

# Fiscal Policies

Effective April 3, 2017

*This recap is intended to clarify Fiscal policies regarding tuition and bookstore issues.*

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- (1) Tuition is due on the first day of the quarter and must be paid in full before the registration for the following quarter will be validated. See the Schedule of Tuition and Fees for current rates.
- (2) International (non-resident status) students are accepted only for periods of not less than one academic year. International students must pay for three quarters tuition in advance upon admission. The non-refundable application fee is \$200.00.
- (3) A service charge of \$25.00 per quarter will be added to an account that is not paid in full by Monday of finals week.
- (4) Payments can be made in the form of cash, money order, personal check (*no third party checks* accepted), VISA , MasterCard, American Express and Discover credit cards or your bank debit card.
- (5) Returned/Dishonored Checks: A \$25 processing fee will be charged on all dishonored checks. After two (2) dishonored checks the privilege to write checks for payments of tuition, books, fees, etc. will be permanently revoked.
- (6) All rates and fees are subject to change upon 30 days notice. See the Schedule of Tuition & Fees pamphlet.
- (7) Loan & Grant Disbursements: Will not be disbursed before the start of the quarter for which they are being granted. All loans and grants will first be applied against institutional charges and any excess will be refunded to the student in accordance with federal regulations and based upon the individual students' *Financial Aid Funds Authorization* form. Effective Fall quarter 2014 financial aid will be disbursed in two equal installments during the quarter.
- (8) Veterans will not receive their grants or loans before the 7<sup>th</sup> week of the quarter providing their veterans benefit covers full tuition and books/supplies charges.
- (9) Financial Aid: The Fiscal Office can only answer questions as to whether your loan and/or grant funds have been transferred to the Fiscal Office and applied to your Fiscal account. Please contact the Financial Aid Office if you have any other questions regarding your financial aid package. If financial aid is reduced, cancelled or returned the student is responsible for all charges on their account resulting from the aid adjustment.
- (10) Collection Fee: Past due accounts that are assigned to an outside collection/credit reporting agency will be charged a processing fee of \$25.00.
- (11) Testing Fees: A non-refundable fee of \$25.00 per examination payable in full in advance.
- (12) Challenge of Class Testing: A non-refundable fee of \$100.00 per class payable in full is due in advance of challenge.
- (13) Audit of Class: The regular tuition charge and lab fee apply to an 'audit'. If a student has paid in full for a course which they have previously completed, it may be repeated at no additional charge **if** the student is regularly enrolled for an equal or greater number of units.
- (14) Repeat of Class: The regular tuition rate will be applied to all repeated classes.
- (15) Transcripts: Cost is \$5.00 per copy and will only be given if the student's account is paid in full.
- (16) CSR Prep Seminar: A non-refundable fee of \$ 750.00 payable in full is due in advance of seminar.
- (17) LSAT Prep Course: A \$335.00 fee payable in full is due in advance of prep course. Refunds granted only if submitted to Fiscal Office Accounts Receivable Clerk 2 days **prior** to the start of workshop.
- (18) Commencement Fee: Fees are due 30 days prior to graduation. See the Schedule of Tuition and Fees for a complete breakdown of commencement fees. Commencement fees are non-refundable once the caps and gowns are ordered. No diploma, certificate or degree will be issued when there is an unpaid balance due and payable to the College.
- (19) Refund / Tuition Adjustment Policy: Please refer to the Schedule of Tuition and Fees pamphlet.
- (20) Refund/Disbursement/Payroll Checks: A photo ID is required in order to pick up a check. A third party person can only pick up someone else's check if **written** authorization from the payee is on file.
- (21) Books and Supplies: Books may only be returned during the first week of the quarter with a receipt, during the second and third week of the quarter with a receipt **and** a drop "Change of Schedule" form. Books must be in good condition. Testing, study & lab guides, books containing software, shrink wrapped or boxed items that have been opened are not returnable. Books may not be returned after the third week of the quarter. There are no cash refunds. Credits for returned items will be posted to your student account and applied first to any outstanding balance before being refunded. Refunds and exchanges will only be given with a receipt. See the "Bookstore Return Policy" attached to your receipt.
- (22) Students studying Stenotype must purchase or rent a stenotype machine for their exclusive use. Stenotype machines may be rented for a period of two quarters. There is a deposit of \$225.00 and a quarterly rental rate of \$150.00 is required.
- (23) Book Buyback: Books are only purchased back from the student during finals week and the quarter break weeks. Students may sell back their books for up to 50% of the original purchase price **if** the textbook will be used for the upcoming quarter and the book is in good condition. The student must have the original sales receipt and a copy of their registration form for that quarter in order to sell back their books.
- (24) Please be sure to keep all receipts from bookstore purchases. Read the Bookstore return policy notice attached to your receipt.
- (25) **PRIVACY:** A student's account cannot be discussed with the student's parent, spouse, child, relative, friend, etc. without the express written consent of the student.

Please refer to the blue pamphlet *Humphreys University Schedule of Tuition and Fees* for more complete descriptions. These pamphlets can be obtained in the Admissions, Financial Aid, Registrar and Fiscal Offices.