

Student Financial Policies 2011-12

Tuition Payment Information



Student Financial Policies are administered by the Student Accounts Office (Student Accounts) at Antioch University Seattle (AUS). These policies are in effect summer 2011 through spring 2012. AUS reserves the right to amend its policies at any time without prior notice. For more information, stop by or contact Student Accounts at cnissl@antioch.edu or (206) 268-4009.

Policy Statement The Student Financial Policies exist to inform students of their financial responsibilities while enrolled at AUS and of actions the university may take when a student fails to comply with these policies. When registering for classes, students agree to the terms of these and all other policies of the university.

Billing of Tuition Upon successful registration in *myAntioch*, estimated tuition and fees (registration charges) update immediately on the student's account. All charges are subject to verification and may be adjusted in accordance with the applicable tuition and fee rates. Once registration charges are verified, Student Accounts will email a payment deadline and informational notice to the student's AUS email account. Students may view registration charges in *myAntioch* by clicking on Student Account Summary. Paper registration/billing statements are mailed only by special request.

Paying Tuition AUS offers several options for paying tuition. Students must complete one of the following payment options by the tuition payment deadline to avoid a late payment fee or possible cancellation of registration due to non-payment of tuition:

- 1) Pay tuition in full. Antioch accepts checks (e-checks through *myAntioch*), money orders, and American Express, Discover, MasterCard and VISA bank cards. All payments must be made in U.S. dollars. Antioch charges no convenience fee for any type of payment.
- 2) Have evidence of a 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 a third-party agency- or employer-paid tuition payment authorization to Student Accounts. 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. The cost is \$35 per quarter and allows payment of tuition over the course of the term (see payment schedule below). No interest is charged on the outstanding balance. An agreement must be signed. The plan is available to matriculated students registered for credit. Contact Student Accounts for more information.

When a student registers the university reserves class space and commits resources to provide the selected instruction. Failure to attend classes or provide written notification of withdrawal to the Registrar's Office does not relieve a student from tuition payment. AUS may withhold assessments, official transcripts and diploma, or withhold the right of registration for a future term or course, until all outstanding debts to the university have been paid.

Where to Pay Tuition Students are encouraged to make payments online through *myAntioch*. In person or by mail, tuition payments and payment arrangements are made at Student Accounts, Antioch University Seattle, 2326 Sixth Avenue, Seattle, WA 98121. Bank card payments may be called in during business hours at (206) 268-4009. After hours, payments may be placed in the night drop in the door at Enrollment Services.

Tuition Payment Deadline Tuition is due at the time of registration except as noted here. Payment deadlines for students initiating registration by the end of the open registration period are shown in the schedule below. Payments may be made on the next business day without penalty if a payment deadline falls on a weekend or holiday.

Students initiating registration during the late registration period must first contact Student Accounts for registration clearance. Payment of a late registration fee is due at that time. Payment of estimated registration charges is also due at that time, except that which is covered by any certified financial aid package.

	Summer 2011	Fall 2011	Winter 2012	Spring 2012
Payment Deadline	July 1, 2011	Oct 1, 2011	Jan 1, 2012	Apr 1, 2012
Payment Plan	July 1, 2011	Oct 1, 2011	Jan 1, 2012	Apr 1, 2012
Payment Schedule	Aug 1, 2011 Sept 1, 2011	Nov 1, 2011 Dec 1, 2011	Feb 1, 2012 Mar 1, 2012	May 1, 2012 June 1, 2012

Late Payment Fee A \$60 late payment fee is charged when a student fails to pay tuition or make valid payment arrangements with Student Accounts by the 9th calendar day of the quarter. The fee is charged when a payment plan payment is late or the minimum agreed payment amount is not paid. The fee is charged monthly on any type of balance owed while the student's account is in a past-due status. Accounts with balances of \$250 or less at the beginning of the quarter are not charged a late fee until the first of the month following the start of the quarter. Accounts in a past due status are subject to registration cancellation, fiscal holds and/or collection actions (see below).

Late Registration Fees A \$60 late registration fee is charged when a student initiates registration during the late registration period. The fee is not charged to new or visiting students, or to those registering for Enrollment Maintenance or Leave of Absence by the end of the first week of the quarter.

Registration ends the first Friday of the quarter. A \$75 late registration fee will be charged if a student is permitted to initiate registration during weeks two or three of the quarter. A \$100 late registration fee is charged if the student is permitted to initiate registration after week three.

A \$60 late registration fee is charged if a student is permitted to add a course to an existing registration or to increase credits on an existing registered course after the published deadlines.

Registration Cancellation/Reinstatement Antioch may cancel a registration in response to a student's failure to pay tuition. Cancelled courses will be marked "LD-Late Drop" unless the student requests registration reinstatement within seven days of cancellation. The student must complete a Registration Reinstatement Form and include payment in full for tuition and \$195 reinstatement fee. Reinstatement is for all courses previously registered (no partial

registration unless a course has filled). The student will be required to pay tuition in full prior to registration for future terms.

Fiscal Holds are used to restrict student access to registration, or prevent processing of transcript requests, graduation applications or other university services. In *myAntioch*, students may view all active holds by clicking My Holds under the Registration menu.

A **Student Accounts Hold** is applied when a student's account is in a past due status or when a library, parking, or any other fine assessed by the university is reported to Student Accounts. It is removed when the account is paid in full.

A **Student Accounts Clearance Hold** is applied when a student fails to initiate registration during the open registration period. The hold is cleared when the student satisfies late registration requirements (see Tuition Payment Deadline and Late Registration Fees, above).

A **Student Accounts Discretionary Hold** is applied when a student exhibits a history of late payments or has had registration cancelled for non-payment. This is a permanent hold that requires the student to satisfy payment arrangements with Student Accounts prior to registration each quarter.

Returned Check Fee Each check or e-check returned unpaid to the university is subject to a \$30 returned check fee. A \$60 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 within 120 days of a term's original payment deadline when an account is not paid in full or, in special circumstances, immediately when a minimum, previously-agreed payment amount is not paid. 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 are dependent upon several factors, including timely valid registration, timely completion of a financial aid package, and the types and amounts of aid received. Funding received in excess of a student's account balance is typically released to the student on the first Friday of each quarter. When possible, refunds are returned to a bank card when used to pay tuition, up to the amount charged, before any remaining credit balance is released directly to the student. Credit balances less than five dollars are applied to the next term unless the student graduates or is no longer enrolled. Credit balances less than one dollar are not refunded.

Students with a Pell or Washington State Need Grant may not receive a refund until those grants arrive (usually the third week of the quarter). All grants require a student to maintain certain eligibility requirements.

For earliest access to funds, students are encouraged to enroll for direct deposit in *myAntioch*. Refund checks for students opting not to use direct deposit will be mailed. Antioch can not honor requests for early disbursement of refunds.

Tuition Credit for Dropped Courses is prorated and credited to a student's account for course(s) dropped within the first 40 calendar days of the quarter (see Tuition Credit Schedule, at right). The credit is calculated from the date the student submits a completed Drop Form to the Registrar's Office. Fees are not refunded after the 100% refund period.

The 100% deadline is extended to the business day following the first session of class when a course of three or more credits begins after the first week of the quarter. This exception does not apply to weekend, independent study, prior learning, contracted, and other classes in which the student is expected to engage from the beginning of the term.

Tuition Refunds Tuition refunds are generally made within 14 days of the effective date of the dropped class. The refund is returned to the student or original payer of the tuition and when possible, will be credited to a bank card used to pay the tuition, up to the amount originally charged.

Refunds for students receiving financial aid are subject to the terms of the student's financial aid. The Financial Aid Office will determine a student's eligibility for a tuition refund, which 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.

Appeals of Tuition & Fees An appeal for credit of tuition or fees will be considered for circumstances beyond a student's control when the student submits appropriate documentation in accordance with the Tuition & Fees Appeal Form within 15 days of the end of the term. Filing an appeal does not exempt a student from payment of tuition or the assessment of late payment fees when applicable. Please read the Tuition & Fees Appeal Form for more information.

For more information about the Student Financial Policies, stop by or contact the Student Accounts Office at cniessl@antioch.edu or (206) 268-4009.

Tuition Credit Schedule	Summer 2011	Fall 2011	Winter 2012	Spring 2012
Deadline for 100% credit	July 13	Oct 11	Jan 11	Apr 10
Deadline for 80% credit	July 20	Oct 18	Jan 18	Apr 17
Deadline for 70% credit	July 27	Oct 25	Jan 25	Apr 24
Deadline for 60% credit	Aug 3	Nov 1	Feb 1	Mar 1
Deadline for 50% credit	Aug 10	Nov 8	Feb 8	Mar 8
Deadline for 40% credit	Aug 13	Nov 11	Feb 11	Mar 11