Book Advances

In order to be eligible for a book advance, all required financial aid forms must be returned to the Financial Aid Office, and the amount of financial aid must EXCEED the balance due. In addition, students must return the Educational Loan Agreement to the Business Office before they will be eligible for a book advance.

Refunds

Refunds resulting from a financial aid credit balance on student accounts will not be available until after classes have started and financial aid has been disbursed to student accounts. Refunds will be issued within 14 days of the credit balance occurring. All refunds will be mailed – no exceptions.

Tuition Adjustment Schedule

Students who register and subsequently drop their courses will be subject to the tuition adjustment schedule below. Any tuition adjustment is determined by the date the Registrar’s or Professional Advising Office receives the required forms.

<table>
<thead>
<tr>
<th>Student drops</th>
<th>Student pays</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before course begins</td>
<td>0%</td>
</tr>
<tr>
<td>Day 1 through 7</td>
<td>0%</td>
</tr>
<tr>
<td>Day 8 through 14</td>
<td>35%</td>
</tr>
<tr>
<td>Day 15 through 21</td>
<td>55%</td>
</tr>
<tr>
<td>Day 22 through 28</td>
<td>75%</td>
</tr>
<tr>
<td>Day 29 and after</td>
<td>100%</td>
</tr>
</tbody>
</table>

2015-2016 Tuition Rates
Per Credit Hour

Undergraduate Full-time (12-18 credits)
Per term
Weekday $12,492
Nursing 14,580
Alverno on the Weekend 8,796

Undergraduate Part-time (1-11 credits)
Per credit
Weekday $1,041
Nursing 1,215
Alverno on the Weekend 733
Licensure 698

Graduate Programs
Per credit
Master of Arts $698
Master of Business Administration 885
Master of Science in Community Psychology 725
Master of Science in Nursing 921

Campus Service Fee
Charged to all students, non-refundable 338

Special Fees (if applicable)
Graduation Fee $120
Nursing Liability Fee 30
Reinstate Fee 25
Resident Activity Fee 50
Returned Check Fee 35

Business Office Hours

Monday - Friday: 8:30 a.m.-5 p.m.
Special hours are posted on Business Office Web site
414-382-6262
business.office@alverno.edu

All rates in this brochure are accurate and current when 100% printed. However, Alverno College reserves the right to modify costs, policies and procedures without prior notice. Please contact the Business Office for the current rate schedule or with any questions regarding tuition and fee payment policies.
Alverno College Payment Policy

The Alverno College Business Office is dedicated to providing students with the necessary services to fulfill their financial obligations to the college while maintaining the college’s commitment to an affordable education. We do this primarily through educating students on financial responsibilities, coordinating collection activities and facilitating inter-departmental communications. We approach each situation with flexibility and creativity to address the needs of each individual student, while maintaining an environment of mutual trust and respect. We promote the college’s mission by consistently serving students in a courteous and respectful manner, resulting in a positive effect on recruitment and retention.

**Students are required to complete and return the Educational Loan Agreement (the “Agreement”) every semester by the specified due date.** Paper copies will not be mailed to students; the Agreement is found in Interactive Online (IOL) under Financial Information. Please read the Agreement carefully as this form is meant to help students understand their financial obligations. The Agreement is due on Friday, December 4, 2015.

To withdraw from a course or courses, students must contact the Registrar’s Office or the Professional Advising Office to fill out the necessary paperwork. Nonattendance does not drop a student from a course. Students will still be responsible for all tuition and fees associated with these courses. The date the paperwork is processed will determine the amount of tuition adjustment, if any.

If you choose to switch programs (e.g. from Weekday to Weekend; Nursing to Non-Nursing) before the official start date of the semester, any tuition adjustment resulting from the change will be effective for that semester. However, should you choose to switch programs after the official start date of the semester, your tuition rate will not be adjusted until the following semester.

An account becomes delinquent when a student fails to pay any balance when due. A student with a delinquent account is not entitled to receive progress reports, transcripts or a diploma. In addition, a student may not register for a future semester or occupy a room in the Residence Hall until the account is paid in full or is current on the monthly payment plan.

Email is our primary form of communication with students. It is important that students consistently check their Alverno student email for important information.

### Billing Timetable

Spring statements detailing tuition, room, fees, and other charges, authorized financial aid, and the amount due will be mailed to registered students November 18, 2015.

### Payment Options

#### Traditional Semester Payment

Pay in full by the specified due date on your Statement of Account. Acceptable payment methods include:
- In person in the Business Office
- Drop box outside of the Business Office
- Mail check/money order to Alverno College, Attn: Business Office
- Online using Interactive Online (IOL) under Financial Information, View Account and Make Payments, to use a checking account, Visa, MasterCard, Discover, or American Express.
- Phone Business Office (414-382-6262) to use a checking account, Visa, MasterCard, Discover or American Express.

#### Monthly Payment Plan

Pay monthly by enrolling in the Educational Loan Payment Plan. To enroll, a student must complete the Educational Loan Payment Plan form (found in the Educational Loan Agreement). There are two payment plan options:
- Monthly payment by cash, check or credit card. To offset administrative expenses, there is a $50 service fee for this option.
- Monthly payment by ACH. There is no service fee for this option. A voided check or bank documentation with routing and account number is required. Additionally, if the payments are being withdrawn from an account other than the student’s, the account holder is required to sign the form. ACH payment plans submitted without this information will be charged $50 and enrolled in the regular monthly payment plan.

**PLEASE NOTE: To alter or cancel the payment plan, we must receive written notice at least five business days prior to the next scheduled withdrawal.**

### Payment by a Third Party Sponsor

Alverno College will bill third parties with prior approval from both the third party and the Business Office. Students whose tuition is paid by a third party sponsor must submit their billing authorization/voucher to the Business Office by the payment due date. The Business Office will send your invoice directly to the third party.

### Employer Reimbursement

Employer reimbursement forms are available in the Registrar’s Office (FO 144) and should be completed each semester. Students who receive employer reimbursement after courses are completed must abide by all published payment policies. These students must make arrangements to pay in full by the due date or enroll in a payment plan.

### Financial Aid

You must complete the 2015-16 FAFSA in order to receive financial aid for the 2015-16 academic year. Generally, you must be enrolled for a minimum of six credits as an undergraduate student or three credits as a graduate student (enrolled in a Master’s program) to receive financial aid. ALL financial aid funds will be applied to student accounts regardless of whether there is a balance due or the account is paid in full. Financial aid awards are based on both financial need and the number of credits a student is taking. Therefore, any changes in semester hours may affect financial aid eligibility.

Any credit incurred as a result of a PLUS loan is sent directly to the parent who was approved for the PLUS loan.