

Summary of Financial Procedures

OTA Online Program

2016–2017 Academic Year

For more information, please visit the University's website.

Application Fee: A \$25.00 application fee must accompany a student's formal application for admission to the University. This non-refundable fee covers the evaluation of the student's application and credentials. It is not prepayment of any tuition or other charges.

Payment Terms: Payment of all charges for each session must be made in accordance with the Student Financial Responsibility Agreement. (Please see Student Financial Responsibility Agreement) All St. Catherine University business is electronic. Billing may be accessed via KatePay or by signing up to receive automatic text messages. Payments may be made online through KateWay/Student/Student Accounts/KatePay. A \$35.00 bank fee will be charged for each returned/dishonored check.

American Express/VISA/MasterCard/Discover: The University will accept American Express, VISA, MasterCard, or Discover. A 2.75% service fee will be assessed on all credit and debit card payments. Please pay online through the link on KateWay/Student/StudentAccounts/KatePay.

Agreement for Electronic Funds Transfer (EFT) for check payments: By sending St. Catherine University a check in payment for your student account balance, you are authorizing Student Accounts to initiate an electronic funds transfer (EFT) from the financial institution indicated on your check. This means that your account will be debited in the amount of your check and the transaction will appear on your bank statement. Your original check will be destroyed. A \$35.00 bank fee will be charged for each returned/dishonored check.

St. Catherine University offers the following payment options:

Standard Payment Option: Payment is due in full by the first day of class each semester for any amounts not covered by financial aid. A 1% finance fee is assessed on the last University business day of each month on any unpaid balance.

Installment Payment Option: The installment payment option is available for enrollment every semester and allows students to pay any balance over \$300 not covered by financial aid. Fall semester payments begin in September, Winter semester payments begin in January, and Summer semester payments begin in May. There is a \$50 enrollment fee, which is waived if automatic payments are set up. For full details or to enroll in this option go online to KatePay/Payment Plans tab.

For the Standard Payment Option or the Installment Payment Option, the student's account must be **paid in full** prior to the first day of registration for the following semester. A hold will remain on the student account until the balance is paid in full

Student Financial Responsibility Agreement Form: The Student Financial Responsibility Agreement form is available online at KateWay/Student/Student Accounts/Online Forms and must be submitted once per academic career. This document contains the official explanation of the University's payment policies.

Failure to complete this form will result in a HOLD being placed on your student account and will prevent future registration or release of transcripts or diplomas.

Ancillary Charges: Miscellaneous charges to a student account for services (bookstore, etc.) are due immediately. These charges will appear on the student's "Current Activity" on KatePay. The student is responsible for payment of these miscellaneous charges regardless of when they are posted to the student account.

Default: Account balances not paid by the required dates will be considered in default. Registration for additional classes is not allowed until all past due balances are paid. Accounts referred to an outside collection agency will be assessed collection, contingency and attorney fees. A balance hold is placed on all student records until all past due balances are paid in full. Students can be dropped from their courses for non-payment.

Employer Tuition Reimbursement: To qualify for an extension of the final payment due date, students must submit an Employer Tuition Reimbursement form prior to the beginning of each semester for which they will be receiving this benefit. Any portion of the bill not paid by the employer must be paid by the first day of class each semester. The employer paid portion will be due no later than 30 days after grades are due for the applicable term. A 1% monthly finance fee is assessed on any unpaid balance. The student is responsible for all finance fees the day they are assessed. If the employer does not pay for the classes, the student is responsible for any unpaid balance. It is the student's responsibility to follow up with the employer to ensure timely payment. Account balances not paid by the required date will be considered in default (please see Default section above) and the student will no longer be eligible for this extension.

Outside Billing Agency or Third Party Payor: Students should contact Student Accounts to establish and review the payment agreement terms of their outside billing agency or third party payor. Students are responsible for providing itemized receipts for textbooks and supplies to third party payors if requested by the payor.

Registration: Returning students whose accounts are in good standing may register at times announced by the Office of the Registrar. Registration is completed when the student registers on-line. A \$100.00 Advance Tuition Deposit is required of all new students prior to registration for the following academic year. (See the Admissions website for additional information.) Please pay online through the link on KateWay/Student/StudentAccounts/KatePay.

Adding Courses: Students are charged full tuition and fees for each course added.

Dropping Courses: Full refund of tuition is made for courses dropped through the 100% date noted on the Tuition Refund Schedule. Partial refunds are made as noted in the Tuition Refund Schedule. Students dropping and adding the same number of credits on the same day will receive a full refund for the dropped course. Students must register for all classes by the end of the full semester 100% refund period deadline for maximum financial aid eligibility. Students may drop courses via the web through the published deadline. After the deadline, drops are completed through the Office of the Registrar at registrar-mpls@stkate.edu.

Early Withdrawal: By registering for classes, a student incurs a legal obligation to pay tuition and fees. This debt may be canceled or prorated only if the student withdraws from the class before the published deadlines. (See Tuition Refund Schedule.) Non-participation does not constitute withdrawal. Students must officially withdraw from their courses by following the steps outlined in the University's catalogs.

Graduation: Transcripts and diplomas are held until all funds owed to the University are paid in full.

Tuition: Charges to students who withdraw from all of their classes are determined by the date the student initiates the withdrawal process. The chart, which follows, will assist in determining the charge.

**Tuition Refund Schedules:
OTA Online Program**

Full Semester Courses

	<i>Fall 2016</i>	<i>Winter 2017</i>	<i>Summer 2017</i>
	<i>II</i>	<i>II</i>	<i>II</i>
100% Refund	09/06-09/08	01/09-01/11	05/08-05/10
90% Refund	09/09-09/17	01/12-01/20	05/11-05/19
80% Refund	09/18-09/25	01/21-01/28	05/20-05/27
70% Refund	09/26-10/05	01/29-02/07	05/28-06/06
60% Refund	10/06-10/16	02/08-02/18	06/07-06/17
50% Refund	10/17-10/26	02/19-02/28	06/18-06/27
40% Refund	10/27-11/07	03/01-03/12	06/28-07/09
No Refund After	11/07/2016	03/12/2017	07/09/2017

Half Term Courses 7 WK Courses 8 WK Courses

<i>Fall II</i>	<i>Weeks 1-7</i>	<i>Weeks 8-15</i>
100% Refund	09/06-09/08	10/26-10/26
90% Refund	09/09-09/09	10/27-10/28
80% Refund	09/10-09/14	10/29-11/02
70% Refund	09/15-09/19	11/03-11/08
60% Refund	09/20-09/24	11/09-11/14
50% Refund	09/25-09/29	11/15-11/19
40% Refund	09/30-10/05	11/20-11/26
No Refund After	10/05/2016	11/26/2016

<i>Winter II</i>	<i>Weeks 1-7</i>	<i>Weeks 8-15</i>
100% Refund	01/09-01/11	02/27-03/01
90% Refund	01/12-01/12	03/02-03/03
80% Refund	01/13-01/17	03/04-03/08
70% Refund	01/18-01/22	03/09-03/14
60% Refund	01/23-01/27	03/15-03/20
50% Refund	01/28-02/01	03/21-03/25
40% Refund	02/02-02/07	03/26-04/01
No Refund After	02/07/2017	04/01/2017

<i>Summer II</i>	<i>Weeks 1-7</i>	<i>Weeks 8-15</i>
100% Refund	05/08-05/10	06/26-06/28
90% Refund	05/11-05/11	06/29-06/30
80% Refund	05/12-05/16	07/01-07/05
70% Refund	05/17-05/21	07/06-07/11
60% Refund	05/22-05/26	07/12-07/17
50% Refund	05/27-05/31	07/18-07/22
40% Refund	06/01-06/06	07/23-07/29
No Refund After	06/06/2017	07/29/2017

At the end of the Full Term refund period, a hold will be placed on all student accounts with a remaining balance. Additionally, fees are non-refundable after the 100% drop period.

Financial Aid: Financial aid awards are prepared based on program, credit load and housing plans. Changes in enrollment, housing, and/or the receipt of additional funds may necessitate revisions in financial aid awards.

Please note: Students must register for all classes by the end of the full semester 100% refund period deadline for maximum financial aid eligibility. (See Tuition Refund Schedule and Academic Catalog.)

Disbursement of Financial Aid Funds: If proper application has been made for each award and all required paperwork has been submitted, funds will be disbursed by a direct credit. Funds directly credited to the student's account are subject to revision due to changes in enroll-

ment, housing plans, or the receipt of additional resources. Notifications are sent out once EFT's are received. Proceeds must be applied to the student account. A student must meet all eligibility criteria for each source of aid at the time funds are received or funds cannot be disbursed.

Funds that directly credit to the student's account:

- Tuition remission
- Federal Direct Subsidized and Unsubsidized, Parent PLUS loans
- Private Student Loans
- University, state, federal grants and/or scholarships

All scholarship checks must first be credited to the student's account. For more information, please contact the Office of Financial Aid at 651-690-6540 or email cagoetz@stkate.edu.

Title IV Federal Financial Aid Authorization Form:

The Title IV Authorization form is available online at [KateWay/Student/Student Accounts/Online Forms](#). By completing this form you will either authorize or not authorize Student Accounts to use your Title IV funds to pay charges on your student account, i.e. bookstore, etc. (See Title IV form for additional information.)

Bookstore Charges: Students may charge textbooks to their student account online through the St. Catherine University Bookstore website. Federal Pell Grant eligible students who opt to charge their textbooks on their student account and whose Title IV funds (federal aid) exceed their institutional charges within 10 days prior to the beginning of the semester, are considered to have authorized Student Accounts to use Title IV funds to pay their bookstore charges.

Refunds of Excess Financial Aid: Refunds for a credit balance are issued electronically on Fridays. Any Financial Aid posted after the account has been paid by credit card will be refunded back to the credit card before any money is refunded to the student. There will be no exceptions to this policy.

Federal Refund Policy (Title IV Funds 34 CFR 668.22): The "Return of Title IV Funds" policy applies to any student who receives federal Title IV funding and

withdraws or ceases to be enrolled prior to the end of a payment period. The Return of Title IV Funds formula determines the amount of Title IV funds a student has earned at the time the student ceases attendance, and the amount of Title IV funds a student must return. If you are enrolled in a course that does not span the entire length of the semester and change your enrollment, you may be subject to a return of funds calculation. The amount of Title IV funds a student earns is a proportional calculation based on the amount of time the student attends school through 60% of the semester. If a student ceases to attend school after 60% of the semester, the student earns 100% of the Title IV funds. If an unofficial withdrawal is determined (the student has all failing and/or non-credit grades during a single term), the student is considered to have completed 50% of the semester. Her/his Title IV aid will be recalculated appropriately based on this assumed date of unofficial withdrawal or the last documented date of attendance.

Non-Federal Refund Policy: Refunds for state aid programs and non-state aid programs are calculated on a proportional basis using the state mandated or institutional refund policy. To calculate the minimum refund due to the Minnesota State Grant Program, Minnesota Child Care Grant, the Minnesota Safety Officer's Survivor Grant, the Minnesota Indian Scholarship Program, the Minnesota GI Bill, Private Student Loans, and other aid programs (with the exception of the State Work Study Program), the MOHE Refund Calculation Worksheet is used. Please contact the Financial Aid Office for the complete policy.

Caution: If a student withdraws from school after receiving an electronic refund, the student may be required to repay St. Catherine University all or a portion of the refund amount.

Health Insurance: The University and the School of Health requires that students be covered under a health insurance plan. For those who do not have health insurance coverage, the University provides a plan through United-Healthcare to meet this requirement. See the University healthcare website to opt-in to this plan.

Costs for Academic Year 2016-2017

Advance Tuition Deposit:
 New Students \$100.00

TUITION RATES PER CREDIT:
 OTA Online Program \$680.00

STUDENT FEES:
 Application Fee: \$25.00
 Health Insurance: per term (opt-in) \$570.00
 New Student Fee: \$15.00
 Proficiency Exam (per credit) 25% of tuition
 Student Activity Fee: per semester. \$35.00
 Student Technology Fee: per semester. \$175.00