

Student Financial Policies 2008-9

Tuition Payment Information



Antioch University Seattle Student Financial Policies

Policy Statement The purpose of these policies is to inform students of their financial obligations as students. They are in effect summer 2008 through spring 2009.

When students register, Antioch reserves specific class space and commits resources to provide the instruction selected. Students assume the responsibility for paying tuition or for notifying Antioch if they decide not to attend. Cancelling a registration by the first week of the quarter releases class space in time for other students who may be waiting to fill them.

Paying Tuition Students are notified of tuition billing activity by email to their Antioch email account. Students view the billing activity in *myAntioch* through the Student Accounts Summary menu item. All billing activity is subject to verification and may be adjusted in accordance with the applicable tuition and fee rates.

Failure to attend classes or provide appropriate notification of withdrawal to the Registrar's Office does not exempt a student from tuition payment. Antioch reserves the right to cancel a student's enrollment for failure to meet their financial obligations, although such an action will not cancel any financial obligations previously incurred. Antioch further reserves the right to withhold assessments, official transcripts or diploma, or withhold the right of registration for a future term or course, until all outstanding debts to the university have been paid and the student's account has been cleared.

Payment Options Antioch offers several options for paying tuition. Students must complete one of the following payment options by the tuition payment deadline to avoid late payment fees or the possibility of a cancelled registration due to non-payment of tuition:

- 1) Pay tuition in full by check, debit or credit card (Discover, MasterCard or VISA). All payments must be made in U.S. dollars. Cash is not encouraged.
- 2) Have evidence of a sufficient, certified financial aid package. Tuition not covered by aid also must be paid in full or a payment plan arranged (see option 4) by the payment deadline. Financial aid packages are arranged through the Financial Aid Office.
- 3) Submit an agency- or employer-paid tuition payment authorization to the Student Accounts Office. Tuition not covered by the authorization also must be paid in full or a payment plan arranged (see option 4) by the payment deadline.
- 4) Arrange a Tuition Payment Plan that allows payment of tuition in three monthly installments. The cost is \$35 per quarter, but no interest is charged on the outstanding balance. The plan is available only to matriculated students registered for credit.

Where to Pay Tuition All tuition payments and payment authorizations are to be made at the Student Accounts Office, Antioch University Seattle, 2326 Sixth Avenue, Seattle, WA 98121. Payments may be mailed or made in person. Bank card payments also may be called in during business hours at (206) 268-4009. Online bank card payments may soon be made through *myAntioch*. There is a night drop at Enrollment Services for after-hours payments.

Tuition Payment Deadline Tuition is due at the time of registration except as noted here. Payment deadlines for students registered during the priority or open registration periods are shown in the following payment schedule. A payment grace period is currently in effect. After the open registration period, students must pay estimated tuition and a late registration fee or have evidence of a certified financial aid package before clearance for registration will be granted.

Tuition Payment Schedule	Summer 2008	Fall 2008	Winter 2009	Spring 2009
Payment Deadline	June 27, 2008	September 26, 2008	December 23, 2008	April 3, 2009
Payment Grace Period Ends	July 9, 2008	October 7, 2008	January 13, 2009	April 14, 2009

Late Payment Fee A student account not fully paid or that lacks an approved payment arrangement by the end of the payment grace period will be assessed a \$50 late payment fee monthly until it is brought to-date or sent to collections. A late or incomplete payment plan payment is also subject to the fee. The grace period is extended to the 30th day of the quarter for an account with a balance of \$250 or less that is not on an arranged payment plan. An account with an unpaid balance of any amount is subject to a Fiscal Hold and collection actions (see below).

Late Registration Fee After the open registration period, students not registered for any activity or a leave of absence who wish to register for courses or leave of absence must pay a \$50 late registration fee before clearance for registration will be granted. The fee is not charged to visiting students or to students who register EMF (Enrollment Maintenance) by the end of the first week of the quarter.

Registration Cancellation/Reinstatement Antioch reserves the right to cancel a student's registration for non-compliance with Student Financial Policies. Students may request reinstatement of a cancelled registration within seven days of cancellation by submitting a completed Registration Reinstatement Form with payment in full for tuition and all reinstatement fees (includes the registration reinstatement fee, late payment and late registration fees). Students may not select the courses that will be reinstated. Reinstatement is for all courses previously registered, except those that have filled. If a reinstatement request is denied for any reason, either in full or in part, any tuition overpayment will be returned to the student. Courses not reinstated will be marked "LD-late drop." The Student Accounts Office may require payment of tuition in full prior to registering for future terms.

Fiscal Holds are used to restrict access to registration, or prevent processing of transcript requests, graduation applications or other university services.

A Student Accounts Hold is applied when payment on a student's account is past due. It is removed when the account is brought to-date.

A Student Accounts Clearance Hold is applied to every student record during certain registration periods. The hold requires a student to contact the Student Accounts Office prior to registration. Payment of tuition or satisfaction of other payment arrangements may be required before the hold is removed and clearance for registration is granted.

A Student Accounts Discretionary Hold is applied when a student exhibits a history of late payments. This is a permanent hold that requires the student to satisfy

payment arrangements with the Student Accounts Office prior to registration each quarter.

Returned Check Fee Each check returned unpaid to the university is subject to a \$30 returned check fee. A late payment fee also may be assessed and registration may be cancelled if the check was used to pay tuition and is returned after the payment deadline.

Collections A student account will be closed and submitted to an outside collections agency if within 120 days of a payment deadline the account is not paid in full, or whenever a minimum, previously agreed upon payment amount is not made. All costs, fees and expenses (including, but not limited to, collection agency fees, reasonable attorney fees, court costs and other out-of-pocket expenses) incurred by Antioch in attempting to collect the debt will be added to the student's account balance.

Financial Aid Refunds Financial aid in excess of a student's account balance is refunded to eligible students. Antioch is permitted 14 days from the first day of the quarter to disburse excess funds received prior to the start of the quarter. Refund checks are generally available for pickup on the first Friday of each quarter and at additional times as announced by the Student Accounts Office.

Refunds are dependent upon completion of an aid package and the types of aid received. Stafford, Perkins and PLUS loans, and Supplemental Educational Opportunity Grants are generally credited to students' accounts at the beginning of each quarter. Pell Grants arrive during the third week. When possible, refunds are returned to a bank card previously used to pay the tuition before a check is issued for any remaining credit balance.

Students receiving Washington Educational Opportunity or State Need Grant checks are notified through Antioch (FirstClass) email when those checks arrive. The state requires students to pick up and sign for these checks in person.

Students must show due diligence when setting up financial aid to avoid delays in disbursement of funds to the university. Antioch can not honor requests for early disbursement of aid.

Tuition Credit for Dropped Courses Tuition for courses dropped within the first 40 calendar days of the quarter is prorated and credited to the student's account using the schedule shown. The credit is calculated from the date the Registrar's Office receives the completed Drop Form. Fees are not refunded after the 100% refund period.

For courses of three or more credits that begin after the first week of the quarter, the 100% deadline is extended to the business day following the first session of class.

For all courses that begin more than one week prior to the official start of the quarter, the refund percentage is calculated from the first day of class. In this situation, a student may be liable for paying prorated tuition if the courses are dropped prior to disbursement of financial aid.

Tuition Refunds Tuition refunds are generally made within 14 days to the student or original payer of the tuition. When possible, the refund will be returned to a bank card used to pay the tuition, up to the amount originally charged.

Refunds for a student dropping below financial aid eligibility after aid has been released are subject to the terms and conditions of the student's financial aid, and may include a return of financial aid funds to the student's lender. In some cases, the amount of aid returned to the lender may exceed the tuition credit, causing a balance on account that the student must reimburse to the university.

Tuition Credit Schedule	
Days into Quarter	% Tuition Credit
1-9	100
10-16	80
17-23	70
24-30	60
31-37	50
38-40	40



myAntioch – Your Gateway to Online Student Services

Now that you register online, you can also view registration, tuition billing and payment activity, your financial aid award letter, account holds, address and more online at **myAntioch**, accessible through the web at my.antioch.edu and through the login link at the bottom of www.antiochseattle.edu.

Student Account Activity To view tuition billing and payment activity on your student account, log into your account at myAntioch. Click on **Student Menu** then **Student Account Summary** to view your current student account balance. To see activity on your student account, enter a date range for the time period you wish to see. Leave the end date blank for current information. Be sure to review this information and satisfy your tuition payment obligation by the payment deadline to avoid late fees and any possibility of cancellation of your registration due to non-payment of tuition.

If you receive financial aid, you are encouraged to review your financial aid award letter to determine if any net tuition balance is owed. The Student Accounts Office can help you identify any shortfalls in your financial aid.

Additional services available at the Student Accounts Office

Art Studio Access is \$40 per quarter. The fee includes one bag of clay and one canvas, and full use of supplies in the studio. The fee is reduced for art therapy students paying art studio lab fees through their registered courses. Students visiting less often may pay a \$5 daily drop-in fee. Additional bags of clay are \$8.

Bicycle Room Keys providing access to a rooftop room reserved for bicycle commuters may be rented for a \$25 *refundable* deposit.

Bookstore Accounts Financial aid recipients may be eligible to charge the cost of their textbooks to their student accounts before the start of each quarter. For more information and the Bookstore Account Activation Agreement, visit the web at www.antiochseattle.edu/currentstudents/studentaccounts or stop by the Student Accounts Office.

Locker Rentals are \$10 per quarter. All proceeds support the activities of the Student Life Office.

Parking Student evening and weekend parking permits are \$30 (includes city parking tax) each quarter and provide access to rooftop parking from 6 pm Mon-Fri and all day on weekends. Students with disabled parking permits can park as early as 3 pm with this permit and may also purchase all-day or monthly permits. Contact the Student Accounts Office for current pricing information.

For more information on any of these policies or services, please stop by or contact the Student Accounts Office at studentaccounts@antiochseattle.edu or (206) 268-4009.