

Late Fee
A late fee of $50 per course fee will be assessed 24 hours after the due date of an open charge. To avoid late fees, be sure all payments are made on time.

Returned Check/ Electronic Check Payment
All returned checks/electronic checks will be assessed a $25 processing fee. This fee is in addition to a late fee that may be applicable.

Collection Fees
Any student account referred to a collection agency will be assessed the costs associated with collections if applicable. Collection fees of 33.3% - 50% of all sums outstanding plus all reasonable attorney fees incurred by Judson University may be added to the student balance due.

Grade/ Transcript Release
Grades are released for paid courses only. Official transcripts are released for students only when their account is paid in full.

Withdrawal
If you must withdraw from a course, you may receive a refund/credit as detailed under “Refund Policy.” When withdrawing from a course, it is your responsibility to notify the university and your instructor. If you wish to withdraw from Judson University, you must complete an official withdrawal form. Upon receipt of the official withdrawal form, Judson University will audit your account, cancel any financial aid in process, process any refunds that may be due, and collect payment for any outstanding balance.

Note: Withdrawal from a course(s) may reduce or eliminate your financial aid award. Please consult with the financial aid office prior to withdrawing from courses.

My Signature is acknowledgement that I have read the financial policies and procedures, and that all of my questions have been answered to my satisfaction.

Student Name: _________________________________________________________ Student ID Number: _________________
(Please Print)

Student Signature: ________________________________________________________________ Date: ___________________

These Financial Policies and Procedures shall be enforced and interpreted by the laws of the State of Illinois.
Tuition Reimbursement Certificate and Authorization

Student Name: _________________________________________________________ Student ID Number: ________________________ (Please Print)

Address: ____________________________________________________________ Home Phone: (______)___________________ (Please Print)

City: __________________________ State: ______ ZIP: _________ Work Phone: (______)___________________ (Please Print)

Terms of Tuition Reimbursement Plan

1. I receive employer reimbursement for at least 50% of my tuition costs. Judson University will defer my tuition and fees for up to 30 days from the end date of each course.

2. I authorize Judson University to charge my credit card according to the payment periods of the Tuition Reimbursement Plan.

3. I understand my credit card will automatically be charged 31 days after the end of each course if the university has not received payment for tuition and fees.

   Note: debit card or any other restrictive credit card cannot be accepted for this plan.

4. I understand that the payment periods and conditions of this agreement are not contingent upon the receipt of a grade, completion of a course, or reimbursement by my employer.

5. I understand that I am solely responsible for all tuition and fees due, and I understand that if the payment periods of this agreement are not met, I will be assessed a $50 per course late payment fee. I also understand that if I incur two credit card declines with this payment option during my program, I will no longer qualify for a tuition deferral under the Tuition Reimbursement Plan and I will immediately comply with the payment periods and conditions of the Installment Plan as described in the Student Financial Agreement.

I am currently employed with ____________________________________________ (Employer), (Please Print)

and I am eligible for my employers’ tuition reimbursement program.

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My Signature is acknowledgement that the information I have provided is accurate, and that all of my questions have been answered to my satisfaction.

Student Signature: _________________________________________________________ Date: __________________________
Student Authorization to Charge

Student Name: _________________________________________________________  Student ID Number: _________________
(Please Print)

Name on Credit Card: ___________________________________________________________________________
(Please Print)

Last four digits of your Credit Card Number: ____________________  Expiration Date (MM/YY): ______ /_____

Note: You must call the Lindner Tower Accounting office at 847-628-5023 to provide the full credit card number within 7 days of signing this form.

Student Agreement

I authorize Judson University to store my credit card information and charge my credit card for outstanding tuition and fees when due, according to the authorizations I have selected and the payment periods of my chosen financial option(s), unless I file a notice of bankruptcy or step out of attendance for a period of 1 year, in which case I must complete a new authorization form and Student Financial Agreement. I understand the authorization applies for the duration of my selected program of study. I understand that this agreement covers tuition and fees only. I understand I may change my authorizations in writing at any time for charges occurring after the date of the change in authorizations. I agree to pay Judson University in accordance with the Primary Finance Option I have selected. I understand that I am ultimately financially responsible for all charges incurred from Judson University and that failure to comply with my financial agreement may result in administrative withdrawal, assessment of late fees, referral to collections, and a potential unfavorable credit reference.

I agree to notify Judson University of any changes in the status of my credit card, including cancellation of the credit card or changes to the expiration date. I understand that if, for any reason, Judson University is unable to charge my credit card for tuition and/or fees as authorized or payment is not made by the due date, I will be subject to administrative withdrawal from my educational program and Judson University has the right to pursue collection efforts as it deems appropriate. I agree that Judson University may assess reasonable collection and attorneys’ fees incurred to collect any delinquent balance. I also understand that in the event my credit card is declined for payment, a $50 per course late payment fee may be assessed to my account.

I agree it is my responsibility to maintain and immediately update my Judson Student Records with any changes in my personal information (address, phone, name change) through the MyJudson login until all debt to Judson University is settled.

I also agree that the payment periods and conditions of payment are not contingent on events, such as receipt of a grade, invoice, statement, or reimbursement by my employer, or qualifying for financial aid.

My Signature is acknowledgement that the information I have provided is accurate, and that all of my questions have been answered to my satisfaction.

Student Signature: _________________________________________________________  Date: _______________________

This Agreement shall be enforced and interpreted by the laws of the State of Illinois.
Student Authorization to Hold Title IV Funds

FEDERAL (TITLE IV) AUTHORIZATION STATEMENT

INFORMATION

Students who receive Title IV funds (Pell, Federal Direct loans, and PLUS Loans) as part of their financial aid package should complete a Title IV Authorization Form. This authorization form will instruct Judson University on how to hold excess Title IV funds on the student’s behalf as a credit balance and to apply those funds to your student account.

Excess Title IV funds are created when the total amount of Title IV funds posted to your student account exceeds current charges. Current charges include tuition and student fees assessed by the institution for the current payment period. However, students can, but are not required, to authorize Judson University to do the following:

- To hold any credit balance consisting of these excess Title IV funds
- To apply these credit balances and any Title IV funds in excess of current charges to other outstanding educationally-related charges, such as add/drop fees, and late fees (Title IV funds may be applied to educationally-related charges for the current award year or loan period and may also be applied to prior award year charges up to $200.)

STUDENT AID AUTHORIZATION STATEMENT

1. I authorize Judson University to hold any excess Title IV funds on my account as a credit balance and to apply those funds to future tuition and fees, unless I request a refund from my account in writing. Note: no interest will be earned on this account.
   
   Yes [ ] No [ ]
   
   * By selecting “Yes”, you authorize Judson University to hold credit balances and apply excess Title IV funds to future tuition and fees for the current award year or loan period.
   * By selecting “No” to Authorization Statement 1, any additional courses, other than the current courses for the payment period, must be paid generally two (2) weeks prior to the start date.

2. I authorize Judson University to hold any excess Title IV funds on my account as a credit balance and to apply those funds to all other outstanding educationally-related charges that have been or will be charged to my student account by the university during the current award year or loan period.
   
   Yes [ ] No [ ]
   
   * By selecting “Yes”, you authorize Judson University to hold credit balances and apply excess Title IV to other outstanding educationally-related charges as defined above.
   * By selecting “No” to Authorization Statement 2, all other educationally-related charges as defined above, will be your responsibility.

3. I authorize Judson University to hold credit balances and apply excess Title IV funds to apply to prior year educationally related charges up to $200.00.
   
   Yes [ ] No [ ]
   
   * By selecting “Yes”, you authorize Judson University to hold credit balances and apply excess Title IV to prior year educationally-related charges up to $200.00.
   * By selecting “No” to Authorization Statement 3, all other educationally-related charges from the prior year, will be your responsibility.

If you do not complete the authorization statements, Title IV funds in excess of your current charges will be refunded directly to you. All outstanding educationally-related future tuition and fee charges will remain your responsibility. Authorizations will remain in effect for the entire period that you are enrolled at Judson University; however these authorizations can be modified or cancelled at any time. To modify or cancel these authorizations, you must put your request in writing and forward it to the Judson University, Attn: Lindner Tower Accounting Office, 1151 North State Street, Elgin, IL 60123. Any modification or cancellation is effective on the date Judson University Accounting Office receives the notice. However, notwithstanding any authorization you provide, any remaining Title IV credit balance will be distributed at the end of each loan period or the last payment period in the award year for which the funds were awarded. All other Title IV funds will be applied to the account in accordance with Title IV regulations. In addition, funds will be distributed within the required time frame upon rescission, in writing, of this authorization.

Your authorization will not prevent you from requesting a refund of either your excess Title IV funds or any other eligible credit balance on your student account during your enrollment at Judson University. If you have any questions regarding this authorization, contact the Judson University Lindner Tower Accounting Office by telephone at 847-628-5023.

Student Name: _________________________________________________________ Student ID Number: __________________________

(Please Print)

Student Signature: ____________________________________________ Date: __________________
Adult Program Fee Schedule for Academic Year 2013-2014

Adult Undergraduate (Adult Studies)
Program Cost- $495 per credit hour, includes all books & materials (except Fees listed below)

Academic Fees:
- Application Fee – Payable upon Application submission (Non Refundable) ........................................ $ 35
- Registration Deposit – will be a credit to account in first billing period.................................................. $100
  (Deposit is Non Refundable)
- Challenge Examination Development/Evaluation Fee, per credit hour .................................................. $ 75
- DSST or similar Administration Fee for exam(s) taken at Judson, per test .............................................. $ 15
- Special Course Arrangement Fee for an AU cohort course (in addition to hourly cost of tuition). ................ $375
- Prior Learning Assessment (PLA) - Per Credit Hour ................................................................................ $ 75
- Graduation Fee (Audit, cap & gown, diploma) ........................................................................................ $100

Graduate (MAOL)
Program Cost - $21,600, includes all books & materials (except Fees listed below)
- Per Billing Period Cost: $5,440, Due before the start of each of the four billing periods
- Hourly Rate for repeated courses: $600 per credit hour (educational resources not included for repeated course)

Academic Fees
- Application Fee – Payable upon Application submission (Non Refundable) ........................................ $ 35
- Registration Deposit – will be a credit to account in first billing period.................................................. $100
  (Deposit is Non Refundable)
- Graduation Fee (Audit, cap & gown, diploma) ........................................................................................ $125

Other Fees & Fines (All Programs)
- Late Payment Fee - See payment due information in Payment Policy ....................................................... $50
- Deferred Payment Plan Fee – One-time fee charged at the beginning of the program for an extended
  payment due date plan
  - TDP Plan – Installment plan per course ................................................................................................ $ 50
  - ETRP - Employer Tuition Reimbursement based payment plan ............................................................... $ 50
- I.D. Replacement, per incident ................................................................................................................ $ 10
- Returned NSF Check payment, per incident ........................................................................................... $ 25
- Returned Online Electronic Check payment, per incident ....................................................................... $ 25
- Add/Drop Fee, per class ........................................................................................................................... $ 30

The university reserves the right to increase tuition and fees at any time which may change the payment amounts listed on this payment schedule.