

Undergraduate Financial Information 2019-20

Tuition

To be considered a full-time student for purposes of determining charges and full-time eligibility for financial aid, an undergraduate student must be enrolled for 12 credits in the fall term, 12 credits in the spring term and 12 credits in summer terms.

Charges are computed under the following schedule:

Full-time Tuition (12-21 credits).....	\$18,681.00 per term
(More than 21 credits is considered a financial overload and will be billed at an additional \$906 per credit.)	
Part-time Tuition (1-11 credits)	\$906 per credit

Room and Board

Housing

Rates differ depending on the type of room and specific residence hall selected. Please refer to the room Selection Booklet published by the Office of Residence Life for details.

Meal Plans

Chatham University, in partnership with Parkhurst Dining Services, is looking to match students, faculty and staff with a dining plan that will take care of all on-campus dining needs. Undergraduate students living in one of the traditional residence halls must purchase a Chatham Gold, Chatham Silver, Chatham Bronze or Chatham Steel meal plan. The Chatham Steel meal plan is not an option for First Year students. Undergraduate students living in one of the Chatham-owned apartments are required to purchase, at minimum, the Rachel Bronze Plan; however, they may choose to purchase any one of the other meal plans offered. Graduate students and commuters are welcome to purchase any of the meal plans offered. Please select the meal plan that best suits your needs. The cost of the meal plan will be charged to your student account each term. There is a limit of one meal plan per term and meal plans cannot be shared. You may choose your meal plan online by going to <http://my.chatham.edu/mymenu/index.cfm> and clicking on the meal plan link. All meal plan changes must be made by the end of the add/drop period for each term.

Meal Plan charges are computed under the following schedule:

Chatham Platinum	Anytime Meals + \$35 Flex	\$3,180 per term
Chatham Gold	19 Meals/wk + \$65 Flex	\$3,010 per term
Chatham Silver	14 Meals/wk + \$120 Flex	\$3,010 per term
Chatham Bronze	10 Meals/wk + \$230 Flex	\$3,010 per term
**Chatham Steel	200 Meals + \$210 Flex	\$2,440 per term
Rachel Platinum	5 Meals/wk + \$230 Flex	\$1,315 per term

Rachel Gold	100 Meals + \$210 Flex	\$1,315 per term
Rachel Silver	50 Meals + \$210 Flex	\$820 per term
Rachel Bronze	25 Meals + \$210 Flex	\$545 per term
Eden Hall	Anytime Meals + \$50 Flex	\$2,300 per term

Not available for first time students

Cougar Dollars

Students, faculty and staff may add value to their Chatham ID Card in \$50 increments. This money will carry over from one semester to the next. These dollars can be used the same way as meal plan flex dollars. Benefits include: 10% bonus added at purchase, safety and convenience of cashless dining and acceptance at Anderson Dining Hall, Weathervane Snack Bar, Eastside Café and Café Rachel. You may add value to the plan by purchasing online at <http://my.chatham.edu/welcome.cfm> and clicking on the Cougar Dollars link.

Miscellaneous Charges and Fees

Admission Application Fee..... \$35 per application

The admission application fee is a non-refundable fee charged for processing an admission application and is not applied as credit to the student account.

Applied Art Fee..... \$75 per course

Applied Digital Art Fee..... \$100 per course

Students enrolled in the visual arts department's two and three dimensional studio courses and digital arts courses pay these fees to help defray the costs of materials, supplies, software, and equipment.

Applied Music Fee.....\$600 per term/one hour lesson per week

Applied Music Fee..... \$300 per term/half-hour lesson per week

The applied music fee is charged each term for private instruction in piano, organ, voice, violin, or other instruments. Students majoring in music may take 12 credit hours of applied music at the rate of one course per term without charge in the junior and senior years. A student taking a course for noncredit must apply through the Laboratory School of Music.

College Fee..... \$257 per term

The college fee is mandatory for all students and entitles each student to all student publications (with a minor additional fee for yearbook); admission to college social events, student-sponsored concerts and lectures; and membership in the Chatham Student Government, Chatham Activities Board, and all other student organizations.

Chatham Abroad Administrative Fee.....CAB fees are based on specific cost of travel and activities to

be published in advance of registration for the spring term. This fee helps to defray the administrative costs associated with the Chatham Abroad Program.

Collection Fee.....	Varies
This fee is charged to the student in the event a student account is determined uncollectible by the University and it is assigned to a collections agency. The exact amount of the collection fee will vary based upon the delinquent account balance.	
Computing Fee	\$100
Field Placement Fee.....	\$75 per course
This fee is charged to defray costs associated with faculty oversight of field placements.	
Graduation Fee.....	\$100 per degree
This onetime fee covers the cost of the diploma and graduation materials and services.	
Health Services/Medical Professional Fee.....	Varies
The University bills the student directly for physician office visits and various services. A listing of fees is available in Health Services.	
Late Add/Drop Fee.....	\$50 per course
Any student who receives permission to make a course change to their schedule after the end of the add/drop period will be assessed this fee.	
Late Financial Clearance Fee.....	\$150 per term
This fee is assessed to students not financially cleared by the published tuition due date each term.	
Late Payment Fee.....	\$35 per month
This fee is assessed monthly to any student account for which payment was not received by the due date indicated on the monthly account statement.	

**Beginning August 1, 2019, for any student using Ch. 33 Post 9/11 GI Bill or Ch. 31 Voc-Rehab benefits, even if the VA has not yet paid tuition and fees, no institution (public, private, for profit, not for profit), can have a policy in effect that:

- *Prevents enrolling*
- *Assesses a late penalty fee*
- *Requires securing alternative or additional funding or*
- *Denies access to any school resources (access to classes, libraries, or other institutional facilities) that are available to other students that have paid*

However, an institution can require that such students be required to:

- *Produce the VA's Certificate of Eligibility by the first day of class*
- *Provide written request to be certified and*
- *Provide additional information needed to properly certify (many of you have your own form that must be completed each term and that's still allowed)*

Late Registration Fee.....	\$150 per term
This fee is assessed to continuing students who process a new registration after the open registration period published each term.	
Liability Insurance Fee.....	\$20 per term

	A fee charged to students taking classes in the Education or Counseling Psychology Program for liability insurance during field work.	
Photography Course Fee.....		\$75 per course
	This fee is charged for all photography and audiovisual courses requiring additional instructional supplies.	
Replacement ID Card Fee.....		\$25 per card
	This fee is charged to students who obtain a replacement ID.	
Residency Fee.....		\$100 per term
	This fee is charged to students enrolled in NUR799 Capstone Experience and covers the cost of participation in the mandatory DNP Residency.	
Returned Payment Fee.....		\$50 per check
	Students will be assessed this fee for any payment returned for insufficient funds, closed account, stop payment order, or for any other reason that would cause the check to be returned to the University.	
Science Laboratory Fee.....		\$75 per course
	This fee is charged to all science courses requiring additional instructional supplies.	
Senior in absentia Fee.....		\$930 per credit
	When a senior is permitted in a rare emergency and with formal approval of the Committee on Academic Standing to complete all or a portion of her or his senior year in absentia, she or he is charged this fee per credit. The fee is waived if the student is enrolled in and paying for the tutorial during the in-absentia period.	
Simulation Fee.....		Varies
	This fee is charged to defray costs associated with simulation training.	
Student Health Insurance Policy.....		\$1073 per term
	See section on Student Health Insurance for further information.	
Student Teacher Placement Fee.....		\$525
	This fee covers the cost of teacher placement charged by the school district.	
Student Technology Fee.....		\$405
	This fee is mandatory for all full-time undergraduate students and entitles each student to a 13 inch MacBook.	

Payment of Expenses

Term Invoice

The Student Accounts Office will issue term invoices to registered students prior to the start of each semester. The term invoice will list anticipated charges and credits based on the student's status at the time of invoicing and are subject to change. A student must be financially cleared by the published tuition due date for any balance due on the term invoice. Financial clearance is the final step in the registration process and may be obtained by paying the balance due in full, or by enrolling in a University- approved payment program. Payment by check or money order should be made payable to Chatham University and addressed to Chatham University, Office of Student Accounts, Woodland Road, Pittsburgh, PA 15232. Payment by credit card is available online via

the student portal, or by completing the appropriate remittance attached to the invoice. There is a 2% processing fee on the total payment amount for all credit card and debit card transactions. This is true for payments completed on the portal as well as in the office. Credit Cards accepted are MasterCard, Visa, Discover, and American Express. Failure to financially clear by the tuition due date listed on the term invoice will result in a late financial clearance fee.

Monthly Account Statement

The Student Accounts Office will issue monthly account statements to students around the 20th of each month. The statement shows all University charges and credits for the previous month, as well as any unpaid financial obligation to the University. Payment by check or money order should be made payable to Chatham University and addressed to Chatham University, Office of Student Accounts, Woodland Road, Pittsburgh, PA 15232. Payment by credit card is available online via the student portal, or by completing the appropriate remittance attached to the invoice. There is a 2% processing fee on the total payment amount for all credit card and debit card transactions. This is true for payments completed on the portal as well as in the office. Credit Cards accepted are MasterCard, Visa, Discover, and American Express. Failure to pay the amount due by the due date listed on the statement will result in a late payment fee.

Past Due Accounts

A student account is considered past due when a scheduled payment is not paid by the required due date. The following actions may be taken against any student with a past due account:

- Place the student on financial hold
- Withdraw all charging privileges
- Withhold grades
- Withhold transcripts
- Withhold statement of transfer in good standing
- Cancel dining hall privileges
- Request that a student vacate campus housing
- Withhold the ability to register for future terms
- Cancel the student's current registration at the University
- Withhold receipt of the degree
- Withhold participation in graduation ceremonies
- Garnish work-study wages
- Place the account into collections; charging the student all related collection costs and reporting the default to all national credit bureaus and other appropriate non-campus organizations.

Student Health Insurance

Chatham University requires all full-time students to have health insurance. The coverage can be provided by the University-sponsored plan or through your own comparable health insurance plan. Enrollment in the Student Health Insurance Plan is available each semester to students registered at full time status by the close of the add/drop period for the current semester. A charge of \$1073 per term will be placed on any student's account who wishes to enroll in the University sponsored coverage. Students should work with the Financial Aid Office to ensure that the cost of the plan is included in the calculation of the overall cost of attendance for Student Financial Aid packaging.

Institutional Refund Policy

An institutional refund policy has been established for those students who process a complete withdrawal (all classes) or leave of absence from the University. Adjustments are for tuition, room, and board charges only; non-refundable deposits and fees are not adjusted or refunded. To be entitled to a tuition refund, a student must give the University written notice of complete withdrawal. Non-attendance and/or non-payment of tuition charges do not constitute an official withdrawal. Dates for the purpose of course changes and refund calculations are determined based on the date approved written requests are received by the Registrar's Office. Please contact the Student Accounts Office for semester specific information.

Example of Institutional refund adjustment for complete withdraws. Adjustments are made according to the following schedule.

- Day 1 through day 7 of the session is 100% refund
- Day 8 through day 15 of the session is 50% refund
- Day 16 of the session and beyond is 0% refund

Refunds for charges in room and board status will be calculated based on the same schedule used for a complete withdrawal or leave of absence. The date used for this calculation is the date on which the director of residence life and/or the vice president for student affairs receives written notification of the student's intent to live off-campus.

Students sign a Housing Contract for two semesters. If a student chooses to live off-campus for the second semester, she must notify the director of residence life in writing by December 1. Students will be held to their Housing Contract for the second semester if written notification is not received by December 1, and their student account will be billed room and board charges for the spring semester.

Appeals regarding the institutional refund policy should be addressed in writing to the director of student accounts.

Return of Federal Funds

The Return of Title IV Funds Calculation is applied for all students who received Federal Financial Aid and have completely withdrawn from the University. Withdrawal date is defined as

the date the student begins the withdrawal process, or officially notifies the University of intent to withdraw, or the midpoint of the term for a student who leaves without notification to the University. Under these rules, the following guidelines have been established:

Students who withdraw from the University before 60 percent of the term may have a percentage of federal aid returned to the federal government. Federal financial aid includes the Pell grant, SEOG, Perkins loan, Stafford loans (subsidized and unsubsidized), and PLUS loans. This mandatory recalculation is based upon the percentage of earned aid using the following formula: Percent earned = Number of days completed in the term up to withdrawal date divided by the total number of days in the term. This is the percentage of federal financial aid disbursed that is permitted to be applied toward institutional charges.

The amount of federal financial aid that will be returned to the federal government is based upon the percent of unearned aid using the following formula: Aid to be returned = 100 percent minus percent earned times the amount of aid disbursed towards institutional charges.

When aid is returned, the student may owe a balance to the University. The Office of Student Accounts will invoice the student for any amounts owed. Students are responsible for any portion of their institutional charges that are left outstanding after federal funds are returned.

Funds are to be returned in the following order:

- Unsubsidized Stafford I Loans (FFEL)
- Subsidized Stafford Loans
- Federal Perkins Loans
- PLUS Loans
- Federal Pell Grants
- Federal SEOG
- Other Title IV assistance for which a return of funds is required
- Other federal, state, private, or institutional funds
- Student

CCPS

Financial Information

Tuition & Fees

Tuition and fees are charged according to the following schedule:

Undergraduate Programs

Part-time Tuition (1-11 credits) \$906
per credit

RN-to-Bachelor of Science in Nursing (RN-BSN)

Tuition \$546
per credit

College Fee \$29 per
credit

Master of Science in Nursing (MSN)

Tuition \$774
per credit

College Fee \$29 per
credit

Doctor of Nursing Practice

Tuition \$987
per credit

College Fee \$29 per
credit

Miscellaneous Charges and Fees

Collection Fee Varies

This fee is charged to the student in the event a student account is determined uncollectible by the University and it is assigned to collections agency. The exact amount of the collection fee will vary based upon the delinquent account balance.

Graduation Fee..... \$100
per degree

This one-time fee covers the cost of the diploma and graduation materials and services.

Late Add/Drop Fee..... \$50
per course

Any student who receives permission to make a course change to their schedule after the end of the add/drop period will be assessed this fee.

Late Financial Clearance Fee..... \$150
per term

This fee is assessed to students not financially cleared by the published tuition due date each term.

Late Payment Fee..... \$35 per
month

This fee is assessed monthly to any student account for which payment was not received by the due date indicated on the monthly account statement.

**Beginning August 1, 2019, for any student using Ch. 33 Post 9/11 GI Bill or Ch. 31 Voc-Rehab benefits, even if the VA has not yet paid tuition and fees, no institution (public, private, for profit, not for profit), can have a policy in effect that:

- *Prevents enrolling*
- *Assesses a late penalty fee*
- *Requires securing alternative or additional funding or*
- *Denies access to any school resources (access to classes, libraries, or other institutional facilities) that are available to other students that have paid*

However, an institution can require that such students be required to:

- *Produce the VA's Certificate of Eligibility by the first day of class*
- *Provide written request to be certified and*
- *Provide additional information needed to properly certify (many of you have your own form that must be completed each term and that's still allowed)*

Late Registration Fee..... \$150
per term

This fee is assessed to continuing students who process a new registration after the open registration period published each term.

Replacement ID Card Fee..... \$25 per card

This fee is charged to students who obtain a replacement ID.

Returned Payment Fee..... \$50 per check

Students will be assessed this fee for any payment returned for insufficient funds, closed account, stop payment order, or for any other reason that would cause the check to be returned to the University.

Student Health Insurance Policy..... \$1073 per term

See section on Student Health Insurance for further information.

Payment of Expenses

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Cards accepted are MasterCard, Visa, Discover, and American Express. Failure to pay the amount due by the due date listed on the statement will result in a late payment fee.

Past Due Accounts

A student account is considered past due when a scheduled payment is not paid by the required due date. The following actions will be taken against any student with a past due account:

- Place the student on financial hold
- Withdraw all charging privileges
- Withhold grades
- Withhold transcripts
- Withhold statement of transfer in good standing
- Withhold the ability to register for future terms
- Cancel the student's current registration at the University
- Withhold receipt of the degree
- Withhold participation in graduation ceremonies
- Place the account into collections; charging the student all related collection costs and reporting the default to all national credit bureaus and other appropriate non-campus organizations.

Student Health Insurance

Chatham University requires all full-time students to have health insurance. The coverage can be provided by the University-sponsored plan or through your own comparable health insurance plan. Enrollment in the Student Health Insurance Plan is available each semester to students registered at full time status by the close of the add/drop period for the current semester. A charge of \$1073 per term will be placed on any student's account who wishes to enroll in the University sponsored coverage. Students should work with the Financial Aid Office to ensure that the cost of the plan is included in the calculation of the overall cost of attendance for Student Financial Aid packaging.

Institutional Refund Policy

An institutional refund policy has been established for those students who process a complete withdrawal (all classes) or leave of absence from the University. Adjustments are for tuition,

room, and board charges only; non-refundable deposits and fees are not adjusted or refunded. To be entitled to a tuition refund, a student must give the University written notice of complete withdrawal. Non-attendance and/or non-payment of tuition charges do not constitute an official withdrawal. Dates for the purpose of course changes and refund calculations are determined based on the date approved written requests are received by the Registrar's Office. Please contact the Student Accounts Office for semester specific information.

Example of Institutional refund adjustment for complete withdraws. Adjustments are made according to the following schedule.

- Day 1 through day 7 of the session is 100% refund
- Day 8 through day 15 of the session is 50% refund
- Day 16 of the session and beyond is 0% refund

Refunds for charges in room and board status will be calculated based on the same schedule used for a complete withdrawal or leave of absence. The date used for this calculation is the date on which the director of residence life and/or the vice president for student affairs receives written notification of the student's intent to live off-campus.

Students sign a Housing Contract for two semesters. If a student chooses to live off-campus for the second semester, she must notify the director of residence life in writing by December 1. Students will be held to their Housing Contract for the second semester if written notification is not received by December 1, and their student account will be billed room and board charges for the spring semester.

Appeals regarding the institutional refund policy should be addressed in writing to the director of student accounts.

Return of Federal Funds

The Return of Title IV Funds Calculation is applied for all students who received Federal Financial Aid and have completely withdrawn from the University. Withdrawal date is defined as the date the student officially notifies the University of intent to withdraw, or the midpoint of the term for a student who leaves without notification to the University. Under these rules, the following guidelines have been established:

Students who withdraw from the University before 60 percent of the term may have a percentage of federal aid returned to the federal government. Federal financial aid includes the Pell grant, SEOG, Perkins loan, Stafford loans (subsidized and unsubsidized), and PLUS loans. This mandatory recalculation is based upon the percentage of earned aid using the following formula: Percent earned = Number of days completed in the term up to withdrawal date divided by the total number of days in the

term. This is the percentage of federal financial aid disbursed that is permitted to be applied toward institutional charges.

The amount of federal financial aid that will be returned to the federal government is based upon the percent of unearned aid using the following formula: Aid to be returned = 100 percent minus percent earned times the amount of aid disbursed towards institutional charges.

When aid is returned, the student may owe a balance to the University. The Office of Student Accounts will invoice the student for any amounts owed. Students are responsible for any portion of their institutional charges that are left outstanding after federal funds are returned.

Funds are to be returned in the following order:

- Unsubsidized Federal Family Educational Loans (FFEL)
- Subsidized FFEL Loans
- Federal Perkins Loans
- FFEL PLUS Loans
- Federal Pell Grants
- Federal SEOG
- Other Title IV assistance for which a return of funds is required
- Other federal, state, private, or institutional funds
- Student

Graduate Financial Information

Tuition & Fees

Graduate tuition and fees are charged according to the following schedule:

Graduate & Doctorate Psychology Programs

Tuition.....	\$987 per credit
College Fee.....	\$29 per credit, \$257 max per term

Master of Arts in Teaching and Special Education

Tuition.....	\$958 per credit
For all graduate and teacher certification programs unless otherwise noted. Nine (9) credits is considered to be full-time for graduate students enrolled in fall, spring, or summer terms.	
College Fee.....	\$29 per credit, \$257 max per term
Student Liability Insurance Fee.....	\$20 per term (Required of students in the counseling psychology and education programs only.)

Master of Science Athletic Training

Tuition.....	\$9,986 per term
College Fee.....	\$257 per term
Lab Fees.....	\$194 per term
Student Liability Insurance.....	\$20 per term

Master of Healthcare Informatics

Tuition.....	\$987 per credit
College Fee.....	\$29 per credit, \$257 max per term

Master of Science in Biology

Tuition.....	\$987 per credit
College Fee.....	\$29 per credit, \$257 max per term

Master of Green Chemistry

Tuition.....	\$987 per credit
College Fee.....	\$29 per credit, \$257 max per term

Master of Interior Architecture

Tuition.....	\$958 per credit
College Fee.....	\$29 per credit, \$257 max per term

Master of Physician Assistant Studies

Tuition.....	\$15,696 per term
College Fee.....	\$257 per term
Combined Lab/Liability Insurance Fee.....	\$214 per term
Simulation Fee.....	\$46.50 per term
PA Resource Fee.....	\$47 per term
Clinical Fee.....	\$70 per term

Master of Occupational Therapy

Tuition.....	\$11,201 per term
College Fee.....	\$257 per term
Combined Lab/Liability Insurance Fee.....	\$214 per term
Simulation Fee.....	\$49.38 per term

Doctor Occupational Therapy

Tuition.....	\$987 per credit
College Fee.....	\$29 per credit, \$257 max per term

Doctor of Physical Therapy

Tuition.....	\$12,318 per term
College Fee.....	\$257 per term
Combined Lab/Liability Insurance Fee.....	\$214 per term
Simulation Fee.....	\$22.10 per credit

Master of Sustainability and Food Studies

Tuition.....	\$958 per credit
College Fee.....	\$29 per credit, \$257 max per term

Sustainability and Business Administration

Tuition.....	\$958 per credit
College Fee.....	\$29 per credit, \$257 max per term

Food Studies and Business Administration

Tuition.....\$958 per credit
College Fee.....\$29 per credit,
\$257 max per term

Master of Business Administration and Accounting

Tuition.....\$958 per credit
College Fee.....\$29 per credit,
\$257 max per term

Master of Communication

Tuition.....\$987 per credit
College Fee.....\$29 per credit,
\$257 max per term

Master of Fine Arts in Creative Writing

Tuition.....\$987 per credit
College Fee.....\$28 per credit,
\$257 max per term

Film & Digital Technology

Tuition.....\$958 per credit
College Fee.....\$29 per credit,
\$257 max per term

Master of Professional Writing

Tuition.....\$987 per credit
College Fee.....\$29 per credit,
\$257 max per term

Room and Board

Housing

Housing rates may differ depending on the type of room and specific residence hall selected. Please refer to the Room Selection Booklet published by the Office of Residence Life for details.
Residence Housing Deposit.....\$150

This is a non-refundable housing deposit used to reserve a space in campus housing.

Meal Plans

Chatham University, in partnership with Parkhurst Dining Services, is looking to match students, faculty and staff with a dining plan that will take care of all on-campus dining needs. Graduate students and commuters are welcome to purchase any of the meal plans offered. Please select the meal plan that best suits your needs. The cost of the meal plan will be charged to your student

account each term. There is a limit of one meal plan per term and meal plans cannot be shared. You may choose your meal plan online by going to <http://my.chatham.edu/mymenu/index.cfm> and clicking on the meal plan link. All meal plan changes must be made by the end of the add/drop period for each term.

Meal Plan charges are computed under the following schedule:

Chatham Platinum	Anytime Meals + \$35 Flex	\$3,180 per term
Chatham Gold	19 Meals/wk + \$65 Flex	\$3,010 per term
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Chatham Bronze	10 Meals/wk + \$230 Flex	\$3,010 per term
**Chatham Steel	200 Meals + \$210 Flex	\$2,440 per term
Cougar Platinum	5 Meals/wk + \$230 Flex	\$1,315 per term
Cougar Gold	100 Meals + \$210 Flex	\$1,315 per term
Cougar Silver	50 Meals + \$210 Flex	\$820 per term
Cougar Bronze	25 Meals + \$210 Flex	\$545 per term
Eden Hall	Anytime Meals + \$50 Flex	\$2,300 per term

Not available for first time students

Cougar Dollars

Students, faculty and staff may add value to their Chatham ID Card in \$50 increments. This money will carry over from one semester to the next. These dollars can be used the same way as meal plan flex dollars. Benefits include: 10% bonus added at purchase, safety and convenience of cashless dining and acceptance at Anderson Dining Hall, Weathervane Snack Bar, Eastside Café and Café Rachel. You may add value to the plan by purchasing online at <http://my.chatham.edu/welcome.cfm> and clicking on the Cougar Dollars link.

Miscellaneous Charges and Fees

Admission Application Fee

Graduate Health Sciences..... \$45 per application

Other Graduate Programs..... \$45 per application

Teacher Certification..... \$45 per application

The admission application fee is a non-refundable fee charged for processing an admission application and is not applied as credit to the student account.

Collection Fee..... Varies

This fee is charged to the student in the event a student account is determined uncollectible by the University and it is assigned to collections agency. The exact amount of the collection fee will vary based upon the delinquent account balance.

Continual Registration Fee..... \$958

This fee allows students to remain registered for the term with full-time status while completing graduate research.

Course Computing Fee\$100 per course

Graduation Fee..... \$100 per degree

This one-time fee covers the cost of the diploma and graduation materials and services.

Health Services/Medical Professional Fee..... Varies

The University bills the student directly for physician office visits and various services. A listing of fees is available in Health Services.

Late Add/Drop Fee..... \$50 per course

Any student who receives permission to make a course change to their schedule after the end of the add/drop period will be assessed this fee.

Late Financial Clearance Fee..... \$150 per term

This fee is assessed to students not financially cleared by the published tuition due date each term.

Late Payment Fee.....\$35 per month

This fee is assessed monthly to any student account for which payment was not received by the due date indicated on the monthly account statement.

**Beginning August 1, 2019, for any student using Ch. 33 Post 9/11 GI Bill or Ch. 31 Voc-Rehab benefits, even if the VA has not yet paid tuition and fees, no institution (public, private, for profit, not for profit), can have a policy in effect that:

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- *Assesses a late penalty fee*
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However, an institution can require that such students be required to:

- *Produce the VA's Certificate of Eligibility by the first day of class*
- *Provide written request to be certified and*
- *Provide additional information needed to properly certify (many of you have your own form that must be completed each term and that's still allowed)*

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This fee is assessed to continuing students who process a new registration after the open registration period published each term.

Photography Course Fee.....	\$50 per course
This fee is charged for all photography and audiovisual courses requiring additional instructional supplies.	
Replacement ID Card Fee.....	\$25 per card
This fee is charged to students who obtain a replacement ID.	
Returned Check Fee.....	\$50 per check
Students will be assessed this fee for any check returned for insufficient funds, closed account, stop payment order, or for any other reason that would cause the check to be returned to the University.	
Simulation Fee.....	Varies
This fee is charged to defray costs associated with simulation training.	
Student Health Insurance Policy.....	\$1073 per term
See section on Student Health Insurance for further information.	
Student Teacher Placement Fee.....	\$525
This fee covers the cost of teacher placement charged by the school district.	

Payment of Expenses

Term Invoice

The Student Accounts Office will issue term invoices to registered students prior to the start of each semester. The term invoice will list anticipated charges and credits based on the student's status at the time of invoicing and are subject to change. A student must be financially cleared by the published tuition due date for any balance due on the term invoice. Financial clearance is the final step in the registration process and may be obtained by paying the balance due in full, or by enrolling in a University- approved payment program. Payment by check or money order should be made payable to Chatham University and addressed to Chatham University, Office of Student Accounts, Woodland Road, Pittsburgh, PA 15232. Payment by credit card is available online via the student portal, or by completing the appropriate remittance attached to the invoice. There is a 2% processing fee on the total payment amount for all credit card and debit card transactions. This is true for payments completed on the portal as well as in the office. Credit Cards accepted are MasterCard, Visa, Discover, and American Express. Failure to financially clear by the tuition due date listed on the term invoice will result in a late financial clearance fee.

Monthly Account Statement

The Student Accounts Office will issue monthly account statements to students around the 20th of each month. The statement shows all University charges and credits for the previous month, as well as any unpaid financial obligation to the University. Payment by check or money order should be made payable to Chatham University and addressed to Chatham University, Office of Student Accounts, Woodland Road, Pittsburgh, PA 15232. Payment by credit card is available

online via the student portal, or by completing the appropriate remittance attached to the invoice. There is a 2% processing fee on the total payment amount for all credit card and debit card transactions. This is true for payments completed on the portal as well as in the office. Credit Cards accepted are MasterCard, Visa, Discover, and American Express. Failure to pay the amount due by the due date listed on the statement will result in a late payment fee.

Past Due Accounts

A student account is considered past due when a scheduled payment is not paid by the required due date. The following actions may be taken against any student with a past due account:

- Place the student on financial hold
- Withdraw all charging privileges
- Withhold grades
- Withhold transcripts
- Withhold statement of transfer in good standing
- Cancel dining hall privileges
- Request that a student vacate campus housing
- Withhold the ability to register for future terms
- Cancel the student's current registration at the University
- Withhold receipt of the degree
- Withhold participation in graduation ceremonies
- Garnish work-study wages
- Place the account into collections; charging the student all related collection costs and reporting the default to all national credit bureaus and other appropriate non-campus organizations.

Student Health Insurance

Chatham University requires all full-time students to have health insurance. The coverage can be provided by the University-sponsored plan or through your own comparable health insurance plan. Enrollment in the Student Health Insurance Plan is available each semester to students registered at full time status by the close of the add/drop period for the current semester. A charge of \$1073 per term will be placed on any student's account who wishes to enroll in the University sponsored coverage. Students should work with the Financial Aid Office to ensure that the cost of the plan is included in the calculation of the overall cost of attendance for Student Financial Aid packaging.

Institutional Refund Policy

An institutional refund policy has been established for those students who process a complete withdrawal (all classes) or leave of absence from the University. Adjustments are for tuition, room, and board charges only; non-refundable deposits and fees are not adjusted or refunded. To be entitled to a tuition refund, a student must give the University written notice of complete

withdrawal. Non-attendance and/or non-payment of tuition charges do not constitute an official withdrawal. Dates for the purpose of course changes and refund calculations are determined based on the date approved written requests are received by the Registrar's Office. Please contact the Student Accounts Office for semester specific information.

Example of Institutional refund adjustment for complete withdraws. Adjustments are made according to the following schedule.

- Day 1 through day 7 of the session is 100% refund
- Day 8 through day 15 of the session is 50% refund
- Day 16 of the session and beyond is 0% refund

Refunds for charges in room and board status will be calculated based on the same schedule used for a complete withdrawal or leave of absence. The date used for this calculation is the date on which the director of residence life and/or the vice president for student affairs receives written notification of the student's intent to live off-campus.

Students sign a Housing Contract for two semesters. If a student chooses to live off-campus for the second semester, she must notify the director of residence life in writing by December 1. Students will be held to their Housing Contract for the second semester if written notification is not received by December 1, and their student account will be billed room and board charges for the spring semester.

Appeals regarding the institutional refund policy should be addressed in writing to the director of student accounts.

Return of Federal Funds

The Return of Title IV Funds Calculation is applied for all students who received Federal Financial Aid and have completely withdrawn from the University. Withdrawal date is defined as the date the student officially notifies the University of intent to withdraw, or the midpoint of the term for a student who leaves without notification to the University. Under these rules, the following guidelines have been established:

Students who withdraw from the University before 60 percent of the term may have a percentage of federal aid returned to the federal government. Federal financial aid includes the Pell grant, SEOG, Perkins loan, Stafford loans (subsidized and unsubsidized), and PLUS loans. This mandatory recalculation is based upon the percentage of earned aid using the following formula: Percent earned = Number of days completed in the term up to withdrawal date divided by the total number of days in the term. This is the percentage of federal financial aid disbursed that is permitted to be applied toward institutional charges.

The amount of federal financial aid that will be returned to the federal government is based upon the percent of unearned aid using the following formula: Aid to be returned = 100 percent minus percent earned times the amount of aid disbursed towards institutional charges.

When aid is returned, the student may owe a balance to the University. The Office of Student Accounts will invoice the student for any amounts owed. Students are responsible for any portion of their institutional charges that are left outstanding after federal funds are returned.

Funds are to be returned in the following order:

- Unsubsidized Federal Family Educational Loans (FFEL)
- Subsidized FFEL Loans
- Federal Perkins Loans
- FFEL PLUS Loans
- Federal Pell Grants
- Federal SEOG
- Other Title IV assistance for which a return of funds is required
- Other federal, state, private, or institutional funds
- Student