

600 FINANCIAL MATTERS

600.1 Refund Policy

Any student who officially withdraws from the School according to the procedures outlined under the section entitled "Withdrawal", is dismissed from the school, or who goes on a Leave of Absence will have their fees and aid, including all institutional and federal student aid, prorated using the same methodology prescribed by the Department of Education for federal student aid as follows:

The official date of Withdrawal or Leave will be used to determine what percent of the billing payment period the student has attended using a daily proration schedule. If the student leaves within the first 60 percent in the billing cycle, fees and aid will be prorated accordingly and any unused federal funds will be returned to the Department of Education. If, after the necessary prorations are completed there is a credit balance from a direct payment made by the student, those funds will be returned to the student. If the Withdrawal or Leave occurs after the 60 percent point in the billing cycle, all charges and aid will be considered to have been used and no proration will occur or aid returned.

600.2 Financial Assistance

(updated 2013)

Very limited financial assistance is available to students in the Ph.D. Program. Students are expected to use personal, family, and loan resources to the fullest extent possible. Every effort is made to assist students in obtaining educational bank loan funds. To maintain maximum objectivity and standardized criteria in analyzing each student's financial circumstances, the School utilizes the FAFSA form. Application packets are available from the Student Financial Services Office.

600.3 Fees & Expenses

(updated 2013)

A late fee of 1.25 percent per month (15 percent per annum) will be assessed for balances that remain unpaid past the due date.

Students will not be permitted to register, continue in field internship, or enroll in post-residency advising if they have not been cleared by Student Financial Services. All School bills must be paid before a student will be granted a diploma or an official transcript.

600.4 Post-Residency Enrollment Fees during Leave of Absence

(updated 2013)

Ph.D. students who have completed their course work and are still working to complete their dissertations will be enrolled automatically each year as continuing students for the winter session (Term 1 covers September through December; Term 2 covers January through April). This automatic enrollment will be based upon **half-time student status**, defined as 15 hours or less of dissertation work per week for both terms. Students enrolled for dissertation study under this half-time student status will be billed a continuing enrollment fee of \$500 per winter term.

Students will also have the opportunity each year to register for **full-time student status**, defined as 20 hours or more of dissertation work per week for both terms. Students enrolled for dissertation study under this full-

time student status will be billed a continuing enrollment fee of \$750 per winter term. Students wishing to register for full-time student status may do so by making a formal written request to the director by June 1.

Payment of the continuing enrollment fee entitles the student to dissertation advising services from the research adviser or dissertation chair. Post-residency Ph.D. students maintain their eligibility to work towards the degree by paying the Continuing Enrollment Fee. This fee may be waived only during an official Leave of Absence.

600.5 Waiver of Post-Residency Enrollment Fees during Leave of Absence

On occasion, circumstances may arise that preclude a post-residency student from active work on the dissertation for one or more winter terms. Under such circumstances, the student may request a Leave of Absence. (Refer to the section in this Handbook covering Leave of Absence.) Continuing enrollment fees may be waived only if the student's written request is received by the Associate Dean by the qualifying date. To qualify for a waiver of Term 1 fees, the written request must be received before August 15th. To qualify for a waiver of Term 2 fees, the written request must be received before December 1st. If the written request for LOA is not received by these dates, applicable continuing enrollment fees will be charged.

600.6 Miscellaneous Administrative Fees

(updated 2013, 2020)

- **Late Fee.** 1.25 percent per month (15 percent per annum) will be assessed for balances that are past due.
- **Collection Fee.** Students whose School bills are not paid will not be permitted to register or to continue in field internship. Should the School submit a student's unpaid bill to a collection agency, the student will be subject to collection charges (approximately one-third the outstanding balance of the bill) in addition to the outstanding balance of the bill.
- **Returning from Leave of Absence.** Students who will return to the Program from a leave of absence should check with Student Financial Services regarding tuition charges.
- **Repeating a Portion of the Program.** Students who will repeat a portion of the Program should expect to be charged the usual tuition fees.

600.7 On Campus Housing

The School for Social Work has on-campus mixed-gender housing available during the 10-week summer academic session in certain undergraduate dormitories for students who choose to live on campus. The houses range in size from 43 to 80 students per building. Each floor has communal bathrooms, which are shared by all the occupants on the floor. There is very limited on-campus housing available during the 10-week summer academic session for students with children. The Room and Board fee includes the assigned unit and twenty-one meals per week for the duration of the 10-week summer academic session. Each student is responsible for the full room and board fee which will be charged to the student's account prior to the start of the academic session.

Any student who officially withdraws from the School according to the procedures outlined under the section entitled "Withdrawal", is dismissed from the school, or who goes on a leave of absence will have their room and board costs prorated using the same methodology as detailed in the section entitled "Refund Policy". Any student who indicates they will

be living on campus and subsequently informs the Housing Coordinator that they will not be utilizing on-campus housing will have their room and board costs prorated using the following schedule: 100% refunded before May 1st, 90% refunded from May 1st to the first day of classes, 80% refunded by the first Friday of the summer academic session, no refunds of Room and Board costs will be made after the first week of classes. Exceptions to the refund schedule may be considered for extraordinary circumstances.

Any student who is assigned on campus housing must agree to and abide by the terms of the Housing Contract.

600.8 Other Fees

(updated 2013)

- **Library Fees.** Each student is responsible for all materials signed out from the library in his/her name and will be charged a replacement fee in addition to the cost of any material that is not returned. All materials must be returned to the Library and fees paid before a student may receive a diploma or an official transcript.
- **Miscellaneous Fees.** Other miscellaneous fees will be charged to a student's account, if applicable. All college bills must be paid before a student is granted a diploma or an official transcript.