

# TUITION AND FEES

At Washburn University, we are fully committed to using the resources we have available to fulfill our mission (page 1 of the *Fall 2009 Registration Information Guide*). We invest in our students by striving for excellence in our academic offerings, and in providing superior customer service. While Washburn University makes a special effort to help our students achieve their educational goals, the ultimate responsibility rests with each student. Individual student responsibility is also expected for financial obligations. Financial aid and alternative payment arrangements may assist students in meeting their obligations, but ***IT IS THE RESPONSIBILITY OF EACH STUDENT TO PAY ALL OUTSTANDING COSTS OF COLLEGE ATTENDANCE ON A TIMELY BASIS***, as defined by University policies. Failure to remit outstanding balances due to Washburn University within published deadlines will incur penalties as defined in this policy. It is not the intention of Washburn University or the Business Office to be punitive in enforcing this policy, but to ensure the University will continue to have the financial resources necessary to provide the quality education students expect to receive.

## Tuition & Fees – 2009-2010 Academic Year

Tuition and fees are established by the Washburn University Board of Regents and are subject to change by the Board of Regents.

The tuition charge per credit hour is applicable to all parts of term such as regular semester, evening programs, etc., whether taken for credit or as an auditor. Once you enroll, you are liable for all charges – see [www.washburn.edu/business-office](http://www.washburn.edu/business-office) for specific information and dates.

The tuition and fee schedule below will be in effect through the Summer 2009 term. Tuition and fees for the 2008-2009 Academic Year (through Summer 2009) – **FOR BUDGETING PURPOSES ONLY** – were:

### Undergraduate Tuition – Traditional Courses (except for School of Business, School of Nursing, Bachelor of Health Sciences, Computed Tomography/Magnetic Resonance Imaging, Medical Sonography, and Radiation Therapy)

Kansas Resident*	\$197 per credit hour
Non-Resident	\$447 per credit hour

### Graduate Tuition – Traditional Courses (except for School of Business, School of Nursing and School of Law)

Kansas Resident*	\$272 per credit hour
Non-Resident	\$554 per credit hour

### School of Business – Traditional Courses

Kansas Resident*	\$242 per credit hour
Non-Resident	\$492 per credit hour
Masters in Business – Resident*	\$341 per credit hour
Masters in Business – Non-Resident	\$591 per credit hour

### School of Nursing – Traditional Courses

Kansas Resident*	\$222 per credit hour
Non-Resident	\$472 per credit hour
Masters in Nursing – Resident*	\$341 per credit hour

Masters in Nursing – Non-Resident	\$591 per credit hour
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### School of Applied Studies

Bachelor of Health Sciences (online)	\$253 per credit hour
Computer Tomography/Magnetic Resonance Imaging	\$275 per credit hour
Medical Sonography	\$253 per credit hour
Radiation Therapy	\$335 per credit hour

### Distance Education and Online Courses (except for School of Business and School of Nursing)

PLAN 2+2	\$253 per credit hour
Online Courses	
Undergraduate – Resident*	\$253 per credit hour
Undergraduate - Non-Resident	\$503 per credit hour
Graduate – Resident*	\$346 per credit hour
Graduate – Non-Resident	\$610 per credit hour
Distance Education	
Undergraduate	\$253 per credit hour
Graduate	\$346 per credit hour

### School of Business – Online Courses

Undergraduate – Resident*	\$298 per credit hour
Undergraduate – Non-Resident	\$548 per credit hour
Graduate – Resident*	\$397 per credit hour
Graduate – Non-Resident	\$647 per credit hour

### School of Nursing – Online Courses

Undergraduate – Resident*	\$278 per credit hour
Undergraduate – Non-Resident	\$528 per credit hour
Graduate – Resident*	\$397 per credit hour
Graduate – Non-Resident	\$647 per credit hour

<b>WECEP</b>	\$99 per credit hour
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### (Washburn Early College Enrollment Program)

*\*Resident qualifications are defined in the University Catalog.*

### Activity Fees (except School of Law)

Activity fees are not charged if your schedule **only** involves telecourses, online or distance education courses, or off campus courses.

	Undergrad/Grad
3, 4, or 5 hours	\$21
6 or more hours	\$43

*No activity fees are charged on undergraduate courses during the summer term.*

## Payment of Tuition

The University reserves the right to correct clerical errors. All Fall 2009 tuition and fees are **due in full by Friday, August 28, 2009**. Charges and payments will be assessed to registered students at the end of July and automatically thereafter as they enroll. Students who have completed advance/open registration but do NOT intend to attend Washburn during the Fall 2009 term **MUST drop their courses via the web**. **Students MUST withdraw to avoid charges for which they will be liable.**

Through the web enrollment process, the student is able to pay online with a credit card or Web check. Either method is accomplished through IBOD, Washburn's Ichabod Billing on Demand System, within [my.washburn.edu](http://my.washburn.edu) "Students" tab. Electronic checks are generally processed by banks before paper checks and

automatic payments from credit cards are processed daily; please take this into account.

The University will accept Master Card, Visa, Discover and American Express credit card payments. These may be made on the Web, in person, or by phone. In addition, the University accepts cash, paper checks, money orders, and employer authorizations. In a case where a student has remitted a check that has been returned for insufficient funds, no personal checks will be accepted to repay that obligation. Any scholarships, grants, or loans coming through Financial Aid to the student's account will be applied first to tuition and fees. Students are able to check whether or not the Financial Aid is ready by accessing their student account online.

If a student has no holds on his/her account and cannot pay the full amount of tuition and fees prior to the first class, a payment plan of four monthly installments is available via IBOD. No interest is charged for an installment plan, but a \$30 set up fee will be charged.

Through IBOD, students and authorized users have the ability to check the current balance, together with the detail to monitor outstanding charges and payments. **It is the student's responsibility to pay all outstanding charges by the payment deadline of Friday, August 28, 2009.**

### **"IBOD" – Ichabod Billing on Demand PRINTED STATEMENTS ARE NOT MAILED**

LOG INTO my.washburn.edu, choose "Students" tab, and click on "IBOD," to:

- ❖ Print Statements of Account from the web for your records, reimbursement by an employer, or to send in with payment.
- ❖ Set up an installment plan and pay for it online or with more traditional methods.
- ❖ Set up online payment from a checking or savings account or credit card and have reminder emails sent to you.
- ❖ Set up direct deposit authorization for refunds of excess financial aid.
- ❖ Set up parents or others as authorized users. Those authorized users can then:
  - view the student's financial account;
  - set up automatic payment arrangements or make online payments with credit card or web check, in addition to traditional payment methods; and
  - discuss the student's account with the Business Office.

**IBOD e-bills** are refreshed periodically throughout the semester and **may not reflect recent activity**. Check "Current Activity" to see the most recent activity on the account.

In addition, students will be notified via MyWashburn email when activity occurs on their accounts (e.g. when charges are assessed, financial aid released, a payment is

due, a late charge is assessed). Authorized persons will receive these emails as well, unless the student revokes the authorization.

Information accessed via the web will be the most current available to the student. **Students should check their accounts frequently to make sure they have the latest information.**

### **Liability for Charges**

Once a student has enrolled in classes, she or he is **liable for tuition and fee charges unless the student withdraws from classes via the web.**

Tuition charges for **full-term classes** from which a student has withdrawn will be removed from the student account according to the following schedule for Fall 2009:

Through August 28 .....	100%
August 29 – September 4, 2009 .....	50%
September 5 - 11, 2009 .....	30%
September 12 – 18, 2009.....	20%
After September 18, 2009 .....	0%

***Tuition charges for classes that are LESS than full term from which a student has withdrawn will be removed according to a prorated schedule. Contact the business office at (785) 670-1156 if you have questions.***

**Having tuition charges removed from the student account does not necessarily mean there will be a refund.** In fact, if withdrawal from one or more classes results in having financial aid removed as well, the student may owe a balance. **Students considering withdrawing from one or more classes need to be sure that the financial implications are clearly understood before withdrawing.**

If a student withdraws from one or more classes in which she or he has enrolled, it may be necessary to return all or a portion of the Title IV financial aid (e.g. loans) that was received for Fall 2009 as required by Federal regulations. This means that if the student was refunded excess financial aid, she or he will have to repay Washburn University for the amount of aid that has been returned.

Please note that the student activity fee is refundable up to the first day of class; and is non-refundable once class begins, even if the student withdraws from all classes. Refunds and/or charges due to a student leaving campus housing are governed by the terms of the housing contract.

### **Refunds**

If a student account has a credit balance, a refund will be generated, except in the case of non-refundable payments, such as from a third party. The preferred method of disbursement of excess financial aid is via direct deposit to a student checking or savings account, (which the student sets up via MyWashburn, "Students" tab, IBOD, Personal Profile, Payment Profile). Parents will receive any excess funds for Parent PLUS loans by mail.

Students may request that a check be mailed, or they may pick up a check – specific dates, times and places for that process will be posted on MyWashburn, on the Business Office Web page ([www.washburn.edu/business-office.html](http://www.washburn.edu/business-office.html)), and via email to students and authorized users. You will be able to change your mailing address through your MyWashburn account. **PLEASE** make sure that your address information is correct. Checks are mailed to a student's **current** address.

Due to the unique nature of the various programs offered, cancellations and refunds for non-credit offerings may be different depending on the program or course. If a student is unable to attend a course, she or he should refer to the cancellation and refund policies established for each program as indicated in the program brochure, on the program web page, or contact the coordinator responsible for the program. If a policy is not specified, the Division of Continuing Education must receive the request for a refund no later than three (3) business days prior to the start of the program to receive a full refund. No refunds will be granted once the program begins.

### Delinquent Payments

Unpaid balances are subject to the imposition of late charges and may incur collection fees should we need to use a collection agency to recover the balance.

Additionally, a Business Office hold will be placed on the account, which will prevent the release of transcripts and diplomas, as well as preventing enrollment in subsequent terms. **Beginning with the Spring 2009 term, ALL outstanding charges must be paid before enrollment in subsequent terms will be permitted.**

Late charges are applicable to those students who have not paid their outstanding balances or set up an installment plan on or before August 28, 2009. Students who do not meet this deadline will be charged a single late fee according to the number of credits in which they are enrolling:

Credits	Late Fee
0.5 – 3.00	\$ 25.00
3.50 – 6.00	\$ 50.00
6.50 – 9.00	\$ 75.00
9.50 or more	\$100.00

Delinquent payment fees are applicable to those students who have not paid their installment payment on or before August 28, 2009. Delinquent payment fees are \$25.00 for each late payment.

Installment payments may be made in the Business Office during regular office hours or after 5:00 p.m. at the depository box outside of Morgan Hall Room 205. Payments may also be made by mail, by phone, or 24/7/365 via IBOD.

Students with financial aid should check to make sure financial aid has been released to their student accounts by the payment deadline. If a student's financial aid is delayed because his/her FAFSA was not submitted in a timely manner, or other requirements to receive financial aid were not completed in a timely manner, the student

will still be obligated to meet the **August 28, 2009 payment deadline**. If the disbursement of financial aid to the student account is delayed through no fault of the student, the late charge will be waived provided the student has paid any balance not to be covered by financial aid by the payment deadline of August 28, 2009.

### Additional Information

Classes added after the initial enrollment will be charged 100% of the tuition rate. (Tuition and/or fees are never prorated.)

Tuition charges for classes from which a student has withdrawn will be removed according to the schedule given above. There are a few exceptions; such as transferring from one section of a class to another (e.g., EN300A to EN300C) or in case of a notification by the registrar of a duplicate class.

The tuition charge per credit hour is applicable to all parts of term such as regular semester, evening programs, etc., whether taken for credit or audit.