

Tuition and Fees (2011-12) Student Financial Policies

Tuition and fee rates are in effect summer quarter 2011 through spring quarter 2012. 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, degree- and certificate-seeking (matriculated) students are charged quarterly student services and technology fees (described below). Some courses may require payment of a lab or materials fee.

B.A. Completion Program

B.A. in Liberal Studies

\$525 per credit

Prior Learning Credits.....\$131.25/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

\$620 per credit

School of Education

M.A. in Education

Graduate Teacher Preparation

Graduate Teacher Preparation with M.A.

\$550 per credit

Pathway 3 Endorsements

Library Media

Special Education

Theatre Arts

\$550 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

\$620 per credit

Psy.D. Clinical Psychology

\$745 per credit

Center for Teaching & Learning

Tuition for courses sponsored by the Center is charged at these rates

400-level courses.....\$525/credit

600-level courses.....\$620/credit

700-level courses\$745/credit

Visiting Students

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

Required Fees

With a few exceptions, all matriculated students are required to pay the following fees each quarter when registered for credit. These fees are non-refundable after the 100% tuition refund period. The fees are not charged to visiting students and those enrolled only for the Pathway 2 endorsement series.

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 and Learning.

Part-time students (enrolled less than half-time):

B.A. students - 1-5 credits

All other students - 1-3 credits..... \$65

Students enrolled half-time and greater:

B.A. students - 6 or more credits

All other 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.
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
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

Student Financial Policies are administered by the Student Accounts Office (Student Accounts) at Antioch University Seattle (AUS). These policies are in effect summer 2011 through spring 2012. AUS reserves the right to amend its policies at any time without prior notice. For more information, stop by or contact Student Accounts at studentaccounts@antiochseattleu.edu or (206) 268-4009.

Policy Statement

The Student Financial Policies exist to inform students of their financial responsibilities while enrolled at AUS and of actions the university may take when a student fails to comply with these policies. When registering for classes, students agree to the terms of these and all other policies of the university.

Billing of Tuition

Upon successful registration in myAntioch, estimated tuition and fees (registration charges) update immediately on the student's account. All charges are subject to verification

and may be adjusted in accordance with the applicable tuition and fee rates. Once registration charges are verified, Student Accounts will email a payment deadline and informational notice to the student's AUS email account. Students may view registration charges in *myAntioch* by clicking on Student Account Summary. Paper registration/billing statements are mailed only by special request.

Paying Tuition

AUS 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. Antioch charges no convenience fee for any type of payment.
- 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 an 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. The cost is \$35 per quarter and allows payment of tuition over the course of the term (see payment schedule below). No interest is charged on the outstanding balance. An agreement must be signed. The plan is available to matriculated students registered for credit. Contact Student Accounts for more information.

When a student registers the university reserves class space and commits resources to provide the selected instruction. Failure to attend classes or provide written notification of withdrawal to the Registrar's Office does not relieve a student from tuition payment.

AUS may 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.

Where to Pay Tuition

Students are encouraged to make payments online through *myAntioch*. In person or by mail, tuition payments and payment arrangements are made at Student Accounts, Antioch University Seattle, 2326 Sixth Avenue, Seattle, WA 98121. Bank card payments may be called in during business hours at (206) 268-4009. After hours, payments may be placed in the night drop in the door at Enrollment Services.

Tuition Payment Deadline

Tuition is due at the time of registration except as noted here. Payment deadlines for students initiating registration by the end of the open registration period are shown in the schedule below. Payments may be made on the next business day without penalty if a payment deadline falls on a weekend or holiday.

Students initiating registration during the late registration period must first contact Student Accounts for registration clearance. Payment of a late registration fee is due at that time. Payment of estimated registration charges is also due at that time, except that which is covered by any certified financial aid package.

Late Payment Fee

A \$60 late payment fee is charged when a student fails to pay tuition or make valid payment arrangements with Student Accounts by the 9th calendar day of the quarter. The fee is charged when a payment plan payment is late or the minimum agreed payment amount is not paid. The fee is charged monthly while the student's account is in a past-due status. Accounts of \$250 or less at the beginning of the quarter are not charged a late fee until the first of the month following the start of the quarter. Accounts in a past due status are subject to fiscal holds and collection actions (see below).

Late Registration Fee

A \$60 late registration fee is charged when a

student initiates registration during the late registration period. The fee is not charged to new or visiting students, or to those registering for Enrollment Maintenance or Leave of Absence by the end of the first week of the quarter.

Registration ends the first Friday of the quarter. A \$75 late registration fee will be charged if a student is permitted to initiate registration during weeks two or three of the quarter. A \$100 late registration fee is charged if the student is permitted to initiate registration after week three.

A \$60 late registration fee is charged if a student is permitted to add a course to an existing registration or to increase credits on an existing registered course after the published deadlines.

Registration Cancellation/ Reinstatement

Antioch may cancel a registration in response to a student's failure to pay tuition. Cancelled courses will be marked "LD-Late Drop" unless the student requests registration reinstatement within seven days of cancellation. The student must complete a Registration Reinstatement Form and include payment in full for tuition and \$195 reinstatement fee. Reinstatement is for all courses previously registered (no partial registration unless a course has filled). The student will be required to pay tuition in full prior to registration for future terms.

Fiscal Holds are used to restrict access to registration, or prevent processing of transcript requests, graduation applications or other university services. In *myAntioch*, students may view all active holds by clicking My Holds under the Registration menu.

A Student Accounts Hold is applied when a student's account is in a past due status or when a library, parking, or any other fine assessed by the university is reported to Student Accounts. It is removed when the account is paid in full. date.

A Student Accounts Clearance Hold is applied when a student fails to initiate registration during the open registration period. The hold is cleared when the student satisfies late registration requirements (see Tuition Payment Deadline and Late Registration Fees, above).

A Student Accounts Discretionary Hold is applied when a student exhibits a history of late payments or has had registration cancelled for non-payment. This is a permanent hold that requires the student to satisfy payment arrangements with Student Accounts prior to registration each quarter.

Returned Check Fee

Each check or e-check returned unpaid to the

Tuition Payment Schedule

	Summer 2011	Fall 2011	Winter 2012	Spring 2012
Payment Deadline	July 1, 2011	Oct. 1, 2011	Jan. 1, 2012	April 1, 2012
Payment Plan Payment Schedule	July 1, 2011 Aug. 1, 2011 Sept. 1, 2011	Oct. 1, 2011 Nov. 1, 2011 Dec. 1, 2011	Jan. 1, 2012 Feb. 1, 2012 March 1, 2012	April 1, 2012 May 1, 2012 June 1, 2012

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 when an account is not paid in full or, in special circumstances, immediately when a minimum, previously-agreed payment amount is not paid. 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 funds received in excess of a student's account balance are typically refunded to the student. Antioch is permitted 14 days from the first day of the quarter to disburse the funds. Disbursement of aid may be delayed for students who initiate registration during the late registration period. When possible, a refund will be returned to a bank card originally used to pay tuition, up to the amount originally charged, before a refund is issued for any remaining credit balance. A credit balance less than five dollars will be applied to the next term unless the student graduates or is no longer enrolled.

Refunds are dependent upon timely completion of a financial aid package and the types and amounts of aid received. Direct, Perkins and PLUS loans, and Supplemental Educational Opportunity Grants are generally credited to accounts at the beginning of each quarter.

Students expecting a Pell or Washington State Need Grant may not receive a refund until those grants arrive (usually the third week of the quarter). All grants require a student to maintain certain eligibility requirements.

Antioch can not honor requests for early disbursement of refunds. For earliest access to funds, students are encouraged to sign up for direct deposit in *myAntioch* when that service becomes available (anticipated for summer 2011).

Tuition Credit for Dropped Courses

Tuition is prorated and credited to a student's account when a student drops a course(s) within the first 40 calendar days of the quarter (see Tuition Credit Schedule, at right). The credit is calculated from the date the student submits a completed Drop Form to the Registrar's Office. Fees are not refunded after the 100% refund period.

Tuition Credit Schedule	Summer 2011	Fall 2011	Winter 2012	Spring 2012
Deadline for 100% credit	July 13	Oct. 11	Jan. 11	April 10
Deadline for 80% credit	July 20	Oct. 18	Jan. 18	April 17
Deadline for 70% credit	July 27	Oct. 25	Jan. 25	April 24
Deadline for 60% credit	Aug. 3	Nov. 1	Feb. 1	March 1
Deadline for 50% credit	Aug. 10	Nov. 8	Feb. 8	March 8
Deadline for 40% credit	Aug. 13	Nov. 11	Feb. 11	March 11

The 100% deadline is extended to the business day following the first session of class when a course of three or more credits begins after the first week of the quarter. This exception does not apply to weekend, independent study, prior learning, contracted, and other classes in which the student is expected to engage from the beginning of the term.

Tuition Refunds

Tuition refunds are generally made within 14 days of the effective date of the dropped class. The refund is returned to the student or original payer of the tuition and when possible, will be credited to a bank card used to pay the tuition, up to the amount originally charged.

Refunds for students receiving financial aid are subject to the terms of the student's financial aid. The Financial Aid Office will determine a student's eligibility for a tuition refund, 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 reimburse 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 more information.

For more information about the Student Financial Policies, stop by or contact the Student Accounts Office at studentaccounts@antiochseattle.edu or (206) 268-4009.

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.