


Joseph F. McCloskey
School of Nursing



Date: 6/2024	Tuition Payment and Student Refund # 105	Pages: 1 of 4
Reviewed: 6/24	 Tina Vanburen, DNP, MSN, RN, CNS Director, School of Nursing	Administration Committee

PURPOSE

Provide guidance for the scheduling of billing and tuition payments. Provide guidance for student refunds of tuition payments.

SCOPE

Students enrolled at the Joseph F. McCloskey School of Nursing (JFMSON).

DEFINITIONS: N/A

POLICY

Students are automatically registered for courses each semester according to the published program's curriculum plan. Charges are applied to the student's account by the Bursars Office. Students accept responsibility for payment of all charges associated with the enrolled semester. Financial obligations may include, but are not limited to, tuition and fees.

PROCEDURE

All student account billings, payments, and receipts are processed by the Bursars Office located in the JFMSON building.

1. Billing

Current students will receive a billing notification to their school e-mail account approximately 30 days prior to the start of classes each semester. Students will be able to logon to their student account and view their expected account balance for the semester. Students who fail to receive a billing notification prior to the start of a semester should contact the Bursars Office.

Any student granted late enrollment or registered after the start of the semester will receive a notification email from the Bursars Office with payment due immediately.

2. Payments

Tuition and fee charges for all programs are to be paid in full no later than one week prior to the first day of class.

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Students can make payments by using any of the methods listed below:

- Online: Students can pay online using their Populi account.
- In Person: Pay by check, money order, credit/debit card or cash at the Bursars Office.
- Mail: Checks or money orders should be made payable to Joseph F. McCloskey School of Nursing and mailed to:
*Joseph F. McCloskey School of Nursing C/O Bursars Office
700 Schuylkill Manor Road
Pottsville, PA 17091*

3. Payment Plan Option (PPO)

In lieu of full payment, students may elect to participate in the Payment Plan Option (PPO) The convenience of paying tuition balances monthly is an attractive option for many students and their families. JFMSON provides an opportunity for students to pay current semester balances with monthly interest-free installments. If a student chooses to participate in the PPO, the payment plan form must be initiated by the student before the tuition due date (one-week prior to start of semester).

To take advantage of the PPO, a student can:

- Establish the PPO using the appropriate semester Online Payment Plan Option form.
- Establish a PPO in-person at the Bursars Office
- The PPO is not available for payment of parking violations or other miscellaneous fees (lost ID badges, returned check charges, etc.).

4. Late Payments/Failure to Pay/Past Due Obligations

Students accept responsibility for payment of all published and billed charges associated with the enrolled semester. Changes in Financial Aid awards, outside scholarship or sponsor resources, billing errors, illness or extended injury, or any other change in the student's personal or financial situation does not relinquish the student from the obligation to pay for all charges in full.

A late charge of \$25.00 and a financial hold may be applied to any student's account if payment is not received by the due date or if the amount paid is not sufficient to cover the amount due as per the student's payment plan. If an account becomes delinquent, JFMSON may prohibit the student from:

- Attending classes, clinical experiences, laboratories, field work, and school-related or school-sponsored activities
- Taking final examinations
- Registering for future classes
- Receiving grade reports, transcripts, or diploma
- Continuing in the program
- Graduating
- School endorsement for certification/licensing examinations

Neither active or withdrawn students will be permitted to receive a transcript, grade report, or diploma/certificate until all financial obligations are paid in full and all financial holds are removed from the account. In addition, the school reserves the right to submit past due accounts to a collection agency.

A student who leaves the program, whether voluntarily or not, will be responsible for amounts owed to the school with the full amount due immediately.

All charges for any given semester must be paid in full prior to starting a subsequent semester. Changes in Curriculum Plan, Course Withdrawals, or Non-Attendance

Having charges placed on a student's Populi account and receiving a billing notice via the student's school email indicates that the student is enrolled for the upcoming semester. Students who are considering withdrawing from a course for any reason or withdrawing from the program/school should consult program and school policies related to Withdrawal from a Course, and Voluntary

5. Withdrawal from School.

JFMSON does not automatically drop students for non-attendance.

6. Fees and Other Charges

A \$35 service charge will be assessed to a student's account for checks returned by the bank for insufficient funds or uncollectible for any other reason.

Students will be charged the cost for lost ID badges and any unreturned property belonging to JFMSON.

7. Errors or Disputes

Inquiries concerning billing or payments should be referred to the Bursars Office. Inquiries about financial aid awards should be addressed with the Financial Aid Department.

8. Tuition Refunds

Students who withdraw from a course may be eligible to receive a full tuition refund. To qualify for a refund, a student is required to officially withdraw from the course by following the JFMSON Policy for Withdrawal from a Course.

If a student withdraws before the first day of the term, the school will refund 100% of the billed tuition and fees and all scheduled financial aid will be cancelled.

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If a student withdraws (WD) anytime up to the end of the 6th week of the term, a refund of billed tuition and fees will be made as published below:

- WD during 1st week of classes -90%
- WD during 2nd week of classes- 80%
- WD during 3rd week of classes- 60%
- WD during 4th week of classes- 40%
- WD during 5th week of classes- 20%
- WD during 6th week of classes- 10%

If a student withdraws after week 6 of a term, **NO REFUND WILL BE MADE TO THE STUDENT.** Counted weeks do not include published break weeks.

Students who withdraw from a course/program voluntarily or who have been dismissed for any reason from any class/classes taught through the JFMSON or College vendor, must contact the Financial Aid Office and the Bursars Office to discuss the financial impact of the course withdrawal. All students who withdraw or are dismissed from a course/program are required to contact the Financial Aid Office within 5 days from the date of official withdrawal.

Following completion of official course withdrawal, refunds will be calculated according to the following:

Tuition: Students billed by semester - Students who officially withdraw or are dismissed during the Drop/Add period as listed on the current academic calendar will receive 100% tuition refund. No refund of tuition will be given thereafter. Students remain responsible for payment in full for all tuition charges if the date of withdrawal occurs after the Drop/Add period.

Fees: All applicable course and school fees (examples include standard semester fees, laboratory, skills lab, CRT, testing fees etc.) are non-refundable after the end of the 1st day of the program.

REVIEW and APPROVAL

This policy is reviewed annually by the Administration Committee.