

# Financial Policies 2007-8

## Tuition Payment Information



### Antioch University Seattle Financial Policies

The purpose of this policy is to inform students of their financial obligations as students. These policies are in effect summer 2007 through spring 2008.

**Policy Statement** All tuition and fees are due at the time of enrollment and/or registration. All exceptions to this policy are outlined below. Failure to attend classes or provide appropriate notification of withdrawal to the Registrar's Office does not exempt the student from tuition payment.

Antioch University Seattle reserves the right to cancel the enrollment of any student failing to meet the financial obligations incurred by their enrollment. Such an action will not, however, cancel the financial obligations previously incurred by the student. The university further reserves the right to withhold assessments, official transcripts or diploma, or withhold the right of registration for a subsequent term or course, until all outstanding charges have been paid and the student's account has been cleared.

### Tuition Payment Options

Antioch offers several options for paying tuition. Students must complete one of the following options by the tuition payment deadline to avoid late payment fees and any possibility of registration cancellation due to non-payment of tuition:

- 1) Payment in full by check, debit or credit card (Discover, MasterCard or VISA), or cash. A payment plan also is available (option 4).
- 2) Proof of certified financial aid. Tuition not covered by aid also must be paid in full or a payment plan arranged (option 4) by the payment deadline. Financial aid packages are arranged through the Financial Aid Office.
- 3) Agency- or employer-paid tuition payment authorizations may be submitted to the Student Accounts Office in lieu of tuition payment. Tuition not covered by the authorization also must be paid in full or a payment plan arranged (option 4) by the payment deadline.
- 4) The Tuition Payment Plan allows payment of tuition in three monthly installments. The cost is \$35 per quarter. One-third of the tuition balance plus the plan fee is due by the tuition payment deadline. A payment agreement detailing remaining payments (about four weeks apart) will be completed for the student's signature. Payment coupons will be sent as courtesy reminders of upcoming payments or students may elect automatic charges to a credit or debit card. The plan is not available to students registered not-for-credit or to visiting students.

**Where to pay tuition** Payments may be sent or dropped off at the Student Accounts Office, Antioch University Seattle, 2326 Sixth Avenue, Seattle, WA 98121. Credit and debit card payments may be called in during business hours at (206) 268-4009. There is a night drop at Enrollment Services for after-hours payments. Online payment service will soon be available through myAntioch.

**Tuition Payment Deadline** Payment of tuition for students registered during priority and open registrations is due by the dates shown in the payment schedule below. Currently, a ten-day payment grace period also is in effect. After open registration, tuition and a late registration fee are due at the time of registration or proof of certified financial aid must be on file before clearance for registration will be granted.

Tuition Payment Schedule	Summer 2007	Fall 2007	Winter 2008	Spring 2008
Payment Deadline	June 29, 2007	September 28, 2007	January 4, 2008	March 28, 2008
Payment Grace Period Ends	July 9, 2007	October 8, 2007	January 14, 2008	April 7, 2008

**Late Payment Fee** Student accounts not fully paid or lacking an approved payment arrangement by the end of the payment grace period will be assessed a \$50 late payment fee monthly until the account is brought to-date. Late payment plan installments are also subject to the fee. Accounts with balances \$50 or less will not be assessed, but the student account is subject to a hold.

**Registration Cancellation/Reinstatement** Antioch University Seattle reserves the right to cancel a student's registration for non-compliance with financial policies. Students with cancelled registrations have seven days to submit a Registration Reinstatement Form to the Registrar to be re-registered. The form must be accompanied with payment of tuition and reinstatement fees (\$150; includes reinstatement fee, late registration fee and late payment fee) in full. The Registrar can not guarantee seats in classes that have filled. Should reinstatement be denied partially or in full by the Registrar because the student is on academic or financial hold or if classes are filled, payment will be returned to the student.

Students who do not file for registration reinstatement will be either placed on leave of absence, if eligible, or withdrawn from the university.

**Student Accounts Hold** Past due accounts are subject to a hold restricting registration and processing of graduation applications and transcript requests. Holds are removed when the student's account is brought to-date. Students exhibiting a history of late payments or were previously in collections are subject to a permanent hold at the discretion of the Student Accounts Office. The hold requires the student to satisfy payment arrangements with the Student Accounts Office before clearance for registration will be granted.

**Returned Check Fee** Each check returned unpaid to the university is subject to a \$30 returned check fee. A late payment fee also may be assessed and registration may be cancelled if the check was for tuition and is returned after the payment deadline.

**Collections** Accounts with balances 120 days past due are subject to collection actions and will be assigned to an outside collections agency. All costs, fees and expenses incurred by Antioch in attempting to collect the debt will be added to the account balance. Costs may include, but are not limited to, collection agency fees, reasonable attorney fees, court costs and other out-of-pocket expenses.

**Financial Aid Refunds** Aid that exceeds student account balances is refunded to students. Antioch is permitted 14 days from the first day of the quarter to disburse any excess funds received prior to the start of the quarter, but refund checks are generally available for pickup on the first Friday of each quarter and at

additional times as announced by the Student Accounts Office.

Refunds are dependent upon completion of an aid package and the types of aid received. Antioch receives Stafford, Perkins and PLUS loans, and SEOG (Supplemental Educational Opportunity Grants) at the beginning of each quarter and Pell Grants during the third week. All are electronically credited to students' accounts to pay all charges on account before refunds are made. When possible, the university will apply credit back to a credit card previously used to pay tuition, before a refund check is issued for any remaining credit balance on account.

Email notices are sent to students when Washington Educational Opportunity or State Need Grant checks arrive. The state requires students to sign for these checks when picked up.

Students must show due diligence when setting up financial aid to avoid delays in disbursement of funds to the university. Antioch can not honor requests for early disbursement of aid.

**Tuition Credit and Refunds** Tuition for courses dropped within the first 40 calendar days of the quarter is prorated and credited to the student's account based upon the schedule shown. The credit is calculated from the date the Registrar's Office receives the student's completed add/drop form. Fees are not refunded after the 100% refund period.

For courses of three or more credits that begin after the first week of the quarter, the 100% deadline is extended to the business day following the first session of class. For all courses that begin more than one week prior to the official start of the quarter, the refund percentage is calculated from the first day of class. Students dropping courses prior to disbursement of financial aid may be liable for paying prorated tuition.

Refunds for students dropping below financial aid eligibility after aid has been released are subject to the terms and conditions of the student's financial aid. Students should contact the Financial Aid Office with any questions.

Refunds for reduced credit loads are generally made within 14 days to the student or original payer of the tuition. When possible, refunds for tuition originally paid by credit card are returned to the credit card, up to the amount originally charged, before a check is issued for any remainder.

Tuition Credit Schedule	
Days into Quarter	% Tuition Credit
1-9	100
10-16	80
17-23	70
24-30	60
31-37	50
38-40	40

### myAntioch – Your Gateway to Online Student Services

Students can view registration, student account activity, tuition charges, account holds, personal and other information online at **myAntioch**, accessible through the web at [my.antioch.edu](http://my.antioch.edu) and through the links at [www.antiochseattle.edu](http://www.antiochseattle.edu) (login link at bottom of page).

**Student Account Balance and Activity** Log into your myAntioch account, click on **Student Menu** then **Student Account Summary** to view your current student account balance. To see activity on your student account, enter a date range for the time period you wish to see. Leave the end date blank for current information. Students are responsible for viewing this information and satisfying their tuition payment obligation by the payment deadline to avoid additional fees.

Financial aid recipients are encouraged to review their financial aid award letter to determine if any net tuition balance is owed. The Student Accounts Office can assist students in this process.

**Class Schedules** may be viewed in **myAntioch**. On the **Student Menu** screen under **Academic Profile**, click on **My Class Schedule**.

### Additional Services offered at the Student Accounts Office

**Art Studio Access** is \$40 per quarter and includes full use of supplies and a bag of clay. The fee is less for students paying art studio fees through courses in which they are currently registered.

**Bicycle Room Access Keys** providing access to a rooftop room reserved for bicycle commuters may be rented for a \$25 *refundable* deposit.

**Bookstore Accounts** Financial aid recipients may be eligible to charge the cost of their textbooks to their student accounts before the start of each quarter. For more information, visit the web at [www.antiochseattle.edu/currentstudents/studentaccounts](http://www.antiochseattle.edu/currentstudents/studentaccounts) or stop by the Student Accounts Office.

**Locker Rentals** are \$10 per quarter. All proceeds support the activities of the Student Life Office.

**Parking** Student evening and weekend parking permits are \$25 (plus tax) each quarter and provide access to rooftop parking from 6 pm Mon-Fri and all day on weekends. Students with ADA parking tags can park as early as 3 pm with this permit and may also purchase all-day or monthly permits. Contact the Student Accounts Office for current pricing information. Beginning July 1, 2007, a City of Seattle parking tax of 5% will be added to parking permit charges.

For more information on any of these policies or services, please stop by or contact the Student Accounts Office at [studentaccounts@antiochseattle.edu](mailto:studentaccounts@antiochseattle.edu) or (206) 268-4009.