

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 – 2017-2018 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 enrolled, 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 through the Summer 2018 term.

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*	\$281 per credit hour
Non-Resident**	\$636 per credit hour

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

Kansas Resident*	\$387 per credit hour
Non-Resident**	\$786 per credit hour

School of Business – Traditional Courses

Kansas Resident*	\$326 per credit hour
Non-Resident**	\$681 per credit hour
Masters in Business (MBA) – Resident*	\$484 per credit hour
Masters in Business (MBA) – Non-Resident	\$838 per credit hour
Masters of Accountancy (MAcc) – Resident*	\$484 per credit hour
Masters of Accountancy (MAcc) – Non-Resident	\$838 per credit hour

School of Nursing – Traditional Courses

Kansas Resident*	\$326 per credit hour
Non-Resident**	\$681 per credit hour
Masters in Nursing – Resident*	\$589 per credit hour
Masters in Nursing – Non-Resident	\$589 per credit hour
PMHNP – Resident*	\$589 per credit hour
PMHNP – Non-Resident	\$589 per credit hour
Doctorate of Nursing Practice – Resident*	\$589 per credit hour
Doctorate of Nursing Practice – Non-Resident	\$589 per credit hour

School of Applied Studies

Bachelor of Health Sciences (online)	\$363 per credit hour
CLS/CT/MRI & Sonography	\$378 per credit hour
Radiation Therapy	\$359 per credit hour

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

PLAN 2+2	\$363 per credit hour
Online Courses	
Undergraduate – Resident*	\$363 per credit hour
Undergraduate – Non-Resident**	\$363 per credit hour
Graduate – Resident*	\$493 per credit hour
Graduate – Non-Resident	\$493 per credit hour
Distance Education	
Undergraduate	\$363 per credit hour
Graduate	\$493 per credit hour

School of Business – Online Courses

Undergraduate – Resident*	\$408 per credit hour
Undergraduate – Non-Resident**	\$408 per credit hour
Graduate – Resident*	\$565 per credit hour
Graduate – Non-Resident	\$565 per credit hour

School of Nursing – Online Courses

Undergraduate – Resident*	\$408 per credit hour
Undergraduate – Non-Resident**	\$408 per credit hour
RN to BSN	\$335 per credit hour
Graduate – Resident*	\$589 per credit hour
Graduate – Non-Resident	\$589 per credit hour

Early Start Option/Concurrent Enrollment	\$141 per credit hour
Early Start Option Online	\$182 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 not charged if your schedule only involves online, distance education, or off-campus courses.

	Undergrad/Grad
3 to 5 credit hours	\$27
6 or more credit hours	\$55

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

Payment of Tuition

The University reserves the right to correct clerical errors.

Summer 2018 tuition and fees are **due by the published payment deadline dates of June 1 (Early Session), June 4 (Full Session), and July 6 (Full Session)**.

Charges and payments will be assessed to registered students around May 15 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 Summer 2018 term **MUST drop their courses via the web**. 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 registered course in MyWashburn must withdraw from the University by selecting **Withdraw from all Courses** on the **Student Academics** tab of MyWashburn. Possible adverse

effects of completely withdrawing are listed for the student to review. Select **Take Exit Survey** at the bottom of the screen to begin the withdrawal process. After completing the survey, the student will be directed to the registration menu to complete the process of withdrawing from all courses.

Through the web enrollment process, the student is able to pay online with a credit card*, debit card, or Web check. Payments may be made through WU-VIEW, Washburn University's online student account access, available on the **my.washburn.edu** Financial Services tab. Electronic checks are generally processed by banks before paper checks and automatic payments from debit cards and credit cards are processed daily; please take this into account.

The University will only accept Master Card, Visa, Discover and American Express credit card* payments through the web. In addition, 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 (east of the lobby). 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 MyWashburn student account.

*Online credit card payments will be charged a credit card convenience fee of 2.75% of the amount being paid (minimum fee of \$3.00) to cover processing costs.

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, payment plans of two or three monthly installments is available via WU-VIEW. Payment plans must be set up by June 3.

No interest is charged for an installment plan but a \$30 (\$20 in summer) set up fee will be charged.

Through WU-VIEW, 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 for each specific summer session (below) or to set up a payment plan in WU-VIEW by Friday, June 1:

- Early Session – Friday, June 1**
- Full Session – Monday, June 4**
- Late Session – Friday, July 6**

WU-VIEW – Washburn Online Account Information: PRINTED STATEMENTS ARE MAILED PRIOR TO FINANCIAL AID ASSESSMENT IN THE FALL AND SPRING TERMS ONLY. EBILLS ARE GENERATED TOWARDS THE END OF EACH MONTH FOR ALL STUDENTS WITH A BALANCE DUE.

LOG INTO **my.washburn.edu**, choose the **Financial Services** tab, and click on **WU-VIEW** 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 debit 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;
 - ☑ receive copies of e-bills generated each month;
 - ☑ set up automatic payment arrangements or make online payments with credit card, debit card or web check, in addition to traditional payment methods; and
 - ☑ discuss the student's account with the Business Office.

WU-VIEW e-bills are refreshed periodically throughout the semester and **reflect activity only up to the time the bill is generated.** Check **Current Activity** to see the most recent activity on the account (select the term from the drop down box).

In addition, students will be notified via Washburn 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 users (in WU-VIEW) 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, he/she is **liable for tuition and fee charges unless the student withdraws from classes via the web prior to the start of class.**

Tuition charges for **courses** from which a student has withdrawn will be removed from the student account according to the following scheduled for Summer 2018:

Early Session	May 29 – June 1.....	100%
	June 2 – June 4	50%
Full Session	May 29 – June 4.....	100%
	June 5 – June 11	50%
Late Session	July 2 – July 6.....	100%
	July 7 – July 9	50%

Tuition charges for classes that are LESS than full term from which a student has withdrawn will be removed according to a prorated schedule that is 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) that was 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 registered course in MyWashburn must withdraw from the University by selecting **Withdraw from all Courses** on the **Student Academics** tab of MyWashburn. Possible adverse effects of completely withdrawing are listed for the student to review. Select **Take Exit Survey** at the bottom of the screen to begin the withdrawal process. After completing the survey, the student will be directed to the registration menu to complete the process of withdrawing from all courses.

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 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 on the **Financial Services** tab in **WU-VIEW**, eRefunds). Parents will receive any excess funds for Parent PLUS loans by mail in the form of a check.

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 (washburn.edu/business-office), and via email to students and authorized users. You may update your mailing address through your MyWashburn 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.

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 Academic Outreach 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 may be placed on the account, which will prevent the release of transcripts and diplomas, as well as preventing enrollment in subsequent terms.

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 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

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

Installment payments may be made at the **Cashier Windows** in **Morgan Hall 103** during regular business hours. Payments may also be made by mail or 24/7/365 via WU-VIEW.

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 **payment in full deadline for each specific summer session: Early Session-Friday, June 1; Full Session-Monday, June 4; Late Session-Friday, July 6.** If the disbursement of financial aid to the student account is delayed through no fault of the student, the late charge may be waived provided the student has paid any balance not to be covered by financial aid by the payment deadlines above.

Additional Information

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

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.

