

Graduate Guide to Fees and Payment

2011/2012
Academic
Year



Widener University

Enrollment Services

www.widener.edu/onestop

2011-2012 TUITION RATES AND FEES

| Masters | Per Credit |
|----------------------------------------|-------------------|
| Business | \$ 874.00 |
| Education | \$ 674.00 |
| Engineering | \$ 955.00 |
| Hospitality Management | \$ 719.00 |
| Liberal Studies | \$ 577.00 |
| Public Administration/Criminal Justice | \$ 629.00 |
| Nursing | \$ 805.00 |
| Social Work | \$ 731.00 |

| Doctoral–Part Time | Per Credit |
|-------------------------------|-------------------|
| Education | \$ 857.00 |
| Nursing | \$ 834.00 |
| Social Work | \$ 815.00 |
| PSY D | \$ 926.00 |
| Physical Therapy/Transitional | \$ 595.00 |
| Physical Therapy | \$ 660.00 |

| Doctoral–Full Time | Semester | Annual |
|---------------------------|-----------------|---------------|
| Physical Therapy | \$13,809.00 | \$27,618.00 |
| Psychology | \$12,496.00 | \$24,992.00 |
| PSY D Joint Program Fee | \$ 371.00 | \$ 742.00 |

| Administrative Fees | Per Semester |
|----------------------------|---------------------|
| Technology Fees | |
| 3 to 5 credits | \$ 44.00 |
| 6 to 8 credits | \$ 61.00 |
| 9 to 11 credits | \$ 105.00 |
| 12 and over credits | \$ 136.00 |

| | |
|---------------------|-----------|
| Dissertation Fee | \$ 335.00 |
| Dissertation Fee/PT | \$ 140.00 |

| Miscellaneous Fees | |
|---------------------------------------|-----------|
| Parking Decal | \$ 50.00 |
| International Student Orientation Fee | \$ 125.00 |
| Graduate Student Fee | \$ 25.00 |
| Graduation Fee (petitioning students) | \$ 50.00 |

Student Health Insurance is mandatory for those students in the full-time doctoral Physical Therapy, Psychology, MSW and MSN programs. Contact the Student Health Services Office at 610.499.1183 for information regarding costs, benefits, and waiver eligibility.

Dining Plans

| Commuter/Off Campus Block Meal Plans | Per Semester |
|---------------------------------------------|---------------------|
| 100 Meals w/\$100 Flex | \$ 765.00 |
| 50 Meals w/\$75 Flex | \$ 408.00 |
| 25 Meals w/\$50 Flex | \$ 255.00 |

Note: No refunds on purchases of block meal plans.

Block meal plans must be used in the semester they are purchased. Meals and flex dollars do not carry forward to the next semester.

My Online Student Account

“My Online Student Account” enables all enrolled Widener University students to access their financial information via CampusCruiser. You can view copies of your semester statements of account, set up payment plans, make online payments, set up authorized users, and update your payment profile.

Parents and other payers authorized by a student can directly access the Widener Student Billing and Account website at: https://epay.widener.edu/C21798_tsa/web/login.jsp.

Enrollment Services will be using your CampusCruiser email account as the primary vehicle for communicating important information and deadlines. Please access your CampusCruiser email account frequently.

Important Notes:

You will need your Widener University student ID and pin number to access your online student account. This login information is different than your CampusCruiser login. You were given your student ID and pin number when you logged onto CampusCruiser for the very first time. If you do not have your Widener student ID or pin number, just log onto CampusCruiser. Click the WebAdvisor tab. Your ID and pin are located under the Financial Profile section on the left side of the screen. If you encounter problems, please contact Enrollment Services at enrollmentservices@widener.edu or call 610.499.4161.

Billing / Student Account Statement Information Payment Due Dates

| | | |
|-----------------------------|-----------|--------------|
| SUMMER SEMESTER 2011 | Due date: | May 16, 2011 |
|-----------------------------|-----------|--------------|

Note: Due date may vary. Tuition and fees are due on the 1st day of classes. For most students this date will be May 16, 2011. If you are taking a class that begins on a different date, your tuition will be due on the 1st day of your class.

| | | |
|---------------------------|-----------|----------------|
| FALL SEMESTER 2011 | Due date: | August 8, 2011 |
|---------------------------|-----------|----------------|

| | | |
|-----------------------------|-----------|-----------------|
| SPRING SEMESTER 2012 | Due date: | January 9, 2012 |
|-----------------------------|-----------|-----------------|

You can register for classes after a semester payment due date but you will be required to obtain financial clearance at the time of registration by providing payment in full, enrolling in a payment plan and making the first payment, having financial aid to cover the balance or a third party authorization for payment.

Widener University will provide your student account statement in electronic copy format periodically throughout the semester. You will be able to view a copy of your student account statement through CampusCruiser and the “My Online Student Account” function.

To access your online student account, you will need your Widener student ID and pin number. If you do not have your Widener student ID or pin number, just log onto CampusCruiser. Click the WebAdvisor tab. Your ID and pin are located under the Financial Profile section on the left side of the screen. If you encounter problems, please contact Enrollment Services at enrollmentservices@widener.edu or call 610.499.4161.

Each time we upload an e-Bill, you will receive an email notification to your Widener assigned Campus Cruiser email address. All electronic statements will be sent to any authorized users that have been set up by the student.

How to Pay

To pay ON-LINE with a credit card (MasterCard, American Express, Discover) or via Direct Debit from a checking or savings account:

| | |
|----------------|-------------------------------------------------------------------------------|
| Step #1 | Log on to your Campus Cruiser account |
| Step #2 | Select the “Web Advisor” tab |
| Step #3 | Locate the Financial Profile Section |
| Step #4 | Click on “My Online Student Account” |
| Step #5 | Follow the step by step instructions to log in to your online student account |

Parents and other payers authorized by a student can directly access the Widener Student Billing and Account website at: https://epay.widener.edu/C21798_tsa/web/login.jsp.

There is no charge for using direct debit from a checking or savings account as a payment method. Credit card payments will be charged a 2.75% convenience fee.

Important Note about Credit Card Payments/Refund Policy

Payments made toward student tuition accounts using a credit card will be charged a 2.75% convenience fee by our credit card vendor TouchNet/Paypath. The convenience fee is non-refundable, even if the student account payment is refunded. Authorization of a credit card payment to a student account signifies acceptance of these terms.

Parents and other payers authorized by a student can directly access the Widener Student Billing and Account website at: https://epay.widener.edu/C21798_tsa/web/login.jsp.

If you would like to mail your payment (checks only):

Make your check payable to Widener University and write your student identification number on the check. The cancelled check will serve as your receipt. Please enclose payment and mail to:

Widener University
Enrollment Services–Lipka Hall
One University Place
Chester, PA 19013

**CAUTION: DO NOT SEND CASH OR CREDIT CARD INFORMATION
THROUGH THE MAIL**

If you need to wire tuition payments to Widener University, see the wire instruction form http://www.widener.edu/Media/Website Resources/docs/Enrollment Management/Wire Instruction Form 2010_11.pdf

If you would like to pay your account in person:

You may make your payments (cash, check, money order only) in person at Enrollment Services in Lipka Hall (Main Campus).

Summer Office hours (June 6-August 12, 2011) are Monday through Thursday, 9:00 AM to 5:00 PM.

Regular semester office hours are Monday through Friday, 9:00 AM to 5:00 PM.

Note: During peak times of the semester the phone lines are extremely busy and it may be difficult to get through. Leave a message and one of the student service representatives will return your call within 24 hours. You can also contact the office by emailing your questions to enrollmentservices@widener.edu.

University Payment Plans

Payment plans are designed to assist students in managing the “gap” or balance remaining after all charges and financial aid have been applied to the student account. Widener University assesses fees by semester; the statement of account will reflect charges for the current semester tuition, fees, and housing. Your financial aid award letter also breaks up your annual award by semester and applies financial aid to your student account by semester. Widener payment plans are designed to assist in covering each semester balance. Please note that additional charges incurred may require adjustment to your plan.

Widener University offers two (2) semester based payment plans:

3 Month Summer Semester Payment Plan

Enrollment Fee: \$50

The 3 month semester payment plan is available for the Summer Semester. This plan distributes the total semester estimated net charges across 3 months with payments due:

Summer Semester – May, June, and July

4 Month Fall / 4 Month Spring Semester Payment Plans

Enrollment Fee: \$50 per semester

The 4 month semester payment plan is available for both the Fall and Spring Semesters. This plan distributes the total semester estimated net charges across 4 months with payments due:

Fall Semester – August, September, October, and November

Spring Semester – January, February, March, and April

If you have any questions regarding payment plans or payment options, contact Enrollment Services at enrollmentservices@widener.edu or call 610.499.4161.

HOW TO ENROLL IN A WIDENER UNIVERSITY PAYMENT PLAN

| | |
|----------------|----------------------------------------------|
| Step #1 | Log on to Campus Cruiser |
| Step #2 | Select the “Web Advisor” tab |
| Step #3 | Locate the Financial Profile Section |
| Step #4 | Select “My Online Student Account” |
| Step #5 | Enter your Widener Student ID and Pin Number |

To access your online student account, you will need your Widener student ID and pin number. If you do not have your Widener student ID or pin number, just log onto CampusCruiser. Click the WebAdvisor tab. Your ID and pin are located under the Financial Profile section on the left side of the screen.

Parents and other payers authorized by a student can directly access the Widener Student Billing and Account website at: https://epay.widener.edu/C21798_tsa/web/login.jsp.

If you have any questions regarding payment plans or payment options, contact Enrollment Services at enrollmentservices@widener.edu or call 610.499.4161.

Late Payment Fees

A \$25 late fee will be assessed to payment plan accounts for each payment that is past due.

Insufficient Fund Fees

A fee of \$25 will be assessed for insufficient funds; which include invalid account numbers and stop payments, from any check or ACH payment that is returned.

Receiving Your Excess Financial Aid

Enrollment Services disburses financial aid to student accounts daily. All financial aid is applied to outstanding charges on your student account. If you have more financial aid than charges, you may be entitled to have these funds remitted to you.

To sign up for Direct Deposit, which is our preferred method of delivery, the electronic form is available through the WebAdvisor tab of your CampusCruiser account. Financial aid refunds are available through ACH or paper check option. Paper checks will automatically be mailed to the address in the system.

| | |
|----------------|------------------------------------------------|
| Step #1 | Log on to your Campus Cruiser account |
| Step #2 | Select the "Web Advisor" tab |
| Step #3 | Locate the Financial Profile Section |
| Step #4 | Click on Bank Information |
| Step #5 | Fill out bank numbers/check agree/click submit |

University Complete Withdrawal Policy

If you decide to completely withdraw from the University, tuition and fees are refunded based on the following tables:

SUMMER SEMESTER

Note: For summer refund schedule, contact Enrollment Services.

FALL SEMESTER 2011

| | | |
|-------------|----------------------------------|--------------------|
| 100% Refund | If withdrawal completed prior to | September 7, 2011 |
| 90% Refund | September 7, 2011 through | September 16, 2011 |
| 75% Refund | September 17, 2011 through | September 26, 2011 |
| 50% Refund | September 27, 2011 through | October 7, 2011 |
| 25% Refund | October 8, 2011 through | October 17, 2011 |
| 0% Refund | After October 18, 2011 | |

SPRING SEMESTER 2012

| | | |
|-------------|----------------------------------|-------------------|
| 100% Refund | If withdrawal completed prior to | January 18, 2012 |
| 90% Refund | January 18, 2012 through | January 27, 2012 |
| 75% Refund | January 28, 2012 through | February 6, 2012 |
| 50% Refund | February 7, 2012 through | February 16, 2012 |
| 25% Refund | February 17, 2012 through | February 27, 2012 |
| 0% Refund | After February 27, 2012 | |

Adjustments to charges for complete withdrawal will be effective on the date written notice is received by the appropriate program office of Widener University. At that point the total withdrawal policy and refunding of semester charges is enacted. Students have a drop/add period at the start of each semester to adjust their schedule of courses. Once drop/add ends, semester course schedules are set and there is no refund issued when a student does a course withdrawal (a “W” is noted on the student transcript) from one or more courses throughout the semester unless the student is withdrawing from all courses in the semester.

Note: If you completely withdraw from the University AND have received financial aid, you may be responsible for returning financial aid funds you have received based on the eligibility requirements set by the federal government.

Widener University Collection Policy

All university charges, fines and services are subject to the University Collection Policy.

Delinquent account statements will be sent to the address on file periodically throughout each semester. All fees and charges must be paid by the published deadlines regardless of receipt of a billing statement. It is the sole responsibility of the student to pay all fees when due. All registration, housing, and miscellaneous student fees, including parking and library fines, must be paid in the semester in which they were incurred. All accounts that are 90 days or more past due are subject to being sent to an external collection agency. The student will be responsible for all additional costs associated with collecting the debt.

Holds will be placed on future registration activity, transcripts, and other university services until the debt is paid in full.

For the complete University Collection Policy contact Enrollment Services.

Enrollment Services Contact Information

Mailing Address: Widener University
Enrollment Services–Lipka Hall
One University Place
Chester, PA 19013

Telephone: 610.499.4161

Fax: 610.499.4576

Email: enrollmentservices@widener.edu

Website: www.widener.edu/onestop