

Student Financial Policies 2009-10

Tuition Payment Information



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@antiochseattle.edu or (206) 268-4009.

Policy Statement The purpose of the Student Financial Policies is to inform students of their financial obligations as students. These policies are in effect summer 2009 through spring 2010.

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 not to attend.

Paying Tuition When a student registers in myAntioch, estimated tuition and fee charges update immediately on the student's account. Students view their charges in myAntioch under Account Summary.

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

Failure to attend classes or provide written notification of withdrawal to the Registrar's Office does not exempt a student from tuition payment. Antioch reserves the right to cancel a student's enrollment 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.

Payment Options Antioch offers several options for paying tuition. Student must complete one of the following payment options by the tuition payment deadline to avoid late payment fees or the possibility of a cancelled registration due to non-payment of tuition:

- 1) Pay tuition in full, either online through myAntioch or in person. 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 Through the web in myAntioch, students may pay tuition using a bank card or e-check. 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 weekend or holiday.

Students who do not register during the priority or open registration periods must pay estimated tuition and a late registration fee or have evidence of a certified financial aid package before clearance for registration will be granted.

Tuition Payment Schedule	Summer 2009	Fall 2009	Winter 2010	Spring 2010
Payment Deadline	July 1, 2009	Oct 1, 2009	Jan 1, 2010	Apr 1, 2010
Payment Plan	July 1, 2009	Oct 1, 2009	Jan 1, 2010	Apr 1, 2010
Payment Schedule	Aug 1, 2009	Nov 1, 2009	Feb 1, 2010	May 1, 2010
	Sept 1, 2009	Dec 1, 2009	Mar 1, 2010	June 1, 2010

Late Payment Fee A \$60 late payment fee will be charged when an account is not paid in full and lacks an approved payment arrangement by the second Tuesday of the quarter. The fee is charged monthly until the account is brought to-date or sent to collections. The fee is also charged when a payment plan payment is late or the amount paid is less than the minimum agreed payment 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 charged when a student first registers for an upcoming term after the close of the open registration period. The student must pay the fee and estimated tuition before clearance to register will be granted. The fee is not charged to new students, visiting students or to students registering for Enrollment Maintenance by the end of the first week of the quarter.

At the discretion of the Registrar's Office, the fee may be charged if permission is granted to add a new course after the published deadline to add new learning activities. Registration ends officially the first Friday of the quarter; however, if an appeal is granted to allow a student to register during week two or three of the quarter, a \$75 late registration fee will be charged. If a registration is permitted after week three of the quarter, a \$100 late registration fee will be charged.

Registration Cancellation/Reinstatement Antioch reserves the right to cancel a student's registration for non-compliance with Student Financial Policies. Students 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 all reinstatement fees totaling \$195 (includes the registration reinstatement fee, late payment and late registration fees). Students may not select the courses that will be reinstated. 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 Accounts Office may require a student to pay tuition in full prior to registering in a future term.

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 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 returned check fee. A 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.

Quarter	First Possible Refund Date*
Summer 2009	July 10
Fall 2009	October 9
Winter 2010	January 8
Spring 2010	April 9

*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 week 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.

Tuition Credit for Dropped Courses Tuition for courses dropped within the first 40 calendar days of the quarter is prorated and credited to the student's account using the schedule shown. The credit is calculated from the date the Registrar's Office receives the completed Drop Form. 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. 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.

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, and 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.

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



myAntioch – Your Gateway to Online Student Services

Not only do you register online in **myAntioch**, you can also make a tuition payment, review your account activity and financial aid award letter, watch for account holds, verify your address and more. Access **myAntioch** through the web at my.antioch.edu or through the login link at the bottom of www.antiochseattle.edu. After logging in, click on **Students Menu** to see your menu options.

Click on **Student Account Summary** to see your current student account balance. Follow the directions on the screen to see the activity on your account.

Click **Pay on My Account** to pay your tuition using a major credit card or by e-Check, which electronically debits your checking account. Follow the directions on the screen to complete your payment. To make a first payment on a payment plan, contact the Student Accounts Office to arrange the plan. Once your plan is set up, click on the **Pay on My Payment Plan** to make your payment.

If you receive financial aid, you are encouraged to review your financial aid award letter to determine if any net tuition balance is owed. The Student Accounts Office can help you identify if a balance will be owed.

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