

TUITION AND FEES

At Washburn University, we are fully committed to using the resources we have available to fulfill our mission (page 1). 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 Washburn 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 that Washburn University will continue to have the financial resources necessary to provide the quality education students expect to receive.

Tuition & Fees – 2018-2019 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 washburn.edu/business-office for specific information and dates.

The tuition and fee schedule below will be in effect from Fall 2018 through the Summer 2019 terms.

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*	\$292 per credit hour
Non-Resident**	\$661 per credit hour

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

Kansas Resident*	\$402 per credit hour
Non-Resident**	\$817 per credit hour

School of Business – Traditional Courses

Kansas Resident (lower division)*	\$292 per credit hour
Non-Resident (lower division)**	\$661 per credit hour
Kansas Resident (upper division)*	\$374 per credit hour
Non-Resident (upper division)**	\$743 per credit hour
Masters in Business (MBA) – Resident*	\$504 per credit hour
Masters in Business (MBA) – Non-Resident	\$872 per credit hour
Masters of Accountancy (MAcc) – Resident*	\$504 per credit hour
Masters of Accountancy (MAcc) – Non-Resident	\$872 per credit hour

School of Nursing – Traditional Courses

Kansas Resident*	\$353 per credit hour
Non-Resident**	\$736 per credit hour

School of Applied Studies

Bachelor of Health Sciences (online)	\$378 per credit hour
CLS/CT/MRI & Sonography	\$393 per credit hour
Radiation Therapy	\$368 per credit hour

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

PLAN 2+2	\$378 per credit hour
Online Courses	
Undergraduate – Resident*	\$378 per credit hour
Undergraduate - Non-Resident**	\$378 per credit hour
Graduate – Resident*	\$513 per credit hour
Graduate – Non-Resident	\$513 per credit hour
Distance Education	
Undergraduate	\$378 per credit hour
Graduate	\$513 per credit hour

School of Business – Online Courses

Undergraduate Resident (lower division)*	\$378 per credit hour
Undergraduate Non-Res (lower division)**	\$378 per credit hour
Undergraduate Resident (upper division)*	\$460 per credit hour

Undergraduate Non-Res (upper division)**	\$460 per credit hour
Graduate – Resident*	\$588 per credit hour
Graduate – Non-Resident	\$588 per credit hour

School of Nursing – Online Courses

Undergraduate – Resident*	\$441 per credit hour
Undergraduate – Non-Resident**	\$441 per credit hour
RN to BSN	\$225 per credit hour
Graduate – Resident*	\$637 per credit hour
Graduate – Non-Resident	\$637 per credit hour
Psyc Mental Health NP – Resident*	\$637 per credit hour
Psyc Mental Health NP – Non-Resident	\$637 per credit hour
Doctorate of Nursing Practice – Resident*	\$637 per credit hour
Doctorate of Nursing Practice – Non-Resident	\$637 per credit hour

CEP/Early Start Option \$146 per credit hour

Early Start Option Online \$189 per credit hour

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

****All undergraduate classes are billed at the resident rates during the summer term.**

Activity Fees (except School of Law)

Activity fees are charged regardless of whether the courses are on-campus or off-campus. Activity fees are non-refundable after the term begins.

Undergrad/Grad

More than 0.5 credit hours

\$55

Payment of Tuition

The University reserves the right to correct clerical errors.

Spring 2019 tuition and fees must be paid in full by **Friday, January 25, 2019** or a payment plan must be set up. Spring 2019 charges and payments will be assessed to registered students in mid to late December and automatically thereafter as enrollment occurs or changes. See full details of payment options in the Web Enrollment Instructions.

Students who have completed advance/open registration but do NOT intend to attend Washburn during the Fall 2019 term **MUST drop their courses**. Students **MUST withdraw to avoid charges for which they will be liable**.

Students who plan to withdraw from all registered courses, or the last/only course for a given term must contact Mallory Riley in the Center for Student Success and Retention at 785-670-2098 for assistance. You cannot drop your last/only class online.

Students who plan to withdraw from all registered classes, or the last/only registered course for a given term must withdraw from the University by visiting Mallory Riley in the Center for Student Success and Retention in the Mabee Library.

Students who are out of town may call Mallory Riley at 785-670-2098 for assistance over the phone. If there is no answer, please leave a message with your name, WIN, return-call phone number and a brief message.

Students who stop attending, but do not go through the Complete Withdrawal process may receive a failing grade in any remaining course(s) and remain financially obligated to pay for the course(s).*

*Please see the Semester Calendar on page 2 of this Registration Information Guide for tuition refund dates and applicable percentages.

For payment, Washburn University accepts cash, paper checks, money orders, PIN-based debit cards, and employer authorizations in person at the cashier windows in Morgan Hall 103-O. Checks or money orders (payable to Washburn University) can be mailed to the Business Office. For online payments in WU-View, webcheck, debit card, and credit card* payments are accepted. No credit card payments are accepted at the cashier window or by phone. Please take into account that checks received at the cashier window and webcheck payments submitted online are sent to the bank electronically on a daily basis. If a student or parent remits a check that is returned for insufficient funds, no personal check or webcheck payment will be accepted to repay that obligation. Any scholarships, grants, or loans released by the Financial Aid Office 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 My Washburn student account.

If a student cannot pay the full amount of tuition and fees prior to the first class, payment plans of three or four installments are available via WU-View. A student must enroll in a payment plan by the term payment deadline of January 25, 2019. No interest is charged for an installment plan but a \$30 set up fee will be charged.

Through WU-View, students and authorized users have the ability to check the current balance and monitor all charges and payments.

It is the student's responsibility to pay all outstanding charges or to set up a payment plan by the payment deadline of Friday, January 25, 2019.

WU-View – Washburn Online Account Info

NOTIFICATIONS OF FINANCIAL COMMITMENT ARE MAILED EARLY IN THE FALL AND SPRING TERMS ONLY. ELECTRONIC BILLS ARE SENT TOWARDS THE END OF EACH MONTH TO ALL STUDENTS WITH A BALANCE DUE.

Log into **My Washburn**, go to the **Financial Services** tab, and click on **WU-View** in order to:

- ❖ Print Statements of Account from the web for your records, for 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. The setup fee becomes part of the plan balance.
- ❖ Set up a direct deposit account for refunds of excess financial aid.
- ❖ Set up a saved payment method using a checking or savings account, debit or credit card*
- ❖ Set up parents or others as authorized users. Those authorized users can then:
 - View the student's financial account;
 - Receive copies of eBills generated each month;
 - Set up automatic payment arrangements or make online payments
 - Discuss the student's account with the Business Office.

***Online credit card payments are charged a credit card convenience fee of 2.85% of the amount being paid (minimum fee of \$3.00) to cover processing costs.**

WU-View eBills are sent to a student's Washburn email account near the end of each month throughout the semester and **reflect activity only up to the time the eBill is generated**. Check **Current Activity** to see the most recent activity on the account. Authorized users (in WU-View) will receive these eBills as well, unless the student revokes the authorization.

Information accessed via the web is the most current available to the student. **Students should check their account balances periodically to watch for changes to their account.**

Liability for Charges

Once a student has enrolled in classes, he/she is **liable for tuition and fee charges unless the student withdraws from classes via the web prior to the start of class**.

Activity fees are non-refundable once the term begins. Tuition charges for courses from which a student has withdrawn will be removed from the student account according to the following schedule* for Fall 2018:

Through January 25, 2019.....	100%
January 26 – February 1, 2019.....	40%
February 2 – February 8, 2019.....	20%
After February 8, 2019.....	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 available on the Business Office website under Tuition Refunds/Refund Dates by Course. 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 he/she has enrolled, it may be necessary to return all or a portion of the Title IV financial aid (Pell, SEOG, and loans) received for the term as required by Federal regulations. This means that if the student was refunded excess financial aid, he/she will have to repay Washburn University for the amount of aid that has been returned.

Students who plan to withdraw from all registered courses, or the last/only course for a given term must contact Mallory Riley in the Center for Student Success and Retention at 785-670-2098 for assistance. You cannot drop your last/only class online.

Students who plan to withdraw from all registered classes, or the last/only registered course for a given term must withdraw from the University by visiting Mallory Riley in the Center for Student Success and Retention in the Maybe Library.

Students who are out of town may call Mallory Riley at 785-670-2098 for assistance over the phone. If there is no answer, please leave a message with your name, WIN, return-call phone number and a brief message.

Students who stop attending, but do not go through the Complete Withdrawal process may receive a failing grade in any remaining course(s) and remain financially obligated to pay for the remaining course(s).*

*Please see the Semester Calendar on page 2 of this Registration Information Guide for tuition refund dates and applicable percentages.

Please note that the Student Activity Fee (not applicable for summer courses) is only refundable up to the first day of the term and is non-refundable once the term 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 refunding excess financial aid to the student is via direct deposit to a checking or savings account, (which the student sets up in **WU-View**, Electronic Refunds). Parents will receive refunds from Parent PLUS loans in the form of a check sent by mail only.

Students who do not have direct deposit may pick up a check. Specific dates, times and places for that process are posted on My Washburn and on the Business Office Web page (washburn.edu/business-office). Students may also request that a check be mailed. Students can update their mailing address through their My Washburn account. **PLEASE** make sure that your address information is correct. Checks not picked up after 7 to 10 business days are mailed to a student's **current** address if one is available. Checks issued at the first disbursement for the Fall and Spring terms may be held longer before being mailed unless the student contacts the Business Office and requests the check be mailed..

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, he/she 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 program office 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. **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 by the payment deadline. Students who do not meet this deadline are charged a single late fee **according to the number of credits** in which they are enrolled:

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 installment fees are applied to those students who are enrolled in a payment plan but have not paid their installment payment on or before the due date specified. Delinquent installment fees are \$25.00 for each late or incomplete payment.

Installment payments can be made at the cashier windows, Morgan Hall 103 (east of the main lobby) during regular business hours. Payments can also be made by mail or 24/7/365 via WU-View. No payments can be made over the telephone.

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 **January 25, 2019 deadline**. If the application 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 that will not be covered by financial aid by the payment deadline above.

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).

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.