The cost of a college education falls into two general categories. The first includes charges for admission, tuition, fees, and related services. The second includes living costs, travel, and other items of personal expense. Inquiries regarding student financial matters may be made at the Student Administrative Services Center.

Fall and Spring Terms 2011–12

Entrance Deposits and Fees (Payable in U.S. Dollars and Drawn on U.S. Bank)

New Students
– Application Fee—payable at time of application (nonrefundable) $35
– Audition Fee—Hartt School (as applicable) $40
– Required Admission Deposit for incoming full-time freshmen and transfer students. The tuition portion of the deposit is not refundable. The remaining portions of the admission deposit are refundable only if requested, in writing, prior to May 1.

Commuter Students $350
  Tuition Deposit $100
  Orientation Deposit $250

Resident Students $500
  Tuition Deposit $100
  Orientation Deposit and First-Year Experience $250
  Housing Deposit $150

The Tuition Deposit of $100 is applied as a payment to the first-term tuition bill. The Housing Deposit of $150 is held in escrow and is returned to you according to the information in the housing contract (see page 46).

Returning Students
– Room Reservation Deposit (nonrefundable) $250

Students are required to pay $250 as a confirmation deposit in order to be able to participate in the selection process for University housing for the following academic year, provided that they register in advance as full-time undergraduate students. The room reservation deposit of $250 will be credited toward the housing charges for the fall term billing.

Tuition

Full-Time Study
Students taking 12–18 credits a term are required to pay full tuition and fee charges.

2011–12 tuition rates, per year:
All schools and colleges $29,440

Special Programs (per term)
– English Language Institute (12 credits) $4,600
  Cultural Activities Fee $110
– Hartt Diploma Program (9–11.5 credits per term) $10,405

3/4-Time Study: 9–11.5 credits
Undergraduate students registering for 9 to 11.5 credits are charged the following rate of tuition per year:
All schools $22,080

Approved exceptions to the 3/4-tuition pricing policy:
1. Students taking only two courses that total at least 9, and not more than 11.5, credits will be charged the per-credit rates listed below.
2. Students registering for 9 to 11.5 credits who will be completing their degree requirements during the term in question will be charged the per-credit rates listed below, provided they have written approval from the dean of their college.
3. Part-time University Studies programs (Bachelor of University Studies, Paralegal programs, and Pre-Medical Certificate) are charged on a per-credit basis up to 11.5 credits.

Part-Time Study: 1–8.5 credits
(per-credit-hour rate based on college and level of course)

<table>
<thead>
<tr>
<th>Undergraduate</th>
<th>Graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art</td>
<td>$440</td>
</tr>
<tr>
<td>Arts and Sciences</td>
<td>$440</td>
</tr>
<tr>
<td>Biology and Chemistry for Engineers</td>
<td>$500</td>
</tr>
<tr>
<td>Communication</td>
<td>$456</td>
</tr>
<tr>
<td>Psychology</td>
<td>$456</td>
</tr>
<tr>
<td>Doctoral Program in Clinical Psychology (below 9 credits)</td>
<td>$930</td>
</tr>
<tr>
<td>Business</td>
<td>$440</td>
</tr>
<tr>
<td>No Hassle*</td>
<td></td>
</tr>
<tr>
<td>Tuition only</td>
<td></td>
</tr>
</tbody>
</table>

*Graduate credit-hour rates include tuition, registration, degree application fee, technology fee, lab fees, and textbooks.
Education, Nursing and Health Professions
- Nursing $440 $470
- Ed.D. $580
- Education and Health Professions $440 $470
- Educational Technology $530

Engineering, Technology, and Architecture
- Engineering $440 $625
- Technology $440
- Architecture $440 $815

The Hartt School
- Music Education $475 $470
- Other courses $475 $805
- Hillyer $440

University Studies
- English Language Institute (plus Cultural Activities Fee) $383 $383

Private Music Lessons (per term)
- 1 hour per week (14 weeks) $1,700
- 1/2 hour per week (14 weeks) $850

Overload Tuition
Students exceeding the maximum credits allowable under their full-term program will be charged extra on a per-credit basis. Exceptions are made in situations where the published program of study requires the student to enroll for additional hours or in situations where the dean authorizes the student to take up to 19 hours without additional charge.

Summer (see supplemental Bulletin)

Auditing Courses—Tuition and fees for a full-time student auditing any course are the same as if the course were to be taken for credit.

Regular Part-Time Audit Program—Part-time undergraduate and graduate students who elect to audit credit courses at the time of registration will be allowed to do so on a space-available basis and will be charged one-half the regular per-credit rate.

Senior Citizens—aged 65 or over, who elect to audit credit courses at the time of registration, will be allowed to do so on a space-available basis and will be charged fees only.

Fees
Registration Fees
- Per term $30
Payable at time of registration (nonrefundable)
Student Support Services
- Per term $497

Student Support Services fees are nonrefundable after the first week of classes.

All full-time undergraduate students, regardless of whether or not they live on campus, and part-time undergraduate students living in University housing (except leased housing in Village Quads 1 and 2) pay a mandatory Student Support Services Fee that entitles them to health and counseling services at the campus clinic. This fee also provides 12-month accident insurance and is used to help fund the Student, Residence Hall, Commuter, and Parents Associations.

Health and Counseling Fee
- Per term $138

The Health and Counseling Fee is included in the Student Support Services Fee paid by full-time and resident part-time undergraduates.

Graduate students living in University housing pay a Health and Counseling Fee that entitles them to health and counseling services at the campus clinic and provides 12-month accident insurance.

Nonresident graduate and part-time undergraduate students are not required to pay the Student Support Services or Health and Counseling Fees. Those who participate in intercollegiate or intramural sports are advised to purchase coverage. Others who wish to use the campus clinic or counseling services may purchase health and counseling services by submitting the required forms and paying the fee. Enrollment forms may be obtained at Health Services or the Student Administrative Services Center.

Sickness Insurance
Every student is expected to be covered under a comprehensive medical insurance plan as part of a family protection plan or an appropriate equivalent. A group health insurance policy covering medical and surgical hospitalization is available to students on a voluntary basis. Brochure and enrollment card are available at the Student Administrative Services Center.

International students will be automatically enrolled in the University of Hartford accident and sickness insurance plan and will be billed for this plan through their student account. Questions regarding the plan or arrangements for subsequent years may be referred to the International Center.

Technology Fee
The University assesses all students with a fee for technology. This fee supports the University of Hartford’s ongoing efforts to create and maintain technology infrastructure to
promote student learning. Such infrastructure includes, but is not limited to, information networks, electronic information resources, computer laboratories and classrooms, and the development of technologically advanced teaching materials.

Undergraduate students who are enrolled for at least three-quarters of a full-time load will be charged at the following rates:
- $130 per term for resident students taking 9 or more credits
- $120 per term for commuter students taking 9 or more credits

All students who are enrolled for at least 3 credit hours, but fewer than 9 credit hours, will be charged $55 per term. No fee will be charged to students enrolled in fewer than 3 credit hours.

**Hillyer College Special Services Fee**
Fall-Spring, students with 9 or more credits, per term $155

**Professional Education Programs**
Full-time undergraduate University of Hartford students may select professional education (noncredit) courses on a space-available basis without paying the applicable fees for these courses. Many full-time undergraduate students find it helpful to participate in noncredit certificate programs or to attend special courses in areas such as real estate, credit management, financial planning, small-business management, and nursing. Information on these and other programs available to full-time undergraduate students may be obtained through the Office of Continuing and Professional Education.

**Active Status Fee**—
(see Continuous Registration, page 67) $65

**College of Education, Nursing and Health Professions**—Certification Training Program (Music and Education): per 3 credits $35

**Examinations for Credit**—per credit $40

**Laboratory Fees and Special Course Fees**
Variable $10–1,600

**Makeup Examination** $35

**Parking**—Full-time, on-campus, resident students, by special permission (per academic year, all lots), payable in fall.

**Main Campus:**
Freshmen $470
Sophomores $470
Juniors $470
Seniors $470
Graduate Students $470
Commuter Students
  Per term $ 45
  Full academic year $ 75

**Asylum Avenue Campus:**
Resident Students $100

**Graduation Fee**—
**Part-Time Students** $208
Payable with application for a degree and includes cap-and-gown rental. If the candidate has paid the fee and does not graduate at the end of the initial semester of eligibility, the fee will be held and credited as payment for graduation during either of the following two consecutive semesters, including the summer session. If the candidate has not completed degree requirements during this time period, no refund will be granted, and a new fee will be charged.

For graduation applications received after submission deadlines $225

**Credentials File**—A $15 fee is charged to establish a credentials file and includes the mailing of five sets of placement credentials on behalf of the registrant. For each additional set, a $5 fee is charged.

**Transcript of Academic Work**—A free transcript will be issued to each member of the graduating class following graduation. Additional transcripts are $4 for the first copy, an additional $1 for each copy with same order for two to five copies, and an additional $1 for each copy with same order for six or more copies. Rush transcripts are available at a cost of $10 each. Fees are payable in advance (see page 77).

**Student Housing for 2011–12**
Prospective students desiring housing in on-campus residences are advised to apply for admission no later than February 1. Applications for University housing should be returned with the Admission Deposit form as required in the letter of acceptance and must be accompanied by a deposit of $150, which confirms the room reservation and guarantees the student’s responsibility for proper care and maintenance of the assigned space and its furnishings. The sum of $150 must be maintained on deposit at all times. Therefore, additional charges, such as parking tickets, library fines, or housing damages, are billed as they are incurred rather than being deducted from the deposit. At the end of the student’s entire stay in a University residence, this $150 deposit is refunded in full, provided there are no charges for damages and no other outstanding financial obligations to the University.

Fees are payable in advance, in two equal installments: one-half by July 29 for the fall term, and one-half by January 6 for the spring term.
Room arrangements may be forfeited and the student’s name removed to a waiting list if the July 29 payment is not received on time.

All residence halls and Park River and Regents Park Apartments are closed during winter recess. Village Apartment residents who wish to stay in their apartments during winter recess must give advance notice to the area office.

The University is not responsible for any property losses by a student, and students are advised not to bring items of great personal value. Students should inventory all personal belongings and are encouraged to carry appropriate insurance coverage.

**Student Housing Fees per Academic Year**

<table>
<thead>
<tr>
<th>On-Campus Residence Halls Complexes A–F</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Singles</td>
<td>$ 8,608</td>
</tr>
<tr>
<td>Standard Occupancy</td>
<td>$ 7,328</td>
</tr>
<tr>
<td>Hawk Hall</td>
<td></td>
</tr>
<tr>
<td>Standard Occupancy</td>
<td>$ 7,328</td>
</tr>
<tr>
<td>Village Apartments</td>
<td></td>
</tr>
<tr>
<td>Singles</td>
<td>$ 9,736</td>
</tr>
<tr>
<td>Doubles</td>
<td>$ 8,534</td>
</tr>
<tr>
<td>Enhanced Double</td>
<td>$ 8,644</td>
</tr>
<tr>
<td>Regents Park</td>
<td></td>
</tr>
<tr>
<td>Singles</td>
<td>$ 9,736</td>
</tr>
<tr>
<td>Doubles</td>
<td>$ 8,534</td>
</tr>
<tr>
<td>Park River Apartments</td>
<td></td>
</tr>
<tr>
<td>Singles</td>
<td>$10,098</td>
</tr>
<tr>
<td>Doubles</td>
<td>$ 8,910</td>
</tr>
<tr>
<td>Asylum Avenue Campus</td>
<td></td>
</tr>
<tr>
<td>Per month</td>
<td>$ 750</td>
</tr>
</tbody>
</table>

Housing contracts are issued for the full academic year (see Withdrawal, page 50). However, Asylum Avenue campus housing is assigned on a monthly basis with a minimum occupancy of one semester. In addition, all University housing fees include utilities.

**Dining Fees for 2011–12**

Meal memberships give you the opportunity to enjoy all-you-care-to-eat dining for breakfast, lunch, and dinner in our resident dining location, University Commons. You receive a specified number of guaranteed meals per week each semester, based on the plan you select, and you are allowed one meal per meal period. The Freshman Exclusive plan provides meals that may be used throughout the semester. Students may use one meal per meal period on any of our meal memberships. For added flexibility, your meal can be converted into a meal equivalency, which may be used during the same meal periods at the Gengras Café, Backstage Café (lunch only), Hawk’s Nest, Deli Express (late night), and Einstein Bros. Bagels. A variety of items at each location may be used as a meal equivalency. For current meal period information, see www.hartford.campusdish.com.

During scheduled University breaks, meal equivalencies are not valid. Dining dollars, HawkCASH, cash, or credit cards are all accepted.

**Dining Dollars**

All of the meal memberships offer Dining Dollars, which are accepted like cash in all of our dining locations. You may use your Dining Dollars account to purchase beverages, snacks, or full meals for you and your friends at any time. Whenever you buy a meal on campus, the total amount of your purchase is subtracted from your Dining Dollars.

Please note: Dining Dollars will carry over from fall to spring semester, provided the student participates in a meal membership both semesters (valid for all meal memberships, Commuter plan, and Commuter Express plan).

**HawkCASH—Increased Flexibility**

HawkCASH is accepted at all dining locations. You may pay at the register using meal membership, Dining Dollars, cash, or your HawkCASH account. HawkCASH may additionally be used for a variety of restaurants off campus. It is also the only means of doing laundry and making copies on campus.

Please note: All resident students must participate in a meal membership. Freshmen may choose from any of the four plans offered. As its name implies, the Freshman Exclusive plan will only be available to students during their freshman year. The Commuter meal plan is not available to students living on our main campus. Commuter students have the option to purchase any meal membership. For additional information or assistance in making a selection, see www.hartford.campusdish.com.

**Meal Memberships**

**Premium Plus**

19 meals/week, plus $200 Dining Dollars and 5 guest meals/semester

Designed for those students who eat three meals a day. This plan provides all 19 all-you-care-to-eat meals offered: breakfast, lunch, and dinner, Monday through Friday; and brunch and dinner
on Saturday and Sunday. Students are guaranteed a meal at every available meal period. This plan is supplemented with $200 Dining Dollars and 5 guest meals per semester.

**Premium**

*12 meals/week, plus $250 Dining Dollars and 5 guest meals/semester*

Designed for those students who are more likely to eat only 12 traditional, all-you-care-to-eat meals per week. The plan is supplemented with $250 Dining Dollars and 5 guest meals per semester.

$2,895 per semester

**Flex**

*7 meals/week, plus $450 Dining Dollars and 5 guest meals/semester*

Designed for those who are likely to eat 7 traditional, all-you-care-to-eat meals per week and who like the flexibility to visit other locations with their Dining Dollars. This plan is supplemented with $450 Dining Dollars and 5 guest meals per semester.

$2,575 per semester

**Freshman Exclusive**

*220 meals/semester, plus $50 Dining Dollars and 5 guest meals/semester*

Designed for those students who eat off campus once in a while or at home on an occasional visit. Students are allowed to use their meals anytime throughout the semester with no weekly restriction. One meal may be used per meal period. This plan is supplemented with $50 Dining Dollars and 5 guest meals per semester.

$2,505 per semester

**Commuter**

*$835 Dining Dollars

$ 50 Bonus Dining Dollars*

The Commuter meal membership is geared specifically to give you better dining value when you use your plan instead of paying cash to eat. This plan is purchased at a discounted rate, giving you additional buying power. Each time you make a purchase, the cost is subtracted from the balance on your account.

Your remaining fall Dining Dollars balance will carry over to the spring semester, provided you participate in a meal membership both semesters.

$835 per semester

**Commuter Express**

*$518*

The Commuter Express meal membership is geared specifically to give you better dining value when you use your plan instead of paying cash to eat. This plan is purchased at a discounted rate, giving you additional buying power. Each time you make a purchase, the cost is subtracted from the balance on your account.

$518 per semester

**Kosher Upgrade**

All meal plans can be upgraded so that the meal portion of the plan may be used at the certified Kosher Kitchen in University Commons. Upgrade costs are as follows:

- **Premium Plus Plan**
  
  Kosher Upgrade = $264 per semester

- **Premium Plan**
  
  Kosher Upgrade = $264 per semester

- **Freshman Exclusive Plan**
  
  Kosher Upgrade = $264 per semester

- **Flex Plan**
  
  Kosher Upgrade = $208 per semester

The Kosher Upgrade provides students with access to certified kosher meals served at the Kosher Kitchen in University Commons. Kosher meals are available at lunch Monday through Friday and at dinner Monday through Thursday during the semester (holiday closings and shutdown periods not included). Please see the dining meal plan brochure for further information.

**Summer Students**

For charges, see Summerterm Bulletin.

**Payment of Bills**

**Full-Time Undergraduate Study**

All tuition, fees, and other charges are payable in advance of the first day of classes.

All charges for students who register in advance are payable by the billing due dates—approximately July 28 for the fall term and January 5 for the spring term.

University of Hartford student billing statements are delivered online and are referred to as “e-bills.” When an e-bill is available for viewing and payment, students receive notification through their hartford.edu e-mail addresses.

New students receive a letter that includes a University of Hartford e-mail address and user ID number. These are needed to set up and access the e-billing account. E-bills are accessible through the University’s online Self-Service Center. Parents, guardians, or other third-party payers may be registered to receive billing notification via e-mail.

Online payments may be made by ACH (electronic transfer), credit card, or debit card.
Tuition and Fees / 49

MasterCard, Discover, and American Express cards are accepted. VISA is not accepted.

Checks, travelers checks, and money orders—made payable to the University of Hartford, payable in U.S. dollars, and drawn on a U.S. bank—should be mailed, along with a printed copy of the e-billing statement, to

University of Hartford
P.O. Box 80,000, Dept. 365
Hartford, CT 06180-0365

Checks returned for insufficient funds will result in a $25 fee.

Cash and check payments are accepted at the Student Administrative Services Center on the second floor of the Auerbach Computer and Administration Center.

Students and authorized users may make online payments through CASHNet SMARTPAY, a third-party payment processor operating under an agreement with the University of Hartford to process electronic payments. MasterCard, American Express, and Discover credit or debit cards are accepted. VISA is not accepted. A 2.75 percent fee is assessed by CASHNet to process credit or debit card payments. The service fee is nonrefundable. There is no fee for payment by electronic check (ACH transfer).

The University offers an interest-free payment plan called TuitionPay through Sallie Mae, an educational financial institution. TuitionPay allows students and their families to pay their bills in equal installments. For information on this payment plan option, please contact the Student Administrative Services Center at sasc@hartford.edu or 860.768.4999, or contact TuitionPay at 800.635.0120.

If payment is not made in accordance with University policy, a default charge of 1.5 percent per month will be assessed on the unpaid balance until it is paid in full.

Part-Time Undergraduate and Graduate Study
Payment, or other satisfactory arrangements, should be made no later than the due date published in the class schedule. One-half of the tuition, fees, and other charges is due prior to the beginning of the term. An online billing statement is sent for the balance. The registration fee that accompanies registration materials is nonrefundable.

University of Hartford student billing statements are delivered online and are referred to as “e-bills.” When an e-bill is available for viewing and payment, students receive notification through their hartford.edu e-mail addresses.

New students receive a letter that includes a University of Hartford e-mail address and user ID number. These are needed to set up and access the e-billing account. E-bills are accessible through the University’s online Self-Service Center. Parents, guardians, or other third-party payers may be registered to receive billing notifications via e-mail.

Online payments may be made by ACH (electronic transfer), credit card, or debit card. MasterCard, Discover, and American Express cards are accepted. VISA is not accepted.

Checks, travelers checks, and money orders—made payable to the University of Hartford, payable in U.S. dollars, and drawn on a U.S. bank—may be mailed, along with a printed copy of the e-billing statement, to

University of Hartford
P.O. Box 80,000, Dept. 365
Hartford, CT 06180-0365

Checks returned for insufficient funds will result in a $25 fee.

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Students and authorized users may make online payments through CASHNet SMARTPAY, a third-party payment processor operating under an agreement with the University of Hartford to process electronic payments. MasterCard, American Express, and Discover credit or debit cards are accepted. VISA is not accepted. A 2.75 percent fee is assessed by CASHNet to process credit or debit card payments. The service fee is nonrefundable. There is no fee for payment by electronic check (ACH transfer).

The University offers an interest-free payment plan called TuitionPay through Sallie Mae, an educational financial institution. TuitionPay allows full-time undergraduate and graduate students and their families to pay their bills in equal installments. For information on this payment plan option, please contact the Student Administrative Services Center at sasc@hartford.edu or 860.768.4999, or contact TuitionPay at 800.635.0120.

If payment is not made in accordance with University policy, a default charge of 1.5 percent per month will be assessed on the unpaid balance until it is paid in full.

Summerterm
Due to the shorter duration of the summer sessions and the variety of program schedules, some adjustments are necessary in the summer
tuition payment plans (see supplemental summer Bulletin).

**Family Tuition Remission Program**  
*Family Grant*

A student attending the University of Hartford as a full-time undergraduate who has a brother(s), sister(s), parent(s), or spouse also attending the University of Hartford for the 2011–12 academic year as a full-time undergraduate student may qualify for a Family Grant (see page 58).

**Financial Delinquency**

Any student failing to pay his or her account with the University on or before the day it is due may be excluded from all classes, lectures, laboratories, examinations, cocurricular activities, and graduation until such payment or other satisfactory arrangement is made. The student may also be denied grades, transcripts, diplomas, and the opportunity to register for subsequent terms if payment is not made when due or if the student’s debt to the University is discharged in bankruptcy proceedings. A default charge of 1.5 percent per month on any unpaid balance may be charged until all arrears are paid in full. If, in the judgment of the University, it becomes necessary to engage the services of a collection agency or attorney to obtain payment, the student must pay collection agency or attorney fees, reasonable expenses, and other costs incurred, to the maximum extent allowed by law.

**Veterans’ Finances**

Students eligible for veterans’ benefits are required to make their financial arrangements with the University in line with the policies discussed above. Any veteran seeking a special arrangement should contact the bursar. Veterans should consult with the Office of Veterans’ Affairs and with the Registrar’s Office for instructions on obtaining reimbursement by the federal government.

**Fines**

Fines may be levied for violations of vehicular, library, housing, and other regulations (see University Code of Student Conduct as published in The Source).

**Withdrawal**

In order to withdraw and to receive financial credit, a student must complete a change of program form. Nonattendance does not constitute a withdrawal, and no deduction is made for temporary absence from classes. No refund of any fees or charges is made if a student is suspended, dismissed, or leaves the University without formally withdrawing.

Because the University assumes various contractual obligations for instruction and other services throughout the year and bases its budget upon full collection of all charges from all registered students, effective with the date the student notifies the Registrar’s Office in writing, tuition refunds based upon full payment will be made in accordance with the following:

### Tuition

**Full-Semester Courses**

<table>
<thead>
<tr>
<th>Withdrawal Period</th>
<th>Refundable Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withdrawal prior to and within the first week of classes (includes all fees except registration fees)</td>
<td>100% refundable*</td>
</tr>
<tr>
<td>Withdrawal within second week of classes</td>
<td>60% refundable</td>
</tr>
<tr>
<td>Withdrawal within third week of classes</td>
<td>40% refundable</td>
</tr>
<tr>
<td>Withdrawal within fourth week of classes</td>
<td>20% refundable</td>
</tr>
<tr>
<td>Withdrawal after fourth week of classes</td>
<td>Nonrefundable</td>
</tr>
</tbody>
</table>

Withdrawals for medical reasons should be submitted to the University dean of students with appropriate documentation for consideration of a pro-rata refund of housing and dining fees only. Tuition charges will be adjusted in accordance with the policy stated above.

Students receiving Title IV funds are subject to federal policies regarding the return of those funds upon withdrawal. Contact the Office of Admission and Student Financial Assistance for information.

**Seven-Week Courses**

<table>
<thead>
<tr>
<th>Withdrawal Period</th>
<th>Refundable Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withdrawal on or prior to the day before the term starts</td>
<td>100%</td>
</tr>
<tr>
<td>Withdrawal before the second class meeting</td>
<td>60%</td>
</tr>
<tr>
<td>Withdrawal after the second class meeting</td>
<td>Nonrefundable</td>
</tr>
</tbody>
</table>

*Subject to a $100 tuition deposit for incoming freshmen and transfer students, which is not refundable.*
**Tuition and Fees**

**Housing**

Housing contracts are for the entire academic year (fall-spring terms). Students who wish to withdraw from housing must do so in writing prior to July 1 for the fall term. Withdrawal from housing for the spring term must be made in writing prior to January 1. Students who request to be released from their housing contract after these dates must make a written request to the Housing Review Committee. If approved, students will receive the appropriate refund of their housing charges consistent with the tuition withdrawal policy. Students who withdraw from the University during the first four weeks of the term will receive partial housing credit consistent with the tuition withdrawal percentages listed above. Returning students who have not fulfilled their financial obligations will be required to vacate University housing.

**Board**

Refer to the University’s withdrawal policy.

**Fees**

Laboratory fees for the term are not refundable after the first week of classes and therefore are not subject to proration.

**Summerterm**

Due to the shorter duration of the summer term, tuition and fee refunds, based upon full payment, are made according to the following schedule:

Withdrawal prior to beginning of class:

- Tuition and Laboratory Fees: 100% refundable
- Registration Fee: Nonrefundable

For withdrawal after classes begin, but within the first week, tuition only will be refunded according to the following percentages:

- Less than a three-week session: No refunds
- Three-week session: 30% refund
- Four- and five-week sessions: 40% refund
- Six-week (or more) session: 50% refund

In determining the percentages of refund, the effective date of withdrawal is the date the student notifies the Registrar’s Office in writing rather than the last day of class attendance. Nonattendance does not constitute a withdrawal.

All fees are not refundable after classes begin and therefore are not subject to proration. The refund policy noted above is based on the assumption that the student has paid the tuition and fees in full prior to the date of withdrawal.

Withdrawals for medical reasons should be submitted to the University dean of students with appropriate documentation for consideration of a pro-rata refund of housing and dining fees only. Tuition charges will be adjusted in accordance with the policy stated above.

Students receiving Title IV funds are subject to federal policies regarding the return of those funds upon withdrawal. Contact the Office of Admission and Student Financial Assistance for information.

**Refunds**

Disbursement of credit balances will be made on request only. Overpayments that result from credit card authorizations will be credited back to the charge card rather than refunded directly.

**Textbooks and Supplies**

Textbooks and supplies are not included in the cost of tuition. As a convenience to students, the University maintains a campus store in Harry Jack Gray Center where all necessary books and supplies, including art supplies, may be purchased. The cost of textbooks and supplies varies with the courses taken. Students should estimate not less than $75 per course. All sales in the campus store are on a cash, check, MasterCard, VISA, Discover, or American Express basis.

**Changes in Arrangements**

Because of the difficulty of determining long-range economic trends, the University reserves the right to make changes in its tuition, fees, and other charges, and in regulations, facilities, and class offerings, which, in its judgment, are considered necessary and reasonable, and to apply such changes to students already in attendance as well as to new students. No change in tuition and fees is made retroactively, however.