or DANTES program is 33 semester hours at USF. There are fees for both the assessment of prior learning and the posting of credit.

Students in undergraduate programs must complete the prior learning portfolio assessment process before acquiring 96 hours of college credit. For more information and/or application, contact the Coordinator of the Prior Learning Assessment Program.

**TUITION AND FEES**

**TUITION AND FEES (2008-2009 ACADEMIC YEAR ONLY)**

Regular Fees (per semester)

Updated information on tuition, fees, and payment plans can be found on the University business office website: [http://www.stfrancis.edu/businessaffairs/forms/index.htm](http://www.stfrancis.edu/businessaffairs/forms/index.htm)

**Undergraduate Students**

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time Tuition (12-18 semester hours)</td>
<td>$10,725</td>
</tr>
<tr>
<td>Part-Time Tuition (1 – 11 semester hours) per credit hour</td>
<td>715</td>
</tr>
<tr>
<td>Overload Tuition (additional hours over 18) per credit hour</td>
<td>715</td>
</tr>
</tbody>
</table>

Tuition per Credit Hour:

- Health Care Leadership: 470
- Organizational Leadership: 470
- Applied Organizational Management: 470
- Professional Arts: 470
- Nursing Fast Track: 470
- Management (online) majors: 470
- Health Arts Program: 415

- Room and Board (Marian Hall-double occupancy): 3872
- Student Activity Fee (12 or more semester hours): 80
- Student Activity Fee (7-11 semester hours): 25
- Academic Computing Fee (12 or more semester hours): 115
- Academic Computing Fee (7-11 semester hours): 60
- Parent Association Fee (12 or more semester hours): 10
- Payment Plan/Deferment Fee (Traditional Undergraduate): 90

**Graduate Students**

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition: per credit hour Business Administration</td>
<td>$698</td>
</tr>
</tbody>
</table>

Tuition: per credit hour

- Education: 560
- Health Administration: 560
- Management: 560
- Training and Development: 560
- Social Work: 560
- Nursing: 560
- Nursing – Albuquerque Campus: 455

Tuition: Annual

- Physician Assistant Program – Albuquerque Campus (Class of 2011): 23,664
<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proficiency Examination Test Administration Fee (per exam)</td>
<td>100</td>
</tr>
<tr>
<td>Proficiency Examination Posting Fee (per credit hour)</td>
<td>25</td>
</tr>
<tr>
<td>Tutorial Fee for graduate coursework</td>
<td>125</td>
</tr>
<tr>
<td>Payment Plan/Deferment Fee (Grad/Health Arts/HCLD/ORGL/Degree Completion)</td>
<td>40</td>
</tr>
</tbody>
</table>

**Special Fees**

- Certificate Completion Fee                                           | 25    |
- Challenge Exam Test Administration Fee (undergraduate and graduate) | 100   |
- Challenge Exam Posting Fee (per credit hour)                        | 25    |
- Graduation Application Fee                                           | 120   |
- Housing Late Cancellation Fee                                        | 150   |
- Lab Fee (varies by department see listings on the schedule of course offerings) |         |
- Late Payment Fee (All Programs)                                     | 90    |
- New Student Orientation Fee                                          | 120   |
- Online Course Fee (varies on the number of credits for the course)  | 50-150|
- Parking Permit Fee                                                   | 30    |
- Portfolio Credit Posting Fee (per credit hour)                      | 25    |
- Prior Learning Assessment Fee                                       | 200   |
- Proficiency Exam Testing Fee (per exam)                             | 50    |
- Review and Posting fee for continuing USF students who transfer additional hours | 25 (per hr) |
- Registration Deposit                                                | 100   |
- Returned Check Fee                                                   | 10    |
- Room Reservation Deposit (non-refundable)                            | 50    |
- Student Teaching Fee                                                 | 150   |
- Transcript Request Fee (per copy)                                    | 5     |

**Family Plan**

Whenever two or more members of the same immediate family are concurrently enrolled at the University of St. Francis as full-time undergraduate students, one student shall pay full expenses and the other(s) shall be allowed a discount of 10 percent on tuition charges.

**Other Policies**

- Enrollment shall be considered as signifying knowledge of all conditions, rules and regulations and shall be deemed as acceptance thereof.
- The University shall not be liable for any damage or loss of personal property from any cause whatsoever.
- Students are not entitled to receive recommendations, degrees, honors or transcripts of credit until all bills are paid and the exit interview as been completed with financial aid concerning their National Direct/Defense Student loans and Perkins loans.
- At the discretion of the Board of Trustees, all charges are subject to change on 30 days notice.
- In the event of default in the payment of any amount due, and if the account is placed in the hands of an agency or attorney for collection or legal action, the student agrees to pay an additional charge equal to the cost of collection including agency and attorney fees and court costs.

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A "Previous Term Billing Charge" in the amount of 1 percent per month will be added to all students accounts that are delinquent from any previous semester.

REFUND POLICIES

The institutional refund policy listed directly below describes how tuition/room and board "charges" will be handled. The federal refund policy determines which portions of Federal Title IV aid need to be returned to the federal programs.

INSTITUTIONAL REFUND POLICY

Refunds for withdrawal from the University will be made only after proper withdrawal forms have been completed. The forms are available in the Registrar’s Office. Failure to properly notify this office renders the student ineligible for refund. Full tuition is charged unless the student makes a formal withdrawal. The following schedule applies to all USF academic programs. Tuition charges will be computed according to the following schedule:

Number of weeks from the published start date of the course: FULL TERM COURSES

<table>
<thead>
<tr>
<th>During the....</th>
<th>Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st or 2nd Week</td>
<td>100%</td>
</tr>
<tr>
<td>3rd or 4th Week</td>
<td>75%</td>
</tr>
<tr>
<td>5th Week and after</td>
<td>0%</td>
</tr>
</tbody>
</table>

Number of weeks from the published start date of the course: MODULAR COURSES

<table>
<thead>
<tr>
<th>During the....</th>
<th>Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Week</td>
<td>100%</td>
</tr>
<tr>
<td>2nd Week</td>
<td>75%</td>
</tr>
<tr>
<td>3rd Week and after</td>
<td>0%</td>
</tr>
</tbody>
</table>

Resident students who complete withdrawal forms before the end of the semester are charged for room and board based on the actual period of residence on campus. Refunds are payable to students thirty (30) days after the official date of withdrawal. All questions and concerns related to the refund policies of the University of St. Francis should be directed to the Business Office Manager, Office of Business Affairs, S211, (815) 740-2268. Students dropped or suspended from the University of St. Francis are not eligible for refunds.

Students receiving Title IV assistance who completely withdraw from the University are entitled to a refund of any unused tuition/room and board charges. All attendees at USF will have their refund of Title IV assistance calculated using a policy that came forward as a result of the Reauthorization of the Higher Education Amendments of 1998.

Federal Refund Policy:

Step 1: determine the last date of attendance. This may be determined by class records, attendance records, or the actual date the student initiates the withdrawal. If the student withdraws without notifying the institution, the midpoint of the semester will be used as the date.

Step 2: determine the percentage of the term completed. This is accomplished by dividing the number of calendar days actually completed by the number of calendar days in the term.

Step 3: determine the percentage of the total federal Title IV assistance the student has earned. This is determined by multiplying the percentage in Step 2, above, by the total amount of federal Title IV assistance. At this time, the amount of unearned assistance is also calculated.
Step 4: once the actual amount of assistance to be returned to the federal programs is determined, it will be returned in the following order:

- Unsubsidized Federal Direct Loans
- Subsidized Federal Direct Loans
- Perkins Loan
- Federal Direct PLUS Loans
- Federal Pell Grant
- Federal SEOG
- Other Title IV Assistance

In all instances where applicable, funds must be returned to the federal programs within 30 days. If applicable amounts are not returned, the student may be reported to the U.S. Department of Education as owing a refund to a federal Title IV program. The student must be aware that the amounts to be returned to the federal programs may be money the student has already received as a refund from the university for off-campus living expenses. By owing this refund, the student will be ineligible to receive any further Title IV assistance from any other institution.

**College Of Professional Studies and College of Business Refund Notice For Georgia Students** (as required by the Georgia Nonpublic Postsecondary Education Commission). The University of St. Francis and the student agree to abide by the following cancellation and refund policy:

Students wishing to cancel their course registration are asked to contact the Registrar’s Office no later than the end of the second week of the semester. Students in compliance with the deadline will be eligible for full refund of any tuition. Students who have not attended a class during the first three weeks of class will automatically have their registration cancelled by the institution and be eligible for a full tuition refund. Students who do not attend class three consecutive weeks, up until the seventh week of class, will automatically have their registration dropped and be eligible for a prorated tuition refund based upon their last date of attendance.

Tuition charges will be assessed according to the following schedule:

- Cancellation during weeks 1-2: No charge
- Cancellation during weeks 3-4: 75% of tuition refunded
- Cancellation during weeks 5-7: 50% of tuition refunded
- Cancellation after week 7: Full tuition charged

It is agreed that this notice together with the University Catalog represents the entire understanding between the University of St. Francis and the student and that no written or oral agreement, assumption, or other statement will, in any matter, affect the provisions of this notice unless mutually agreed upon by the University of St. Francis and the student.

**FINANCIAL ASSISTANCE PROGRAMS**

As a Catholic Franciscan institution, University of St. Francis wants to provide every qualified student the opportunity to attend our institution. We invest in our students and are committed to making a private education more affordable for all students.

At the University of St. Francis, financial assistance opportunities are provided for all eligible and accepted students. The institution administers programs in cooperation with federal, state and private agencies. In addition, the university has made a commitment to provide significant funding to students through its scholarship, grant and student employment.