

TUITION AND FEES POLICIES

Albizu University (AU), as a non-profit educational institution, reserves the right to alter its fees and payment terms in accordance with federal, state and other local guidelines and institutional needs. Fee schedules are revised on a regular basis. Refer to the current tuition and fees policy available from the Finance Office.

PAYMENT AND REGISTRATION TERMS

1. All balances due from (a) prior term(s) must be paid in full before a student may select courses for a given academic session.
2. Registration must be accompanied by a cashier's check, money order, or personal check, payable to: Carlos Albizu University. Personal checks are accepted up to the amount of \$500. AU, Miami Campus does not accept cash payments. MasterCard, Discover, American Express and Visa credit cards are accepted.
3. Once a student selects courses for a particular session at the Registrar's Office during the prescribed registration period, the student must finalize his/her registration procedure in the Finance Office where the student registration statement is signed and dated. If the student does not have financial aid in the system for the current session, the student must furnish a copy of the financial aid award letter indicating eligible aid. If expected financial aid is less than tuition and fees, the student must pay the balance or enroll in a payment plan. A student is not considered registered until he/she has contacted the Finance Office and made the corresponding payments or payment arrangements for the session, thus receiving a financial clearance notation on the student record. Failure to complete this step may result in the cancellation of all selected classes, and the student will be subject to the applicable registration procedures, should the student re-initiate the registration process during the regular registration period. Should a student not complete the registration process during the registration period, an administrative withdrawal action from the University may occur. Withdrawn students are subject to the readmission policy.
4. Tuition fees are due in full at the time of registration or no later than the first day of classes to avoid applicable late fees. This obligation may be satisfied by making a payment arrangement at the Finance Office and/or having a documented Financial Aid award.
5. Students who do not comply with the registration policy and applicable payment terms during the regular registration period, as stipulated above, will be assessed a late registration fee.
6. Out of pocket tuition fees not covered by financial aid or paid no later than the first day of classes may be satisfied by a university payment arrangement. Payment arrangements are typically structured to cover current semester charges that must be paid prior to commencing a new semester. (Contact the Finance Office for more details.).
 - a) Failure to make a documented payment arrangement by the first week of the session may result in the student being administratively withdrawn from all classes. Students that are administratively withdrawn for not having completed the registration process by the late registration period shall be subject to the readmission policy.

7. Financial Aid recipients who applied by the established deadlines and have official notification of the forthcoming disbursement amount, will not be required to make out-of-pocket payments. If the total amount of aid reported by the Financial Aid Office does not cover a student's full tuition fees, the student will be required to make full payment or payment arrangements for the difference at the time of registration. If the student does not cover said difference in accordance with the payment schedule, a late payment fee will be assessed per violation. Financial Aid recipients who do not comply with this payment policy are subject to the same conditions stated earlier for non-financial aid recipients.
- a) Short-term loan agreements must be executed by all Financial Aid recipients as a customary practice, which affirms the students' obligation to pay all tuition charges regardless of whether the aid is secured or not. The short-term loan agreement will be nullified upon the actual applying of financial aid. The short-term loan agreement will be for an amount equivalent to tuition fees while allowing sufficient time for receiving financial aid awards. Financial Aid applicants who did not apply for aid by the established deadlines, are required to make full payment of tuition and fees at the time of registration and are subject to all the conditions stated above for non-financial aid recipients.
 - b) A late financial aid applicant may request a short-term loan due two weeks prior to the next registration period with applicable interest, when financial aid has not been approved for the student by the first day of the session. Any amount not covered by expected financial aid as reported by the Financial Aid Office clearance form will still be covered under the short-term loan agreement. Thus, any amounts due for tuition and fees to AU above the financial aid award must be paid by the student at the time the short-term loan is approved or it is determined that an out of pocket balance exists. If the student is unable to satisfy a shortfall amount under the short-term loan agreement, a payment arrangement under a promissory note may be considered under the university discretion.
 - c) The short-term loan is not automatically guaranteed. The Finance Office reserves the right to offer a student a short-term loan taking into consideration a series of factors, including but not limited to, prior payment history of the student. The conditions that will trigger the principal (or a portion of the principal) amount of the student's short-term loan to become due are as follows:
 1. Receipt of financial aid by AU after the end of the second month of the session.
 2. Receipt of an insufficient amount of financial aid to liquidate the entire balance due on the student's account. The Finance Office may opt to issue a promissory note for the outstanding balance in the student's account.
 3. Rejection of financial aid by, and/or appeals to, a lending institution for financial aid.
 4. Failure of the student to complete all documents required for certification, or to submit required documents on a timely basis for certification, the necessary documentation as required for financial aid, so that the institution will not receive the financial aid payment.
 5. Voluntary withdrawal or administrative withdrawal from AU will cause the entire balance to become immediately due and payable. If withdrawals are done after the drop/add period, then the entire tuition amount is due.

Mail in Registration does not ensure enrollment.

6. Promissory Note (to cover out-of-pocket payments for the current session). Students who make payment of tuition fees from their own funds, may request a promissory note that is payable in full prior to the next registration period with applicable interest. These students must have completed the registration process during the established registration period. The promissory note is not automatically guaranteed. The Finance Office reserves the right to offer a student a promissory note taking into consideration a series of factors, including, but not limited to, prior payment history of the student.
7. Employer Tuition Assistance Plans. Students who are receiving the benefit of tuition assistance from their employer must submit a letter of eligibility from their Human Resources Department. In addition, the student must sign a payment agreement for the amount of tuition. This agreement will become due 5 weeks after the completion of the course. Students under this agreement may be assessed a finance fee, which is payable during registration.
8. A student is not considered registered until he/she has contacted the Finance Office and made the corresponding payments or payment arrangements for the session. Should a student not complete the registration process during the registration period, he/she is subject to an administrative withdrawal from the University. Withdrawn students are subject to the readmission policy.

PERSONAL CHECK POLICY

Payment by way of personal check is limited to \$500. The balance of payments due over \$500 must be made with cashier's check, credit card or money order. For security reasons, cash payments will not be accepted.

GLOBAL FEES

Global fees must be paid at the time of registration. If a student elects to defer payment of global fees until financial aid is received, a late registration fee may be assessed. A student can elect to defer an amount of current aid to satisfy a succeeding semester's global fee to avoid any late registration fees pertaining to global fees. All students on dissertation/doctoral project must pay the full global fee. Doctoral students on Internship must only pay an adjusted global fee. AU students taking only one credit for audit or solely to take the Comprehensive Exam must also pay an adjusted global fee. Global fees are not refundable.

PAYMENT COMPLIANCE

A student that does not comply with the payment policy and has not made full payment of tuition and fees in accordance with payment terms will be administratively withdrawn from all classes. Such students will be subject to the readmission policy.

ADD-DROP AND REFUND POLICY

A nonrefundable \$10-fee is required for each course dropped or added. Added courses after the first day of class must be paid in full, unless the cost of the added courses is covered by financial aid.

The drop/add process is completed at the Finance Office. The drop/add process is not considered official until the student has made payment for the added course(s) or requested reimbursement for the dropped course(s) at the Finance Office.

It is the student's responsibility to verify in the Academic Calendar, the drop and add period for each academic session. When a student officially drops from any course or courses, within the first week of classes, by filling a formal drop or withdrawal notice with the Office of the Registrar and completing the process with the Finance Office, a refund of tuition will be made according to the following schedule:

DATE OF DROP	REFUND
Before classes start	100%
During first week of classes	100%
During and after the second week of classes	NO REFUND

REMINDER:

The last day to drop a course for a full tuition refund is the last day of the first week of classes (if the last day of the first week of classes falls on a Friday evening or Saturday, the deadline for drop/add will be the Monday of the second week of classes). Refunds are not processed for courses dropped during and after the second week of classes. It is important for students to complete the add/drop procedure during the first week of classes and plan their course selection carefully in order to avoid reduced refunds or credits. Not attending classes does not mean that the charges will be automatically dropped. It is the student's responsibility to formally drop all courses before and during the first week of classes to receive a proper refund. If the process is not properly completed, the charges will remain on the student's account and the student will be financially liable for said charges.

RETURN OF TITLE IV FUNDS

Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive.

When a recipient of a Title IV grant or loan assistance withdraws from an institution during a payment period or period of enrollment in which the recipient began attendance, the institution must determine the amount of the Title IV grant or loan assistance (not including Federal Work-Study or the non-Federal share of FSEOG awards if an institution meets its FSEOG matching share) that the student earned as of the date of withdrawal. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned in accordance with Title IV calculations.

The Return of Title IV Funds regulations do not dictate an institutional refund policy. Instead, a school is required to determine the earned and unearned Title IV aid a student has earned as of the date the student ceased to attend, based on the amount of time the student spent in attendance. If the total amount of the Title IV grant or loan assistance, or both, that the student earned is less than the amount of the Title IV grant disbursed to the student, the difference between these amounts must be returned to the Title IV programs in the following order:

- Unsubsidized Direct Loans (other than PLUS loans)
- Subsidized Direct Loans
- Federal Perkins Loans
- Direct PLUS Loans
- Federal Pell Grants for which a Return of Funds is required
- Federal Supplemental Opportunity Grants for which a Return of Funds is required
- Other assistance under this Title for which a Return of Funds is required (e.g., Pell, FSEOG, and others)

If the total amount of the Title IV grant or loan assistance, or both, that the student earned is greater than the total amount of Title IV funds disbursed to the student, as of the date of the institution's determination that the student withdrew, the difference between these amounts must be treated as a post-withdrawal disbursement. If outstanding charges exist on the student's account, the institution may credit the student's account with all or a portion of the post-withdrawal disbursement. The student will be advised if eligible for a post-withdrawal disbursement within 30 days of the withdrawal date. The student has 14 days to accept or refuse the funds. If the student does not respond within the allowable time, the post-withdrawal disbursement does not proceed. The calculation of Title IV funds earned by the student has no relationship to the student's incurred institutional charges.

When a recipient of a Title IV grant or loan assistance withdraws from an institution after the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she received or was scheduled to receive. (FSA Handbook, Volume 5 – Return to Title IV; 34 CFR Ch. VI - §668.22.)

WITHDRAWAL

Tuition and fees shall also be refunded in full under the following circumstances: (i) courses canceled by the University, (ii) involuntary call to active military duty, (iii) documented death of the student, (iv) exceptional circumstances, with approval of the Provost or President of the University.

Any student dismissed for academic or disciplinary reasons shall not be entitled to a refund.

Any student administratively withdrawn from classes will be responsible for tuition and fees pertaining to that particular course offering. The student will not be entitled to any refund.

DEFAULTED BORROWERS

Florida's State Board Rules, Chapter 6A-20.109 (2) (g) 2. states, "No borrower in default (as specified by the Florida Department of Education) shall be furnished with academic transcripts or other student records until the loan is paid in full."

RETURNED CHECK SERVICE FEE

A fee will be assessed for all payment checks returned uncollected by the student's bank to AU. A check returned for any reason (i.e., insufficient funds, uncollected funds, stop payment, account closed, etc.) does not cancel the student's fee liability. Any student who emits a NSF or uncollected check will be placed immediately on hold for all student services, including class attendance until the check and the corresponding fee are satisfied. The University will not accept any checks from the student for any future service(s) and may be cause for disciplinary action. The only acceptable form of payment thereafter will be by cashier's check, credit card or money order.

FRAUDULENT ACTIVITY

Fraud generally involves a willful or deliberate act with the intention of obtaining an unauthorized benefit, such as money or property, by deception or other unethical means. If such intent is suspected on the part of a student, the case will be referred to Albizu University Quality Assurance Committee for investigation. Examples of fraudulent act, but not limited to, are:

- Embezzlement, misappropriation, theft or other financial irregularities
- Forgery or alteration of documents (checks, time sheets, financial documents, electronic files, etc.)
- Misappropriation of funds, securities, supplies, inventory, or any other asset (including furniture, fixtures and equipment)
- Authorizing or receiving payments for hours not worked

In addition, Federal regulations (34 CFR 668.16(g)) require a school to refer to the Department's Office of Inspector General (OIG) any credible information indicating that an applicant for Federal Student aid may have engaged in fraud or other criminal misconduct in connection with his or her application. Commonly falsified items include false claims of independent student status, false claims of citizenship, use of false identities, forgery of signatures of certifications, and false statements of income.

FINANCIAL HOLDS

Students will not receive any services such as grade reports, transcripts, library privileges, registration processing, advisement, etc., from AU until all financial obligations have been satisfied with the Finance Office.

SPECIFIC FEES

Albizu University (AU), as a non-profit educational institution, reserves the right to alter its fees and payment terms in accordance with federal, state and other local guidelines and institutional needs. Fee schedules are revised on a regular basis. Refer to the current tuition and fees policy available from the Finance Office.

TUITION (per credit):

Undergraduate	\$323.00 per credit
ESOL	\$135.00 per credit
College Credit Certificates.....	\$125.00 per credit
Masters	
Speech & Language Pathology	\$650.00 per credit
Psychology and I/O Psychology.....	\$620.00 per credit
Exceptional Student Education & TESOL....	\$600.00 per credit
ASD Graduate Certificate.....	\$175.00 per credit
Doctoral	
Doctor of Psychology (Psy.D.)	\$825.00 per credit
Ph.D. in Human Services	\$800.00 per credit

*Tuition Rates are charged according to the Program/Concentration of the student.
Only in the case of pre-requisite courses are charges based on the Program/
Concentration of the course.

GLOBAL FEES PAYABLE EACH TERM

Undergraduate Program	\$272.00
Graduate Program.....	\$322.00
Doctoral Internship Students (only registered in Internship)	\$ 50.00
One credit for exams	\$ 50.00
Audit courses only.....	\$ 50.00

NON-REFUNDABLE FEES**ALL PROGRAMS:**

Certifications.....	10.00
Change of Incomplete Grade	25.00
Change of program and/or concentration ...	25.00
Copy of transcript.....	5.00
Transcript (next day service)	10.00
Diploma and graduation	150.00
Replacement Diploma.....	25.00
Drop or Add	10.00
Independent Study	Cost per credit
Inter Campus Transfer	200.00
Issuance of duplicate documents	0.10
Late payment (promissory loan)	25.00 per violation
Late payment (without promissory loan).....	100.00
Late registration	150.00
Leave of absence	150.00
Photo ID.....	Cost
Reinstatement of registration	25.00

Readmission	50.00
Returned check.....	29.00
Seat reservation	200.00
Language Proficiency Test	150.00
Deferment Fee.....	50.00
Late payment fee	100.00

ESOL

Application for Admission fee.....	25.00
Course tuition	135.00 per credit
Global fees	272.00

COLLEGE CREDIT CERTIFICATES:

Application for Admission fee.....	25.00
Course tuition	125.00 per credit
Global fees	272.00

UNDERGRADUATE PROGRAMS:

Application for Admission fee.....	25.00
Audit (each course)	323.00
Course tuition	323.00 per credit
Course tuition (BBA Fast Track only)	409.00 per credit
Evaluation of transfer credits.....	25.00
Global fees	272.00
Language Examination.....	50.00 per credit
Readmission Fee	50.00

MASTER'S PROGRAMS:

Application Comprehensive Examinations...	25.00
Application for Admission fee.....	50.00
Audit (each)	one credit fee
Clinical Practicum	one credit fee
Course tuition	
ESE & TESOL	600.00 per credit
Psychology & I/O Psychology	620.00 per credit
Speech & Language Pathology	650.00 per credit
Evaluation of transfer credits.....	15.00 per credit
Global fees	322.00
Readmission fee	50.00
Registration for MS Comprehensive Examinations (only).....	one credit fee
Registration for MS in Speech and Language Pathology Comprehensive Examinations (only)	325.00 per examination
Registration for MS in Speech and Language Pathology Comprehensive Examinations Global Fees (only)	50.00 per examination
CALIPSO Fess (only for MS in Speech and Language Pathology Program)	85.00 (one-time fee)
SimuCases Fees (only for MS in Speech and Language Pathology Program)	99.00 per year

AUTISM SPECTRUM DISORDER GRADUATE CERTIFICATE:

Application for Admission fee	50.00
Course tuition	175.00 per credit
Global fees	322.00

DOCTORAL PROGRAM:

Application for Admission fee	50.00
<u>Doctor of Psychology (Psy.D. Program)</u>	
Doctoral Comprehensive Examination.....	50.00
Audit (each)	one credit fee
Background Check	Cost
Clinical Practicum	825.00 per credit
Course tuition	825.00 per credit
Special Projects	825.00 per credit
Global fees	322.00
Global fees (audit only)	50.00
Internship application	25.00
Internship registration.....	2,475.00 per session
Doctoral Project.....	2,475.00 per session
<u>Ph.D. in Human Services</u>	
Doctoral Comprehensive Examination.....	50.00
Evaluation of transfer credits	15.00 per credit
Audit (each).....	one credit fee
Course tuition	800.00 per credit
Global fees	322.00
Global fees (audit only)	50.00
Doctoral Dissertation.....	800.00 per credit
Readmission fee	50.00
Registration for Doctoral Comprehensive Examinations (only).....	one credit fee
Registration for Doctoral Comprehensive.....	50.00
Examinations Global Fee (only)	

LIBRARY DUES:

Penalty for Overdue Books:	
Books in general circulation (per book per day).....	0.25
Reserved books (per book per day).....	10.00
Lost or damaged books or materials.....	Cost
REPLACEMENT plus 20% processing fee (if applicable)	
Test Materials (per test/per day)	5.00
Audiovisual Materials (per item/per day)	5.00
REPLACEMENT plus 20% processing fee (if applicable)	

The above fees are subject to change without prior notice.

For further information, please contact the Finance Office.