

EXPENSES & FINANCIAL AID

UNDERGRADUATE EXPENSES PER SEMESTER 2005-06

Tuition	\$9,315.00
Tuition for part-time students (i.e., taking less than 12 hours) or for each additional credit-hour above 19 (per credit hour)	\$585.00
<i>Tuition for course audit is half the price of regular credit courses on a per credit hour basis.</i>	
Summer School Tuition (per credit hour, 2004 session)	\$295.00
Evening Program Tuition (per credit hour, 2004-2005)	\$395.00
Room (per semester)	
Maurelian and Rozier Halls ¹	
Single occupancy	\$2,330.00
Double occupancy	\$1,240.00
Stritch Hall ¹	
Single occupancy	\$1,465.00
Double occupancy	\$935.00
CBU Avery Apartments ²	
Single occupancy	\$2,585.00
Double occupancy	\$1,505.00
CBU Capstone Apartments ²	
Single occupancy only	\$2,795.00
Board (per semester)	
Unlimited Meal Plan + 50 BUC Dollars.....	\$1,510.00
14-Meal Plan + 50 BUC Dollars.....	\$1,435.00
10-Meal Plan + 100 BUC Dollars....	\$1,355.00
5-Meal Plan + 150 BUC Dollars.....	\$875.00

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	25.00

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.

¹ Minimum purchase of 10-meal plan required.

² 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.

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 sup-



PHOTO BY PAUL VINCENT CROW

port 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 three ways:

- e-mailing the Registrar's Office at withdraw@cbu.edu,
- 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 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

No tuition adjustment calculation will be applicable unless a student completely withdraws from all registered classes.

The Institutional Tuition Adjustment Policy percentage for complete withdrawal from CBU is calculated by dividing the number of days completed in the semester (or applicable term), as of the date of official withdrawal (the date the student informs the Registrar they wish to withdraw), by the number of days in the semester (or applicable term) exclusive of breaks of five or more days.

No adjustment will be made if a student has completed more than sixty percent (60%) of a semester or an 8-week term. Advance deposits (including Application Fees and Tuition Deposits) are non-refundable.

The following schedules apply to Fall & Spring Terms ONLY. Summer sessions and special workshops will be on a TBA basis.

A. Day Undergraduate or MEM Graduate Students. The following schedule will be used when calculating tuition adjustments for all students classified as Day undergraduate or MEM graduate students regardless of when their classes begin*:

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

B. Evening Undergraduate or MBA, MEd, MAT, MSEL, or MAEL Graduate Students (First 8-Week Term Only). The following schedule will be used when calculating tuition adjustments for all students classified as Evening undergraduate or MBA, MEd, MAT, MSEL, MAEL graduate students and who are ONLY enrolled in the first 8-week term of a semester*:

Official Notification Date During First 8-Week Term:	Percentage of Tuition
Drop/Add Period of 1st 8-Week Term	100%
First 25% of 1st 8-Week Term	50%
26-60% of 1st 8-Week Term	25%
Over 60% of 1st 8-Week Term	No Adjustment

C. Evening Undergraduate or MBA, MEd, MAT, MSEL, or MAEL Graduate Students (Second 8-Week Term Only). The following schedule will be used when calculating tuition adjustments for all students classified as Evening undergraduate or MBA, MEd, MAT, MSEL, MAEL graduate students and who are ONLY enrolled in the second 8-week term of a semester*:

Official Notification Date During Second 8-Week Term:	Percentage of Tuition
Drop/Add Period of 2nd 8-Week Term	100%
First 25% of 2nd 8-Week Term	50%
26-60% of 2nd 8-Week Term	25%

Over 60% of 2nd 8-Week Term No Adjustment

D. Evening Undergraduate or MBA, MEd, MAT, MSEL, or MAEL Graduate Students (Both First & Second 8-Week Terms). The following schedule will be used when calculating tuition adjustments for all students classified as Evening undergraduate or MBA, MEd, MAT, MAEL graduate students and who are enrolled in BOTH 8-week terms (first 8 week and second 8 week term) of a semester*:

Official Notification Date During First or Second 8-Week Terms:	Percentage of Tuition
Drop/Add Period of 1st 8-Week Term	100%
First 25% of 1st 8-Week Term	50% of 1st 8-Week Term Classes 100% of 2nd 8-Week Term Classes
26-60% of 1st 8-Week Term	25% of 1st 8-Week Term Classes 100% of 2nd 8-Week Term Classes
Over 60% of the 1st 8-Week Term and Prior to the Beginning of the 2nd 8-Week Term	No Adjustment for 1st 8-Week Term Classes 75% of 2nd 8-Week Term Classes
Drop/Add Period of 2nd 8-Week Term	No Adjustment for 1st 8-Week Term Classes 50% of 2nd 8-Week Term Classes
After 25% of 2nd 8-Week Term	No Adjustment for 1st 8-Week Term Classes No Adjustment for 2nd 8-Week Term Classes

Adjustments will be applied in the following order:

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

*There is an administrative fee retained by CBU for all complete withdrawals. It is the lesser of a) \$100.00 or b) 5% of Institutional Charges.

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 Assistance 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 OTHER AWARDS

Academic scholarships are awarded by the Admissions Office based on performance in high school or in the case of transfers at a prior institution. Other scholarships are awarded on the basis of published criteria. Please contact the Admissions Office or the Student Financial Assistance Office or visit www.cbu.edu for more information.

RETENTION OF SCHOLARSHIPS AND OTHER AWARDS

Academic scholarships require a 2.75 cumulative GPA by the end of the sophomore year. Lasallian Academic Scholarships and Lasallian Achievement Grants require progress as described in the ACADEMIC CONTINUATION section of the catalog. These awards are renewable until graduation as long as the renewal criteria are met and the student is full-time in the same program (i.e., Day, Evening). Awards may be prorated during the last term for graduating seniors if they do not need a full-time course load to graduate to graduate. Students must notify the Student Financial Assistance Office. Scholarships and awards cannot be used during the summer term. Performance and athletic scholarships are renewable at the discretion of the person giving that award (i.e. performing arts directors and coaches).

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 endow-



PHOTO BY THAIS MARIE HUNTER

ments 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.

FINANCIAL ASSISTANCE

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 Assistance 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 federal and state awards 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 Assistance Office.