

Expenses and Student Financial Assistance



EXPENSES AND STUDENT FINANCIAL ASSISTANCE

Tuition and Fees

*Subject to approval by the Board of Trustees
(Academic Year 2004–2005)*

General Information

Tuition at Sacred Heart University is based on credit hours. The charge per credit hour may vary for each program.

All tuition and fees must be paid on or before registration for each semester or session unless prior arrangements have been made.

Students will not be allowed to register with a prior balance.

A degree will not be conferred and a transcript will not be issued until all financial obligations to the University have been met. The University reserves the right to require any past balance to be paid by certified check.

Tuition

MBA Program	\$515/credit
Chemistry	\$495/credit
Computer and Information Science	\$495/credit
Education	\$450/credit
Nursing	\$430/credit
Occupational Therapy	\$22,000–\$24,000/year
Doctorate Physical Therapy	\$25,000/year
Religious Studies	\$450/credit
Audit Tuition	\$510/course

Mandatory Fees

Registration Fee (nonrefundable)	\$72/term
Library Fee	\$25/term
Student Council Fee	\$16/term

Some courses may require additional lab fees (see course listings).

Other Fees

Change of Program Fee	\$10/change
Monthly Payment Fee	\$55/term
Graduation Fee	\$115
Late Registration Fee (applied the first day of the term)	\$72/term
Student Teaching Fee	\$140/term
Returned Check Fee	\$45
Rejected Credit Card Fee	\$45

Tuition Discount

Diocesan Discount

MAT students employed as teachers by the Dioceses of Bridgeport, Hartford or Norwich are eligible for 33% tuition discount. Contact Student Accounts at 203-371-7925.

Payment of Tuition and Fees

Students can pay tuition and other fees by cash, credit card (MasterCard, VISA and American Express), check or money order. All checks should be made payable to Sacred Heart University. Credit card payments cannot be accepted over the phone; they must be authorized in writing. Students on the monthly payment plan must provide authorization in writing by completing the payment option form (the bottom portion of the registration form). For further information regarding payment options, contact Student Accounts at 203-371-7925.

Monthly Payment Plan Options

A monthly payment plan is available during regular terms and the Summer term. A signed promissory note must be submitted at time of registration as well as payment of a nominal monthly payment fee. Monthly payment deadlines are posted in the course schedule.

Payments are due on or before the first day of each month. Exact dates for each plan are published in the semi-annual course schedule.

For further information about the monthly payment plan, contact the University's Student Accounts Office 203-371-7925.

* *Finance charge.* If a payment is received later than the due date, a financial charge will be assessed at the rate of 1% per month, annual rate of 12%.

Guaranteed Payment Plan

This program enables graduate and part-time students to register for a term without tuition payment at the time of registration. Further information regarding the Guaranteed Payment Plan can be obtained from the course schedule or from Student Accounts at 203-371-7925.

Direct Billing to Employers

The University has established direct billing procedures with several area employers. Students who work for these companies may register and the University will send a tuition bill to the employer. Interested companies and students should contact Student Accounts at 203-371-7925.

Withdrawal/Refunds

Withdrawals from courses must be made in person through the Office of the Registrar. Official withdrawal is necessary to assure the proper entry of grades on the transcript and the determination of any refund, if applicable. Refunds, which are issued by Student Accounts, are based on the full tuition charges. Failure to withdraw properly will result in the issuance of a withdrawal/failure (WF) grade. Those who improperly withdraw will be charged full tuition.

Registration and lab fees are nonrefundable unless the course is canceled. Federal regulations require that veterans follow the University's withdrawal procedure or be liable for repayment of any benefits received. All refunds will be based on the refund schedule and determined by the date of notification to the Registrar's Office, not the date of the last class attended.

Students must contact Student Accounts to receive a refund. Refunds take four to six weeks to process. Refunds are only given to students who have no outstanding balances.

Tuition refunds are based on the full tuition charge:

100%	Before the first class
80%	Before the second class
60%	Before the third class
40%	Before the fourth class
20%	Before the fifth class
0%	After the fifth class

Refund Allocation Policy for Federal Financial Aid Funds

Withdrawing from all courses is considered withdrawing from the University. If you do this before 60% of the semester is completed (approximately 8–9 weeks into the semester), your financial aid award will be recalculated, according to the percentage of the semester you have completed. The formula for calculating this percentage is:

$$\frac{(\text{Days enrolled}) - (\text{Official breaks of five days or longer})}{\text{Total number of class days in the semester}}$$

Returning Aid

If have been awarded Title IV (federal) or state aid and you withdraw before completing 60% of the semester, some portion of your financial aid must be returned. The above formula determines what portion of the aid must be returned and the list below indicates the order in which the aid is returned.

Refunds to Federal Title IV programs are made in this order:

1. Federal Unsubsidized Stafford Loan
2. Federal Subsidized Stafford Loan
3. Federal PLUS Loan
4. Federal Perkins Loan
5. Federal Pell Grant
6. Federal Supplemental Educational Opportunity Grant

7. Other Title IV aid programs
8. Other federal sources of aid
9. Other state, private or institutional aid
10. The student

Refund examples are available in the Student Financial Assistance Office. It is important to discuss withdrawal and refund as it pertains to the individual student, and its implications for federal student loan repayment and future eligibility for financial assistance.

Financial Assistance

Qualified graduate students may be able to obtain financial assistance through a variety of programs. For further information on any of the programs listed below, contact the Office of Student Financial Assistance at 203-371-7980, or the sponsoring department.

Federal Stafford Loans

Graduate students who have been fully matriculated into the University may be eligible to receive a federal Stafford Loan. This program is administered by the Office of Student Financial Assistance and each loan applicant is required to file a Free Application for Federal Student Aid (FAFSA) form with the Department of Education. Once a FAFSA form is processed and the information has been received by the University, the Office of Student Financial Assistance will assist the student in completing a loan application. Full-time students may borrow a maximum of \$18,500 per year from the Stafford program, both subsidized and unsubsidized. Payment begins six months after graduation, withdrawal, or change to less than half-time status. The student has 10 years to repay the loan.

Graduate Research Assistantships

A limited number of graduate research assistantships are available. Assistantships usually carry some tuition remission as they assist faculty with research projects. Students should contact the

department directly concerning availability and eligibility requirements.

Graduate Staff Assistantships

A limited number of graduate staff assistantships are made available to graduate students who are fully matriculated and attend school on a full-time basis. Staff assistantships are chosen by the sponsoring administrative department and often pay a stipend as well as some tuition remission. More information may be obtained from the Office of Graduate Admissions at 203-365-7619.

Residence Hall Directors

Several residence hall director positions are available through the Office of Residence Life and Housing Services. These are live-in positions and are usually filled by those who are interested in pursuing a career in student services. Residence hall directors are fully matriculated students who attend school on a part-time basis while fulfilling their job responsibilities for the Office of Residential Life. Criteria are very selective and hiring decisions are made in the spring for the subsequent Fall term. For further information on this program, contact the Office of Residential Life and Housing Services at 203-416-3417.

VA Eligibility Programs

Veterans and possibly their dependents are eligible for educational benefits in accordance with Title 38, Chapters 30–35 of the United States and Title 10 USC Chapter 106. Interested veterans should contact the Registrar's Office, Monday through Thursday, 8:30am to 4pm and Friday from 8:30am to 1pm. For additional information regarding eligibility, call the Veterans Administration at 1-800-827-1000.