

SECTION 9: FINANCIAL POLICIES AND FEES

9.1 Changes in Tuition and Fees

Tuition and fee rates are reviewed annually and subject to change. For the most current tuition and fees, please refer to the current NUNM catalog online at nunm.edu.

9.2 Tuition and Fee Payment Policy

When students register for classes at NUNM they incur charges on their account. Tuition and fees for each quarter are due and payable in full at the beginning of each term. Students are financially responsible for all classes for which they are registered by the due date, even if a class is added after the term has begun. Deadlines for payment are as follows:

- **End of second week** – Registration and transcript holds are placed on accounts with balances
- **End of fourth week** – Late fees may be applied to accounts with outstanding balances
- **Adding a class** – If added within the first two weeks of term, the deadline is the same as above. If added after the second week, payment for added classes is due and payable at the time of registration

Student billing is posted to the online billing system, Sonis. The university does not generate paper bills for students prior to the beginning of each term. The Business Office will strive to provide a courtesy paper statement to those with a balance due within the first two days of class. Students are not excused from paying their tuition bill by the posted deadlines if no paper statement is received since real-time billing is available online through their Sonis account.

All tuition and fees are listed in U.S. currency. NUNM maintains tuition, fee and refund policies that are fair and uniformly administered. The Business Office may apply a late payment fee of \$50 to a student's account, unless the student has paid the balance due or made arrangements (i.e., a deferral promissory note) by the end of the fourth week of each quarter.

Students unable to pay their entire financial balance must see the Business Office to make payment arrangements before the due date. A promissory note may be written to defer payment of tuition until the last day of the quarter. There may be a \$20 fee assessed for each deferral. The Business Office may deny or rescind a student's eligibility for a promissory note if a student misses the required payment due dates, provides inaccurate or incomplete information, or has a poor credit history. Students are not permitted to register for a quarter until all money owed the university is paid in full from previous quarters.

Credit for courses will not be given until tuition and fees have been paid in full. (The Business Office may also block future registration until all debts have been paid in full.) Transcripts or diplomas will not be issued to students if they owe the university any money, regardless of the source (e.g., outstanding clinic balances). Students with past-due accounts who pay in full with a personal check will have transcripts or diplomas issued to them two weeks after payment.

Any adjustments or modifications to the schedule of tuition charges are subject to the approval of the chief financial officer.

9.3 Summer Quarter Tuition

The ND and CCM programs require summer term attendance for a minimum of one summer quarter. Curriculum layouts, including summer quarter requirements can be found on the NUNM website. The ND/DSOM and ND/MSOM concurrent tracks require attendance of two summer quarters.

9.4 Other Expenses

Students are required to purchase textbooks and other personal equipment, including name tags and business cards, as well as basic diagnostic equipment, for use in courses and clinic. These costs vary from year to year. Please see the current university catalog for current information.

9.5 Student Responsibilities

1. Students are responsible for ensuring that charges on their statement are correct and that all tuition for classes, lab fees, and other applicable fees have been applied. It is also the student's responsibility to pay all charges on their account by the due date, whether or not they have received a courtesy paper statement. If tuition and fees are being paid by parents or relatives on behalf of the student, the university regards this as a private arrangement between student and the other third party. The university will deal directly with the student regarding the payment of fees or any queries regarding a student statement.
2. Students experiencing financial problems in the payment of any tuition and fees are responsible for contacting the Business Office to make satisfactory arrangements.
3. Students are responsible for keeping NUNM informed of their current contact information, as addressed in Section 3.1. Students must submit changes to their contact information to the Registrar's Office.
4. Students are responsible for formally withdrawing from classes they wish to drop. Students who fail to formally drop classes during the refund period are responsible for the tuition charges. (See Section 3.12 on Add/Drop policy.)
5. Any assessment or judgment against a student for damage to NUNM property, whether arising from a Student Conduct Code proceeding or a court action, shall be considered money due NUNM as if it were tuition. No transcripts or diplomas will be released to the student until the amount due the university has been paid. The Business Office may also block future registration.

NOTE: NUNM is not responsible for any loss of, or damage to, the personal property of a student.

9.6 Tuition and Fee Refund Policies

If a student finds it necessary to withdraw, either from NUNM or from specific courses, the following policies apply:

- The application fee, submitted with the initial application for acceptance into NUNM, is nonrefundable.
- The acceptance deposit fee will be forfeited if the student withdraws after accepting admission, but before attending classes.
- Calculation of tuition refunds is based on the date the student begins NUNM's withdrawal process.
- Tuition refunds will first be applied to balances due NUNM. If a student receiving financial aid is eligible for a refund, that refund is returned to the federal financial aid program.

Tuition refunds are calculated according to NUNM's tuition and fee refund policy outlined below:

<u>Week of Qtr.</u>	<u>Tuition Refund Rate</u>
First week	100% tuition
Second week	100% tuition (if withdrawing from one program)
<i>Second week</i>	<i>90% tuition (withdrawing from school completely)</i>
Third week	80% tuition
Fourth week	70% tuition
Fifth week	60% tuition
Sixth week	50% tuition
Beyond sixth week	No refund

- If a student receiving financial aid is eligible for a tuition refund, that refund is returned to the federal financial aid program. Any refund of tuition and fees resulting from a withdrawal or a reclassification of tuition status must be applied to the recipient's financial aid awards before any payment is made to the student. Tuition refunds are calculated according to NUNM's tuition and fee refund policy. Return of Federal Title IV funds is calculated according to U.S. Department of Education regulations. (See Financial Aid section for more information.)
- Students whose accounts were paid in full often have a balance due NUNM after withdrawal. The Title IV return of funds policy operates independently of the university's tuition refund policy. It is possible for a withdrawing student to owe NUNM money because aid must be returned to the Title IV program, but the student is not entitled to a refund of institutional charges.
- Federal regulations for this refund policy allow the university to retain an administrative fee that reduces the institutional charges subject to refund. This fee is five percent (5%) of total charges up to a maximum of \$100.
- Federal regulations require that any student who has received a loan while attending NUNM and who leaves the university for any reason (including official leaves of absence), must participate in a loan exit interview. Exit interviews are conducted by the Financial Aid Office and can be arranged by calling that office. Students are required to bring a completed "Student Status Change" form that contains the appropriate dean's signature for their program(s) of enrollment. Additionally, students will be required to complete an online exit counseling session at nslds.ed.gov as mandated by the U.S. Department of Education. (See Financial Aid section for more information.)