

Graduate Tuition, Fees and Other Educational Expenses

By registering for classes at Seattle University, students agrees to pay all applicable tuition, fees, room and board, and other university expenses such as late fees and library fines in accordance with university policies or as stipulated in this *Bulletin*.

2009–2010 Graduate Tuition

Arts Leadership	\$583 per credit hour
Business	\$696 per credit hour
Criminal Justice	\$583 per credit hour
Education—Doctor	\$634 per credit hour
EDLR 612 (0 credit)	\$750 per quarter
Education—Masters	\$536 per credit hour
Education—Specialist	\$536 per credit hour
Education—Professional Certification for Teachers, EPCT 520 and 540	\$300 per credit hour
Nonprofit Leadership	\$583 per credit hour
Nursing	\$541 per credit hour
Organization Systems Renewal	see program website
Pastoral Leadership	\$523 per credit hour
Psychology	\$583 per credit hour
Public Administration	\$583 per credit hour
Software Engineering	\$696 per credit hour
Sports Administration & Leadership	\$583 per credit hour
Teaching—Masters	\$536 per credit hour
Theology and Ministry	\$541 per credit hour
Executive Leadership	see program website
Leadership-Executive MBA	see program website

Fees

Application (graduate, post-baccalaureate and non-matriculated)	\$55
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Deposits

Doctor of Education	\$500
Executive Master of Nonprofit Leadership	\$150
Master in Teaching	\$500
Advance Practice Nursing Immersion: MSN	\$150
Master of Arts in Psychology	\$100

Activity fees

COUN 527	\$80
EDLR 600	\$80
EDLR 621, 631, 641	\$300
Pastoral Counseling	\$450
Pastoral Leadership	\$50
School of Theology and Ministry	\$80
SDAD 585	\$350
SPSY 566	\$95
SPSY 564, 567	\$80
SPSY 572, 580, 581, 582	\$45
TEED 511	\$90

Testing Fees

NURSI 541.....	\$380
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Laboratory fees

NURS 501.....	\$180
NURSI 541, 544, 557.....	\$180
Doctoral dissertation and binding fee.....	\$95
Master's degree thesis binding fee.....	\$80

Other Fees (non-refundable)

Diploma Replacement.....	\$25
Graduation.....	\$100
Identification Card (Loss/Replacement).....	\$15
Late Payment.....	\$100
Matriculation.....	\$95
Official Transcript (Same-day request).....	\$25
Official Transcript (3-day service; 10 free per quarter; each additional copy).....	\$5

Student Financial Services

Student Financial Services has four main service functions:

Registration Information: The information and document intake site for the Registrar's Office as well as for Student Financial Services. Students may pick up or drop off registration forms or request transcripts from the representatives at the office's lobby windows.

Student Accounts: Student Accounts prepares and distributes bills for tuition and fees, room and board and insurance. The office takes payments, assesses late charges, sets up payment plans and distributes aid.

Financial Aid: Financial aid counselors evaluate the Free Application for Federal Student Aid (FAFSA) form and determine eligibility for federal, state and institutional need-based funds.

Student Employment: At SUOnline under Financial Information, clicking on Student Employment Opportunities takes students to a list of jobs that are funded through the need-based work-study programs that are included in eligible students' financial aid awards as well as those that are funded by the employer and open to any interested student—not just those with work-study awards.

The office is open 9 a.m. to 6 p.m. Monday and Tuesday, and 9 a.m. to 4:30 p.m. Wednesday–Friday.

Tuition Due Dates

Tuition and fees are always due and payable within 14 days of registration or the scheduled due date, whichever is later:

Fall quarter.....	Sept. 15
Winter quarter.....	Dec. 15
Spring quarter.....	March 15
Summer quarter.....	June 15

Health Insurance

Graduate students are not required to have health insurance; however, health insurance for domestic students may be purchased through <https://wfis.wellsfargo.com/SeattleUniversity/GradStudents/>.

International students are required to purchase student health insurance. Contact the university's International Student and Scholar Center for information on cost and coverage levels.

Official Withdrawal

A student is responsible for payment of all fees related to courses for which the student has registered, whether or not the student physically attended the courses. Any reduction or refund of tuition is based on the date the student withdrew from a course.

The official date of a student's withdrawal is the date of an online withdrawal transaction.

Payment Methods

- **Pay by Mail:** Send payments to Seattle University, Student Financial Services, 901 12th Avenue, PO Box 222000, Seattle, WA 98122-1090. Include your student SU ID number or social security number on the check or money order.
- **Pay Online:** Pay using VISA, MasterCard or electronic check by accessing SUOnline. If a credit card is used to make payment, a 2.5 percent service fee will automatically be added to the payment amount. There is no fee for making an electronic check payment. New students will receive login instructions for SUOnline in the packet of information sent to them upon admission to the university.
- **Pay at the Drop Box:** Place your check in the 24/7 Forms Drop box located across the lobby from the Student Financial Services windows and adjacent to the elevator in the University Services Building. This drop box is accessible 24 hours a day, is secure and is emptied daily.
- **Pay in Person:** Visit Student Financial Services, University Services Building Room 105, 9 a.m. to 6 p.m. Monday and Tuesday, and 9 a.m. to 4:30 p.m. Wednesday–Friday.
- **Sign Up for a Payment Plan:** See the Payment Plan Options section below.

Payment Plan Options

Payment Plan A: Nine Payment Annual Plan

If you will be registering for consecutive fall, winter, and spring quarters in one academic year, you are eligible to sign up for our annual, nine-month payment plan. There is a \$50 enrollment fee and no interest is charged. Under this plan, your outstanding charges are divided into three monthly payments for each quarter:

Payment Plan A Payment Due Dates:

	Fall Quarter	Winter Quarter	Spring Quarter
Payment 1	Oct. 1	Jan. 1	April 1
Payment 2	Nov. 1	Feb. 1	May 1
Payment 3	Dec. 1	March 1	June 1

An important note: If you will not enroll all three quarters, you cannot use Payment Plan A. Instead, see Payment Plans B and C below to determine the plan that suits your needs.

If you are a new student, the application for this plan will be included with the Registration and Payment Invoice mailed before the start of fall quarter. When you are enrolled, instead of a paper invoice, we notify your SU e-mail address that your invoice has been posted on SUOnline. To enroll in the annual payment plan, go to the Student Financial Services web site: seattleu.edu/sfs. Once there, click on Printable Forms in the Quick Links on the left side of the page. Then select the Payment Plans category from which you will download and print Payment Plan A, B or C. Your completed application, accompanied by the \$50 non-refundable enrollment fee, must be submitted to Student Financial Services no later than Sept. 15.

Keep in mind that we are unable to process applications and enrollment fees before July 1, and if you apply before Aug. 1, the fall quarter payment plan notice will not be sent until August. Please allow at least two weeks to process your application and then e-mail the fall quarter payment plan notice to you.

We will e-mail a payment plan notice to the bill-payer when the scheduled payments for the term have been finalized. That schedule will be viewable by logging on to SUOnline and going to My Bill in the Financial Information section of the student menu. You can provide direct access for your parent bill-payer to view your financial aid award letters and invoices and make payments through ParentLink. To initiate parent access, log on to SUOnline and click Parent Access Authorization in the User Account section of the student menu.

If we approve your payment plan notice after the first payment is due, you must also send in any missed payment(s). If you are late for two consecutive payments, we will cancel your participation in the payment plan; any remaining amount owed for the quarter becomes immediately past due and payable in full and future registration will be blocked until your student account is brought current.

Payment Plan B: Three Installment Quarterly Plan

This is a three-month payment plan for which you must apply each quarter. One-third of the balance due on your student account plus a \$30 non-refundable enrollment fee is required on the student account balance due date.

If you are a first-term new student, the application for this plan is included with the Registration and Payment Invoice mailed before the start of your first term at Seattle University. After your first term, you become a continuing student and, in place of a paper invoice, receive instead an e-mail notification to your SU e-mail address that you can view your invoice at SUOnline. To enroll in Payment Plan B, go to the Student Financial Services web site: seattleu.edu/sfs. Once there, click on Printable Forms in the Quick Links on the left side of the page. Then select the Payment Plans category from which you will download and print Payment Plan A, B or C. Your completed application, accompanied by the \$30 non-refundable enrollment fee and one-third of the amount due on your student account, must be submitted to Student Financial Services by the due date shown on your quarterly Registration and Payment Invoice. With this plan in place, payments must be received by the following due dates:

Payment Plan B:

	Fall Quarter	Winter Quarter	Spring Quarter
Payment 1	Sept. 15	Dec. 15	March 15
Payment 2	Oct. 15	Jan. 15	April 15
Payment 3	Nov. 15	Feb. 15	May 15

Payment Plan C: Deferred Quarterly Single Payment Plan

This quarterly plan defers payment of the balance due on your student account until the last day of the month following the scheduled student account balance due date. An application must be submitted for each quarter you want to use this plan. The balance on your student account is due by the date shown below.

If you are a first term new student, the application for this plan is included with the Registration and Payment Invoice mailed before the start of your first term at Seattle University. After your first term, you become a continuing student and, in place of a paper invoice, receive an e-mail notification to your SU e-mail address that you can view your invoice at SUOnline. To enroll in Payment Plan C, go to the Student Financial Services web site: seattleu.edu/sfs. Once there, click on Printable Forms in the Quick Links on the left side of the page. Then select the Payment Plans category from which you will download and print Payment Plan A, B or C. Your completed application, accompanied by the \$30 non-refundable enrollment fee, must be submitted to Student Financial Services by the due date shown on your quarterly Registration and Payment Invoice. With this plan in place, payments must be received by the following due dates:

Payment Plan C:

Fall Quarter	Winter Quarter	Spring Quarter
Oct. 31	Jan. 31	April 30

Payment Plan E: Employer Paid Tuition Deferred Payment Plan

If you will receive tuition reimbursement through your employer after coursework is completed and grades are posted, you can elect to sign up for this payment plan which defers payment of tuition and fees until 30 days after grades are posted at the end of the term. An application must be submitted for each quarter you want to use this plan and there is a \$30 non-refundable enrollment fee. To enroll in Payment Plan E, go to the Student Financial Services website: seattleu.edu/sfs. Once there, click on Printable Forms in the Quick Links on the left side of the page. Then select the Payment Plan category from which you will download and print Payment Plan E. Your completed application, accompanied by the \$30 non-refundable enrollment fee, must be submitted to Student Financial Services by the due date shown on your quarterly Registration and Payment Invoice.

Late Payment/University Collection Fee

A late fee of \$50 per month (up to a maximum of \$100) will be assessed on any unpaid balance remaining after the tuition due date. Students with an outstanding balance after a final demand letter for payment has been sent will be assessed a collection fee of \$100 in addition to late fees.

Exceptions to this policy will be made only if:

- Payment arrangements for the term's charges have been made with Student Financial Services by the term's tuition due date. If the requirements of the plan are not met, all applicable late fees will be applied retroactively; or
- An institutional error results in delays in the application of financial aid.

Students are responsible for ensuring that all awarded financial aid is applied to their account by the first class day of the term. This includes endorsing co-payable grant or scholarship checks and completing all required loan documents and counseling.

Finance and Service Charges

By registering for classes at the university, a student agrees to pay their account in full by the due dates established by the university. Additionally, the student agrees to pay a 1 percent per month finance charge (12 percent APR) that may be assessed on unpaid balances, including finance charges previously assessed, and all service fees and late fees established by the university.

A service fee of \$25 will be charged for all checks not honored by the bank and returned unpaid to Seattle University. If the returned check is for tuition, and charges are still outstanding after the tuition due date, a late fee will also be assessed to the student’s account. Students with two or more dishonored personal checks will no longer be allowed to submit a personal check as a form of payment.

Past-Due Accounts/Collection

A student’s failure to pay in full all tuition and other fees for any quarter or session by the specified due dates will result in a restriction being placed on the student’s record and the student will be prohibited from registering for future quarters, receiving a transcript or diploma and use of the university facilities. Delinquent accounts may be referred to a commercial collection agency and may be reported to national credit bureaus. All costs, expenses and fees including, but not limited to attorney fees, court costs, collection costs and other out-of-pocket expenses incurred by the university in collecting or attempting to collect a past-due account are the responsibility of the student, and will be charged to the student’s account. By registering for classes at the university, a student agrees to pay these charges and any fees associated with the collection.

Tuition Refunds (Policy 75-9)

Refunds are based on the official date of withdrawal. See the quarterly schedule of classes for specific dates. A refund to a financial aid recipient is applied first to the financial aid sources from which it came and the balance, if any, is remitted to the student. Loan proceeds are returned directly to the lender. Student Financial Services will issue a check for any credit balance. Petitions for tuition adjustment and fee waivers will be approved only to correct a university error.

Tuition Refund Policy

Official withdrawal (full or partial) fall, winter or spring terms

Through the last day to Add/Drop	100 percent
Through the second Saturday (after the first Monday) of the term	90 percent
Through the third Saturday (after the first Monday) of the term.....	75 percent
Through the fourth Saturday (after the first Monday) of the term.....	50 percent
Thereafter.....	No refund

Official withdrawal (full or partial) summer term

Four-week and intersessions	
Through the last day to Add/Drop	100 percent
Thereafter	No refund

Seven- and eight-week sessions

Through the last day to Add/Drop	100 percent
Through the second Saturday.....	50 percent
Thereafter	No refund

Short courses (any session not listed above) will be refunded at 100 percent if withdrawal occurs on or before the second day the class meets. No refunds thereafter.

Overpayment of Account (credit balance)

Credit balances created by financial aid, tuition adjustments or overpayment will be remitted to the student. Credit balance checks will either be electronically deposited to the student's checking account if direct deposit has been authorized and established or sent to the mailing address shown for the student at SUOnline. Students may elect to have credit balances transferred electronically to their checking account by filling out a Direct Deposit Authorization and submitting it with a copy of a voided check to Student Financial Services. The application is available at seattleu.edu/sfs under the Printable Forms Quick Link in the Authorizations, Certifications and Access Permissions category. After a student signs up, all refunds will be deposited directly to the designated checking account for availability beginning on or after the official first day of the term as published by the Registrar provided the student meets the criteria to receive those funds as listed below and/or as they become available after the first day of the quarter. There is a 14-day confirmation period after the student submits the application before transactions may occur.

Electronic transfers or checks will be issued automatically in the following situations:

- There is a credit balance on the student account for the current term due to excess payments or reduced charges
- No other balances are due to the university
- The student meets all requirements to receive the aid that creates the credit balance
- No check or credit card payment has been made within the last seven days

Students who do not meet any of the criteria above must either:

- a) Contact Student Financial Services for resolution, or
- b) Have appropriate checks issued after review and approval (minimum five-day delay).

Additionally, students who expect a refund after the balance on their student account has been paid in full may elect to transfer some or all of that refund to their Campus Card, which can then be used to purchase books and supplies at the SU Bookstore, parking permits, copies, or snacks and beverages. To take advantage of this option the student's financial aid needs to be finalized 30 days prior to the start of the quarter to enable access to these funds on the first day of classes.

To transfer a standard amount to your Campus Card each term, complete an Authorization to Deposit Funds to Campus Card form and submit it to Student Financial Services, allowing a minimum of two weeks for processing. The amount you authorize will be billed to your student account and, if not covered by a credit balance on your student account after all other charges are paid, payment will be due 14 days from the date the charge is added to your student account.

The Campus Card Deposit Authorization form is available at seattleu.edu/sfs by selecting the Printable Forms Quick Link and then selecting the Authorizations, Certifications and Access Permissions category.

NOTE: Federal regulations require Seattle University to forward Title IV financial aid resulting in a credit balance to the student within 10 days. Students are encouraged to establish direct deposit for the most efficient transfer of funds. If direct deposit has not been authorized and established, financial aid refund checks will be sent to the student's mailing address shown at SUOnline.