

FINANCIAL POLICIES & PROCEDURES

2013-2014

Revised October 2013



HAMLINE
UNIVERSITY

www.hamline.edu

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. We will be happy to help you!



General Information

FINANCIAL AGREEMENT AND DISCLOSURE

All Hamline University students are required to go through their Piperline account (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.

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. 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, 2013, and spring charges on January 15, 2014. 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, 2013, a 3 percent discount will be applied to the net cost. Please contact Caryn Dahl at 651-523-2531 or 800-888-2182 prior to June 1, 2013, 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 Visa, American Express, Discover, and MasterCard payments, accessed via Piperline. A non-refundable 2.75 percent convenience fee will be assessed.
- 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).
- Visa, American Express, Discover, and MasterCard payments. A non-refundable 2.99 percent convenience fee will be assessed.

For information or to enroll, contact Tuition Management Systems at 800-722-4867 or at www.hamline.afford.com.

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 him or her. 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/billing.

PAYMENT REFUNDS

Credit balances due to drops, withdrawals, or canceled classes will be refunded. If payment was made by check (electronic or paper), the refund will be processed ten business days after the payment was credited to the student's account.

HAMLIN DISCOUNTS

Hamline University alumni are eligible for the following:

- A \$25 per credit discount if enrolled in a postbaccalaureate certificate or licensure program (forensic science, international journalism, or paralegal). 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 eight credits and all law students registered for at least two 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 18, 2013, for the

academic year and February 19, 2014, for spring semester), they will be enrolled in Hamline's health insurance plan and will be responsible for the cost of that coverage (\$760/semester for the '13-'14 academic year).

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

Postbaccalaureate and Graduate Students

Postbaccalaureate students and graduate students registered for at least four 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 (\$760/semester for the '13-'14 academic year) will be added to their student account.

The deadline for requesting health insurance coverage is September 18, 2013, for the academic year and February 19, 2014, 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. 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. Students must notify the Financial Aid Office if they are eligible for employer reimbursement.

VETERANS BENEFITS

Veterans enrolled in the graduate, law, or undergraduate programs may be eligible for tuition benefits. For information, contact Josh Nelson at 651-523-3000 or email finaid@hamline.edu.

Fees for the Academic Year

UNDERGRADUATE

Deposit (new students only) \$400

Tuition

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

Per Year \$34,570
Per Semester \$17,285
Per Audit \$100

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

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

Per Credit \$1,080

Winter term

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

Other Fees (per year)

Student Activity Fee \$274
Health Services Fee (full time) \$164
Health Services Fee (part time) \$132
Facilities Fee (full time) \$100
Facilities Fee (part time) \$60
MPIRG (optional) \$16.50
Health Insurance (optional) \$1,520
International Student Fee \$260

First Year Students Only:

Book Rental Program \$390

As applicable:

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

ON-CAMPUS LIVING FOR ALL STUDENTS

Residence Hall Rooms (all residence halls)	Year	Semester
Double, Triple, Quad	\$4,640	\$2,320
Single	\$5,400	\$2,700

The Hamline Apartment-Style Residence Hall (nine-month contract)

	Year	Semester
Studio	\$7,950	\$3,975
2-Bedroom	\$7,600	\$3,800
3-Bedroom	\$7,200	\$3,600
4-Bedroom	\$6,890	\$3,445
2-Bedroom/4 people	\$5,500	\$2,750

Residence Hall Meal Plans

	Year	Semester
240 Block	\$4,450	\$2,225
160 Block	\$4,450	\$2,225
75 Block*	\$3,290	\$1,645
All Declining Balance*	\$3,290	\$1,645

* Third-year, fourth-year, graduate, and law students only.

Commuter Dining Options

Commuter 40 Block	\$400
Commuter 400 DB	\$400

For more information regarding meal plan options, call 651-523-2453 or visit www.hamline.edu/dining.

POSTBACCALAUREATE CERTIFICATE AND LICENSURE PROGRAMS

Programs listed below are at the undergraduate level.

Initial Teacher Licensure Program
Forensic Science Certificate
International Journalism Certificate
Paralegal Certificate
eDiscovery Certificate

Fees

Tuition (per credit)	\$570
Facilities Fee (per credit)	\$3
Health insurance (optional)	\$1,520

GRADUATE SCHOOLS

Note: All tuition listed is the per credit rate.

School of Education

Master of Arts in Education program	\$389
Master of Arts in Education (NSEE, ESL, MAEd)	\$405
Master of Arts in Teaching program	\$508
Doctorate of Education program	\$680
Administrative Licensure	\$405
Additional Licensure	\$405
Continuing Studies	\$275

School of Business

Nonprofit Management, Public Administration Master's program	\$485
Doctorate program	\$732
Master of Business Administration (MBA) (per credit)	
Cohorts starting fall 2011-summer 2012	\$606
Cohorts starting fall 2012-summer 2013	\$631
Cohorts starting fall 2013-summer 2014	\$650

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	\$445
Master of Fine Arts	\$492
Master of Fine Arts in Writing for Children and Young Adults	\$636
Water-Stone Review (optional)	\$15

Other Graduate Student Fees

All graduate-level students except MBA	
Licensure Program Fee (new students)	\$150
Degree-seeking Program Fee (new students)	\$190
Facilities Fee (per credit)	\$3
Course Materials (as required by instructor)	variable
All graduate-level students including MBA	
Health Insurance (optional)	\$1,520
International Student Fee	\$260

SCHOOL OF LAW

Master in the Study of Law

Tuition	\$750/credit
Program Fee (new students)	\$175

Juris Doctorate

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

Tuition

12-16 credits (per semester)	\$18,485
8-11.99 credits (per semester)	\$13,309
Up to 7.99 credits (per credit)	\$1,538
Additional credits above 16 (per credit)	\$1,230
Weekend Law Program 8-11.99 credits (per semester)	\$13,309

Other Fees (per year)

Law Student Activity Fee	\$50
Student Bar Association	\$20
Health and Services Fee (full time)	\$164
Health Services Fee (part time)	\$132
Facilities Fee (full time)	\$100
Facilities Fee (part time)	\$60
Law Review (optional)	\$12
Hamline Journal of Public Law and Policy (optional)	\$12
MPIRG (optional)	\$16.50
Loan Repayment Assistance Program (optional)	\$15
Locker Rental (optional)	\$20
Health Insurance (optional)	\$1,520
International Student Fee	\$260



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 twelve credits or for the overload credits (more than twenty) 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 ten 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 twelve credits if full time and eight 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 sixteen) 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 and 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 percent (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 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.

CONFIDENTIALITY

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. Hamline University is required to adhere to the FERPA regulations. This means that we are unable to discuss student financial information with anyone other than the student (including parents and spouses) unless we have the student's written consent. The "Student Consent to Release Financial Information" form must be completed and on file. It can be found at www.hamline.edu/faforms.

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
- Counseling and health charges
- Declining balance meal charges

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/EMAIL ADDRESSES

Student Administrative Services

651-523-3000 or 800-888-2182

Fax 651-523-2585

Cashier's Office

Financial Aid

finaid@hamline.edu

Student Accounts

studentaccounts@hamline.edu

Undergraduate and Graduate Schools

Registration and Records registrar@hamline.edu

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



HAMLIN
UNIVERSITY

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