

Fees effective: Fall, 2009, through Summer Sessions, 2010

Marywood University
2300 Adams Avenue • Scranton, PA 18509 • 1-866-279-9663

GENERAL FEES:

(See next page for more details on fees)

Fee for Admission Application	\$35
<i>Payable at time of application for admission, non-refundable. (Fee is waived if submitted online.)</i>	
Advance Deposit	
<i>Payable upon acceptance, a non-refundable deposit applicable to tuition.</i>	
<i>The deposit is forfeited if the applicant does not attend within two years.</i>	
Advance Deposit (Undergraduate Resident)	\$300
Advance Deposit (Undergraduate Commuter)	\$200
Advance Deposit (Ph.D./All other Graduate Programs)	\$100
Advance Deposit (International Students)	\$1,535
<i>The deposit is forfeited if the applicant does not attend within one year.</i>	
Advance Deposit (Psy.D./M.S. Speech Pathology)	\$200
Advance Deposit (M.S. Physician Assistant)	\$500
Annual Room Reservation Deposit	\$300
<i>For students who plan on residing in university housing. Not required of incoming students.</i>	
Room and Board (19-Meal plan: \$4,842/double room: \$6,656, except Woodlands Apartments)	\$11,498
Registration/Services Fee (Non-refundable)	
<i>Students registered for fewer than four credits pay the registration fee instead of the general fee to cover the registration process and use of library.</i>	
Academic Year (Fall/Spring)	\$100
Summer Sessions (per session)	\$25
Late Registration Fee (additional)	\$30
<i>Payable after August 28, 2009, for 2009 Fall Semester, and January 8, 2010, for 2010 Spring Semester.</i>	
General Fee (Part-time/full-time, per semester/year)	\$185-\$460/\$370-\$920
Deferred Payment Fee	\$40
Music Lessons (Per half hour, per credit, in addition to tuition)	\$395
Change of Schedule (Online change of schedule – no charge)	\$10
Graduation Fee (No exception for absence)	\$225
Transcripts (each) (Add \$10 for special handling)	\$5
Parking on Campus (per year)	\$100
Student Teaching Fee (per credit in addition to tuition – graduate and part-time undergraduate students only)	\$50
Malpractice/Insurance Fee	\$35
<i>Payable per semester by students in practicum placement.</i>	
<i>(Exceptions: B.S.W., M.S.W., and Physician Assistant Programs. Fees available upon request.)</i>	

UNDERGRADUATE LEVEL OF STUDY:

Tuition Full-time students may take 12-18 credits per fall and spring semesters. Students registered for more than 18 credits will be charged the tuition amount plus a per credit charge for credits taken over 18.	\$25,150/year
Tuition (per credit, part-time students or students taking more than 18 credits per semester)	\$575
Auditing (per credit)	\$575
New Student Matriculation Fee	\$225
Student Activities Fee (Part-time/full-time, per semester/year)	\$50-\$100/\$100-\$200

GRADUATE LEVEL OF STUDY:

Tuition/Auditing per credit:	
Master's Level (Includes Fine Arts Program and Public Administration – Lehigh Valley)	\$715
Doctoral Level	\$810
Ph.D. (Hershey)	\$840
Master of Social Work Program (Main Campus)	\$715
Master of Social Work Program (Central PA)	\$575
Professional Contribution (Plus registration fee)	\$275
M.S.W. Field Education Fee	\$100
<i>Payable per semester by students in field education. (Includes malpractice insurance)</i>	
Graduate Student Activities Fee (Per semester)	\$20

EXPLANATION AND DESCRIPTION OF FEES

ADVANCE DEPOSIT

The advance deposit is payable at the time a person accepts admission to the University as a matriculating student. The deposit is forfeited by an applicant who makes a reservation to study at the University and does not attend within two years, except for first-time undergraduate students for the fall semester who submit a written refund request to the Undergraduate Admissions Office by May 1. In addition, advance deposits for certain graduate programs will be forfeited if attendance is not made within one year.

The undergraduate advance deposit is \$200 for commuter students and \$300 for students who plan to live in University housing. One half of the advance deposit can be applied to the first semester's charges upon request, and one half of the deposit must be held on account to be refunded after graduation or withdrawal from the University, if all financial obligations have been met. For resident students, the amount held on account would convert to a security deposit for succeeding semesters. If a fall semester resident fails to notify the Housing and Residence Life Office of the intent not to return for the spring semester by December 19, the deposit is forfeited. If a current resident reserves a room for the fall semester and fails to notify the Housing and Residence Life Office by June 30 of the intent not to return for the fall semester, the deposit is also forfeited. Students must apply and be approved to be released from their Housing Agreement at the Housing and Residence Life Office.

Advance deposits for graduate programs are automatically applied against the first semester's charges.

International students (who require an I-20 form to study in the United States) are required to send to Marywood a \$1,535 advance deposit when accepted for study at the University. One half of the deposit may be used toward the expenses of the student's first semester at the University, and one half is held on account toward his/her final semester's expenses at the University. If a student's application for a visa is rejected by the U.S. Embassy, he/she may apply for a refund of his/her advance deposit (less a \$25 service charge) by sending to the Marywood Cashier's Office a letter certified by the U.S. Embassy regarding this matter and accompanied by the I-20 form. Marywood University should receive this information four weeks prior to the start of classes.

STUDENT ACTIVITY FEE

Undergraduate students registered for four (4) credits, but less than 12 credits per semester, pay a \$50 Student Activities Fee per semester for the fall and spring semesters. Undergraduate students registered for 12 or more credits per semester pay a \$100 Student Activities Fee per semester for the fall and spring semesters. This fee is directly allocated to the Undergraduate Student Government Association, which, in turn, provides all students the following: weekly and weekend programming; funds for the student newspaper; allocations to various student clubs and organizations, including the commuter and resident committees; and the production of a major concert. The Student Activities Fee is charged to cover the costs of these activities that are over and above the costs of student activities funded by the General Fee. Graduate students registered for one or more credits pay a \$20 student activities fee per semester. This fee covers the cost of guest speakers and special programs enhancing the graduate student education.

GENERAL FEE

Students registered for four (4) credits, but less than 12 credits per semester, pay a \$185 per semester General Fee for fall and spring semesters. Students registered for 12 or more credits per semester pay a \$460 per semester General Fee for fall and spring semesters. The General Fee represents a number of benefits, such as use of the Student Center, Career Services, services of the Health Office and Infirmary, Counseling/Student Development Services, national and university testing programs, use of the Library and Instructional Technology Services, Academic Computing Center, student activities, student organization membership, registration fees for the fall and spring semesters, and recreational facilities. Students who pay the \$920 General Fee per year are entitled to a Student Recreation Association membership at no extra charge. Students who pay the \$370 General Fee per year are entitled to receive a Student Recreation Association membership at the reduced student rate.

ROOM AND BOARD

The room and board fee of \$11,498 includes room and board for the

fall and spring semesters inclusive of a 19-meal week for residents in Bethany Hall, Emmanuel Hall, Loughran Hall, Madonna Hall, McCarty Hall, Perpetual Help Hall, or Regina Hall. Less than 19-meal per week plans are available at the following rates: Room and 185-Block Meal Plan, \$11,498; Room and 12-Meal Plan, \$10,826; Room and 150-Block Meal Plan \$10,826. Information regarding these plans and additional board plans is available from the Housing and Residence Life Office. A limited number of single rooms are available at an additional cost of \$1,414 per year.

The Woodland Apartments, on-campus apartments that accommodate five or six upper-class undergraduate students, are also available. Detailed information regarding rates is available from the Housing and Residence Life Office.

The fee for a single room and a 19-meal plan for the fall and spring semesters in Immaculata Hall (all single rooms) is \$12,912. Less than 19-meal per week plans are available at the following rates: Room and 185 Block Meal Plan, \$12,912; Room and 12-Meal Plan, \$12,240; Room and 150-Block Meal Plan, \$12,240.

Residence in a particular residence hall is subject to availability. A security deposit/advance deposit is required of all resident students. Further information about the deposit requirements and part-time residency rates for graduate students is available from the Housing and Residence Life Office.

ANNUAL ROOM RESERVATION DEPOSIT

An Annual Room Reservation Deposit of \$300 is required each spring for students planning to live on campus the following fall. The deposit may be applied to the fall room and board charges. Once a housing agreement has been signed, the student is committed to the terms of the housing agreement for the entire academic year. Students eligible for a refund of the room deposit must apply to the Housing and Residence Life Office by June 30. Eligibility is determined by the criteria in the housing agreement. Incoming students are not required to have the \$300 deposit for the fall.

MUSIC LESSONS

Private lessons are given for academic credit. The fee is \$395 per semester for half-hour lessons or \$790 per semester for one-hour lessons, in addition to the cost of tuition. For music majors, these fees may range from \$790 to \$1,580 per semester, in addition to the tuition charge for each academic credit.

SPECIAL FEES

Specific areas of concentration and courses requiring special materials, equipment, or services may carry course fees (in addition to tuition) from \$5 and up. Clinical Nursing courses, which ordinarily begin in the spring semester of the sophomore year, carry course fees ranging from \$75 to \$285 and up (in addition to tuition) per course.

Summer school and special workshop fees are listed in separate bulletins.

The University reserves the right to adjust fees when necessary.

PAYMENT TERMS

Expenses are due and payable at registration or at specific dates set by the Cashier's Office for students who are allowed to register well before the scheduled in-person registration dates. Questions about payment dates and all questions concerning student invoices and payments should be directed to the manager of the Cashier's Office. The phone number is 570-348-6212. The e-mail address is: cashier@marywood.edu.

Ordinarily, payments for each semester's expenses are due approximately three weeks before the first day of classes. Due dates for the 2009-2010 academic year are August 3, 2009, for the 2009 Fall Semester, and December 11, 2009, for the 2010 Spring Semester.

All students are required to make full payment for all expenses by the specified due dates or at registration (whichever occurs later) or students may take advantage of one of the University deferment options listed below.

International students are required to observe the same payment terms established for all students. International students should make appropriate arrangements for the transfer of funds from their home country so that payment of tuition and fees may be made by the specified due dates. In many cases, it can take as long as 12 weeks for

funds to be transferred to the U.S. from other countries.

In case of financial delinquency, the President of Marywood University reserves the right to refuse registration, admission to courses, transcript of credits, reports of grades, student records, certificates, diplomas, and/or any other official documents. Degree candidates will also have their names removed from the graduation list.

DEFERMENT OPTIONS

■ FINANCIAL AID PLAN

Students may defer payment of that portion of a semester's expenses that will be covered by approved financial aid awards, such as Federal Pell Grants, Federal SEOG, Federal Perkins Loans, Marywood Scholarships and Grants, PHEAA Grants, and other state grants. The Marywood University Financial Aid website is http://www.marywood.edu/Fin_Aid/Index.stm.

■ PAYMENT BY STUDENT LOAN

Students who intend to pay for their educational expenses with a student loan may defer payment of the portion of expenses to be covered by the loan until the loan is approved. **Students should apply for their loans by the end of July for the fall semester and by the end of November for the spring semester to ensure that loan funds will be available at the start of the semester.**

First-time borrowers are required to submit the completed Federal Stafford Loan Master Promissory Note (MPN) directly to American Education Services (AES) by the above dates. Renewal borrowers do not have to complete a MPN each year while in attendance at Marywood University. Applicants may need to complete additional documents with the Financial Aid Office in order to complete the loan process.

Loans are usually distributed in two disbursements via electronic funds transfers (EFT) or checks as follows: one-half of the approved amount for the fall semester and one-half of the approved loan amount for the spring semester. In such cases, the student may defer payment only for that portion of the loan which will actually be disbursed to the University during that semester.

Student loan checks will be sent directly to the University from the lending institution. The student is required by the University to come to the Cashier's Office to endorse the check within three days after the student is notified that the loan check is received by the University. Loans disbursed by EFT will be automatically credited to the student's account upon verification of enrollment, loan amount, and receipt of any necessary documentation.

If a loan application is rejected, the student must make full payment of his/her account within seven (7) days after notification is received from the state guaranty agency, or the student must enroll in the Nelnet payment plan.

If a student fails to negotiate a loan check in a timely manner, or if a student does not pay the amount due the University when a loan is rejected, the University may also take any of the actions listed in the University policy on financial delinquency.

Refunds of financial aid/loan funds will be issued when a credit balance exists on a student's account. Students should plan to arrive on campus with enough personal money to make purchases, such as books, without depending upon financial aid funds.

■ PAYMENT PLAN

Marywood University has partnered with a third-party vendor, Nelnet Business Solutions, to accommodate students who wish to make tuition payments monthly. Students can arrange for monthly automatic payments from a checking or savings account or by credit card. Payers will have the option of having the Nelnet site retain their bank account information, or it may be entered each time a payment is made. A \$40 per semester non-refundable payment plan fee will be charged for this option. **This option is only available for the Fall & Spring Semesters.** If you have any questions, please contact Nelnet directly at 1-800-609-8056.

Application for this plan must be made by the specific date set by the cashier's office. If timely payment is not made after the completion of a semester, the University reserves the right to refuse to offer this deferment to a student for subsequent semesters.

■ EMPLOYER-DEFERRED PLAN

Payment of tuition may be deferred if the student has provided a completed *Application for Employer Deferment of Tuition Payment form*, signed by the student's employer. Students are required to pay all fees and any portion of tuition not covered by their employer at the Cashier's Office by the semester due dates or at registration. The student is responsible for any tuition not paid by the employer within the prescribed period. If the student or employer does not make scheduled payments on time, the University reserves the right to refuse to offer this payment plan to the student for subsequent semesters.

CASHIER'S OFFICE PAYMENT OPTIONS

■ PAYMENT IN FULL

Full payment may be made by the semester due date or at registration: by mail, in person, or online through the QuikPay option. Students may defer payment of the portion of their semester's expenses that will be covered by approved financial aid awards, such as Federal Pell Grants, Federal S.E.O.G., Federal Perkins Loans, Marywood scholarships and grants, PHEAA Grants, other state grants, and any miscellaneous scholarships.

■ QUIKPAY

QuikPay is a secure on-line student account billing and payment system, which allows the student or authorized payer(s), such as parents or guardians, to view the student account bill online, print the bill, and make online payments to their student's account. **Students and authorized payers will receive an e-mail notification when a new student account bill is available.**

The QuikPay system allows for electronic payments from a personal checking or savings account or credit card. (PLEASE NOTE: Credit card usage is limited to MasterCard, Discover, and American Express. There will be a convenience fee of 2.75% added to each credit card payment when using this service. **This fee is not associated with nor passed on to Marywood University.**)

WITHDRAWAL AND REFUND POLICIES

■ WITHDRAWAL POLICY

The requirements for officially withdrawing from Marywood University are as follows:

A.) Classified students who intend to discontinue attendance at Marywood University and do not plan to return should officially withdraw. Absence from class does not constitute due notice of withdrawal from the institution.

1. Undergraduate students should complete the *Withdrawal from University form* and obtain the required signatures. This is required of **classified** students only. These forms are available at the Academic Records Office. Written notification of intention to withdraw from the University is sufficient for students studying at the graduate level.
2. Undergraduate students must see the Associate Director of Retention Management, LAC 223.
3. Return the withdrawal form to the Academic Records Office.
4. Official withdrawal from the University constitutes withdrawal from all courses, provided the action is taken prior to the published last date for withdrawal without academic penalty. **A student who discontinues attendance at classes without an official withdrawal will receive a failing grade in all courses concerned.**
5. Resident students must check out of the halls within 24 hours of withdrawing from the University.

B.) Unclassified matriculating students must complete an add/drop form and submit it to the Academic Records Office in order to withdraw from the University.

■ TUITION AND FEES

Should a student withdraw from the University for any reason, the following refund policy shall apply for the fall and spring semesters:

- If a student withdraws on or before the 9th calendar day of the semester, 100% of the tuition and fees will be cancelled, except for a \$50 Registration Fee and the \$40 Deferred Payment Fee for those students who chose one of the deferred payment plans.
- If a student withdraws between the 10th and the 16th calendar day of the semester, the student will be responsible for 20% of the tuition and fees, and 80% of tuition and fees will be cancelled.
- If a student withdraws between the 17th and the 23rd calendar day of the semester, the student will be responsible for 35% of tuition and fees and 65% of tuition and fees will be cancelled.
- If a student withdraws between the 24th and the 30th calendar day of the semester, the student will be responsible for 50% of the tuition and fees, and 50% of tuition and fees will be cancelled.
- If a student withdraws after the 30th calendar day of the semester, the student is responsible for 100% of tuition and fees. No tuition or fees may be cancelled after the 30th day of the semester.

■ COURSE ADDITIONS/WITHDRAWALS

- *Graduate and part-time undergraduate students*—the above percentage calculations will also apply to individual course withdrawals for the fall and spring semesters.
- *Full-time undergraduate students*—may register for 12–18 credits and can add or drop courses **within this credit range** during the refund/cancellation period without any financial adjustments to their bills, except for course fees. The last day to add courses is the 9th calendar day of the semester and the last day to withdraw from a course is the 16th calendar day of the semester. There would be no reduction in tuition and course fee charges after the 16th calendar day of the semester unless the student withdraws from **all classes**. Students who withdraw from **all classes** will have their student account balances adjusted according to the established refund/cancellation schedules above.

Students who wish to drop below 12 credits must complete a *Change of Status form* in the Office of Academic Records by **the 16th calendar day of the semester** to change from full-time to part-time. Students will then be charged \$575 per credit for their undergraduate courses. No changes from full-time to part-time can be made after **the 16th calendar day of the semester**. Part-time students who wish to change from part-time to full-time (12+ credits) must also complete a *Change of Status form* in the Office of Academic Records and must do so by **the 9th calendar day of the semester**, which is the last day to add classes.

Students who have changed their enrollment status will have their charges and financial aid adjusted accordingly.

■ ROOM AND BOARD CHARGES

Students who are approved to move out of the University housing on or before the last date to add classes each semester will be assessed a \$300 fee for room charges and a pro-rated portion of the board charges. Students who are approved to move out of University housing after the last date to add classes each semester will receive a refund for a pro-rated portion of the board charges only. Cancellations of board charges are made on a pro-rata basis up to the end of the 12th week of the semester. The stated withdrawal schedule is based on the date on which the Office of Academic Records receives written official notice of withdrawal.

■ FINANCIAL AID

Financial aid received by students who withdraw may also be adjusted. In accordance with current federal regulations, those students who receive federal financial aid and who withdraw from the University

during the first 60% of a semester will have their federal financial aid (Pell Grants, Supplemental Educational Opportunity Grants, Perkins Loans, Stafford Loans, and Plus Loans) adjusted based on the percent of the semester completed prior to withdrawal. That is, Title IV funds earned is defined as the same percent of the federal financial aid received as the percent of the semester completed. This percent is calculated by dividing the number of days in this semester (excluding breaks of five days or longer) into the number of days completed (excluding breaks of five days or longer) prior to the withdrawal. Unearned Title IV funds must be returned to the corresponding programs. According to the current federal regulations, earned Title IV funds are used to pay institutional charges first.

The date of withdrawal used for calculating the return of Title IV funds is determined by the date the student completes the withdrawal process at the Office of Academic Records (see section titled **WITHDRAWAL POLICY**), unless there is documented evidence by the course instructor of class attendance beyond that date. According to current federal regulations, there will be no adjustment to federal financial aid after the completion of at least 60% of the semester.

Students who do not follow the official withdrawal procedure, but who stop attending classes for all of their courses, will be considered to have withdrawn at the 50% point of the semester, unless attendance is otherwise documented by the course instructor. Students who do not return from an approved leave of absence are considered to have withdrawn on the earlier of the official date of the leave of absence or the date the student notifies the institution that he or she will not be returning to the institution.

According to current federal regulations, unearned Title IV funds must be returned to the Title IV programs in the following order:

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Federal Perkins Loans
4. Federal Graduate PLUS Loans
5. Federal PLUS Loans received on behalf of the student
6. Federal Pell Grants
7. Academic Competitiveness Grant
8. National SMART Grant
9. Federal SEOG
10. Other grants or loan assistance authorized by Title IV

Semester-specific refund schedules for the Return of Title IV Funds policies or specific information about current federal regulations regarding refunds are available from the Cashier's Office.

■ REQUESTS FOR REFUNDS

Requests for refunds must be submitted in writing to the manager of the Cashier's Office. The percentage of tuition and fees due the University, as listed, must be paid in full at the time of withdrawal, if full payment was not made at time of registration. That is, the amount owed the University is not affected by the payment plan (monthly payment plan, financial aid deferred, employer-deferred) selected by the student.

Cancellation of tuition, fees, room, and meals for summer sessions and other special sessions is listed in their respective brochures.

Marywood University, in accordance with applicable provisions of federal law, does not discriminate on grounds of race, color, national origin, sex, age, or disability in the administration of any of its educational programs or activities, including admission, or with respect to employment. Inquiries should be directed to Dr. Patricia Dunleavy, Assistant Vice President for Human Resources, Marywood University, Scranton, PA 18509-1598. Phone: (570) 348-6220 or e-mail: dunleavy@marywood.edu.