

Student Financial Policies

Tuition Payment Information



Student Financial Policies inform students of their financial responsibilities while enrolled at Antioch University Seattle (AUS). Enrollment at AUS assumes a student’s agreement with the terms of these and all other University policies. Student Financial Policies are administered by the Student Accounts Office. AUS reserves the right to amend its policies at any time without prior notice. For more information, stop by or contact Student Accounts at studentaccounts.aus@antioch.edu or 206-268-4016.

Billing of Tuition Upon registration, estimated tuition and fees are charged to a student’s account and may be viewed in Student Self-Service (*AUDirect/AUVIEW/View Account and Make Payments*). For a Statement of Account, click on “View Statement” (print if desired). All charges on a student’s account are subject to verification and may be adjusted according to published tuition and fee rates.

Paying Tuition Students must complete one of the following payment options by the tuition payment deadline to avoid a late payment fee or possible cancellation of registration due to non-payment of tuition. Failure to attend classes or provide written notification of withdrawal to the Registrar’s Office does not relieve a student from tuition payment.

- 1) **Check or bank card:** AUS accepts checks (e-checks online in *AUVIEW*) and money orders drawn on a U.S. bank and in U.S. funds, and American Express, Discover, MasterCard and VISA cards. AUS charges no convenience fee for any type of payment.
- 2) **Financial aid:** Have evidence of a completed (certified) financial aid package with AUS. Tuition not covered by aid also must be paid in full or with an arranged payment plan (see option 4). Financial aid packages are arranged through the Financial Aid Office.
- 3) **Third-party authorizations:** Submit an employer, tribal, or government agency tuition payment authorization to Student Accounts. Students with VA benefits must submit a DD-214 and Certificate of Eligibility to the Registrar. Tuition not covered by a tuition payment authorization also must be paid in full or with an arranged payment plan (see option 4).
- 4) **Tuition Payment Plan.** Arrange an interest-free Tuition Payment Plan to pay tuition over three months (see payment schedule below). The cost is \$40 per term. The plan is available only to matriculated students registered for credit. Contact Student Accounts for more information or to arrange a plan.

How to Pay Tuition Students are encouraged to make bank card and e-check payments online in *AUVIEW*. In person or by mail, make payments at Student Accounts, Antioch University Seattle, 2400 3rd Avenue, Ste. # 200, Seattle, WA 98121. Bank card payments may be called in during business hours at 206-268-4016. After hours, check/money order payments may be placed in the night drop in the door at Enrollment Services.

Tuition Payment Deadline Tuition payment deadlines are noted in the table below. Payments may be made on the next business day without penalty if a payment deadline falls on a weekend or holiday. Payment deadline and payment grace period dates are included in the Tuition Payment Notice emailed to students after verification of tuition charges.

| | Summer | Fall | Winter | Spring |
|-------------------------|--------|-------|--------|--------|
| Payment Deadline | July 1 | Oct 1 | Jan 1 | Apr 1 |
| Payment Plan | July 1 | Oct 1 | Jan 1 | Apr 1 |
| Payment Schedule | Aug 1 | Nov 1 | Feb 1 | May 1 |
| | Sept 1 | Dec 1 | Mar 1 | June 1 |

Late Payment Fee A \$50 late payment fee will be assessed monthly when a student does not pay tuition or make valid payment arrangements with Student Accounts by the published payment deadline. The fee also is assessed when a payment plan installment is late or the minimum agreed payment amount is not paid.

Grace Period: The late payment fee will be waived when tuition is paid by the 9th calendar day (second Tuesday) of the term.

In addition, the late payment fee will be waived until the first day of the month following the start of a term, on accounts with a remaining balance due that is *less than* \$500 at the beginning of the term.

Accounts with unpaid balances are subject to registration cancellation, fiscal holds and/or collection actions (see below).

Late Registration Fees A \$100 late registration fee will be assessed when a student attempts to initiate registration during the published late registration period. To be cleared for registration, the student first must contact Student Accounts to pay the late registration fee. The fee is not assessed to new or visiting students, or to students registering for Leave of Absence or Hiatus (Enrollment Maintenance) status.

A \$100 late registration change fee will be assessed when a registered student is permitted to add a course after the published add period or to increase credits on an existing registered course after the published credit adjustment period.

Registration Cancellation/Reinstatement AUS may cancel a student's registration in response to a student's failure to pay tuition or make qualified payment arrangements. Cancelled courses will be marked "LD-Late Drop." The student may reinstate registration within seven days of cancellation by submitting a completed Registration Reinstatement Form along with payment in full for tuition and \$200 reinstatement fee. Reinstatement is for all courses previously registered (no partial registration permitted unless a course has filled). The student will be required to pay tuition in full prior to registering in future terms (see Fiscal Holds below).

Fiscal Holds are used to restrict student access to university services. AUS may withhold assessments, official transcripts and diploma, or withhold the right of registration for a future term or course, until all previous outstanding debts to the university have been paid. Students may view all active holds in *AUVIEW* under *My Holds* in the Registration menu.

A Business Office Financial Hold is applied when a student's account is in a past due status. It is removed when the account is paid in full.

A Business Office Library Hold is applied when a library fine assessed by the University is reported to Student Accounts. The hold is cleared when Student Accounts is notified by the Library that the fine has been paid.

A Business Office Bad Debt Hold is applied for any reason documented and interpreted as necessary to protect the interests of the student or AUS (e.g. when a student exhibits a history of late payments, had registration cancelled for non-payment or was previously in collections). This is a permanent hold that requires the student to satisfy payment arrangements with Student Accounts prior to registration each term.

Returned Check Fee Each check or e-check returned unpaid to AUS is subject to a \$50 returned check fee. A late payment fee also may be assessed or registration cancelled if the payment was for tuition and is returned after the payment deadline.

Collections Accounts that are 120 days past due are closed and referred to an outside collections agency for collection and reporting to national credit bureaus. All costs, fees and expenses (including, but not limited to, collection agency fees, reasonable attorney fees, court costs and other out-of-pocket expenses) incurred by AUS in attempting to collect the debt will be added to the student's account balance.

Financial Aid Refunds Funding received in excess of a student's account balance is typically refunded to the student on the first Friday of each term. Refunds are dependent upon several factors, including timely valid registration, timely completion and certification of a financial aid package, and the types and amounts of aid received. Students with a Pell or Washington State Need Grant may not receive a refund until those grants arrive (usually the third week of the term). All grants require a student to maintain certain eligibility requirements.

When possible, a refund is returned to a bank card used to pay tuition, up to the amount originally charged. A credit balance less than five dollars is transferred to the next term unless the student graduates or is no longer enrolled. A credit balance less than one dollar is not refunded.

Direct Deposit or check? For fastest access to refunds, students are encouraged to enroll in direct deposit in *AUVIEW* under menu item *Non-Payroll Direct Deposit*. Refund checks for students without direct deposit are mailed from Ohio. AUS can not honor requests for advances or early disbursement of refunds.

Tuition Credit for Dropped Courses. 100% tuition credit is granted for courses dropped by 20% of the instruction period for that course. **No tuition credit is given after 20% of the instructional period for that course.**

Tuition Credit for Withdrawal from the Term (all courses dropped) is prorated and credited to a student's account for courses dropped within the first 6 weeks (Week 6) from the start of the term (see Withdrawal Tuition Credit Schedule). No refund starting day 43. The credit is calculated from the date the student submits a completed Withdrawal Form to the Registrar's Office. Fees are not refunded after the 100% tuition credit period.

| Withdrawal Tuition Credit Schedule | Days Used |
|---------------------------------------|--------------|
| Deadline for 100% credit | 7 days |
| Deadline for 89% credit | 14 days |
| Deadline for 79% credit | 21 days |
| Deadline for 69% credit | 28 days |
| Deadline for 59% credit | 35 days |
| Deadline for 49% credit | 42 days |
| Deadline for 0% credit | 43 days |

Tuition Refunds for eligible students are generally reimbursed within 14 days of receipt of the Drop Form. The refund is returned to the student or original payer of the tuition. If tuition was paid by bank card, the refund will be returned to the bank card used, when possible, up to the amount originally charged.

Tuition refunds for students receiving financial aid are subject to the terms of the student's financial aid. The Financial Aid Office will determine a student's eligibility for a tuition refund, which may include a return of financial aid funds to the student's lender. A student is responsible for reimbursing the university when the amount of aid returned exceeds the tuition credit.

Appeals of Tuition & Fees A student may appeal a tuition or fee charge for a course(s) dropped for circumstances beyond the student's control by submitting a completed Tuition & Fees Appeal Form along with supporting documentation in accordance with the form. Filing an appeal does not exempt a student from payment of amounts previously owed or prevent the assessment of late payment fees when applicable. The Tuition & Fees Appeal Form is available on the web and on campus.

For more information, stop by or contact the Student Accounts Office at studentaccounts.aus@antioch.edu or 206-268-4016.