

FINANCIAL INFORMATION

Student Financial Responsibility

1. Students are obligated to pay Salve Regina University all tuition, room and board (if applicable), all associated fees and charges incurred with your specific courses or course of study.
2. Students must ensure timely completion of registration for proper billing and awarding of financial aid.
3. All payments are due by the published due dates for the registered semester. All unpaid balances may be assessed a late fee, be reviewed for Administrative withdrawal, refused registration for future semesters, denied access to residence halls and meal plans, refused grades, transcripts and/or diploma, and disallowed participation in commencement ceremonies.
4. Students are responsible for collecting and submitting all third party payments in a timely manner, including, but not limited to, military, scholarships and employee benefits to be credited to their account.
5. Students are responsible for completing all Financial Aid paperwork by the announced deadlines. The Office of Financial Aid reserves the right to reduce, increase, or otherwise adjust financial aid for which it is responsible.
6. Students understand that charges greater than six months delinquent will be placed with a third party collection agency and will be liable for all additional fees and costs associated with the collection of the unpaid balance, including, but not limited to, collection agency fees, court costs and attorney fees. Collection costs will significantly increase the student's financial obligation. Collection agencies may report the delinquent account to one or more national credit bureaus.
7. Failure to attend classes does not constitute an official drop or withdrawal. Official paperwork must be completed and submitted to the appropriate office. Pro-rations will be subject to the University's current published refund schedule. The date used to determine the refund, if applicable, is the date completed paperwork is received at the University.
8. Students are responsible for maintaining all contact information, including, but not limited to, billing information. If a student has not received a statement by mid-August for fall and mid-December for spring, the student is responsible for accessing the statement through the online campus portal or obtaining a statement from the Business Office. Address change forms are available in the Registrar's Office and online.
9. Full-time tuition allows students to register for 12 - 17 credits per semester. Please be aware that participation in additional programs (such as second majors, minors, or other programs) may incur additional tuition charges. All other students will be charged on a per credit basis in accordance with their course of study.
10. Students are obligated to read and understand the policies and procedures set out in the Graduate and Undergraduate Catalog and agree to abide by the same.
11. Students understand that these policies apply to the initial registration and all subsequent changes in registration throughout the semester.
12. Students understand and agree that Salve Regina uses email as an official method of communication and therefore are responsible for reading the emails received on a timely basis.
13. Students authorize Salve Regina and its agents and contractors to contact them at their current and future cellular phone numbers,

email address(es) or wireless device regarding their student account or debt owed to the university.

14. Students authorize Salve Regina and its agents and contractors to use automated telephone dialing equipment, artificial or pre-recorded voice or text messages, and personal calls and emails, in their effort to contact them. Students understand that they may withdraw their consent to call their cellular phone using automated dialing by submitting the request in writing to the university or the applicable agent or contractor.

Financial Policy/Methods of Payment

The University has various tuition/financial policies and some suggested methods of payment available to students. These policies and payment methods can be found on the University website. The Business Office website is located at www.salve.edu/office-service/business-office/. Tuition statements and online payments can be accessed through the student's campus portal located at <https://campus.salve.edu>.

Withdrawal and Refund Policies

Students who wish to withdraw from the University during a semester or at the end of a semester must do so officially by completing a withdrawal form and exit interview. Undergraduate students withdraw through the Office of the Registrar. Time is of the essence for prorated refunds of tuition and board fees; it is important to complete and submit the form as soon as the decision to withdraw is made and provide the reason for withdrawal (medical, financial hardship, etc.). The withdrawal date will be the date the completed form is received in the Office of the Registrar. Information for refund policy and withdrawal procedures can be accessed at <http://www.salve.edu/business-office/withdrawal-policies-and-refunds> (<http://www.salve.edu/business-office/withdrawal-policies-and-refunds/>).

Students who leave the University during or at the end of a semester, and properly communicate this according to policy will not be charged for the next semester. However, students who have already registered for the next semester must drop those courses before the next semester starts.

Students who leave the University or change enrollment during the first five weeks of the semester will be eligible for a prorated tuition and room and board refund. Students who are suspended, dismissed or withdraw when under investigation for misconduct will not have tuition refunded for the semester in which action is taken.

Refunds will be processed within 30 days after the University has received notification of official withdrawal.

Tuition refunds will be calculated based on the date the Office of the Registrar receives your withdrawal form. All fees are nonrefundable after the start of classes. The University reserves the right to charge an administrative fee for refunds of this nature.

Room refunds will be processed assuming another student can fill the vacated room. If the room cannot be filled, the University retains the right to enforce the terms of the student housing contract, which states that students are responsible for the entire semester room charge.

Students who do not complete the required forms may be responsible for a full semester tuition charge. Students who receive financial aid must arrange for an exit interview with the director of financial aid. Financial aid awards are adjusted accordingly for the withdrawing student. The University may initiate a student's withdrawal when the student has not

registered for two consecutive semesters without securing a leave of absence.

If you received Title IV federal financial aid such as Stafford loans, PLUS loans, Perkins loans, nursing student loans, SEOG grants or Pell grants, you are subject to repayment as mandated by the federal government. Up until the 60 percent completion of the semester, all Title IV funds are repaid based on a strict prorated percentage of time completed over the entire semester. After the 60 percent completion date of the semester, all Title IV funds are considered earned and are retained by you.

Refunds will be calculated based on the schedule listed below. The date used is the date the forms are completed and received by the Office of the Registrar.

Campus-based, fall and spring semester, 15-week courses

- 100 percent before classes begin.
- 80 percent before the second week of the semester.
- 80 percent before the third week of the semester.
- 60 percent before the fourth week of the semester.
- 40 percent before the fifth week of the semester.
- 20 percent before the sixth week of the semester.
- Nothing after the sixth week of the semester.

Campus-based "compressed" courses, seven weeks or fewer

- 100 percent before classes begin
- 80 percent before the 10th calendar day from start of course
- 60 percent before the 16th calendar day from start of course
- Nothing after the 15th calendar day from start of course

Campus-based summer courses, all eight week courses

- 100 percent before classes begin
- 80 percent during the first week of class
- 60 percent during the second week of class
- Nothing after the second week of class
- Weekend workshops: Nothing after a workshop has started

Seven week online courses

- 100 percent before 4:30 p.m. on or before the first day the class begins
- 80 percent before the 10th calendar day from start of course
- 60 percent before the 16th calendar day from start of course
- Nothing after the 15th calendar day from start of course

Tuition Refund Insurance

Salve Regina offers an insurance plan that guarantees a tuition and room and board refund in cases of physician diagnosed physical illness (85 percent reimbursement) and emotional illness (85 percent reimbursement) any time during the semester. This plan covers the academic year and is independent of the University.

The premium for this insurance plan varies from year to year but is generally less than 1 percent of tuition (commuters) or 1 percent of tuition and room and board (resident students) and is billed and payable each semester.

All full-time students will be signed up for this insurance automatically and the charge for the insurance will be listed on the fall and spring tuition statements. The students will have the option to waive this insurance by completing the online waiver form. Waivers must be completed prior to the start of the semester. Waivers completed after that date will not be accepted and the student will be responsible for the charge in full. Policies purchased in fall will be automatically renewed for spring and the charge will be reflected on the spring tuition statement. Cancelling a renewed plan must also be done prior to the start of the spring semester.

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