

Tuition and Fees

Student Financial Policies

Tuition and fee rates are in effect summer quarter 2010 through spring quarter 2011. Antioch reserves the right to change these rates at any time without prior notice. Amounts shown are in U.S dollars.

Tuition is charged at a per-credit rate for all credits registered. In addition to tuition, most students are charged a quarterly student services fee and technology fee (described below). Some courses may require payment of a lab or materials fee.

B.A. Completion Program

B.A. in Liberal Studies

\$500 per credit

Prior Learning Credits.....\$125/credit

Center for Creative Change

M.A. Environment and Community

M.S. Management and Leadership

M.A. Organizational Development

M.A. Communication

M.A. Whole Systems Design

CCC Graduate Certificate Programs

\$590 per credit

School of Education

B.A. in Liberal Studies with Teacher Preparation

\$490 per credit

M.A. in Education

Graduate Teacher Preparation

Graduate Teacher Preparation with M.A.

\$525 per credit

Pathway 3 Endorsements

Library Media

Special Education

Theatre Arts

\$525 per credit

Pathway 2 Endorsements

Instructional Planning.....\$155/credit

Practicum.....\$250/ credit

Culminating Project.....\$155/credit

School of Applied Psychology, Counseling and Family Therapy

M.A. Psychology

\$590 per credit

Psy.D. Clinical Psychology

\$710 per credit

Center for Teaching & Learning

400-level courses.....\$500/credit

600-level courses.....\$590/credit

700-level courses\$710/credit

Visiting Students

Tuition for visiting students is charged at the per credit rate of the program sponsoring the course, plus related materials or course fees.

Required Fees

In addition to tuition, matriculated students are required to pay the following fees each quarter in which they are registered for credit. These fees are non-refundable after the 100% tuition refund period.

The **Student Services Fee** supports several academic and student services, including career workshops and services, personal counseling offered through the Community Counseling and Psychology Clinic, the Student Life Office, transcripts and graduation, as well as writing tutors and other academic support services offered through the Center for Teaching & Learning. The fee is not charged to Pathway 2 endorsement students.

Students enrolled part-time

Undergraduate students - 1-5 credits

Graduate students - 1-3 credits \$65

Students enrolled greater than part-time

Undergraduate students - 6 or more credits

Graduate students - 4 or more credits\$105

The **Technology Fee** provides increased technical staff support as well as a half time faculty-at-large position for academic technology. The fee is not charged to Pathway 2 endorsement students.

Technology Fee \$30

Other Fees and Deposits

Fees and deposits are not refundable except as noted.

Application Fee (on paper).....\$50

Application fee (online) \$25

Application Fee/Endorsements.....\$50

Application Fee/Readmission..... \$25

Enrollment Deposits (non-refundable; applied to first quarter's tuition)

PsyD program.....\$300

Art Studio Access Fees

Quarterly/Daily Drop-in\$75/\$5

Audit Fee (per course)\$400*

Bike room key deposit (refundable)..... \$25

Course and Materials Fees vary**

Diploma Replacement.....\$35

Doctoral Internship Fee (per quarter).....\$200

Enrollment Maintenance Fee.....\$500

Late Payment Fee.....\$60

Late Registration Fee\$60/75/100

Liability Insurance Fee* (per quarter) \$20

Student Parking Permit

Evening/Weekend (per quarter)..... \$30

Payment Plan Fee (per quarter) \$35

Registration Reinstatement Fee.....\$195

Returned Check Fee \$30

**Audit fees are waived for Antioch students enrolled at least half-time, Antioch University Seattle graduates, degree committee members and Antioch University Seattle employees. Fees for a maximum of two courses audited will be waived per term. Course and materials fees are not waived.*

***Fees for a course requiring payment of a course, materials or liability insurance fee are noted in the Schedule of Classes and are refundable if the course is dropped during the 100% refund period.*

Student Financial Policies

The Student Financial Policies are administered by the Student Accounts Office. Antioch reserves the right to amend its policies at any time without prior notice. For more information, stop by or contact this office at studentaccounts@antiochseattleu.edu or 206-268-4009.

Policy Statement

When students register, Antioch reserves specific class space and commits resources to provide the instruction selected. Students agree to the terms of the Student Financial Policies and all other policies of the university, including the responsibility for paying tuition or for notifying the Registrar's Office if they decide to cancel enrollment.

The purpose of the Student Financial Policies is to inform students of their financial responsibilities while enrolled at Antioch and of actions the university may take when a student fails to comply with these policies. These policies are in effect summer 2010 through spring 2011.

Billing of Tuition

When a student registers online in myAntioch, estimated tuition and fee billing charges update immediately on the student's account. Students view their tuition and fee charges in myAntioch under Student Account Summary. After verification of the tuition and fee charges, the Student Accounts Office emails a courtesy reminder of the tuition payment deadline to the student's Antioch email account.

All charges on a student's account are subject to verification and may be adjusted in accordance with the applicable tuition and fee rates. If an adjustment is made to a student's account, the Student Accounts Office will send notification of the change to the student's Antioch email account.

Paying Tuition

Failure to attend classes or provide written notification of withdrawal to the Registrar's Office does not relieve a student from tuition payment. Antioch reserves the right to cancel a student's registration for failure to meet their financial obligations, although such an action will not cancel any financial obligations previously incurred. Antioch further reserves the right to withhold assessments, official transcripts and diploma, or withhold the right of registration for a future term or course, until all outstanding debts to the university have been paid and the student's account has been cleared.

Antioch offers several options for paying tuition. Students must complete one of the following payment options by the tuition payment deadline to avoid a late payment fee or possible cancellation of registration due to non-payment of tuition:

- 1) Pay tuition in full. Antioch accepts checks (e-checks through myAntioch), money orders, and American Express, Discover, MasterCard and VISA bank cards. All payments must be made in U.S. dollars.
- 2) Have evidence of a certified financial aid package. Tuition not covered by aid also must be paid in full or a payment plan arranged (see option 4) by the payment deadline. Financial aid packages are arranged through the Financial Aid Office.

- 3) Submit a third-party agency- or employer-paid tuition payment authorization to the Student Accounts Office. Tuition not covered by the authorization also must be paid in full or a payment plan arranged (see option 4) by the payment deadline.
- 4) Arrange a Tuition Payment Plan to pay tuition in three installments. The cost is \$35 per quarter. No interest is charged on the outstanding balance. Payments are due on the first of each month (see schedule below). The plan is available only to matriculated students registered for credit.

Where to Pay Tuition

Payments may be made online through a student's account in myAntioch. In person or by mail, tuition payments and payment arrangements are made at the Student Accounts Office, Antioch University Seattle, 2326 Sixth Avenue, Seattle, WA 98121. Bank 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.

Tuition Payment Deadline

Tuition is due at the time of registration except as noted in the following table. Payment deadlines for students registered during the priority or open registration periods are shown in the following payment schedule. Payments may be made on the next business day without penalty if a payment deadline falls on a week-end or holiday.

Students who initiate registration after the published open registration period must pay a late registration fee and estimated tuition or have evidence of a certified financial aid package before clearance for registration will be granted.

Late Payment Fee

A late payment fee will be assessed when an account is not paid in full and lacks an approved payment arrangement by the second Tuesday of the quarter. The fee is assessed monthly until the account is brought to-date or sent to collections. The fee is assessed when a payment plan payment is late or the amount paid is less than the minimum agreed pay-

ment amount. Accounts with balances of \$250 or less at the beginning of the quarter will not be charged a late fee until the first of the month following the start of the quarter. Accounts with past due balances of any amount are subject to fiscal holds and collection actions (see below).

Late Registration Fee

A \$60 late registration fee will be assessed when a student initiates registration after the open registration period. The fee plus estimated tuition must be paid before clearance to register will be granted, unless the student has a certified financial aid package on record that covers the estimated tuition. The fee is not charged to new or visiting students, or to students who register for Enrollment Maintenance or Leave of Absence by the end of the first week of the quarter.

After the published last day to register, a \$75 late registration fee will be assessed if a student is permitted to initiate registration during week two or three of the quarter. A \$100 late registration fee will be assessed if permission is granted after week three of the quarter.

A \$60 late registration fee will be assessed if a student is permitted to add a course to an existing registration after the 16th calendar day of the term or to add credits to an existing course after the sixth week of the term.

Registration Cancellation/Reinstatement

Antioch reserves the right to cancel a student's registration for non-compliance with Student Financial Policies. A student may request reinstatement of a cancelled registration within seven days of cancellation by submitting a completed Registration Reinstatement Form with payment in full for tuition and reinstatement fee. Reinstatement is for all courses previously registered, except those courses that have filled. If a reinstatement request is denied for any reason, either in full or in part, any tuition overpayment will be returned to the student. Courses not reinstated will be marked "LD-late drop." The student will be required to pay tuition in full prior to registering in future terms.

Fiscal Holds are used to restrict access to registration, or prevent processing of transcript requests, graduation applications or other university services.

A Student Accounts Hold is applied when payment on a student's account is past due. It is removed when the account is brought to-date.

A Student Accounts Clearance Hold is applied to every student record during certain registration periods. The hold requires a student to contact the Student Accounts Office prior

Tuition Payment Schedule

	Summer 2010	Fall 2010	Winter 2011	Spring 2011
Payment Deadline	July 1, 2010	Oct. 1, 2010	Jan. 1, 2011	April 1, 2011
Payment Plan Payment Schedule	July 1, 2010 Aug. 1, 2010 Sept. 1, 2010	Oct. 1, 2010 Nov. 1, 2010 Dec. 1, 2010	Jan. 1, 2011 Feb. 1, 2011 March 1, 2011	April 1, 2011 May 1, 2011 June 1, 2011

to registration. Payment of tuition or satisfaction of other payment arrangements may be required before the hold is removed and clearance for registration is granted.

A Student Accounts Discretionary Hold is applied when a student exhibits a history of late payments. This is a permanent hold that requires the student to satisfy payment arrangements with the Student Accounts Office prior to registration each quarter.

Returned Check Fee

Each check or e-check returned unpaid to the university is subject to a \$30 returned check fee. A \$60 late payment fee also may be assessed and registration may be cancelled if the check was used to pay tuition and is returned after the payment deadline.

Collections

A student account will be closed and submitted to an outside collections agency within 120 days of a term's original payment deadline if the account is not paid in full or, in special circumstances, when a minimum, previously agreed upon payment is not made. All costs, fees and expenses (including, but not limited to, collection agency fees, reasonable attorney fees, court costs and other out-of-pocket expenses) incurred by Antioch in attempting to collect the debt will be added to the student's account balance.

Financial Aid Refunds

Financial aid received in excess of a student's account balance is refunded to eligible students. Antioch is permitted 14 days from the first day of the quarter to disburse excess funds received prior to the start of the quarter; however, refund checks are generally available for pickup on the first Friday of each quarter and at additional times announced by the Student Accounts Office. When possible, a refund will be returned to a bank card previously used to pay the tuition before a check is issued for any remaining credit balance. A credit balance of less than five dollars will be credited to the student's next term unless the student graduates or is no longer enrolled.

Refunds are dependent upon completion of an aid package and the types and amounts of aid received. Stafford, Perkins and PLUS loans, and Supplemental Educational Opportunity Grants are generally credited to accounts at the beginning of each quarter. Students receiving a Pell or Washington State Need Grant may not receive a refund until those grants arrive (usually the third Friday of the quarter).

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

Quarter	Refund Pickup Date (subject to change)
Summer 2010	July 9
Fall 2010	Oct. 8
Winter 2011	Jan. 7
Spring 2011	April 8

Tuition Credit for Dropped Courses

A tuition credit is calculated and applied to a student's account using the following schedule when a student drops a course(s) within the first 40 calendar days of the quarter. The credit is calculated from the date the student submits the completed Drop Form to the Registrar's Office. 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. In this situation, a student may be liable for paying prorated tuition if the courses are dropped prior to disbursement of financial aid.

Tuition Refunds

Tuition refunds are generally made within 14 days to the student or original payer of the tuition. When possible, the refund will be credited to a bank card used to pay the tuition, up to the amount originally charged.

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

Refunds for students who drop below financial aid eligibility after aid has been released are subject to the terms and conditions of the student's financial aid, which may include a return of financial aid funds to the student's lender. In some cases, the amount of aid returned to the lender may exceed the tuition credit, causing a balance on account that the student must pay to the university.

Appeals of Tuition & Fees

An appeal for credit of tuition or fees will be considered for circumstances beyond a student's control when the student submits appropriate documentation in accordance with the Tuition & Fees Appeal Form within 15 days of the end of the term. Filing an appeal does not exempt a student from payment of tuition or the assessment of late payment fees when applicable. Please read the Tuition & Fees Appeal Form for complete details.

Financial Aid Information

To ensure timely receipt of financial aid funds (including loans), please respond promptly to any requests from the Financial Aid office. The requests may include certification statements, verification worksheets, tax returns or any other documentation needed to finalize the award.

Financial Aid Refunds

Financial aid is first applied to tuition and fees and all other charges on the student's account. Financial aid in excess of these costs is distributed to students as financial aid refund checks. By federal regulation, the Student Accounts Office has 14 days to process refunds. However, refunds are generally available for pickup in the Student Accounts Office on the first official Friday each quarter. Checks not picked up are mailed at 3 p.m. Refund checks are available each Friday throughout the quarter as later aid arrives.

Late Financial Aid Approval

Late applicants or those who have not completed all paperwork with the Financial Aid Office must plan to pay their tuition by the payment deadline. Failure to make payment arrangements may result in the assessment of late payment fees.

Financial Aid Satisfactory Academic Progress

Students are not eligible for financial aid for credits in excess of 150% of the number required for their program. In addition, a full-time undergraduate student must complete at least 32 credits per year to remain eligible for financial aid. For the full academic and financial aid Satisfactory Academic Policy, refer to the 2009-2010 Antioch University Seattle Catalog.

Financial Aid Withdrawal Refund Policy

Financial aid recipients who change their enrollment status to leave of absence (LOA) or withdraw during a term for which financial aid

payments have been received will have their tuition adjusted according to Section 484B of the Higher Education Act. Such students may have to return unearned aid. See the Financial Aid Office staff for more information.

When a financial aid student does not complete a term, the calculation of financial aid earned is based on the period of enrollment completed. That percentage is computed by dividing the number of calendar days completed as of the date the student notified Antioch of the LOA or withdrawal by total number of calendar days in the term. The percentage of Title IV assistance to which the student is entitled (earned aid) is equal to the percentage of the term completed, up to 60 percent. If the termination occurs after 60 percent, the earned percentage is considered equal to 100 percent.

The amount of Title IV aid that a student must return is based on the percentage of unearned aid. That percentage is computed by subtracting earned aid from 100 percent. Antioch is required to return to federal sources the lesser of (1) the unearned aid percentage applied to the institutional charge, or (2) the unearned aid percentage applied to the total Title IV aid received.

The student is required to return the difference between the amount of unearned aid and the amount returned by Antioch. The student will be billed for the amount owed the Title IV programs and any amount due the University resulting from the return of Title IV funds used to cover University charges. If the student (or parent in the case of a PLUS loan) is required to return a portion or all of the loan proceeds, the calculated amount is to be repaid according to the loan's terms. Students must return only half the amount of grant funds calculated.

Funds are returned to the following Title IV sources in order of priority:

- Direct Unsubsidized Loans
- Direct Subsidized Loans
- Federal Perkins Loans
- Direct PLUS Loans
- Federal Pell Grants
- Federal SEOG
- Other Title IV assistance for which the return of funds is required
- Other federal, state, private or institutional financial assistance student

State Grant Repayment Policy Requirements

General

State grant recipients who withdraw from the institution, are expelled or otherwise complete zero credits in any given term must repay state grants on a prorated basis.

For the purposes of this policy, "Award" is the amount of state grant for which the student was eligible during the enrollment period, after the school made any required adjustments for need and enrollment level. All monies, whether disbursed to the student account or directly to the student, shall be included in the repayment calculation.

Authority

State Need Grant (WAC 250.20.051(4))

Educational Opportunity Grant (EOG program manual guidance)

Known Last Date of Attendance

- If a student's last date of attendance can be verified and is prior to or on 50% of the term, the state grant repayment will be based on the percent of the term not completed.
- If the last date of attendance occurs after 50% of the term, the state grant award is considered 100% earned and no state grant repayment is due.

State grant repayment formula: Known last date of attendance, prior to or on 50% of the term

1. The percent of state grant earned is calculated by dividing days in attendance by calendar days in term. Scheduled breaks of five or more days should be excluded from the calculation.
2. Subtract the percent of state grant earned from 100%; this equals the percent of unearned state grant.
3. Multiply the percent of unearned state grant by the grant amount.
4. Multiply the amount from step 3 by 50% to determine the state grant repayment due.

Example: Known last date of attendance, prior to or on 50% of the term:

A student is awarded \$400 for a state grant and completed 20% of the term prior to withdrawal. The state grant repayment is calculated as follows:

1. The unearned percentage equals 80% (100% less 20% completed).
2. Unearned aid equals \$320 (80% of \$400 state grant award).

3. The repayment equals \$160 (\$320 x 50% reduction).

Unknown Last Date of Attendance

If a student attends a portion of a term and withdraws with no verified last date of attendance, the state grant repayment will be 50% of the grant amount with no additional adjustments.

No-Show Repayments

If a state grant recipient never attends courses in the term for which he/she received a state grant award, the state grant repayment is 100% of the award. If a school is unable to distinguish between a no-show and an unofficial withdrawal, the no-show policy shall apply.

General repayment policies:

1. Repayments are based on the state grant award amount, including enrollment and packaging adjustments.
2. Verified withdrawal dates after 50% of the term equate to 100% earned state grant.
3. Unofficial withdrawals/no known last date of attendance equate to repayment of 50% of the state grant award.
4. No shows are 0% earned and equate to repayment of 100% of the state grant.
5. Official withdrawals or verified last date of attendance repayment calculation:

State grant award amount multiplied by the percent of unearned state grant multiplied by the 50% reduction equals the state grant repayment due.

6. The 50% reduction applied at the end of the repayment computation addresses unreimbursable start-up education costs and reduces the barrier for students who intend to return to school.

Repayments of less than \$50 should not be returned to the Higher Education Coordinating Board (HECB).

Outside aid will be reduced by the unearned percentage, but not to create a debit balance on the student's account. Institutional aid will be reduced by the unearned percentage times the aid program's percentage of aid as compared to total aid, but not to create a balance below zero.

If less aid is disbursed than earned, the student may receive a late disbursement for the difference.