

# EXPENSES & FINANCIAL AID

## UNDERGRADUATE EXPENSES PER SEMESTER 2004-05

<b>Tuition</b> .....	\$8,855.00
<b>Tuition for part-time students</b> (i.e., taking less than 12 hours) <b>or for each additional credit-hour above 19</b> (per credit hour) .....	\$555.00
<i>Tuition for course audit is half the price of regular credit courses on a per credit hour basis.</i>	
<b>Summer School Tuition</b> (per credit hour, 2004 session) .....	\$295.00
<b>Evening Program Tuition</b> (per credit hour, 2004-2005) .....	\$385.00
<b>Room</b> (per semester)	
Maurelian and Rozier Halls <sup>1</sup>	
Single occupancy .....	\$2,250.00
Double occupancy .....	\$1,195.00
Stritch Hall <sup>1</sup>	
Single occupancy .....	\$1,415.00
Double occupancy .....	\$900.00
CBU Avery Apartments <sup>2</sup>	
Single occupancy .....	\$2,495.00
Double occupancy .....	\$1,450.00
CBU Capstone Apartments <sup>2</sup>	
Single occupancy only .....	\$2,695.00
<b>Board</b> (per semester)	
Unlimited Meal Plan + 50 BUC Dollars.....	\$1,455.00
14-Meal Plan + 50 BUC Dollars.....	\$1,380.00
10-Meal Plan + 100 BUC Dollars....	\$1,305.00
5-Meal Plan + 150 BUC Dollars.....	\$840.00

## FEES

Application Fee, Day Program (Payable once only) .....	\$25.00
Application Fee, Evening Program (Payable once only) .....	25.00
Application Fee, International Students (Payable only once) .....	25.00
Enrollment Fee (Tuition Deposit, Refundable through 5/1) .....	300.00
Late Registration Fee, Day Program .....	100.00
Late Registration Fee, Evening Program/Summer Terms .....	100.00
Activity & Services Fee, Full-Time Day Students, per semester.....	100.00
Activity & Services Fee, Part Time Day Students, per semester .....	40.00
Activity & Services Fee, Evening Student, per semester.....	25.00
Returning Student Room Deposit.....	300.00/500.00
Challenge Examination and Posting Charges .....	100.00
Student Teaching Fee (Day or Evening Program) .....	150.00
Technology Fee, Full Time Day Student, per semester.....	160.00
Technology Fee, Evening Program, per semester .....	45.00
Technology Fee, Part Time Day Student, per semester.....	60.00
Graphing calculator for MATH courses, approximately .....	100.00
Returned Check Charge .....	20.00

All tuition and fees are subject to change at any time when circumstances so warrant. Information on indirect costs (books, transportation, etc.) is available in the Student Financial Resources Office.

<sup>1</sup> Minimum purchase of 10-meal plan required.

<sup>2</sup> Minimum purchase of 5-meal plan required.

**SETTLING OF FINANCIAL ACCOUNTS**

The administration of business and financial affairs is under the supervision of the Controller of the University.

Payment of full tuition and fees for non-boarders and payment of full tuition, fees, and full room and board for boarders will be required before classes begin each semester or evening term unless students are on the deferred payment, direct billing, or the Tuition Management Systems plan. Visa, Mastercard, and Discover are accepted for payment up to the approved limit for charges to these accounts.

Day Students who have not settled their financial accounts by the fifth class day of the semester will have their schedules dropped from the university. Upon reinstatement of their original schedule, they will be charged a \$100.00 late registration fee.

Evening students who fail to settle their financial accounts during the first week of each session will have their schedules dropped from the university. Upon reinstatement of their original schedule, they will be charged a \$100.00 last registration fee.

Additional fees (including lab fees) will be presented in a separate bill and will be payable upon presentation.

A non-refundable **APPLICATION FEE** of \$25.00 must accompany the application for admission. Upon notification of acceptance, day applicants must submit an **ENROLLMENT FEE** of \$300.00. This will ensure a place in the university.

Returning residence hall students are required to make a \$300.00 (Avery, Maurelian, Rozier, and Stritch) or a \$500.00 (Capstone) room reservation deposit in the spring to reserve a residence hall room for the following academic year.

Students who enter at the second semester are subject to the same financial requirements listed herein.

A **SECURITY DEPOSIT** is required of all first time resident students. This must be paid regardless of the scholarship or student aid arrangements with the university. The security deposit will be refunded at the end of the senior year or at the time of withdrawal from the university. In the event that the fee is exhausted before the refund period, the individual will be assessed an additional fee to cover the remainder of this period of residency.

**CONTRACT CANCELLATION FEE:** Fall housing contracts are for the full academic year (exception: students graduating in the Fall semester or students withdrawing from the University). A \$150.00 cancellation fee will be assessed to a student cancelling a housing contract prior to the beginning of the fall semester and will be billed directly to the student's account.

**REFUND REQUESTS FOR ROOM AND BOARD**

Room and board assignments will be made for the entire school year.

**CANCELLATION:** Prior to August 1, any student who wishes to cancel his/her residence hall contract must submit a letter in writing to the Office of Student Life and receive approval from the Director of Residence Life. All students cancelling prior to the August 1st deadline will be responsible for the \$150.00 cancellation fee. After the August 1st date, any student who enrolls in classes at the university will be responsible for room and board charges for the semester. Exemptions to the policy may be made by the Vice President for Student Life only



after reviewing documentation submitted by the student or his/her parents/guardian in support of a request not to reside on campus. For those students who do withdraw from the university, charges will be pro-rated depending on the amount of time the resident occupied the room and will be based on the following schedule: 1st week -100%; 2nd-4th week -50%; 5th-9th week - 25%; and thereafter - No refund.

No diploma, transcript of credit, or information concerning academic or disciplinary record is given until the student's account has been settled.

Students with accounts in arrears may be excluded from final examinations, graduation ceremonies, issuance of academic documents and records and readmission to future academic programs until the accounts in arrears are paid in full. There is a one percent monthly interest charge on all delinquent accounts.

### **POLICY FOR WITHDRAWAL FROM CLASS**

All requests for course withdrawals, both complete and partial, must be submitted to the Office of the Registrar by the student. These requests can be made in one of four ways:

- e-mailing the Registrar's Office at [withdraw@cbu.edu](mailto:withdraw@cbu.edu),
- leaving a voice mail message at (901) 321-3115,
- reporting to the Registrar's Office Monday through Friday 8 A.M. to 4:30 P.M. to fill out the official withdrawal form, or
- downloading the withdrawal form from the Registrar's web site at [www.cbu.edu](http://www.cbu.edu) and faxing the information to (901) 321-3257.

***Day Students will be expected to continue using the official form for necessary signatures.*** The necessary information needed is Name, Social Security Number, Phone Number during the

Day, whether receiving Financial Assistance, Name of Class(es), Name of Instructor(s), Date of Last Attendance, Name of Advisor, whether an athlete or not, and whether an international student or not. The date of the e-mail or the voice mail or the official form will count as the official date of notification for processing the withdrawal. The instructor will be contacted for the date of last attendance, but the official notification date for processing the withdrawal will be the date of notification. This is the date that will be used by all offices for processing the withdrawal and any refunds.

### TUITION ADJUSTMENT POLICY FOR WITHDRAWAL FROM CLASS

The adjustment percentage for complete withdrawal from CBU is calculated by dividing the number of days completed in the semester, as of the date of official withdrawal, by the number of days in the semester exclusive of breaks of five or more days. No adjustment will be made if the student has completed more than sixty percent (60%) of the semester.

There will be no adjustment calculation unless the student completely withdraws from *all* registered classes.

Advance deposits are non-refundable (includes Application Fee and Tuition Deposit). Tuition adjustments will be made according to the following schedule for all programs:<sup>1</sup>

Official Notification Date During	Percentage of Tuition
Drop/Add Period	100%
First 25% of Semester	50%
26-60% of Semester	25%
Over 60% of Semester	No Adjustment

Tuition adjustments will be applied in the following order:

- State Grants
- Institutional Scholarships and Grants
- CBU Loans
- Student Payments
- Outside Scholarships
- Alternative Loans

### RETURN OF FEDERAL TITLE IV FUNDS

If a student completely withdraws from CBU, the unearned amount of Federal Financial funds must be returned to the appropriate Federal Financial Assistance programs.

The unearned amount of the Federal Financial Assistance is calculated by dividing the number of days completed in the term, as of the date of official withdrawal, by the number of days in the term, exclusive of breaks of five or more days. No refund is required if the student has completed more than sixty percent (60%) of the term. All unofficial withdrawals will be calculated at fifty percent (50%).

An official withdrawal happens when a student stops attending classes and receives a zero GPA for that term/semester. CBU is required to calculate a return of Title IV funds (Stafford, PLUS loans, Pell grants). This may create a tuition liability for the student resulting in their owing CBU money unless they can prove that they attended at least one class past the sixty percent point of the term/semester.

The United States Department of Education requires the following order to the Federal Assis-

<sup>1</sup> There is an administrative fee retained by CBU for all complete withdrawals. It is the lesser of (1) \$100.00 or (2) 5% of Institutional Charges.

tance programs:

- Unsubsidized Stafford Loans
- Subsidized Stafford Loans
- Federal Perkins Loans
- Federal Plus Loans
- Federal Pell Grants
- Federal SEOG
- Other Federal Financial Assistance programs

Examples of the refund calculations for the Federal Financial Assistance are available in the Business Office during normal working hours.

### DEFERRED PAYMENT OF EDUCATION COSTS

Christian Brothers University Deferred Payment Plans —For students and parents who find it necessary to pay educational expenses in monthly installments, a Tuitions Management Systems payment plan or a four month (per semester) deferred payment plan are available through the University. If you are interested in either of these plans, inquiries should be made to the Business Office, Christian Brothers University. Note: The deferred plan has interest calculated at 1% per month on the student's outstanding balance.

All Federal Student Loan checks and institutional loan checks must be deposited into the student's account. If the posting of any check(s) creates a credit balance on the student's account, the student may request a refund following the Add/Drop period, after all charges and financial aid have been posted.

### ACADEMIC SCHOLARSHIPS AND AWARDS

Academic and leadership scholarships are competitive. Most scholarships are available to new full-time students (freshmen and transfers) only. Accepted students must apply for financial aid and schedule a scholarship interview through their CBU Admissions Counselor.

CBU scholarships require that a prospective student exhibit strong academic qualities, generally a cumulative GPA of 3.00 or higher, and ACT (or SAT) scores of 26 (1160) or higher.

Other criteria considered include: scholastic honors and academic awards received during the student's academic career previous to attending CBU, the level of difficulty of high school courses, community or church service, volunteer experience, extracurricular activities, the range of these types of activities, and the degree of leadership obtained therein.

Offers of scholarships are typically made in the Spring, and the priority deadline for accepting an academic scholarship is May 1st.

The following levels of scholarships are awarded at Christian Brothers University:

**Trustee Scholarships** are awarded to students with outstanding high school academic achievement and significant demonstrated extracurricular and volunteer leadership skills.

**Presidential Scholarships** are awarded to students with excellent academic records and demonstrated leadership skills.

**Engineering Scholarships** are awarded to students with excellent academic records, particularly in mathematics and the physical sciences, who plan to major in Engineering.

**Lasallian Academic Awards** are awarded to students demonstrating significant academic

achievement.

**Lasallian Leadership and Achievement Awards** are awarded to students based on notable academic achievement and on demonstrated leadership skills in such non-curricular pursuits as student government, student publications, performing arts, student clubs and organizations, cheerleading, and church and community service.

### **RETENTION OF SCHOLARSHIPS AND AWARDS**

Christian Brothers University is committed to working in close partnership with each scholarship and award student toward continued academic success. Scholarships and awards are automatically renewed for the next academic year as long as the student continues to progress within an established program of study, retains full-time status, and remains academically eligible to continue.

Students holding Trustee or Presidential Scholarships must maintain a cumulative GPA of 2.75. Should this cumulative average not be met at the end of the freshman year, the student will be given a probationary year in which to raise the GPA to the acceptable level. Failure to show progress in raising the GPA may result in the loss of funds designated as an academic scholarship. The Student Financial Resources Office should be contacted for other possible funds if this occurs. Lasallian Leadership and Achievement Award holders are expected to continue their extracurricular participation at the university in order to retain their awards.

### **NAMED SCHOLARSHIPS AND AWARDS**

In many cases students will find that their CBU awarded scholarship has been given a particular name. This is done to honor those friends of the University who have donated some or all of the funding for a scholarship. These names come from two sources: established endowments or annual gifts. If a student's scholarship or academic award is given a name, this does not change the student's award but acknowledges the source of the resources making the scholarship possible. In most cases, the student will be encouraged to either write to or meet with the donor.

### **OTHER SCHOLARSHIPS**

Some named scholarships are restricted to upperclassmen and are awarded outside the University's established scholarship structure. Normally these award selections are made by the donors or by designated academic departments in concert with the Student Financial Resources Office. Current scholarships are available in Accounting, Engineering, and Sciences. Upperclassmen should inquire in Student Financial Resources for details.

Scholarships for minority students are available to qualified students. These scholarships are currently funded by the Promus Companies, MCI, Blockbuster Video and the Memphis African American Police Association. A special \$3000 annual grant funded by the National Science Foundation is also available each year for 20 minority students studying engineering or science.

Outside scholarships, such as ROTC and National Merit Scholarships, are awarded directly to the student and can be applied at CBU. The University participates in a crosstown enrollment agreement with the University of Memphis for those students who enroll in ROTC. Details concerning qualifications and applications for ROTC scholarships may be obtained from the Air Force, Army or Navy ROTC Coordinator at the University of Memphis.

### **FINANCIAL RESOURCES**

Christian Brothers University is committed to being a partner along with the student and



family in financing a CBU education. Resources may also be supplied by the state or federal government or private donors.

After acceptance to the university, students are encouraged to fill out the Free Application for Federal Student Aid (FAFSA) form and to submit this to the Student Financial Resources Office. Using this form, a package can be requested from the university or from the student's high school guidance counselor.

Components of the financial aid package may include scholarships, academic awards, federal or state grants, university and privately funded grants, federal, university or private loans, and student employment. The university will work with each student and family to find those packages best suited to individual needs and circumstances.

To continue the award once the student is enrolled, he/she must meet the requirements of the Financial Aid Satisfactory Progress Policy established in compliance with Federal regulations and available to students in the Student Handbook.

Federal regulations require that at least 30% of those students applying for Title IV aid go through a process of verification. This will be indicated on the Student Aid Report the student receives from the central processor. Documents needed to complete the verification process (such as tax returns) will be requested from the student. Policies concerning the verification process are available in the Student Financial Resources Office.