

## TUITION AND FEES POLICY

Carlos Albizu University (CAU), 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 & 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. CAU, 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 Withdrawn students are subject to the re-admission policy.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 re-admission 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 arrangement 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 agreement must be executed by all Financial Aid recipients as a customary practice, which affirms the students' obligation to pay all tuition charges regardless of the whether 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 CAU 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 a out of pocket balance exist. If the student is unable to satisfy a shortfall amount under the short-term loan agreement, a payment arrangement under a promissory note maybe 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:
    - a) Receipt of financial aid by CAU after the end of the second month of the session.
    - b) 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 account.
    - c) Rejection of financial aid by, and/or appeals to, a lending institution for financial aid.

- d) 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.
- e) Voluntary withdrawal or administrative withdrawal from CAU 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.

- 8. Promissory Note (to cover out-of-pocket payments for the current session). A student, who makes 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.
- 9. Employer Tuition Assistance Plans- A student who is 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.
- 10. 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 re-admissions 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 only must pay an adjusted global fee. CAU students taking only one credit for audit or solely to take the Comprehensive and/or Qualifying 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 may be administratively withdrawn from all classes. Such students will be subject to the re-admission policy.

## DROP AND ADD

It is the student's responsibility to verify the drop/ add period for each academic session in the Academic Calendar. A fee is required for each class dropped or added. Courses added after the first day of class must be paid in full.

Please be advised that the drop/add process is not complete until payment arrangements have been made at the Finance Office. Drop/add conducted only at the Registrar's Office 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.

## REFUND POLICY

When a student officially drops from any course or courses by filing a formal drop or withdrawal notice with the Registrar's Office 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 the first week of classes	100%
During and after the second week of classes	NO REFUND

The refund policy provides for cancellation of any obligation within three working days from the date a student signs an enrollment contract or financial agreement, pursuant to s.246.041 (1) (n) 3.e., Florida Statutes. Any applicable refunds shall be made within thirty days of the date that the University determines that the student has withdrawn or cancelled their contract according to CAU's attendance and withdrawal policies.

The University adheres to the Federal guidelines governing refunds to Title IV Programs. For more details, please contact the Financial Aid Office.

## 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 to complete the add/drop procedure during the first week of classes and to plan your

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. Be advised that 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:

- a) Unsubsidized Direct Loans (other than PLUS loans)
- b) Subsidized Direct Loans
- c) Federal Perkins Loans
- d) Direct PLUS Loans
- e) Federal Pell Grants for which a Return of Funds is required
- f) Federal Supplemental Opportunity Grants for which a Return of Funds is required
- g) 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 Chancellor 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 CAU. 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 the Carlos 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 CAU until all financial obligations have been satisfied with the Finance Office.

### **SPECIFIC FEES**

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## TUITION AND FEES

<b>Tuition (Per Credit):</b>	
Undergraduate	\$323.00
Undergraduate Lower Division Business	\$323.00
Undergraduate Business	\$409.00
ESOL	\$125.00
Master Psychology and/or Business	\$570.00
Master Exceptional Student Education	\$570.00
Master in TESOL	\$570.00
Master in Industrial and Organization Psychology	\$570.00
Doctoral	\$750.00

*\*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.*

<b>Global Fees Payable Each Term</b>	
Undergraduate Program	\$252.00
Graduate Program	\$302.00
Doctoral Internship Students (only registered in internship)	\$50.00
One credit for exams	\$50.00
Audit courses only	\$50.00

<b>Non-Refundable Fees (All Programs)</b>	
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	\$40.00
Drop or Add - One course	\$10.00
Independent Study	Cost per Credit
Inter Campus Transfer	\$200.00
Issuance of duplicate documents	\$0.10 per page
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
Deferral Fee	\$50.00 per Credit

<b>Undergraduate Program:</b>	
Application for admission fee	\$25.00
Audit (each course)	\$323.00
Course tuition	\$323.00 per Credit
Course tuition (lower BBA)	\$323.00 per Credit
Course Tuition (BBA Fast-Track BBA)	\$409.00 per Credit
Evaluation of transfer credits	\$25.00
Global fees	\$252.00
Prior Learning Credit Portfolio Evaluation	\$50.00 per Credit
Readmission fee	\$50.00



<b>Master Of Science Program:</b>	
Application Comprehensive Examinations	\$25.00
Application for Admission fee	\$50.00
Audit (each)	\$570.00
Clinical Practicum	\$570.00 per Credit
Course tuition	\$570.00
Evaluation of transfer credits	\$15.00 per Credit
Global fees	\$302.00
Readmission fee	\$50.00
Registration for MS Comprehensive Examinations (only)	\$570.00

<b>Doctoral Program:</b>	
Application for Admission Fee	\$50.00
Doctoral Comprehensive Examination	\$50.00
Audit (each)	\$750.00
Background check	Cost
Clinical Practicum	\$750.00 per Credit
Course tuition	\$750.00 per Credit
Doctoral Project	\$2,250.00 per Session
Evaluation of transfer credits	\$15.00 per Credit
Global Fees	\$302.00
Internship application	\$25.00
Internship registration	\$2,250.00 per Session
Laboratory Fee	\$750.00 per Credit
Readmission Fee	\$50.00
Special Projects	\$750.00
Registration for Doctoral Comprehensive Examinations (only)	\$750.00

<b>Library Dues:</b>	
Penalties for overdue books: Books in general circulation (per book per day)	\$0.25
Reserve books or materials	\$10.00
Lost or damaged books or materials	Cost Replacement plus 20%
Microfilm of Doctoral Project	Cost
Copyright for Doctoral Project	Cost
Test Materials (per test/per day)	\$10.00
Audiovisual Materials (per item/per day)	\$10.00

**For further information, please contact the Finance Office**