

# TUITION AND FEES

It is the student's responsibility to understand and adhere to the following policies. Students who need assistance in meeting financial obligations to the University should contact the Office of Financial Aid and/or the Business Office in a timely manner to receive appropriate assistance. Ultimately, however, it is the responsibility of the student to meet his or her financial responsibility to the University.

## *Tuition Schedule 2009–2010*

### **(Fall Semester 2009 through Summer 2010)**

Tuition per credit, except for doctoral programs in Education and Physical Therapy . . . . .	\$570.00
Tuition per credit, Doctor of Education degree program . . . . .	\$675.00
Tuition per credit, Doctor of Physical Therapy degree program . . .	\$809.00

A General Fee is not charged to graduate students; it is included in the tuition rate.

## *Fee Schedule 2009–2010*

**Please note that all fees are nonrefundable.**

### **Audit Fee**

Per course\* . . . . . \$40.00

\* Senior Citizens and Neumann Alumni Only — See *Academic Regulations and Standards* section in this catalog for additional information. For all other students, costs for auditing courses are the same as the tuition cost per credit hour.

**Challenge Examination Fee** . . . . . \$40.00

The Challenge Examination Fee must be paid in advance. Credits earned through Challenge Examinations are assessed at 33% of the current tuition rate; cost for credits earned must be paid within 30 days of billing.

**Graduation Fee** . . . . . \$90.00

The Graduation Fee is charged to *all* degree candidates for graduation and must be paid as part of the graduation verification process. Revenues generated from this fee are applied to the institutional costs that are associated with Commencement and related activities.

**Transcript Fee (per copy)** . . . . . \$5.00

## *Early Childhood/Elementary/Secondary Teacher Certification Fees*

These fees cover the additional expense associated with the courses listed below.

Student Teaching Application. . . . . \$30.00

### **For Post-Baccalaureate Early Childhood/Elementary Education Certification**

EDU 495 Practicum in Early Childhood/  
Elementary Education . . . . . \$245.00

**For Early Childhood/Elementary/Secondary Teacher Certification  
as Part of the Master’s Degree Program in Education**

EDU 575 Practicum in Teaching: Early Childhood/  
Elementary/Secondary Education . . . . . \$245.00

***Fines and Penalties 2009–2010***

Replacement of Student ID Cards . . . . . \$10.00 (per card)  
Late Payment . . . . . \$45.00 (initial fine/per month)  
Returned Check . . . . . \$40.00 (per check)

PARKING VIOLATIONS are fined between \$10 and \$100 (per incident) depending on the violation.

Students who do not pay monies owed the University by the due dates publicized by the University are assessed a \$45.00 Late Payment Fine and are charged an additional \$45.00 per month for each month that the amount is past due. **All account collection costs and/or legal fees are the responsibility of the student.** No student is permitted to register for the following semester if he or she has an outstanding balance.

Degrees and/or transcripts will not be released until all outstanding balances are settled.

***Tuition and Fee Payment Methods***

It is the student’s responsibility to pay all tuition and fees by the publicized due date. If the student’s bill does not arrive in the mail for any reason, the student is responsible for obtaining the invoice from the Business Office. The student is also responsible for satisfying any necessary adjustments to his/her account, due to course load adjustments after the initial billing statement has been received. If financial aid or a payment plan is to be used, arrangements must be made before the publicized due date; otherwise, late payment fines are assessed.

**By mail:** Payment by mail is encouraged. Students should write their student account number on their check, and mail it to: **Bursar, Neumann University, One Neumann Drive, Aston, PA 19014-1298.** Do not mail cash, and be sure that it is mailed in time to reach the University by the publicized due date. Checks should be made payable to Neumann University.

**In person:** Payment may be made in person at the Business Office during the University’s published business hours. After business hours, payments may be placed in the Tuition Drop Box, located next to the Business Office (Room 104).

**Credit Cards and Debit Cards:** With proper authorization, the University accepts American Express, Discover, MasterCard, Visa, and debit cards.

**E-Commerce:** Credit card and check payments can be made on-line. If paying by this method, please access Neumann University’s web site at [www.neumann.edu](http://www.neumann.edu) and, then, select Web Adviser. After logging into Web Advisor, select “Financial Information”, followed by “Make a Payment”.

**In addition to financial aid, the following payment plans are available:**

**Neumann Tuition Deferral:** This partial deferral allows the student to pay 4 equal payments at publicized due dates during the semester. Late payment fines apply to missed payments. A \$40.00 fee is charged for the Tuition Deferral option.

**Higher Education Services (HES):** This 10-month payment plan starts June 1st and extends through March 1st. Students may budget Fall and Spring semester expenses into 10 equal payments. See the brochure in the Business Office for further information regarding this plan. An annual fee, which can vary from year to year, is charged for this option.

**Employer Reimbursement:** Students who are reimbursed by an employer may be eligible to receive an extension for payment, provided that they have been enrolled at the University in the preceding semester. In addition to signing an Employer Reimbursement Agreement, a letter from the employer indicating that the student is to receive this benefit must be submitted each semester. A \$20.00 fee is charged for this option.

Payment plans described above must be arranged with the Business Office prior to the publicized due date and require an agreement signed by the student. Only those students who are in good financial standing with the University are allowed to participate in these payment programs.

## *Withdrawals and Refunds*

Withdrawing or dropping a course entitles the student to a refund or a credit according to the scale listed below. Fees are not refundable, except for those courses which have been canceled by the University.

The date initialed by the Registrar or academic advisor (for evening/weekend students only) on the official *Drop/Add Form* or *Withdrawal Form* serves as the basis for computing any refund.

### **Percentage of tuition to be refunded to the student: Fall and Spring**

For students withdrawing	
Before the first day of classes . . . . .	100% of tuition
During the first and second weeks . . . . .	80%
During the third week . . . . .	50%
During the fourth week . . . . .	20%
After the fourth week . . . . .	0%

## *Special Notes for Summer Classes*

Deferral fee for summer . . . . .	\$20.00
Refund for summer withdrawal:	
Within the first two weeks . . . . .	80%
After the second week . . . . .	0%

The first scheduled meeting of a course constitutes the beginning of the refund period for that course. The refund period may change based upon the length or nature of the course. Refunds are determined by the Business Office only. Financial aid will be adjusted accordingly with regard to credits which have been dropped. If a student withdraws or if a credit is incurred due to financial aid awards or overpayment, a refund can be expected through the mail in a timely manner. If a student feels that individual circumstances warrant an exception to this refund policy, a request for consideration must be made in writing to the **Business Office, Attention: Bursar, Neumann University, One Neumann Drive, Aston, PA 19014-1298.**