

# TUITION AND FEES

## Financial Obligations

Tuition and fees are established by the Washburn University Board of Regents and are subject to change. Once a student has enrolled in classes, she or he is liable for tuition and fee charges unless the student withdraws from all classes before the end of the 100% tuition refund period. Financial aid eligibility may change upon withdrawal from one or more classes, leaving a balance due on the student account. If receiving financial aid and/or scholarships, students are encouraged to contact the Financial Aid Office prior to withdrawing from classes. Payments can be made online in WU-VIEW which can be accessed through MyWashburn via the Payment Portal card. Payments may also be made by mail or in person at the Cashier Window in Morgan Hall. The Cashier Window is open between 8:00 AM and 5 PM, Monday through Friday, except on Wednesday, when office hours are 9 AM to 5 PM. During University observed Summer hours, the cashier will close at noon on Fridays. A depository is located next to the Cashier Window to receive payments outside of office hours. Washburn University accepts cash, checks, and debit cards at the Cashier Window, and electronic checks, debit, and credit cards (VISA, MasterCard, Discover and American Express) online for the payment of student accounts. The processor charges a convenience fee for each credit card transaction submitted online.

All tuition and fee charges must be paid, or an installment plan set up, by the published "last day to pay without a late fee" to avoid penalties (more below). An installment plan may be set up in WU-VIEW, accessed through MyWashburn via the Payment Portal card. There is a \$30 setup fee for the installment plan and a \$25 late fee for each installment not paid on time. Installment payments may be made online in WU-VIEW, by mail, or in person at the Cashier Window in Morgan Hall. Students or an authorized user may set up scheduled payments in WU-VIEW to automatically pay installments from a bank account or card. E-mail reminders will be sent to students and authorized users who schedule payments.

Electronic bills will be generated on a monthly basis and may be viewed in WU-VIEW. NO PAPER BILLS ARE SENT.

## Academic Status: Full-Time and Part-Time Students

Students are defined as full-time in the Fall and Spring semesters if they are:

- Undergraduates enrolled in at least 12 credit hours.
- Graduate students enrolled in at least 9 hours.
- Law students enrolled in at least 9 hours.

Students are defined to be half-time in the Fall and Spring semesters if they are not full-time and are:

- Undergraduates enrolled in at least 6 hours.
- Graduate students enrolled in at least 5 hours.
- Law students enrolled in at least 5 hours.

During the summer session, any student enrolled in at least 6 hours is considered full-time, while students enrolled in at least 3 but fewer than 6 hours are considered half-time. For financial aid purposes, full-time enrollment in the summer is 12 hours for undergraduate students and 5 hours for graduate and law students.

## Tuition

The tuition charge is applicable to all terms of work such as regular semester, evening program, etc., whether taken for credit or as an audit.

## Categories of Charges

Tuition and fees vary by category of student. Current rates may be viewed on the Business Office (<https://www.washburn.edu/student-life/business-office/>) website.

### Existing categories of undergraduate students

#### Undergraduate

- Traditional Undergraduate (resident)
- Traditional Undergraduate (nonresident)
- Traditional Online UG
- Bachelor of Health Sciences
- Brenneman School of Business UG (resident)
- Brenneman School of Business UG (nonresident)
- Brenneman School of Business UG Online
- Hines School of Nursing UG (resident)
- Hines School of Nursing UG (nonresident)
- Hines School of Nursing UG Online
- Hines School of Nursing UG Online RN to BSN

#### Allied Health Programs

- CLS/CT/MRI & Sonography
- Radiation Therapy

#### High School Programs

- Concurrent Enrollment Program
- Senior Academy

Information on tuition residence categories may be obtained from the undergraduate catalog section titled, Local Policy and Resident Requirements (<https://catalog.washburn.edu/undergraduate/student-services-academic-support/location-policy-residency-requirements/>). All traditional Undergraduate classes are billed as "resident" during Summer Session.

## Fees

Current fee structure may be viewed on the Tuition & Fee Schedule (<https://www.washburn.edu/student-life/business-office/tuition-fees.html>) webpage on the Business Office (<https://www.washburn.edu/student-life/business-office/>) website.

### Credit by Exam Fee

A \$50 fee per exam is assessed.

### Student Fee

The Student Fee is required of all students attending the University who are enrolled in the regular Fall and Spring semesters. Student fees are charged regardless of whether the courses are on-campus or off-campus. Student fees are non-refundable after the 100% tuition refund date and are not charged in Summer.

## Private Music Lessons

Students majoring in curricula that require private lessons in music pay no additional fee for their lessons if they enroll and remain enrolled in 12 credit hours for a full semester. All other students are charged for private

lessons, in addition to the credit hour charge, according to the categories listed below:

Semester Charges <sup>1</sup>

The per-semester-charges for private music lessons vary as follows:<sup>2</sup>

- Full-time music majors are charged an additional fee for private lessons, but are provided a waiver for that expense from the Music Department.
- All other students must pay an extra fee at the current resident undergraduate hour tuition rate for each hour they enroll.

<sup>1</sup> For additional information contact the music department.

<sup>2</sup> All private music lesson charges are rounded to the nearest dollar.

Private music lessons falling on legal and all-school holidays will not be made up. Lessons missed by the student will be made up only if satisfactory arrangements can be made with the instructor. Lessons missed by the instructor will be made up by the end of the semester. If a student withdraws from applied lessons after the “Last day to enroll without a late fee,” there will be no reimbursement of fees. The only exceptions will be prolonged illness, administrative error, or death.

Private lessons are not available during the summer sessions.

Miscellaneous Charges

**Late Fees** will be charged to those students who have not completed the payment for tuition and fees, or set up an installment plan, by the date set and published as the last day to pay without a late fee. A single late fee, based upon the number of credits in which they are enrolled, will be charged.

Credit Hrs.	Late Fees
0.5-3.0	\$25.00
3.5-6.0	\$50.00
6.5-9.0	\$75.00
9.5+	\$100.00

Cap and Gown Use

The student is responsible for making arrangements and for paying the Ichabod Shop for use of cap and gown during commencement exercises.

Laboratory Usage

The student is expected to compensate the University for laboratory breakage or damage to other University property due to negligence, carelessness, or failure to follow instructions.

Course Materials Charge

Certain courses may have materials or other course-related fees in addition to tuition charges. Information on specific course fees can be obtained from the academic department offering the course.

Housing Payments

All housing and meal plan charges are part of the term balance on a student account and are included in the University policy regarding term payment deadlines, holds, and late fees.

Parking Fines

Failure to pay a University parking fine within five days of the due date results in a late payment fee of \$10.00.

Liability for Institutional Charges

(Tuition, Fees, Housing, Fines, etc.)

Once a student has enrolled in classes, she or he is liable for tuition and fee charges unless the student withdraws from classes. Tuition charges for full-term classes from which a student has withdrawn will be removed from the student account according to the published refund schedule. Tuition charges for classes that are less than full term from which a student has withdrawn will be removed according to a pro-rated schedule.

Having tuition charges removed from the student account does not necessarily mean there will be a refund. In fact, if withdrawal from one or more classes results in having financial aid removed as well, the student may owe a balance. Students considering withdrawing from one or more classes need to be sure that the financial implications are clearly understood before withdrawing.

If a student withdraws from one or more classes in which she or he has enrolled, it may be necessary to return all or a portion of the Title IV financial aid (e.g. loans and/or grant aid) that were received for the term, as required by federal regulations. Based on this calculation and the refund period, the student may have to repay Washburn University up to the amount of aid that has been returned.

Please note that the student fee is refundable up to the 100% tuition refund date, even if the student withdraws from all classes. Refunds and/or charges that are due to a student leaving campus housing are governed by the terms of the housing contract.

Failure to pay any tuition, late fees, or other charges when due may subject the student to:

- Holds and non-release of the student’s records, including transcripts.
- Holds and non-release of diplomas/certificates.
- Restrictions on advance registration and enrollment in subsequent semesters.
- Placement of the balance due with the Kansas Debt Recovery System (setoff program) and/or other collection agencies.
- Collection charges, including attorney fees, incurred as part of collection efforts.

**Holds will be lifted only after the student has made full payment.**

For payments made by personal or electronic check, a hold will remain in place for 7 to 10 days to allow time for the payment to clear the bank. Post-dated checks will not be accepted for payments. **Returned checks are subject to a \$30 fee.**

Students receiving Military Educational Benefits may defer financial obligation to Washburn University if they have an approved Certificate of Eligibility for entitlement to educational assistance under Chapter 31, 33, or 35 on file with the University Registrar’s Office. Financial obligation will be deferred until the date on which the Military Educational Benefits pay for such course of education, or the date that is 90 days after the date on which Washburn University certifies the students’ charges for tuition and fees following receipt from the student such Certificate of Eligibility.

## Refunds

A student permitted to withdraw from a course or courses in an academic session in which he or she is enrolled may be eligible for a refund of the University tuition paid for that course or courses. No refunds will be made of the late fee unless the failure to settle the account balance in a timely manner was due to an error on the part of Washburn University. In the event the student is a financial aid recipient, the refund will first be made to the financial sources used to pay such tuition, including but not limited to scholarships, grants, and Federal Title IV funds. Withdrawal from a course or courses making the student ineligible for the grant, aid or scholarship paid shall require the student to make repayment of the grant, aid or scholarship pro-rated on the basis of the amount of the student's participation in the activity for which the grant, aid or scholarship was awarded. If the student has any unpaid account with the University, any refund from withdrawal may be applied to such an account. Any amount paid to the University that exceeds tuition and fees paid by these other sources, and any amounts due to the University, shall then be paid to the student. For students who completely withdraw from classes and have received Federal Title IV funds, please refer to the Federal Return of Title IV funds policy available in the Financial Aid office or on the Right to Know (<https://www.washburn.edu/admissions/paying-for-college/financial-aid/policies.html>) section on the Financial Aid website.

If a student account has a refundable credit balance, a refund will be generated. The preferred method of disbursement of excess financial aid is via direct deposit to a student checking or savings account, (which the student sets up via MyWashburn via the Payment Portal card, WU-VIEW, Electronic Refunds). The University reserves the right to refund credit balances to credit card(s) used to make payment(s) on the student account. Parents will normally receive any excess funds for Parent PLUS loans by mail.

Students may request that a check be mailed, or they may pick up a check – specific dates, times and places for that process will be posted on the Business Office (<https://www.washburn.edu/student-life/business-office/>) website. The student is responsible for ensuring that all contact information is correct and up to date. Students can change their mailing address and other contact information through their MyWashburn via the Student Account Information card. It is important to make sure address information is correct and up to date. Checks are normally mailed to the current address on file with the Business Office.

Due to the unique nature of the various programs offered, cancellations and refunds for non-credit offerings may be different depending on the program or course. If a student is unable to attend a course, she or he should refer to the cancellation and refund policies established for each program as indicated in the program brochure, on the program web page, or by contacting the coordinator responsible for the program.

The first official day of classes constitutes the beginning of the semester for tuition refunds. For courses which are scheduled out of sequence of the regular Fall and Spring Semesters and Summer Session, the day published as the official first class meeting for the course constitutes the beginning of the course for tuition refund purposes, assuming the course is for a term of five or more weeks and is subject to tuition refund. Withdrawal from a course and enrollment in another course are treated as separate transactions and there may be fees attached. Information about Refunds Dates by Course is available on the Business Office website: <https://washburn.edu/student-life/business-office/tuition-refunds.html>.

## Refund Due to Death of a Student

If a student should die during a semester/session in which the student is duly enrolled, the student's estate will be refunded the tuition and fees based on the above stated policies, providing the student has no other outstanding University financial obligations. To initiate this process, the family may contact the Associate Vice President of Student Life, Morgan Hall.

## Non-Credit-Hour Courses (Sponsored by Departments/Divisions)

For non-credit conferences, institutional seminars and community service offerings that are of more than one-day duration and are not described in a separately published brochure, the refund is 100% if the official withdrawal notice is received on or before the first day after the first class session. There is no refund for these courses following the first business day after the first class session.