

PLEASE READ CAREFULLY
NEUMANN UNIVERSITY
ONE NEUMANN DRIVE
ASTON, PA 19014-1298
BUSINESS OFFICE
610-558-5505

December 2017

Day and Evening Classes begin Wednesday, January 10, 2018

Please review both your bill and these instructions carefully. Should you have any questions regarding the Registration/Statement, please contact the Business Office at 610-558-5505 Monday through Friday from 8:00 a.m. to 5:00 p.m. If you have questions regarding your financial aid, please call the Financial Assistance Office at 610-558-5521.

Billing and Payment Information

PAYMENT MUST BE RECEIVED BY JANUARY 2, 2018 TO GAIN ACCESS TO ROOM (IF RESIDENT) AND/OR ADMISSION TO CLASS.

- **Payment for Spring 2018 must be received on or before January 2, 2018.**
- Please make your check or money order payable to Neumann University.
- Visa, Mastercard, Discover and American Express are accepted online along with payment by check online @ www.neumann.edu, select Web Advisor, sign in and select Financial Information and Make A Payment.
- **Deferral and Employer Reimbursement forms can be printed out from the Neumann website at www.neumann.edu, select Site Map, Business Office, Forms.** Higher Education Services monthly payment plan call 1-800-422-0010.

Late Fees

Students who do not pay their bills by the due dates which have been publicized by the University are assessed a \$100.00 Late Payment Fine. **All account collection costs and/or legal fees are the responsibility of the student.**

Financial Aid

- **All approved aid and pending aid** has been deducted from the balance owed.
- **For any loans appearing in the financial aid section of this statement, you must add 3% for each loan to your total amount due to cover the bank loan origination fees.**
- Any questions regarding financial aid awards should be directed to the Financial Assistance Office at (610) 558-5521.

NEUMANN UNIVERSITY REFUND POLICY

When a student drops or withdraws from a course, he or she will be entitled to a refund or a credit according to the scale below. Fees are not refundable except for those courses cancelled by the University. If a student feels individual circumstances warrant an exception to the refund policy, a request for consideration must be made in writing to the Business Office, Attention: Assistant Controller/Bursar, Neumann University, One Neumann Drive, Aston, PA 19014-1298.

The date the withdrawal is entered into the Datatel Administrative Software System will serve as the basis for computing refunds.

The first scheduled meeting of a course constitutes the beginning of the refund period for that course. The refund period may change based on the length or nature of the course.

Percentage of Tuition to be Refunded to the Student

Spring 2018

100%	Within the first week of class
80%	Within the second week of class
50%	Within the third week of class
20%	Within the fourth week of class
0%	After the fourth week of class

Federal Refund Policy

Substantial changes in federal regulations have become effective Fall 2000 regarding Financial Aid repayment when a student completely withdraws from Neumann University. A complete withdrawal occurs when a student withdraws from all classes. In such instances, financial aid adjustments are no longer related to institutional charge adjustments. The charges adjusted by the University, however, have not changed.

IMPORTANT: It is possible for a student to be charged full charges and receive only a portion of their Neumann University scholarship/grants and/or federal and state aid, based upon the percentage of days completed.