

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

Payable upon acceptance, a non-refundable deposit applicable to tuition. The deposit is forfeited if the undergraduate applicant does not attend within two years and one year for all graduate programs.

Advance Deposit (Undergraduate Resident/Commuter).....	\$200
Advance Deposit (Psy.D & Ph.D./All other Graduate Programs).....	\$500
Advance Deposit (International Students including Intensive English Program).....	\$1,100

Annual Room Reservation Deposit	\$300
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For students who plan on residing in university housing.

Registration/Services Fee (Non-refundable)

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.

Fall/Spring (fee per semester).....	\$50
Summer Sessions (per session).....	\$50

Late Registration Fee (additional)	\$30
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Payable after August 23, 2015, for 2015 Fall Semester, and January 12, 2016, for 2016 Spring Semester.

General Fee (Part-time/full-time, per semester).....	\$375/\$750
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Deferred Payment Fee	\$40
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Music Lessons (Per half hour, per credit, in addition to tuition).....	\$395
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Change of Schedule (Online change of schedule – no charge).....	\$10
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Graduation Fee (No exception for absence).....	\$250
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Transcripts (each) (Add \$10 for special handling/overnight delivery is extra).....	\$5
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Parking on Campus (vehicle must be registered to avoid fines).....	\$0
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Student Teaching Fee (addition to tuition).....	\$75
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Malpractice/Insurance Fee	\$75
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Payable per semester by students in practicum placement.

(Exceptions: B.S.W., M.S.W., and Physician Assistant Programs. Fees available upon request.)

Health Insurance (annually, charge canceled with verification of own coverage) Effective through 6/30/15 (rates subject to change 7/1/15).....	\$1,670
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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 (\$15,471 per fall and spring).....	\$30,942
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Tuition (per credit, part-time students or students taking more than 18 credits per semester).....	\$630
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Auditing (per credit).....	\$630
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New Student Matriculation Fee	\$250
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Student Activities Fee (Part-time/full-time, per semester).....	\$75/\$125
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Professional Contribution	\$100
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GRADUATE LEVEL OF STUDY:

Tuition/Auditing per credit:

Master's Level (Includes all programs except the following).....	\$775
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Master's of Social Work, Physician Assistant Program, CSD (Speech-Language Pathology).....	\$725
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Education.....	\$500
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Architecture.....	\$800
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Doctoral and Ph.D. Level	\$875
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Professional Contribution (Plus registration fee).....	\$275
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M.S.W. Field Education Fee	\$100
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Payable per semester by students in field education. (Includes malpractice insurance)

Graduate Student Activities Fee (Per semester).....	\$20
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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. In addition, advance deposits for graduate programs will be forfeited if attendance is not made within one year.

The undergraduate advance deposit is \$200 to be held on account to be refunded after graduation or withdrawal from the University, if all financial obligations have been met. 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 1, 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.

The advance deposit of \$500 for all graduate programs is 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 \$1,100 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 \$100 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. The deposit is forfeited if the applicant does not attend within one year.

■ STUDENT ACTIVITY FEE

Undergraduate students registered for four (4) credits, but less than 12 credits per semester, pay a \$75 Student Activities Fee per semester for the fall and spring semesters. Undergraduate students registered for 12 or more credits per semester pay a \$125 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 graduate student education.

■ GENERAL FEE

Students registered for four (4) credits, but less than 12 credits per semester, pay a \$375 per semester General Fee for fall and spring semesters. Students registered for 12 or more credits per semester pay a \$750 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, Student Health Services, 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, recreational facilities, and various course fees (except labs, music lessons and aviation training). Full-time students who pay the \$1,500 General Fee per year become members of the Student Recreation Association. Part-time students who pay the \$750 General Fee per year are entitled to receive a Student Recreation Association membership at the reduced student rate.

■ NEW STUDENT MATRICULATION (ORIENTATION) FEE

The New Student Matriculation Fee of \$250 will be included on the fall invoice of new, incoming students, regardless of whether or not the student attends the New Student Orientation. This non-refundable fee covers all Orientation activities and meals for students only. This fee also covers the Fall Orientation activities required for all new students.

■ ROOM AND BOARD CHARGES

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 are available from the Office of Housing and Residence Life by e-mailing reslife@marywood.edu.

Room (per year)

Woodland Residence I.....	\$ 8,303
Woodland Residence II.....	\$ 8,846

Bethany, Emmanuel, Immaculata, McCarty, Perpetual Help, and Regina:

Multiple occupancy.....	\$ 7,519
Single occupancy.....	\$ 9,116

Loughran and Madonna Halls:

Multiple occupancy.....	\$ 7,822
Single occupancy.....	\$ 9,578

Board (per year-required for residents other than Woodland Apartments)

24 Meal per Week Traditional with \$100 Plan Points.....	\$ 6,078
19 Meals per Week Traditional with \$200 Plan Points.....	\$ 6,078
15 Meals per Week Traditional with \$300 Plan Points.....	\$ 6,078
185-Block Meal Plan with \$100 Plan Points.....	\$ 5,789
150-Block Meal Plan with \$100 Plan Points.....	\$ 4,736

The following meal plans are not available to Loughran, Madonna, or Regina residents.

100-Block Meal Plan with \$100 plan points.....	\$ 3,000
50-Block Meal Plan with \$50 plan points.....	\$ 1,500
25-Block Meal Plan with \$25 plan points.....	\$ 750

The following meal plan is available to Commuter students at the Nazareth Dining Hall only:

60-Block Meals per semester.....	\$ 600
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Pacer Points may be purchased at the Cashier's Office or online by logging on to the MarywoodYou portal. On the right side of the home page, click on the link called "Manage your Pacer Points". Enter your user ID and password, then click on 'Add Funds' and complete the fields to make your purchase. Pacer Points may also be used in the Marywood Bookstore using your Marywood ID card. The minimum purchase is \$10. Purchases of \$20 or more will receive a 10% premium ie: \$20 purchase = \$22 in spendable Pacer Points.

All cash transactions require that the Pennsylvania 6% sales tax be applied at all campus dining establishments.

■ 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 & Dining Agreement has been signed, the student is committed to the terms of the housing agreement for the entire academic year. See Housing & Dining Agreement for more information regarding applications for release. Eligibility is determined by the criteria in the housing agreement. Incoming students are not required to have the \$300 deposit for the fall. ***ALL ROOM RESERVATION DEPOSITS MUST BE MADE AT THE CASHIER'S OFFICE.**

■ MUSIC LESSONS and SPECIAL FEES

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.

Specific areas of concentration and certain courses requiring special materials, equipment, or services may carry course fees which is in addition to tuition. Examples include but are not limited to; Clinical Nursing, Science labs and Aviation.

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 2014-2015 academic year are August 3, 2015, for the 2015 Fall Semester, and December 11, 2015, for the 2016 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 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.**

All borrowers are required to go to the Department of Education website to complete the Loan Entrance Counseling and Master Promissory Note (MPN) by the above dates. Applicants may need to complete additional documents with the Financial Aid Office in order to complete the loan process.

To begin the loan process, borrowers must take the following steps:

1. Go to **www.studentloans.gov** and sign in using your Federal PIN Number.
2. Complete **Direct Loan Entrance Counseling**. This process is required by law before you can receive a loan.
3. Complete a **Direct Loan Electronic Master Promissory Note (MPN)**. You will need reference information for two people you have known for at least three years (name, address, telephone number, relationship to you). The first reference should be a parent or legal guardian. This process must be completed in a single session. **(The Marywood University Federal Direct Loan Code is G03296.)**

This site also allows Direct PLUS Loan borrowers (both parents and graduate/professional students) to complete a request for a Direct PLUS Loan and initiate a credit check online.

Upon certification and approval, funds will be disbursed to Marywood University directly from the Department of Education and credited to the students' accounts.

If a student fails to complete the loan process, or if a student does not pay 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 after add/drop period ends. 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, Official Payments, to accommodate students who wish to make tuition payments online or set up a monthly payment plan.

Official Payments is the leading provider of electronic payment options for higher education institutions and federal, state, and local government agencies. Official

Payments processes electronic payments for 2,000+ counties, municipalities, and higher education institutions across all 50 states.

Paying tuition and fees electronically allows students/parents to take advantage of credit card rewards and payment flexibility. A service fee of 2.75% is charged by Official Payments on the transaction amount. The student/parent is notified of this fee before the payment is submitted for processing.

Official Payments enables students and parents to pay their tuition and fees by credit card, PIN-less debit card or electronic check via the Internet, telephone, and Point of Sale (POS). The payment process is fast, simple, and secure. Currently, Marywood University accepts American Express®, Discover®, Mastercard®, Visa®, and electronic checks via the Internet at www.marywood.edu.

Application for a payment plan must be made by the specific date set by the cashier's office. If timely payments are 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. Employer payments must be made directly to Marywood University and not to the student in order to qualify for this payment option. 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 Official Payments 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.

■ OFFICIAL PAYMENTS

Official Payments is a secure online student account billing and payment system that 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.

The Official Payments system allows for electronic payments from a personal checking, debit or credit card. (PLEASE NOTE: Credit card usage is limited to Visa, MasterCard, Discover, and American Express. There will be a service fee of 2.75% added to each debit or credit card payment and a \$1.75 service fee will be added to each electronic check payment when using this service.)

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 canceled, except for a \$50 Registration Fee.
- 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 canceled.
- 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 canceled.
- 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 canceled.
- 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 canceled after the 30th day of the semester.
- Based on the date on which official notice of withdrawal is received by the Academic Records Office or the date on which classes are dropped via the student portal, MarywoodYou, the above cancellation policy will apply with the exception of some courses which have different starting dates.
- Students that register for classes during any semester and decide not to attend or to withdraw once classes start must notify the **Academic Records Office** immediately or withdraw from all registered classes via our student portal, **MarywoodYou. Non-attendance or non-payment of your student account does not constitute official Notification of Withdrawal.**

■ 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 30th calendar day of the semester. There would be no reduction in tuition and course fee charges after the 30th 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 do so by the 30th calendar day of the semester to change from full-time to part-time. Students will then be charged \$630 per credit for their undergraduate courses. No changes from full-time to part-time can be made after the 30th calendar day of the semester. Part-time students who wish to change from part-time to full-time (12+ credits) 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 end of the second week of 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 end of the second week of 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 Direct Loans
2. Subsidized Federal Direct Loans
3. Federal Perkins Loans
4. Federal Direct Graduate PLUS Loans
5. Federal Direct PLUS Loans received on behalf of the student
6. Federal Pell Grants
7. Federal SEOG
8. Iraq Afghanistan Service Grant
9. 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.

■ REFUNDS

Refunds will be issued within 14 days after a credit balance results on a student account, per current Federal regulations. Students will be notified at their Marywood University e-mail address when their refund checks are available.

Marywood

U N I V E R S I T Y

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.