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TUITION AND FEES

Saint Mary's College of California

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TUITION AND FEES

Saint Mary's College is an independent institution and receives no operating support from public funds. The College charges each student a tuition fee that covers approximately three-fourths of the cost of general educational services provided. The balance of these costs is met by income from endowment support of the Brothers of the Christian Schools, and gifts from trustees, parents, alumni, other friends, corporations and foundations interested in the type of education this institution provides.

GRADUATE PROGRAMS

See separate bulletins.

PAYMENT

All students assume financial responsibility for any charges and/or fees posted to their account. All students further assume the responsibility for understanding Saint Mary's official policies concerning payment deadlines, financial policies, registration deadlines and satisfactory academic progress. Finally, students are responsible for updating their current address and telephone information as changes occur.

Tuition and room and board charges are due in two installments. The charges are due approximately one month prior to the first day of the term, with fall payments generally due the first week in August and spring payments generally due the first week in January. Lab fees, extra course charges and other miscellaneous fees are billed as incurred during the academic year. All such charges are due and payable upon notice from the Business Office. Students failing to make payment will have their account placed on hold, will be denied registration, will be unable to attend class or use campus facilities, and will be assessed late fees. Participation in commencement exercises will not be allowed, nor will a diploma, transcript of credit or honorable dismissal be issued until all College bills have been paid in full. Transcripts will not be issued to former students with past due balances, including past due balances on Federal Perkins loans or other loans. Saint Mary's College further reserves the right to refer student accounts to collection and credit bureau reporting and to recover all costs involved with collection due to non-payment of the outstanding balance.

Saint Mary's College does NOT accept credit card payments for tuition and fees. Payments may be made by mailing a check (payable to Saint Mary's College) to 1928 St. Mary's Road PMB Box 4600, Moraga, CA 94575-4600, by electronic check via our website, by cash at our office window or by wire transfer. In order to ensure proper posting, please notify the Business Office at business@stmarys-ca.edu if payment will be made by wire or ACH transfer. Payments made via our website are posted in real time to student accounts, while wires and ach transactions may require extra time due to manual notification and posting. For more information, please visit stmarys-ca.edu/tuition.

MONTHLY PAYMENT PLAN

Undergraduate students may choose to pay for their tuition and fees monthly. Information on our monthly prepayment plan is available at stmarys-ca.afford.com. This is an interest-free monthly payment option offered by a third party partner. The payment option is available for a small enrollment fee and includes personal account service, automated account information, and access to your account through their website.

BILLING

The official billing method of Saint Mary's College of California is electronic billing, known as ebill. With ebill, an email notification is sent to the student's Saint Mary's email account each time a new bill is available. Students access their ebill by logging into their GaelXpress account. Students are encouraged to set up authorized payers by creating profiles for their parents, grandparents or anyone that may require access to view the bill and /or make online payments. Setting up an authorized payer is highly recommended.

Opening bills for fall are posted in July with a due date of early August. Opening bills for spring are posted in December, with a due date of early January. Monthly ebills are sent for any unpaid balance. All bills are sent electronically. It is the students' responsibility to read and manage their Saint Mary's email account in order to ensure timely notification of the ebill. Students may forward their Saint Mary's email account to a personal email account.

WITHDRAWAL AND REFUND POLICY

TUITION

Credit is given in the fall and spring semesters to undergraduate students only after receipt of the written application of the withdrawing student, according to the following schedule: 85% tuition refund to the end of the first week of class; 80% tuition refund to the end of the second week of class; 75% tuition refund to the end of the third and fourth week of class. No refunds will be made for withdrawal after the fourth week of the term. The above schedule is based on the date the official notice of withdrawal is given to the Registrar's Office. January Term and Summer Session have different refund schedules. Inquiry should be made with the Business Office for the current refund policy on these terms.

ROOM AND BOARD

Students who live in Saint Mary's College housing assume contractual responsibility for occupancy for the entire academic year (fall through spring). Students who live in College residence halls are required to contract for meals. Students living in College townhouses may voluntarily elect to purchase one of the various meal options provided. For more information on the dates of coverage, refer to the Residence Hall and Dining Hall License or contact the Campus Housing office.

OVERPAYMENTS OR FINANCIAL AID PROCEEDS

Refunds will only be issued on credit balances after all allowable charges have been covered and any payment plan is paid in full. Refunds of overpayment may be requested in person or in writing to the Business Office. Refunds from federal loan proceeds (if any) will be issued within 14 days of disbursement. If the disbursement creates a credit, the refund will be issued to the borrower of the loan. Once the academic term begins, refunds will be available every Tuesday and Thursday afternoon for all valid requests received within the previous 48 hours. Refunds will not be processed prior to the beginning of the term or for any pending aid not yet disbursed. Students have the option to pick up their refund, have it mailed to the address on file, or directly deposited to their checking or savings account. Valid bank numbers must be entered through GaelXpress "my Bank Acct /eReimbursement" for the direct deposit option to take effect. Refunds will not be mailed to campus housing. During the first two weeks of each semester, refunds are held for pick-up in the Business Office unless the student has selected to be refunded by eReimbursement. Any check not picked up within the first two weeks of each semester will automatically be mailed to the permanent address on file. If the student is no longer eligible to receive financial aid or student loans, his/her account will be adjusted accordingly. Any refund previously received from these funds must be repaid to Saint Mary's College immediately.

STUDENT INSURANCE

To ensure that all students have health insurance coverage, including basic sickness and accident insurance, the College has instituted a mandatory health insurance requirement. All full-time undergraduate students are required to have health insurance coverage. Students are automatically enrolled in and billed for the College's provided plan. A credit is applied to the account once proof of coverage is documented. The waiver to provide proof of coverage is found online. The waiver must be completed prior to the start of each academic year to receive the credit. Students who are non-U.S. citizens or whose primary residence is abroad are required to purchase the school health insurance. No waiver is available to these students.

All full-time undergraduate students are covered by a secondary accident insurance policy that provides protection during regulatory attendance on the campus, and while attending college-sponsored activities. The

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policy covers only accidents and should not be considered to be a replacement for a comprehensive health insurance plan. Any loss or injury sustained resulting from the use of alcohol and/or drugs is not covered.

PART-TIME ENROLLMENT

Students matriculate into Saint Mary's College as full-time enrolled students. After matriculating into the College, students may choose to participate on a part-time basis due to extenuating circumstances. In these instances, the student must complete a Declaration of Part-Time Enrollment Status that is available in the Business Office. Part-time enrollment is defined as enrollment in LESS THAN seven (7.0) course units in an academic year (fall-January-spring terms). Part-time enrollment is not calculated on a semester basis, with two exceptions:

- Graduating seniors registered in a fall semester with LESS THAN THREE (3.0) course units needed to complete graduation requirements. Seniors are required to submit a Declaration of Part-Time Enrollment Status when appropriate.
- New students who begin their Saint Mary's College enrollment in the spring semester. In this instance part-time enrollment is defined as LESS THAN three (3.0) course units. New spring enrolled students wishing to enroll part-time are required to submit the declaration form.

The Declaration of Part-Time Enrollment Status must be submitted to the Business Office, with all appropriate signatures, by the end of the drop/add period in the semester that the student realizes she/he will be enrolled part-time for the academic year. The Business Office will adjust the student's tuition in accordance with the current Part-Time Tuition rate, following the submission of an appropriately signed declaration form, and verification of the number of enrolled course units for the specified academic year. Part-Time enrollment does not carry over to subsequent years.

Students who declare part-time status are not permitted to live on campus (except by approval of the Dean of Students in consideration of extenuating circumstances), participate in the tuition monthly payment plan, or enroll in the College sponsored insurance plan. Students who drop to part-time status after the deadline to waive the medical insurance will be liable for the full medical insurance charge. Eligibility for financial aid will likely be affected by a change of enrollment status. Time to graduation may also be affected.

Please note: All College policies are subject to change without notice. Visit stmarys-ca.edu/tuition for more information regarding billing and payment.

TUITION

STUDENTS

Full-time	\$45,536
4 courses per term plus Jan Term	
5th course available with advisors approval	
Part-time	\$ 5,706
(less than 7.00 courses per year, per course)	
Additional courses	\$ 5,706
(more than 10.00 full credit courses per year, with advisor approval)	
Open Enrollment (per course).....	\$ 3,420 *
*(No more than 4 courses per year—2 per term only)	

ROOM AND BOARD

Room—Double.....	\$ 15,370
Room—Single.....	\$ 16,366
Room—Triple.....	\$ 14,286
Room—Townhouse (with \$50 board points).....	\$ 9,900
Room—Townhouse Triple (with \$50 board points).....	\$ 8,900
Carte Blanche (with \$75 board points).....	\$ 6,860
14 meals per week (with \$75 board points).....	\$ 6,676
10 meals per week (with \$150 board points).....	\$ 6,510
8 meals per week (with \$150 board points).....	\$ 6,150
5 meals per week (with \$100 board points).....	\$ 4,400
(Available only to Townhouse residence or commuting students)	

MISCELLANEOUS FEES

Application fee (this fee is required with all applications for admission and non-refundable) \$	55
Registration fee (Required of all new undergraduate students at time of initial registration; payable once, non-refundable).....	\$ 30
Tuition commitment deposit (Required of all new students. Applied to tuition, non-refundable).....	\$ 300
Room reservation deposit (Required of all resident students. Applied to room and board; non-refundable).....	\$ 350
Orientation fee (Required of all new undergraduate students).....	\$ 250
Late payment fee (monthly service charge)	\$ 25
Student activity fee (required of all full-time students).....	\$ 150
Medical insurance fee (required, see above).....	TBA
Commencement activities fee.....	\$ 115
Late registration fee.....	\$ 175
Transcript of record.....	\$ 5
Laboratory fees.....	TBA
(see description of courses in course catalog)	

The additional course credit is proportionately applied to course credits in excess of 5.00 in each term. Open enrollment students may take no more than four courses per year, no more than two courses per term. These courses are offered on a space available basis only.

Partial credit .25 courses: Students may take quarter-course credit (.25) classes with no additional fee. See Student Classification.

The schedule of fees is effective July 1, 2017 and subject to change without notice.