

# **FINANCIAL POLICIES & PROCEDURES**

2012-2013



**HAMLIN**  
UNIVERSITY

# General Information

*Our goal at Hamline University is to administer the following financial policies and procedures clearly and fairly to all students. If you have questions or concerns, please don't hesitate to contact us by phone at 651-523-3000 or 800-888-2182 or by email at [studentaccounts@hamline.edu](mailto:studentaccounts@hamline.edu). We will be happy to help you.*

## FINANCIAL AGREEMENT AND DISCLOSURE

All Hamline University students are required to go online through their Piperline account ([www.hamline.edu/disclosure](http://www.hamline.edu/disclosure)) and agree to the policies and procedures defined in the Financial Agreement and Disclosure document. This document contains the official explanation of terms and payment, finance charges and other financial information of the university. Students must electronically accept the most current version of this document or their registration for future terms will be interrupted.

## FINANCIAL AID

Students who are enrolled at least half-time may be eligible for financial aid. Students who request consideration for financial aid must complete the Free Application for Federal Student Aid (FAFSA) as soon as possible at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

### Grants and Scholarships

Hamline grants and scholarships are credited directly to the student's account. Outside grants and scholarships are credited to the student's account only after the student has completed all procedures requested by the outside agency and the funds have been received by the university. All outside scholarships must be reported to the Financial Aid Office.

### Work Study

Work study will not be credited directly to the student's account. Students are paid twice a month for the hours worked at their jobs. For this reason, the amount of the work study award should not be deducted when calculating the amount of the payment due.

### Student Loans

Student loan information and applications are available at [www.hamline.edu/fa](http://www.hamline.edu/fa). Upon successful completion of the application and approval process, loan proceeds will be credited directly to the student's account after classes begin. If loan proceeds credited to a student's account result in an overpayment of the account balance, a refund check will be issued approximately one week later.

## PAYMENT PLAN OPTIONS

Payment of all charges to a student's account for each semester must be made in accordance with the Financial Agreement and Disclosure document.

Three payment plans are offered at Hamline University:

### Semester Plan

This plan allows students to make two payments for the academic year. Fall charges are due and payable on August 15, 2012 and spring charges on January 15, 2013. Students will be on the Semester Plan unless a separate application is made for either the Prepayment Discount Plan or the Installment Plan.

### Prepayment Discount Plan

With this plan, one prepayment is made for the entire coming year's tuition, room, and board (less any financial aid award). When this amount is paid in full by June 15, 2012 a 3 percent discount will be applied to the net cost. Please contact Kristen Urban at 651-523-2020 or 888-211-1829 prior to June 1, 2012 to have the 3 percent discount calculated. Additional charges that are assessed throughout the year are due and payable monthly.

For the above plans, payment options include:

- Online E-Check option, accessed via Piperline (no fee)
- Online American Express, Discover and MasterCard payments, accessed via Piperline. A non-refundable 2.75% convenience fee will be assessed. VISA is not accepted.
- Cash or check payments accepted at the cashier's window in East Hall; check payments may also be mailed

### Installment Plan

The Installment Plan is offered in partnership with Tuition Management Systems (TMS) and allows the payment of tuition to be spread over the course of a semester or school year. This payment plan is available for an enrollment fee of \$75 per year or \$40 per semester. Payment options at TMS include:

- Check, money order, or ACH electronic payments (no fee)
- American Express, Discover, and MasterCard payments. A non-refundable 2.99% convenience fee will be assessed. VISA is not accepted.

Contact Tuition Management Systems at 800-722-4867 or at [www.afford.com/hamline](http://www.afford.com/hamline) for more information or to enroll.

*Note:* If the amount of a payment plan through TMS differs from the balance at the university, contact Danielle Surprison at 651-523-2883 to have the amount of the plan adjusted.

## BILLING

All student billing is electronic. When an e-bill is electronically published, an email will be sent to the student's Hamline University email address to notify them. Access to the e-bill is via Piperline. Electronic billing provides the student with the option to establish authorized guests who will then have direct access to the e-bills. Instructions for establishing authorized guests can be found at [www.hamline.edu/studentaccounts](http://www.hamline.edu/studentaccounts).

## HAMLINE DISCOUNTS

Alumni of Hamline University are eligible for the following:

- A \$25 per credit discount if enrolled in a postbaccalaureate certificate or licensure program. (Does not apply to student teaching.)
- A 10 percent per master's level course discount if enrolled in a degree-seeking graduate program.
- A one-time 50 percent tuition discount for one undergraduate course. (Undergraduate alumni only who are not enrolled in a postbaccalaureate or graduate program.)

## HEALTH INSURANCE

Questions regarding the insurance policy and/or coverage can be directed to Collegiate Insurance Resources at 800-322-9901. Questions regarding the insurance fee or waiver can be directed to Sara McLain at 651-523-2214.

### Undergraduate and School of Law Students

All undergraduate students registered for at least 8 credits and all law students registered for at least 2 credits are required to have health and accident insurance. These students are automatically enrolled in and charged for Hamline's health insurance coverage.

If students have their own policy, they must go online through Piperline to waive the insurance coverage.

If students do not go online to waive this fee by the specified semester deadline (September 19, 2012 for the academic year and February 15, 2013 for spring semester), they will be enrolled in Hamline's health insurance plan and will be responsible for the cost of that coverage (estimated at \$836/semester for the 12–13 academic year).

*Note:* Insurance waivers will be in effect until a student leaves the university or requests in writing that the waiver be cancelled.

### Postbaccalaureate and Graduate Students

Postbaccalaureate students and graduate students registered for at least 4 credits in a degree-seeking program are eligible to request health insurance coverage through Hamline. Qualified students must go online through Piperline to request coverage. The cost of the coverage (estimated at \$836/semester for the 12–13 academic year) will be added to their student account.

The deadline for requesting health insurance coverage is September 19, 2012 for the academic year and February 15, 2013 for spring semester only.

*Note:* Postbaccalaureate and graduate students must request coverage every academic year. No student is automatically re-enrolled from one year to the next.

### International Students

For information regarding health insurance requirements for International students, contact the International and Off Campus Programs Office at 651-523-2245 or [www.hamline.edu/international](http://www.hamline.edu/international). International students must complete a special waiver request form and provide proof of insurance that is effective in the United States. The waiver deadlines are the same as noted above.

*Note:* The special waiver needs to be requested every academic year. No international waiver will be carried over from one year to the next.

## EMPLOYER REIMBURSEMENT

Degree-seeking students who are reimbursed by their employer may defer their tuition payments. They must complete the Company Tuition Assistance Agreement which is available from the Student Administrative Services (SAS) Office or online at [www.hamline.edu/studentaccounts](http://www.hamline.edu/studentaccounts). Students must notify the Financial Aid Office if they are eligible for employer reimbursement.

## VETERAN'S BENEFITS

Veterans enrolled in the graduate, law or undergraduate programs may be eligible for tuition benefits. For more information, contact Josh Nelson, the Veteran's Benefits Coordinator in the Student Administrative Services (SAS) office at 651-523-3000. Students may also email [finaid@hamline.edu](mailto:finaid@hamline.edu) for more information.

# Fees for the Academic Year

## UNDERGRADUATE

Deposit (new students only) \$400

### Tuition

#### Full-time students (12–20 credits/semester)

Per Year \$33,236

Per Semester \$16,618

Per Audit \$100

Students taking more than 20 credits fall or spring semester will be billed at the part-time per-credit rate noted below for all credits above 20.

#### Part-time students (less than 12 credits/semester)

Per Credit \$1,040

### Winter term

Students who are full-time during the fall and/or spring semesters are not charged any additional tuition for taking up to 5 credits during the winter term. Part-time students or full-time students taking more than 5 credits will be billed at the per-credit rate noted above.

### Other Fees (per year)

Student Activity Fee (estimated)	\$202
Health Services Fee (full time)	\$160
Health Services Fee (part time)	\$128
MPIRG (optional)	\$16.50
Health Insurance* (optional, estimated)	\$1,672
International Student Fee	\$256

#### (as applicable)

Late Registration Fee	\$50
(see Academic Calendar for deadlines)	
Lab Fees	variable
Music Performance Fee	\$100/credit
Course materials fees as required by instructor.	

## POSTBACCALAUREATE CERTIFICATE AND LICENSURE PROGRAMS

The programs listed below are at the undergraduate level.

### Initial Teacher Licensure Program

### Forensic Science Certificate

### International Journalism Certificate

### Paralegal Certificate

Tuition (per credit)	\$548
Health Insurance** (optional, estimated)	\$1,672

## SCHOOL OF LAW

Tuition Deposit (new students only)	\$500
Room Deposit	\$100

### Tuition

12–16 credits (per semester)	\$18,033
8–11.99 credits (per semester)	\$12,985
Up to 7.99 credits (per credit)	\$1,500
Additional credits above 16 (per credit)	\$1,200
Weekend Law Program	
8–11.99 credits (per semester)	\$12,985

### Other Fees (per year)

Law Student Activity Fee	\$50
Student Bar Association	\$20
Health Services Fee (full time)	\$160
Health Services Fee (part time)	\$128
Law Review (optional)	\$12
Hamline Journal of Public Law and Policy (optional)	\$12
Journal of Law and Religion (optional)	\$12
MPIRG (optional)	\$16.50
Loan Repayment Assistance Program (optional)	\$15
Locker Rental (optional)	\$15
Health Insurance* (optional, estimated)	\$1,672
International Student Fee	\$256

## GRADUATE SCHOOLS

### School of Education

Master of Arts in Education program (per credit)	\$374
Master of Arts in ESL program (per credit)	\$374
Master of Arts in Teaching program (per credit)	\$484
Doctorate of Education program (per credit)	\$680
Administrative Licensure (per credit)	\$402
Additional Licensure (per credit)	\$374
Continuing Studies (per credit)	\$255

### School of Business

#### Nonprofit Management, Public Administration

Master's program (per credit)	\$472
Doctorate program (per credit)	\$732

#### Master of Business Administration (MBA) (per credit)

Cohorts starting summer 2010–summer 2011	\$586
Cohorts starting fall 2011–summer 2012	\$606
Cohorts starting fall 2012–summer 2013	\$631

*Note:* The MBA tuition rate includes all fees except the International Student Fee, Health Insurance, and textbooks. MBA students are guaranteed their entering tuition rate for the duration of the 21-month MBA program.

### The Creative Writing Programs

Master of Arts in Liberal Studies (per credit)	\$445
Master of Fine Arts (per credit)	\$478
Master of Fine Arts in Writing for Children and Young Adults (per credit)	\$617

### Other Graduate Student Fees

#### All graduate-level students except MBA

Licensure Program Fee (new students only)	\$150
Degree-seeking Program Fee (new students only)	\$190
Course Materials (as required by instructor)	variable

#### All graduate-level students including MBA

Health Insurance*** (optional, estimated)	\$1,672
International Student Fee	\$256
Water-Stone Review (optional)	\$15

## ON-CAMPUS LIVING FOR ALL STUDENTS

Residence Hall Rooms (all residence halls)	Year	Semester
Double, Triple, Quad	\$4,500	\$2,250
Single	\$5,250	\$2,625

### The Hamline Apartment-Style Residence Hall (9 month contract)

	Year	Semester
Studio	\$7,640	\$3,820
2-Bedroom	\$7,300	\$3,650
3-Bedroom	\$6,920	\$3,460
4-Bedroom	\$6,620	\$3,310
2-Bedroom/4 people	\$5,300	\$2,650

Meal Plans	Year	Semester
Residence Hall Meal Plan	\$4,200	\$2,100
25 Block Meal Plan*	\$3,100	\$1,550

\* Juniors, seniors, law, and graduate students only.

*Note:* Students living in residence halls are required to have a meal plan through Dining Services. Please contact Residential Life at 651-523-2061 for more information about on-campus living.

### Health Insurance Notes:

\* All undergraduate and law students are required to have health and accident insurance. If students have their own policy, they must go online through Piperline to waive Hamline's health insurance no later than September 19 for the academic year and February 15 for waiving spring semester only. **If students do not go online to waive this fee, they will be enrolled in the school's health insurance plan and will be responsible for the cost of that coverage.**

\*\* Health insurance is available to postbaccalaureate students taking a minimum of 4 credits. Please go online through Piperline to request coverage.

\*\*\* Health insurance is available to graduate students enrolled in a degree-seeking program and taking a minimum of 4 credits. Please go online through Piperline to request coverage.

# Other Policies

## WITHDRAWAL CHARGES

### *Tuition*

#### **Undergraduate**

For students who officially withdraw from the university during fall or spring semester, the amount of tuition owed is calculated from the date of record of their withdrawal or leave, not from the date the student ceases to attend classes. Students who officially withdraw from classes before the tenth day of the term will not be responsible for any tuition charges. After that date, the amount of tuition owed will be calculated on an increasing scale based on the percentage of days in the term before the withdrawal date. Students who withdraw after 60 percent of the term has passed will be responsible for all tuition charges.

The effective date of withdrawal from the university is determined by the Center for Academic Services.

Withdrawal charges for a change of registration will be made according to the same withdrawal schedule if a student drops below 12 credits or for the overload credits (more than 20) that the student drops. No adjustment will be made if a student's credit load stays between 12–20 credits. There is no refund for winter term tuition when students withdraw from winter term courses.

#### **School of Law**

For students who officially withdraw from the School of Law during fall or spring semester, the amount of tuition owed is calculated from the date of record of their withdrawal or leave, not from the date the student ceases to attend classes. If the official withdrawal takes place within the first 10 business days of class for students enrolled in the weekday program or the first two weekends for students enrolled in the weekend program, no tuition is owed. After that date, the amount of tuition owed will be calculated on an increasing scale based on the percentage of days in the term before the withdrawal date. Students who withdraw after 60 percent of the term has passed will be responsible for all tuition charges.

Withdrawal charges for a change of registration will be made according to the same withdrawal schedule if a student drops below 12 credits if full time and 8 credits if part time. No adjustments will be made if a student's credit load stays between 12–16 credits if full time, and 8–11 credits if part time.

If a student is registered for an overload of credits (more than 16) the percentage of the withdrawal charge will be only for the overload credits that the student drops.

For students who officially withdraw from the School of Law during summer session, the amount of tuition owed is calculated from the date of record of their withdrawal or leave, not from the date the student ceases to attend classes. Students who officially withdraw from classes through the end of the first week will not be responsible for any tuition charges. After that date, the amount of tuition owed will be calculated on an increasing scale based on the percentage of days in the term before the withdrawal date. Students who withdraw after 60 percent of the summer session has passed will be responsible for all tuition charges.

The effective date of withdrawal from the School of Law is determined by the School of Law Registrar's Office.

#### **Graduate schools**

For graduate students who drop or withdraw from a class, the effective day of the drop or withdrawal is the day the completed form is returned to the Registration & Records office, not when the student stops attending class. Students are required to contact Registration and Records directly to make changes to their schedule. Instructors and/or graduate school program staff may not change registration on behalf of the student.

Students who drop by the published last day to drop for the class will not be responsible for any tuition charges. After that date, the student must withdraw and the amount of tuition owed is calculated on an increasing scale based on the percentage of days passed since the start of the term. Students who withdraw after 60 percent of the term has passed will be responsible for all tuition charges.

#### *Other Fees*

Student fees assessed by the university are not refundable.

## LATE PAYMENT POLICY

#### **Undergraduate**

Late payment penalties are implemented thirty days after the start of fall and spring semesters:

- For account balances over \$1,000, a late payment fee of 5% (up to \$500) will be assessed.

## RESIDENCE AND DINING SERVICES

### *Housing*

All arrangements for university housing are handled through the Office of Residential Life. Housing contracts are for an entire academic year. Students who are not current on their payment plan will not be allowed to participate in the room selection process for the following year.

### *Dining Services*

Students living in residence halls are required to have a meal plan through Dining Services.

Students who do not live in the residence halls may elect to buy any meal plan offered or purchase declining balance points by contacting Dining Services at 651-523-2453.

### *Refunds*

Housing and dining service refunds will be issued according to Hamline University's Residential Life policy. Students must contact the Office of Residential Life and/or Dining Services directly.

## PARKING

### *Parking Permits*

The Office of Safety and Security employs a lottery system for the awarding of parking permits. If a student is selected by the lottery, he/she is then eligible to purchase a parking permit. The cost of the permit will be charged to the student's account. Visit [www.hamline.edu/security](http://www.hamline.edu/security) for more information on parking and vehicle registration.

### *Parking Fines*

Tickets are issued by the Office of Safety and Security for parking violations. Payment for a parking ticket may be made at the Cashier's Office. If payment is not received at the Cashier's Office, the fee for the ticket will be charged to the student's account.

## REGISTRATION AND RELEASE OF ACADEMIC RECORDS

### *Registration*

Students who are not current on their payment plan will not be permitted to register for classes or make changes to their schedule during the drop/add period.

### *Transcripts*

Transcript requests are denied if a student's account is not paid in full.

### *Graduation*

Graduates who have balances owing may participate in commencement ceremonies but will not receive their diploma or transcript until all financial obligations are cleared. All students with federal student loans must complete an exit interview before graduation.

## FINES AND FEES

Fines and fees should be paid as soon as they appear on the Student Account Statement. These include but are not limited to:

- Print and copy charges (billed monthly)
- Library fines for overdue or lost materials
- Parking permits and tickets
- Course fees (such as lab fees or materials fees)
- Locker fee (law students only)
- Residential Life cancellation or damage fines

### *NSF Charges*

A non-refundable \$20 service charge is assessed to a student's account each time a check is returned for insufficient or uncollected funds. After three non-sufficient-funds checks, the student will be required to make further payments with cash, cashier's check, money order, or online credit card.

## IMPORTANT PHONE NUMBERS

### *Student Administrative Services*

651-523-3000 or 800-888-2182

Fax 651-523-2585

[www.hamline.edu/sas](http://www.hamline.edu/sas)

Cashier's Office

Financial Aid

Student Accounts

Undergraduate and Graduate Schools

Registration and Records

### *Residential Life*

651-523-2061

### *ITS Helpdesk*

651-523-2220

### *Safety & Security*

651-523-2100

### *School of Law*

Registrar's Office 651-523-2468

Admission 651-523-2461 or 800-388-3688

### *Undergraduate*

Center for Academic Services 651-523-2912

Admission 651-523-2207 or 800-753-9753

### *Graduate Schools*

Admission 651-523-2900



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