

Student Billing Office Directory

Tuition 2013-2014	19
Room and Board 2013-2014	19
Fees 2013-2014	21
Billing Procedures and Payment Information	23
Payments	24
Payment Plan	24
Late Charges	24
Past Due Obligations	24
Returned Checks	24
Errors or Disputes	24
Refund Policy	25
Withdrawal from the University	25
Board/Meal Refunds	25
Room/Housing Refunds	25
Miscellaneous Fees/Other Charges	26

STUDENT BILLING OFFICE

All tuition and fees are payable by the due date in advance of each enrollment period. Students with outstanding obligations will not be permitted to pre-register for an upcoming semester unless financial arrangements have been made with the Student Billing Office prior to pre-registration. Alvernia University reserves the right to change tuition, fees and other charges from one academic semester to the next as deemed necessary by the university in order to meet its financial commitments and to fulfill its role and mission.

Tuition for 2013-2014

Traditional Day Undergraduate Programs

Full time (12-17 credits)	\$14,250/semester
Part time (less than 12 credits)	\$780/credit
Overload credits (more than 17 credits)	\$780/credit
Audit (no grade)	\$390/credit
Senior citizens (Age 65+; space-available basis)	No charge for tuition Undergraduate Only

Adult Education Programs Modules 1-6 \$465/credit

Graduate Programs \$655/credit

Doctoral Programs \$870/credit

Room and Board for 2013-2014

Room per Semester	Single	Shared	Efficiency
Francis Hall	\$3,300	\$2,435	--
Veronica Hall	\$3,300	\$2,535	--
Assisi & Siena Halls	\$3,415	\$2,675	--
Anthony & Clare Halls	\$3,300	\$2,620	--
Judge Hall	\$3,615	\$3,010	--
Pacelli, Zygmunt & Academic Village Apts.	\$4,220	\$3,640	\$3,895
Pods	\$3,830	\$3,260	\$3,590

Meal Plan Options	# of Meals/Semester	DCB*/Semester	Cost/Semester	Cost/Year	Allowed to Purchase
All-You-Can Eat Block	19/Week	\$100	\$2,560	\$5,120	Freshmen/All
14-Meal Block	14/Week	\$250	\$2,560	\$5,120	Freshman Alternative
190 Block	190	\$125	\$2,405	\$4,810	Soph./Jr./Sr.
150 Block	150	\$150	\$2,190	\$4,380	Soph./Jr./Sr.
110 Block	110	\$200	\$1,970	\$3,940	Soph./Jr./Sr.
75 Block	75	\$50	\$1,285	\$2,570	Pacelli/Zygmunta/Village Apartments except Pods
75 Block Bonus	75	\$200	\$1,415	\$2,830	Pacelli/Zygmunta/Village Apartments except Pods
Commuter	5	\$0	\$32.50	n/a	Commuters

See student handbook for details regarding meal plan requirements.

**Declining balance dollars (DCB) may be used to purchase food at all food service locations. Meals and dollars must be used during the semester of purchase.*

Resident Technology: \$100/semester (mandatory)

Housing Deposit: \$250/year

Upon entering Alvernia, new resident students must submit a \$250 housing deposit. Continuing resident students who are planning to apply for housing for the upcoming academic year must apply for housing during the room selection period with the Office of Residence Life. To complete the application, a \$250 deposit is due no later than the close of the housing selection process. Note: Submitting a housing deposit does not constitute a guarantee for housing.

Housing deposits are processed as follows:

1. Held in an escrow account until terms of housing contract are fulfilled.
2. Returned to the student if the student does not receive housing for the following year or chooses not to return within stated housing selection deadlines. The deposit is not returned if the student has an outstanding balance with the university.
3. Forfeited by those students who communicate to the Residence Life Office after the housing selection process deadline that they are not returning to Alvernia University or have chosen to live off campus. See the Undergraduate Student Handbook for more information.

Current commuter students who desire on-campus housing must first pay a \$250 housing deposit and complete a housing application in the Residence Life Office. A commuter student is assigned housing only after room selection for current resident students is complete and pending space availability. In the event there is lack of room availability, housing deposits are refunded only if a student has no outstanding debt to the university. If a student requests placement on a housing waiting list, the deposit will not be refunded or applied to current debt until removal from the housing waiting list is requested.

Fees for 2013-2014

Comprehensive Fee: 2% of tuition
Applies to all full-time and part-time students.

Technology Fee:
Applies to evening and graduate classes only

Online Technology course fee:	\$40/credit
Blended Technology course fee:	\$30/credit
Web Enhanced technology fee:	\$20/credit

Graduation Fee: \$100

Health Insurance: Compulsory Students
(annual policy period: July 31 - August 17)

Fall Enrollees Non-refundable Covers academic year	Spring Enrollees Non-refundable Covers spring & summer	Summer Enrollees Non-refundable Covers summer
Age 23 & under	\$1,160	\$752
Age 24 – 33	\$1,312	\$847
Age 34 – 65	\$1,782	\$1,143
		\$339
		\$379
		\$506

Note: Health insurance is a condition of enrollment for all full time day students. It may be waived if proof of other insurance is provided; however, NO waiver is honored after September 15 for students enrolling in the fall or after February 15 for students enrolling in the spring. A NEW WAIVER MUST BE SUBMITTED ONLINE EACH YEAR (www.alvernia.edu). INSURANCE NOT PROPERLY WAIVED BY THE ABOVE DATES IS NON-REFUNDABLE.

Academic Fees

Athletic Training:

AT 113	\$35/course
AT 222	\$115/course

AT 310, 410 Clinical Liability Insurance (required) \$50/year

Behavioral Health:

BH 404 Liability Insurance (required) \$50/year

BH 406 Liability Insurance (required) \$50/year

Biology/Chemistry/Physics:

BIO 103, 104, 116, 117, 118, 320 \$55/course

BIO 205 \$35/course

BIO 220, 221, 309, 311 \$105/course

CHE 109, 110, 111, 112, 210, 211, 212, 303 \$55/course

CHE 405, 410 \$105/course

PHY 110, 111 \$55/course

Business:

BUS 426, MBA 680 \$50/course

Criminal Justice:

CJ 408 Liability Insurance (required) \$50/year

Education:

ED 470, MED 670 Field Education Liability Insurance (required) \$30/year

Nursing:

NUR 098, 099 \$140/course

NUR 205, 209, 315, 317, 410, 418 \$280/course

NUR 205, 315, 410 Clinical Liability Insurance (required) \$50/year

Occupational Therapy:

OT 321, 332, 427 \$220/course

OT 526 \$35/course

OT 381, 481, 517 Field Practicum Liability Insurance (required) \$50/year

OT 381,481 \$30/course

Physical Education

PED 133 \$27/course

Social Work:

SW 316, 403 Field Education Liability Insurance (required) \$50/year

Private Music Instruction:

MUS 051	
12-½ hour sessions (1 credit)	\$300/credit

Challenge Exam Credits:

\$200/credit

Life Experience Credits:

\$300/credit

Registrar's Office:

Transcripts	\$5 each
<i>(No charge for the first transcript after graduation)</i>	
Mailing of diploma	\$15
Duplicate/replacement diploma	\$45/60

Other Fees:

Parking Fine	\$25-\$50
Room Damages	as appropriate*
<i>*Students damaging university property are charged for each occurrence based upon determination of appropriate restitution.</i>	
Identification Card Replacement	\$5

Other Expenses:

Books and Materials	\$400-800/year*
<i>*Amount will vary depending upon the courses taken.</i>	

Billing Procedures and Payment Information

Students at Alvernia are billed each semester. The Student Invoice is available on the myAlvernia portal on the Alvernia website (www.alvernia.edu) approximately 30 days prior to the start of the upcoming semester for every student who has pre-registered.

Payment is due one week prior to the start of the semester, and payment must be received on or before that date. Students registering after the due date are required to obtain a Student Invoice from the Student Billing Office at the time of registration with payment due immediately.

Students adding a course(s) during the add/drop period are required to obtain an invoice and settle any financial obligations at that time. The amount due on the Student Invoice is the total amount of unpaid charges less any anticipated financial aid. Anticipated financial aid includes scholarships, grants, or loans for which a student is eligible, but has not yet been received by the university. See the Office of Student Financial Planning for details regarding financial aid awards and eligibility.

Note: The university reserves the right to cancel a schedule and require a repeat of registration for any student who does not pay his or her invoice by the due date.

For additional information call the Student Billing Office at 610-796-8319, e-mail student.billing@alvernia.edu or visit Francis Hall 200.

Payments

Checks or money orders should be made payable to “Alvernia University.” If sent by mail, they should be addressed to: Alvernia University, Attn: Student Billing, 400 Saint Bernardine St., Reading, PA 19607. Payment may also be made via myAlvernia. Electronic payments from bank accounts (e-checks) are available with no additional charge. Convenience fees will apply when utilizing our accepted credit cards (Visa, MasterCard, Discover, and American Express) for payment.

Payment Plan

The tuition payment plan is a service provided by Sallie Mae on behalf of Alvernia University. Students may pay all or part of tuition on a monthly basis and interest-free. The yearly fee is \$50 and details and applications are available from the Student Billing Office at 610-796-8319, www.tuitionpaymentplan.com/alvernia or 1-800-635-0120.

Late Charges

A \$100 charge will be assessed on any balance due if not paid by the due date.

Past Due Obligations

Past due obligations include, but are not limited to, billing amounts past due for any semester, unpaid room damage charges, library materials or fines, telephone charges and parking fines. Students are not permitted to register, receive a transcript, grade report, or diploma until past due obligations are paid. In addition, the university reserves its right to submit past due accounts to its collection agent. Collection costs which amount to approximately 30% of the outstanding balance, plus past and future monthly service charges as defined above, are added to any past due balances.

Returned Checks

The return of a check for any reason constitutes non-payment. A \$20 fee is assessed for all returned checks.

Errors or Disputes

Inquiries concerning schedules should be referred to the Registrar’s Office. Inquiries concerning charges should be referred to the Student Billing Office prior to the due date of the invoice.

Refund Policy

During the first week of classes (the add/drop period) a student may drop a course and receive full tuition credit if applicable. Any course-affiliated fees and/or comprehensive fees are adjusted accordingly. Students withdrawing from class(es) any time after the add/drop period are not entitled to a refund. See Registration Changes in this catalog.

Withdrawal from the University

Total withdrawal from the university applies only to students who submit in writing to the withdrawal counselor their intention to completely withdraw from all courses. Reapplication and acceptance may be required for these students to be readmitted after withdrawing from the university. The effective date of withdrawal is the date a completed official withdrawal notice is returned to the counselor. Students who do not comply with the withdrawal procedure forfeit their right to any refund. Students who have a medical withdrawal approved by the Dean of Students are entitled to a tuition refund in accordance with the refund schedule below. Questions about the medical withdrawal procedure should be submitted to the Director of Health and Wellness.

Students who withdraw from the university during the first five weeks of class receive tuition refunds in accordance with the refund schedule:

<u>Withdrawal Dates</u>	<u>Student Refund Semester</u>	<u>Student Refund MOD Class</u>
During 1st week of classes	100%	100%
During 2nd week of classes	90%	80%
During 3rd week of classes	80%	40%
During 4th week of classes	60%	0%
During 5th week of classes	40%	0%
After 5th week of classes	0%	0%

Note: In the case of a financial aid recipient, the portion refunded may include monies that must be returned to Federal Title IV programs. The university uses the Title IV refund policy to determine the portion that must be repaid to the Title IV programs. Any refunds otherwise due to a withdrawing student will be reduced by such Title IV refunds. See the Office of Student Financial Planning for a complete description of the Title IV Refund Policy. For information on the refund policy for Adult Education call 610-796-8319.

Board/Meal Refunds

Students withdrawing from the university or moving out of a university residence are entitled to a prorated refund (minus a one-week deposit).

Room/Housing Refunds

Students moving out of a university residence during a semester are not entitled to a refund of room charges. Students should follow the room checkout procedure in the Student Handbook.

Miscellaneous Fees/Other Charges

There will be no refund of miscellaneous fees or other charges.