

Summary of Financial Procedures

2017–2018 Academic Year

OTA Online Program

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

Advance Tuition Deposit: 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/Quick Links/KatePay.

Student Financial Responsibility Agreement Form (SFRA): The SFRA form is available online at KateWay/Student Resources/Student Accounts/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.

Payment Terms: Payment of all charges for each semester must be made in accordance with the Student Financial Responsibility Agreement (SFRA). (See SFRA for additional information.) All St. Catherine University business is conducted electronically. KatePay is our online billing and payment portal.

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 the last University business day each month on any unpaid balance.

Installment Payment Option: The installment payment option is available for enrollment every semester and allows a student 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. The \$50 enrollment fee is waived if automatic payments are set up. For full details or to enroll in this option go online to KatePay/Payment Plans tab. A student's account must be **paid in full** prior to the first day of registration for the following semester. A hold will remain on all student accounts records until the balance is paid in full.

Ancillary Charges: Miscellaneous charges to a student's account for services (bookstore, etc.) are due immediately. These charges will appear on the student's "Current Activity" on KatePay.

Credit Card Options: The University accepts American Express, VISA, MasterCard, or Discover. A 2.75% service fee is assessed on all credit and debit card payments. Credit and debit card payments must be made online through KatePay.

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

Electronic Funds Transfer (EFT) for check payments: A check received for payment on a student account balance is processed as an EFT from the financial institution indicated on the check. The original check is destroyed. A \$35.00 bank fee will be charged for every returned/dishonored check. A student can be dropped from her/his course(s) for a returned check payment.

Employer Tuition Reimbursement (ETR): To qualify for an extension of the final payment due date, a student must submit an ETR form prior to the beginning of each applicable semester. The ETR form is available online at KateWay/Student Resources/Student Accounts/Forms. 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. No further extensions are granted. A 1% monthly finance fee is assessed on any unpaid balance and is the student's responsibility. It is the student's responsibility to follow up with the employer to ensure timely payment and to make payment in full if the employer refuses to pay. Account balances not paid by the required due date will be considered in default (see Default section) and the student will no longer be eligible for the ETR payment extension.

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

Registration: A returning student whose account is in good standing may register on the dates announced by the Office of the Registrar. Registration is completed when the student registers on-line. A student is charged full tuition and fees for each course added.

Dropping Courses: Full refund of tuition is made for courses dropped through the 100% refund period as noted on the Tuition Refund Schedule. Partial refunds are made as noted on the Tuition Refund Schedule. No tuition adjustment is made when a student drops and adds the same number of credits on the same day. A student may drop courses via the web through the published deadline. After the posted deadline, drops are completed through the Office of the Registrar at registrar@stkate.edu. If a student is withdrawing completely, the student is required to meet with their academic advisor to complete all course drops.

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 Refund Schedule: A student who drops one or all of their courses should refer to the refund schedule below to determine their tuition refund amount. The date of the drop determines the refund percentage. Fees are non-refundable after the 100% refund period.

Tuition Refund Schedules:

OTA Online Program

Full Semester Courses

| | <i>Fall 2017</i> | <i>Winter 2018</i> | <i>Summer 2018</i> |
|-----------------|------------------|--------------------|--------------------|
| | <i>II</i> | <i>II</i> | <i>II</i> |
| 100% Refund | 09/05-09/07 | 01/08-01/10 | 05/07-05/09 |
| 90% Refund | 09/08-09/16 | 01/11-01/19 | 05/10-05/18 |
| 80% Refund | 09/17-09/24 | 01/20-01/27 | 05/19-05/26 |
| 70% Refund | 09/25-10/04 | 01/28-02/06 | 05/27-06/05 |
| 60% Refund | 10/05-10/15 | 02/07-02/17 | 06/06-06/16 |
| 50% Refund | 10/16-10/25 | 02/18-02/27 | 06/17-06/26 |
| 40% Refund | 10/26-11/06 | 02/28-03/11 | 06/27-07/08 |
| No Refund After | 11/06/2017 | 03/11/2018 | 07/08/2018 |

| Half Term Courses | 7 WK Courses | 8 WK Courses |
|--------------------------|---------------------|---------------------|
| Fall II | Weeks 1-7 | Weeks 8-15 |
| 100% Refund | 09/05-09/07 | 10/23-10/25 |
| 90% Refund | 09/08-09/08 | 10/26-10/27 |
| 80% Refund | 09/09-09/13 | 10/28-11/01 |
| 70% Refund | 09/14-09/18 | 11/02-11/07 |
| 60% Refund | 09/19-09/23 | 11/08-11/13 |
| 50% Refund | 09/24-09/28 | 11/14-11/18 |
| 40% Refund | 09/29-10/04 | 11/19-11/25 |
| No Refund After | 10/04/2017 | 11/25/2017 |
| Winter II | Weeks 1-7 | Weeks 8-15 |
| 100% Refund | 01/08-01/10 | 02/26-02/28 |
| 90% Refund | 01/11-01/11 | 03/01-03/02 |
| 80% Refund | 01/12-01/16 | 03/03-03/07 |
| 70% Refund | 01/17-01/21 | 03/08-03/13 |
| 60% Refund | 01/22-01/26 | 03/14-03/19 |
| 50% Refund | 01/27-01/31 | 03/20-03/24 |
| 40% Refund | 02/01-02/06 | 03/25-03/31 |
| No Refund After | 02/06/2018 | 03/31/2018 |
| Summer II | Weeks 1-7 | Weeks 8-15 |
| 100% Refund | 05/07-05/09 | 06/25-06/27 |
| 90% Refund | 05/10-05/10 | 06/28-06/29 |
| 80% Refund | 05/11-05/15 | 06/30-07/04 |
| 70% Refund | 05/16-05/20 | 07/05-07/10 |
| 60% Refund | 05/21-05/25 | 07/11-07/16 |
| 50% Refund | 05/26-05/30 | 07/17-07/21 |
| 40% Refund | 05/31-06/05 | 07/22-07/28 |
| No Refund After | 06/05/2018 | 07/28/2018 |

At the end of the Full Term 100% refund period, a hold will be placed on all student accounts with a remaining balance.

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 Academic Calendars.)

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 enrollment, housing plans, or the receipt of additional resources. Notifications are sent out once EFTs 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
 - Private Student Loans
 - Federal Direct Subsidized and Unsubsidized, Parent PLUS loans
 - University, state, federal grants and/or scholarships

All scholarship checks must first be credited to the student's account.

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.

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.

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 withdrawal process is defined as occurring when a student notifies the school, in written or oral form, of his or her intent to withdraw. Whether or not notification is given or whether or not the student begins the withdrawal process, the school will determine the date of withdrawal as the date the student ceased attendance. The Return of Title IV 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.

The amount of Title IV funds earned by a student is based on the amount of time spent in attendance by the student for that term. 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 term. If a student ceases to attend school after 60% of the term, the student earns 100% of the Title IV funds. If an unofficial withdrawal is determined (all failing and/or non credit grades), the 50% date of the term is used as the last date of attendance to calculate refunds. The University does not require that faculty take attendance, but in lieu of the 50% date, the University may use the last date of reported attendance when available, according to federal policy.

If the amount of Title IV grant or loan funds disbursed is greater than the amount a student earned, unearned funds must be returned. If the amount the student was disbursed is less than the amount the student earned, the student is eligible to receive a post-withdrawal disbursement in the amount of the earned aid not received but otherwise eligible.

If it is determined that unearned Title IV funds must be returned, the responsibility is allocated between the school and the student. The responsibility as to who will return the unearned Title IV funds is determined according to the portion of the Title IV aid that could have been directly disbursed to the student once institutional charges were covered.

Return of Title IV Funds calculations are subject to a 45 day deadline to return funds once a student has officially withdrawn or fails to earn a passing grade for any course in a term.

In addition to student notifications, Financial Aid staff review weekly reports to identify students who have withdrawn and end-of-term reports to identify students who do not achieve a passing grade in any class.

Once identified, the calculation is performed by the Office of Financial Aid. Using the Department of Education's FAA Access, staff members enter required key data including term dates, withdrawal date, institutional charges, and federal aid funds received and/or that could have been disbursed. Financial Aid and Student Account records are updated, funds are returned according to the calculation, and the student is notified. Student records are reviewed for Satisfactory Academic Progress and students are notified as necessary. Student loan borrowers are routed for exit counseling. Common Origination and Disbursement reporting occurs to reflect record changes.

Title IV Funds Distribution:

1. Unsubsidized Direct Loans
2. Subsidized Direct Loans
3. Federal Perkins Loans
4. Direct PLUS Loans
5. Federal Pell Grants
6. Federal SEOG
7. Iraq and Afghanistan Service Grant

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, SELF Loan Program, and other aid programs (with the exception of the State Work Study Program), the MOHE Refund Calculation Worksheet is used.

Institutional Refund Policy: Refunds for private aid funds will be processed according to the donor's intent. Absent explicit criteria regarding withdrawals and refunds, aid will be refunded on a proportional basis according to the date of withdrawal. Refunds for college grants and scholarships will be reviewed on an individual basis, according to the date of and reason for withdrawal, and with consideration of the financial impact on the student and University.

For more information, please contact the Office of Financial Aid at 651-690-6540 or email cagoetz@stkate.edu.

Health Insurance: All College for Adults Associate students are automatically enrolled and must provide current insurance information to waive the insurance. The fee is automatically posted to the student's account and is reversed when the waiver is received. See the University healthcare website for more information.

Costs for Academic Year 2017-2018

ADVANCE TUITION DEPOSIT:

New Students \$100.00

TUITION RATES PER CREDIT:

OTA Online Program \$696.00

STUDENT FEES:

Health Insurance: per term \$579.00

New Student Fee: \$15.00

Proficiency Exam (per credit) 25% of tuition

Student Activity Fee: per semester. \$45.00

Student Technology Fee: per semester. \$175.00