Policy title	Category
Financial Aid (Traditional Student Program)	Admissions Financial Aid Graduate/Adult/Transfer Registrar
Owner	**Approved by**
Director of Financial Aid and Scholarships	Vice President for Enrollment Management

Purpose of this policy

To inform traditional students of the costs, payments and refund policies, including the refund calculation for Title IV (federal aid) funds.

Policy statement

Traditional Program Financial Information

Costs

Nebraska Wesleyan offers its educational program at far less than the actual cost of instruction and operation. The difference is covered by income from endowments and gifts. Nebraska Wesleyan reserves the right to make financial adjustments in tuition, fees, room, and board.

Tuition and Fees

Complete, up-to-date information on tuition and fees is located under **Registration/Class Schedules**.

Tuition is charged at a single rate for traditional full-time students (those enrolled for 12-18 credits) for the fall and spring semesters. (Full-time students registering for more than 18 credits are charged the full-time, single tuition rate plus an overload, per credit hour tuition.) Part-time students (those enrolled for fewer than 12 credits) pay a per-credit hour tuition rate. Students enrolling in Summer or Winter Term pay a per-credit hour tuition rate.

A Student Activity Fee is assessed traditional full-time students for the fall and spring semesters to help support the services of campus facilities, as well as student activities and publications.

Fees for full-time and part-time students are listed under **Registration/Class Schdules**, and are not refundable.

Full-time students who are declared music or music education majors, or first-semester first year students who are enrolled in a music major curriculum, may enroll for up to 3 credit hours of applied music lessons per semester without charge. Full-time performance music students may enroll for up to 4 credit hours of applied music lessons per semester without charge. Additional lessons, or lessons taken as a part-time student, are charged at the standard rate. Full-time music minors may enroll for up to 3 credit hours of applied music lessons per semester without charge, for a maximum of four semesters. Lessons taken as a part-time student or lessons taken beyond the four semesters, are charged at the standard rate. Students not meeting the above major or minor categories will be charged a music fee on a per-credit basis.

Room and Board

Room and board charges for residence halls operated by the University are available from the **Residential Education Office**. The residential system and related policies are described in the **Living on Campus section** of the website.

Payment Policy

Tuition, fees, room, and board are due at the beginning of each term. For the fall and spring semesters, each student must pay his or her account in full or make arrangements for payment with the Business Office by the end of the first week of the semester. Payment or arrangements for payment can be made in one or more of the following ways:

- Payment of all tuition and fees, room, and board
- Payments through the **Monthly Payment Plan**

(For students receiving financial aid in the form of scholarships and/or grants and/or loans, one-half of the amount is credited to their Business Office accounts at the beginning of each semester, providing all necessary paper work has been completed and received in the Financial Aid Office.)

If payment is not received or arrangements are not made by the end of the first week of the semester, a $40 late fee is assessed. Additionally, students may be administratively withdrawn and will be charged 10% of the tuition and 100% of fees that apply to their registration.

Enrollment in subsequent semesters will not be allowed until financial obligations have been met. Transcripts are released only after all financial obligations have been met.

Students leaving the University whose accounts are not paid in full may have their accounts turned to a collection agency. These students are responsible for all reasonable collection costs.

Monthly Payment Plan

Nebraska Wesleyan University offers a monthly payment plan through a third-party vendor to help full-time students and their parents budget the cost of education. This special plan divides the cost of tuition, fees, and University-operated room and board (if applicable) into monthly installments. No interest is charged, but a service fee is added. The plan may cover any portion of costs up to full tuition, fees, room, and board. Contact the **Business Office** for details.

Refund Policy

Students who find it necessary to withdraw from all courses at Nebraska Wesleyan during a semester for any reason shall receive refunds for tuition as follows:

Tuition Refund Schedule

Percent of Semester Rate to be Refunded

During the First Week

90%

During the Second Week

80%

During the Third Week

60%

During the Fourth Week

40%

During the Fifth Week

20%

If the withdrawing student has received a Nebraska Wesleyan-funded scholarship and/or grant, such financial aid will be prorated at the same percentage of tuition charged (see above schedule).

After five weeks of the semester’s classes have elapsed, no refund will be given to a withdrawing student. Calculations are based upon the date of the first meeting of classes. Items designated as fees will not be refunded. Room and board payments will be refunded as stated in the current housing contract.

No refunds are made to a student who withdraws from a special program, activity, or field trip after the deadline for acceptance to the program has passed. Students should consult the director of the special program.

If a student registers for more than 18 hours and later wishes to reduce the load for any reason, he or she must complete the procedure for withdrawal during the first five weeks of the semester to qualify for any refund of tuition charges for extra hours. Such refunds will be reduced by the original charge for each successive week of the semester according to the tuition refund schedule.

If individuals believe extenuating circumstances merit a departure from the tuition refund schedule, they may appeal in writing to the Dean of Undergraduate Studies for special consideration.

Title IV Refund Calculation Policy

The Higher Education Amendment of 1998 established a new procedure for the return of Title IV Federal Student Aid when a student who is receiving Title IV aid withdraws from college before the end of a semester. The new Return of Title IV Funds policy follows:

The Financial Aid Office will determine the Title IV Federal Student Aid refund percentage based upon the student withdrawal information on file in the Registrar's Office. The date of withdrawal is the date the completed "Withdrawal from University" form is given to the Registrar's Office. The number of days enrolled will include weekends but will not include scheduled breaks which are five days or longer.

For example, if a student withdraws at the end of five calendar weeks, the percentage of the semester attended would be calculated as follows: 5 weeks x 7 days=35 days divided by the number of days in the semester (not including scheduled breaks of five days or longer, 35÷112=31%). In this example, the student will be entitled to 31% of the Title IV aid but 69% will have to be returned to the Federal government.

When a student has attended 60% or more of the semester (68 days in this example), no Title IV aid has to be returned. Returned aid is allocated in the following order: Unsubsidized Federal Direct Loan, Subsidized Federal Direct Loan, Federal Perkins Loan, Federal Direct Parent (PLUS) Loan, Federal Pell Grant, Federal SEOG Grant.

If a student who has been awarded a federal loan and/or grant does not officially withdraw and fails to earn a passing grade in at least one course over an entire semester, the institution must assume, for Title IV purposes, that the student has unofficially withdrawn, unless the institution can document that the student completed the semester. Federal regulations require a Title IV refund calculation must be processed by the Director of Scholarships and Financial Aid (see description of calculations above).

If there is a balance due on tuition and fees and/or room and board after the return of Title IV Federal Student Aid, the student will be responsible for the balance due.

Compliance with this policy

State Authorization

Nebraska Wesleyan University is authorized by the State of Nebraska to operate educational programs. Approval from the State of Nebraska is maintained by the Coordinating Commission for Postsecondary Education. If a student has a complaint about Nebraska Wesleyan University they may contact:

Coordinating Commission for Postsecondary Education
140 N. 8th Street, Suite 300
PO Box 95005
Lincoln, NE 68509-5005
Phone: 402-471-2847
Fax: 402-471-2886
Web: **https://ccpe.nebraska.gov/student-complaints-against-postsecondary-inst…**

Last revised date
November 13, 2019