

FINANCIAL SERVICES INFORMATION

FINANCIAL POLICY

The generosity of individual donors and churches helps Luther Rice students receive a quality education at a cost less than that charged by many institutions.

TUITION AND FEES

Bachelor Programs

Tuition Charge - On-campus (per credit hour)	\$ 238.00
Tuition Charge - Online (per credit hour)	382.00
Technology Fee (per course)	175.00

Master Programs

Tuition Charge - On-campus (per credit hour)	\$ 238.00
Tuition Charge - Online (per credit hour)	349.00
Technology Fee (per course)	175.00

Doctor of Ministry Bridge

Tuition Charge - On-campus (per credit hour)	\$ 238.00
Tuition Charge - Online (per credit hour)	349.00
Technology Fee (per course)	175.00

Doctor of Ministry Program

Tuition Charge (per credit hour)	\$ 416.00
Technology Fee (per course)	175.00

Doctor of Philosophy in Organizational Leadership

Tuition Charge (per credit hour)	\$ 615.00
Technology Fee (per course)	175.00

Doctor of Philosophy in Christian Scripture

Tuition Charge (per credit hour)	\$ 450.00
Technology Fee	\$ 175.00

Certificate Program (credit bearing)

Undergraduate Certificate Tuition Charge (per credit hour)	\$ 382.00
Graduate Certificate Tuition Charge (per credit hour)	\$ 349.00
Technology Fee (per course)	\$ 175.00

All courses in the above programs are 3 credit hours.

Certificate Program (non-credit bearing)

Tuition Charge (per course)	\$ 174.00
-----------------------------	-----------

Miscellaneous Fees

Application Fee	\$ 50.00
Auditor Fee (per course)	100.00
Change of Program Fee	50.00
Document Copy Fee (for student and subpoena requests for student records)	10.00
Drop Fee (per course)	10.00

Graduation Fee	
Certificates	100.00
Undergraduate	175.00
Master programs	215.00
Doctoral Programs	245.00
Late Graduation Application Fee	100.00
Late Registration Fee (per course)	30.00
Payment Plan Processing Fee	35.00
Processing Fee (for processing forms generated by entities other than Luther Rice)	75.00
Readmission Fee	50.00
Replacement Diploma Fee	35.00
Returned check Fee	25.00
Check stop-payment Fee	35.00
Electronic Transcript	9.00
Paper Transcript	11.50
Expedited Transcript	30.00
Electronic Letter of Certification	9.00
Paper Letter of Certification	11.50
Expedited Letter of Certification	30.00

All fees are non-refundable

METHODS OF PAYMENT

All balances are due at the time of registration for classes. Registration is not complete until payment arrangements are made or payment is received. Payments received after the start of late registration are considered late and subject to the late registration fee. Classes added during the late registration period are subject to late fees.

If an account remains unpaid, Luther Rice reserves the right to inform credit bureaus of the past due account and to authorize collection agencies to collect on said account. When an account exceeds 90 days outstanding, the student will receive a letter from the Vice President for Financial Affairs, which serves as a notice that once the past due account exceeds 120 days, it will be turned over to a collection agency and future enrollment will be delayed until the account is settled. Collection services is not a desirable process but is necessary for the institution to remain good stewards of the resources given by God. The student will be responsible for any additional costs incurred during the collection process. Students with outstanding balances will not be allowed to enroll in future courses or receive transcripts.

Since tuition is due at the time of registration, the online pre-registration confirmation may be used for billing purposes. All payments will be processed by the Student Accounts Office prior to approval of classes. The student's name and institutional ID should accompany all payments.

NelNet Payment Plan

Students desiring to make partial tuition payments may authorize up to four monthly partial payments. Luther Rice has contracted *NelNet Business Solutions* to offer multiple payment plans. All payments and terms will be agreed upon by the

student at the time the student selects a payment option. A non-refundable fee will be charged for a payment plan at the time of registration. The following options will be available for payment plans.

- Monthly ACH deductions from 2-4 months.
- Monthly Debit/Credit Card payments from 2-4 months.

If a down payment is required, it is due at the time at which the student establishes an agreement with NelNet.

Luther Rice reserves the right to automatically add current or past due balances of \$100 or less to NelNet payment plans.

If a student's NelNet payment declines, the student should submit the payment amount to NelNet or directly to Luther Rice in order to avoid the possibility of being administratively withdrawn from class(es). In the event of an administrative withdrawal, the Student Accounts Office will process any course refund based upon the current institutional Refund Policy.

The following is an example based on a student registering for one class and selecting a partial payment plan as his method of payment. This example does not include the non-refundable payment plan fee.

Tuition per class: \$1,146.00*
 Technology Fee (per class): \$175.00 *Tech fee is non-refundable on or after the first day of class*

	<u>Down Payment</u>	<u>1st Payment</u>	<u>2nd Payment</u>
2 Months	50% (\$660.50)	\$330.25	\$330.25
3 Months	25% (\$330.25)	\$330.25	\$330.25
4 Months	0%	\$330.25	\$330.25
	<u>3rd Payment</u>	<u>4th Payment</u>	
	-	-	
	\$330.25	-	
	\$330.25	\$330.25	

*The tuition rate for an undergraduate online course is used in this example.

Note: *Potential financial aid students who do not complete the financial aid process but enroll in a NelNet payment plan are responsible for their agreed-upon NelNet payments. Financial aid students should contact the Student Accounts Office to adjust their NelNet payment plans after any financial aid has been applied.*

Federal Aid (see *Federal Financial Aid* in the Financial Aid section of the catalog)

Sponsorship

A student's church, employer, friends, relatives, etc. may desire to contribute to the student's education. Payments will be applied to the student's account and may be used for tuition, fees, books, etc. For sponsorships from individuals, the funds

must be collected in full prior to acceptance into classes. Such designated funds are not tax deductible.

A student receiving a sponsorship from a church or company may enroll in classes before the sponsor's payment is received as long as Luther Rice has on file a completed "Sponsorship Authorization" form. This form can be obtained at www.LutherRice.edu or from the Student Accounts Office and must be signed by an officer of the sponsoring organization who is not receiving any part of the sponsorship.

Any payment made toward the student's account should be accompanied with a note indicating the student's name and ID to ensure that it is applied to the correct student. Sponsorship funds placed onto the student's account become the property of the student, and any refund desired by the sponsor must be arranged solely between the student and sponsor.

The student is responsible for any balance due should the sponsor fail to pay. If the balance is not made current, the student may be administratively withdrawn from class(es) and not allowed to enroll in future courses. Also, Luther Rice may authorize collection agencies to collect on any unpaid account.

Scholarship (see *Tuition Assistance Program* in the Financial Aid section of the catalog)

Military Sponsorship

Luther Rice participates with each branch of the United States Armed Forces. However, each branch processes tuition assistance differently. The eligible service member is encouraged to speak with an Education Services Officer (ESO) or counselor within their respective military branch prior to pursuing enrollment. Luther Rice does not condone or tolerate any fraudulent and/or aggressive recruitment of students (including military service members).

See *Military Benefits* in the Financial Aid section of the catalog.

Cash/Check

Students who wish to make a cash payment toward their account must do so in person. Students should not send cash through the mail. Students who wish to make a payment by check should include a note indicating the student's name and ID to ensure that it is applied to the correct student.

A charge of \$25 will be assessed for all returned checks.

Credit Card

Luther Rice accepts MasterCard, Visa, Discover Card, and American Express. Credit Card payments can be made online, by telephone, or with the Student Accounts Office on campus. Luther Rice meets the requirements of Payment Card Industry Data Security Standards.

REFUND POLICY

Students who withdraw or are withdrawn from class may be entitled to a tuition refund. After the student has withdrawn or been withdrawn from class, any refund will be returned to the student's Luther Rice account within 30 days of the date of the drop. See *Refund Methods* for information on requesting a refund from the student's Luther Rice account to be sent directly to the student.

Classes registered for online must be dropped online. Classes registered for in writing must be dropped in writing. If a class is cancelled by Luther Rice, all of the tuition and technology fee will be reimbursed and no drop fee will be assessed.

15 Week On-Campus, Online, Modular, and Independent Study Classes

1. If a student withdraws from class before the first day of the class, the student will receive a refund of 100% tuition and technology fee minus a drop fee. All other fees are non-refundable.
2. If a student withdraws from class within the first 7 calendar days of the class, the student will receive a refund of 100% tuition minus a drop fee. All other fees are non-refundable.
3. If a student withdraws from class between the 8th and 14th calendar days of the class, the student will receive a refund of 75% tuition minus a drop fee. All other fees are non-refundable.
4. If a student withdraws from class between the 15th and 21st calendar days of the class, the student will receive a refund of 65% tuition minus a drop fee. All other fees are non-refundable.
5. If a student withdraws from class between the 22nd and 28th calendar days of the class, the student will receive a refund of 50% tuition minus a drop fee. All other fees are non-refundable.
6. If a student withdraws from class on or after the 29th calendar day of the class, the student will receive no refund and will incur a drop fee. All other fees are non-refundable.

11 Week Summer and 8 Week Mini-Term Classes

1. If a student withdraws from class before the first day of class, the student will receive a refund of 100% tuition and technology fee minus a drop fee. All other fees are non-refundable.
2. If a student withdraws from class within the first 7 calendar days of the class, the student will receive a refund of 100% tuition minus a drop fee. All other fees are non-refundable.
3. If a student withdraws from class between the 8th and 14th calendar days of the class, the student will receive a refund of 75% tuition minus a drop fee. All other fees are non-refundable.
4. If a student withdraws from class between the 15th and 21st calendar days of the class, the student will receive a refund of 50% tuition minus a drop fee. All other fees are non-refundable.
5. If a student withdraws from class on or after the 22nd calendar day of the class, the student will receive no refund and will incur a drop fee. All other fees are non-refundable.

4 Week Certificate Non-Credit Bearing Classes

1. If a student withdraws from class before the first day of class, the student will receive a refund of 100% tuition minus a drop fee. All other fees are non-refundable.
2. If a student withdraws from class on or after the first day of class, the student will receive no refund and will incur a drop fee. All other fees are non-refundable.

REFUND METHODS

Luther Rice utilizes the services of BankMobile to process refunds directly to students. Upon first enrolling in courses, a student should receive a letter from BankMobile, and the student should follow the instructions in the letter to choose a method of refund in case a refund is ever processed.

The student may choose one of the following refund methods with BankMobile.

<u>Method</u>	<u>Delivery Time</u>
ACH (Direct Deposit)	2-3 business days after processing
BankMobile Vibe Account	1 business day after processing
Paper Check	5-7 business days after processing

A student with a surplus (credit) on his Luther Rice account may request a refund within Account in MyCampus (the Luther Rice Student Portal). Refund requests are typically processed weekly. A surplus (credit) created by federal aid funds will be automatically refunded to the student and does not require a request from the student.

MISCELLANEOUS ADMINISTRATIVE ITEMS

Financial Appeals

Any student desiring to appeal a financial decision should follow the *Student Grievance Policy and Non-Academic Appeals Process* in the *Student Life* section of the catalog.

Donation Policy

Monies donated to Luther Rice by corporations, foundations, churches, or individuals will be used for the approved purposes for which they were designated.