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.

2016-2017 Tuition Rates Per Credit Hour

<table>
<thead>
<tr>
<th>Program</th>
<th>Tuition: $</th>
</tr>
</thead>
<tbody>
<tr>
<td>RN-BSN Program</td>
<td>800</td>
</tr>
<tr>
<td>AA-BA Program</td>
<td>551</td>
</tr>
<tr>
<td>HCM Program</td>
<td>604</td>
</tr>
</tbody>
</table>

Fees: $500 Campus Service Fee. This fee is billed and due during the first semester of the program. (Campus Service Fee is charged to all enrolled students. This fee is for the use of library resources, technology resources, etc.)

Special Fees

Returned Check Fee: $35

All rates in this brochure are accurate and current when 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.

Business Office Hours

Monday - Friday: 8:30 a.m.- 5 p.m.
414-382-6262
business.office@alverno.edu
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 the start date of your first class-Tuesday, May 3, 2016.

To withdraw from a course or courses, students must contact the Registrar’s Office or the Program Director to fill out the necessary paperwork. Nonattendance (during the first class) does drop a student from a course and may drop a student from a cohort. The Program Director will determine the status in a cohort/program. Students will still be responsible for all tuition and fees associated with these courses.

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

Summer statements detailing tuition, room, fees, and other charges, authorized financial aid, and the amount due will be mailed to registered students by April 15, 2016.

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 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.

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 tuition balance due. In addition, students must return the Educational Loan Agreement to the Business Office before they will be eligible for a book advance. For the summer semester, book advances will be available between April 25, 2016 and May 6, 2016.

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 Program Director or the Registrar’s Office receives the required forms. Following is the tuition adjustment schedule:

<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>Before the second week of class begins</td>
<td>0%</td>
</tr>
<tr>
<td>After the second week of class begins, but before the third week</td>
<td>50%</td>
</tr>
<tr>
<td>After the third week of class begins</td>
<td>100%</td>
</tr>
</tbody>
</table>