Student Billing Directory

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STUDENT BILLING OFFICE

All tuition and fees are payable by the due date in advance of each enrollment period. Students with outstanding obligations will not be permitted to pre-register for an upcoming semester unless financial arrangements have been made with the Student Billing Office prior to pre-registration. Alvernia University reserves the right to change tuition, fees and other charges from one academic semester to the next as deemed necessary by the university in order to meet its financial commitments and to fulfill its role and mission.

Tuition for 2015-2016

Traditional Day Undergraduate Programs

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Full time (12-17 credits)</td>
<td>$15,250/semester</td>
</tr>
<tr>
<td>Part time (less than 12 credits)</td>
<td>$840/credit</td>
</tr>
<tr>
<td>Overload credits (more than 17 credits)</td>
<td>$840/credit</td>
</tr>
<tr>
<td>Audit (no grade)</td>
<td>$420/credit</td>
</tr>
<tr>
<td>Senior citizens</td>
<td>No charge for tuition</td>
</tr>
<tr>
<td>(Age 65+; space-available basis)</td>
<td>(Undergraduate Only)</td>
</tr>
</tbody>
</table>

Adult Education Programs Modules 1-6 $500/credit

Graduate Programs $700/credit

Doctoral Programs $930/credit

*All full-time, undergraduate day students are permitted to a one-credit overload at no additional charge once during their academic program.

Room and Board for 2015-2016

<table>
<thead>
<tr>
<th>Room per Semester</th>
<th>Single</th>
<th>Shared</th>
<th>Efficiency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Francis Hall</td>
<td>$3,505</td>
<td>$2,585</td>
<td>--</td>
</tr>
<tr>
<td>Veronica Hall</td>
<td>$3,505</td>
<td>$2,690</td>
<td>--</td>
</tr>
<tr>
<td>Assisi &amp; Siena Halls</td>
<td>$3,625</td>
<td>$2,835</td>
<td>--</td>
</tr>
<tr>
<td>Anthony &amp; Clare Halls</td>
<td>$3,505</td>
<td>$2,780</td>
<td>--</td>
</tr>
<tr>
<td>Judge Hall</td>
<td>$3,835</td>
<td>$3,195</td>
<td>--</td>
</tr>
<tr>
<td>Pacelli, Zygmunta &amp; Academic Village Apts.</td>
<td>$4,475</td>
<td>$3,860</td>
<td>$4,135</td>
</tr>
<tr>
<td>Pods</td>
<td>$4,065</td>
<td>$3,455</td>
<td>$3,810</td>
</tr>
</tbody>
</table>

Housing – (out of session – fall & spring) $65/week
<table>
<thead>
<tr>
<th>Meal Plan Options</th>
<th># of Meals/Semester</th>
<th>DCB*/Semester</th>
<th>Cost/Semester</th>
<th>Cost/Year</th>
<th>Allowed to Purchase</th>
</tr>
</thead>
<tbody>
<tr>
<td>All-You-Can Eat Block</td>
<td>19/Week</td>
<td>$100</td>
<td>$2,720</td>
<td>$5,440</td>
<td>Freshmen/All</td>
</tr>
<tr>
<td>14-Meal Block</td>
<td>14/Week</td>
<td>$250</td>
<td>$2,720</td>
<td>$5,440</td>
<td>Freshman Alternative</td>
</tr>
<tr>
<td>190 Block</td>
<td>190</td>
<td>$125</td>
<td>$2,555</td>
<td>$5,110</td>
<td>Soph./Jr./Sr.</td>
</tr>
<tr>
<td>150 Block</td>
<td>150</td>
<td>$150</td>
<td>$2,325</td>
<td>$4,650</td>
<td>Soph./Jr./Sr.</td>
</tr>
<tr>
<td>110 Block</td>
<td>110</td>
<td>$200</td>
<td>$2,020</td>
<td>$4,040</td>
<td>Soph./Jr./Sr.</td>
</tr>
<tr>
<td>75 Block</td>
<td>75</td>
<td>$50</td>
<td>$1,315</td>
<td>$2,630</td>
<td>Pacelli/Zygmunta/Village Apts except Pods</td>
</tr>
<tr>
<td>75 Block Bonus</td>
<td>75</td>
<td>$200</td>
<td>$1,450</td>
<td>$2,900</td>
<td>Pacelli/Zygmunta/Village Apts except Pods</td>
</tr>
<tr>
<td>Commuter Block</td>
<td>5</td>
<td>$0</td>
<td>$34.00</td>
<td>(5 meals) $34</td>
<td>Commuter Block</td>
</tr>
</tbody>
</table>

See student handbook for details regarding meal plan requirements.

*Declining balance dollars (DCB) may be used to purchase food at all food service locations. Meals and dollars must be used during the semester of purchase.*

Resident Technology: $100/semester (mandatory)

Housing Deposit: $250/year

Upon entering Alvernia, new resident students must submit a $250 housing deposit. Continuing resident students who are planning to apply for housing for the upcoming academic year must apply for housing during the room selection period with the Office of Residence Life. To complete the application, a $250 deposit is due no later than the close of the housing selection process. Note: Submitting a housing deposit does not constitute a guarantee for housing. Returning residential students may use (“roll”) prior year’s housing deposit.

**Housing deposits are processed as follows:**

1. Held in an escrow account until terms of housing contract are fulfilled.
2. Returned to the student if the student does not receive housing for the following year or chooses not to return within stated housing selection deadlines. The deposit is credited to the student account if there is an outstanding balance with the university.
3. Forfeited by those students who communicate to the Residence Life Office after the housing selection process deadline that they are not
returning to Alvernia University or have chosen to live off campus. See the Undergraduate Student Handbook for more information.

Current commuter students who desire on-campus housing must first pay a $250 housing deposit and complete a housing application in the Residence Life Office. A commuter student is assigned housing only after room selection for current resident students is complete and pending space availability. In the event there is lack of room availability, housing deposits are refunded only if a student has no outstanding debt to the university. If a student requests placement on a housing waiting list, the deposit will not be refunded or applied to current debt until removal from the housing waiting list is requested.

### Fees for 2015-2016

**Comprehensive Fee:**

Applies to all full-time and part-time students.

2% of tuition

**Technology Fee:**

Applies to evening and graduate classes only

- Online Technology course fee: $40/credit
- Blended Technology course fee: $30/credit
- Web Enhanced technology fee: $20/credit

**Commencement Fee:**

$100

**Health Insurance:**

<table>
<thead>
<tr>
<th>PERIOD</th>
<th>EFFECTIVE DATES</th>
<th>COMPULSORY</th>
<th>VOLUNTARY</th>
<th>WAIVER DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual</td>
<td>08/18/15 - 08/18/16</td>
<td>$1,358</td>
<td>$1,561</td>
<td>8/31/2015</td>
</tr>
<tr>
<td>Mod 2</td>
<td>10/15/15 - 8/18/2016</td>
<td>$1,150</td>
<td>$1,322</td>
<td>10/20/2015</td>
</tr>
<tr>
<td>Spring</td>
<td>01/19/16 - 08/18/16</td>
<td>$856</td>
<td>$984</td>
<td>1/26/2015</td>
</tr>
<tr>
<td>Summer</td>
<td>05/16/16 - 08/18/16</td>
<td>$365</td>
<td>$419</td>
<td>5/23/2016</td>
</tr>
<tr>
<td>Mod 6</td>
<td>7/5/2016 - 8/18/2016</td>
<td>$171</td>
<td>$197</td>
<td>7/12/2016</td>
</tr>
</tbody>
</table>

All degree-seeking and certification-seeking students are required to have health insurance and will be enrolled in the Alvernia Student Health Insurance plan if
they do not submit current medical insurance information using the online waiver (https://alvernia.studenthealthportal.com). There are no exceptions and premiums are non-refundable.

The Student Health Portal username and password are the same as your Alvernia email username and password. If logon assistance is needed, please contact the Service Desk at 610-927-2008 or servicedesk@alvernia.edu. This insurance process should be done through the student health portal listed above, after May 18 and before the end of the Add/Drop period for the applicable semester to avoid being enrolled in the student health insurance plan automatically. This waiver must be completed online and should be done once per academic year.

**Academic Fees**

**Athletic Training:**
- AT 113 $35/course
- AT 222 $115/course
- AT 250, 310, 410 Liability Insurance $50/year

**Behavioral Health:**
- BH 404, 406 Liability Insurance $50/year

**Biology/Chemistry/Physics:**
- BIO 103, 104, 116, 117, 118, 320 $55/course
- BIO 102, 205 $35/course
- BIO 220, 221, 309, 311, 341 $105/course
- BIO 420 Liability Insurance $50/year
- CHE 109, 110, 111, 112, 210, 211, 212, 221, 310, 311 $55/course
- CHE 340 $35/course
- CHE 405, 410 $105/course
- CHE 430 $75/course
- PHY 110, 111, 200, 201 $55/course

**Business:**
- BUS 426, MBA 680 $50/course

**Criminal Justice:**
- CJ 408 Liability Insurance $50/year

**Education:**
- ED 206, 306 Liability Insurance $50/year
- ED 426, 436 Liability Insurance $30/year
- MED 522 $50/year
- MED 670 & MED 671 Liability Insurance $30/year
Nursing:
NUR 098, 099  $140/course
NUR 209, 220, 315, 317, 410, 418  $280/course
NUR 220, 315, 410 Liability Insurance  $50/year

Occupational Therapy:
OT 321, 332, 427, 532, 538  $220/course
OT 526  $35/course
OT 381, 481, 517, 581, 583 Liability Insurance  $50/year
OT 381, 481, 581, 583  $30/course

Physical Education
PED 133  $27/course

Psychology
PSY 412 Liability Insurance  $50/year

Social Work:
SW 316, 403 Liability Insurance  $50/year

Private Music Instruction:
MUS 051  $325/credit
12-½ hour sessions (1 credit)

Challenge Exam Credits:  $200/credit

Life Experience Credits:  $300/credit

Registrar’s Office:
Transcripts  $5 each
(No charge for the first transcript after graduation)
Mailing of diploma  $15
Duplicate/replacement diploma  $45/60

Other Fees:
Identification Card Replacement  $5
Parking Fine  $25-$50
Room Damages  as appropriate*

*Students damaging university property are charged for each occurrence based upon determination of appropriate restitution.

Other Expenses:
Books and Materials  $400-800/year*
*Amount will vary depending upon the courses taken.
Billing Procedures and Payment Information

Students at Alvernia are billed each semester. The Student Invoice is available on myAlvernia on the Alvernia website (www.alvernia.edu) approximately 30 days prior to the start of the upcoming semester for every student who has pre-registered.

Payment is due one week prior to the start of the semester, and payment must be received on or before that date. Students registering after the due date are required to obtain a Student Invoice from the Student Billing Office at the time of registration with payment due immediately.

Students adding a course(s) during the add/drop period are required to obtain an invoice and settle any financial obligations at that time. The amount due on the Student Invoice is the total amount of unpaid charges less any anticipated financial aid. Anticipated financial aid includes scholarships, grants, or loans for which a student is eligible but has not yet been received by the university. See the Office of Student Financial Planning for details regarding financial aid awards and eligibility.

Note: The university reserves the right to cancel a schedule and require a repeat of registration for any student who does not pay his or her invoice by the due date.

For additional information call the Student Billing Office at 610-796-8319, email student.billing@alvernia.edu or visit Francis Hall 200.

Payments
Checks or money orders should be made payable to “Alvernia University.” If sent by mail, they should be addressed to: Alvernia University, Attn: Student Billing, 400 Saint Bernardine St., Reading, PA 19607. Payment may also be made via myAlvernia. Electronic payments from bank accounts (e-checks) can be made with no additional charge. Convenience fees will apply when utilizing our accepted credit cards (Visa, MasterCard, Discover, and American Express) for payment.

Payment Plan
The tuition payment plan is a service provided by Higher One on behalf of Alvernia University. Students may pay all or part of tuition on a monthly basis and interest-free. The yearly fee is $50 and details and applications are available from the Student Billing Office at 610-796-8319, 1-800-635-0120 or www.tuitionpaymentplan.com/alvernia.

Late Charges
A $100 charge will be assessed on any balance due if not paid by the due date.
Past Due Obligations
Past due obligations include, but are not limited to, billing amounts past due for any semester, unpaid room damage charges, library materials, health center, athletics, or parking fines. Students are not permitted to register, receive a transcript, grade report, or diploma until past due obligations are paid. In addition, the university reserves its right to submit past due accounts to its collection agent. Collection costs which amount to approximately 30% of the outstanding balance, plus past and future monthly service charges as defined above, are added to any past due balances.

Returned Checks
The return of a check for any reason constitutes non-payment. A $20 fee is assessed for all checks returned unpaid by the bank.

Errors or Disputes
Inquiries concerning schedules should be referred to the Registrar’s Office. Inquiries concerning charges should be referred to the Student Billing Office prior to the due date of the invoice.

Refund Policy
During the first week of classes (the add/drop period) a student may drop a course and receive full tuition credit if applicable. Any course-affiliated fees and/or comprehensive fees are adjusted accordingly. Students withdrawing from class(es) any time after the add/drop period are not entitled to a refund. See Registration Changes in this catalog.

Withdrawal from the University
Total withdrawal from the university applies only to students who submit in writing to the withdrawal counselor their intention to completely withdraw from all courses. Reapplication and acceptance may be required for these students to be readmitted after withdrawing from the university. The effective date of withdrawal is the date a completed official withdrawal notice is returned to the counselor. Students who do not comply with the withdrawal procedure forfeit their right to any refund. Students who have a medical withdrawal approved by the Dean of Students are entitled to a tuition refund in accordance with the refund schedule below. Questions about the medical withdrawal procedure should be submitted to the Director of Health and Wellness.

Students who withdraw from the university during the first five weeks of class receive tuition refunds in accordance with the refund schedule:
Student Refund

<table>
<thead>
<tr>
<th>Withdrawal Dates</th>
<th>Semester</th>
<th>MOD Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>During 1st week of classes</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>During 2nd week of classes</td>
<td>90%</td>
<td>80%</td>
</tr>
<tr>
<td>During 3rd week of classes</td>
<td>80%</td>
<td>40%</td>
</tr>
<tr>
<td>During 4th week of classes</td>
<td>60%</td>
<td>0%</td>
</tr>
<tr>
<td>During 5th week of classes</td>
<td>40%</td>
<td>0%</td>
</tr>
<tr>
<td>After 5th week of classes</td>
<td>0%</td>
<td>0%</td>
</tr>
</tbody>
</table>

Note: In the case of a financial aid recipient, the portion refunded may include monies that must be returned to Federal Title IV programs. The university uses the Title IV refund policy to determine the portion that must be repaid to the Title IV programs. Any refunds otherwise due to a withdrawing student will be reduced by such Title IV refunds. See the Office of Student Financial Planning for a complete description of the Title IV Refund Policy. For information on the refund policy for Adult Education call 610-796-8319.

Board/Meal Refunds
Students withdrawing from the university or moving out of a university residence are entitled to a prorated refund (minus a one-week deposit).

Room/Housing Refunds
Students moving out of a university residence during a semester are not entitled to a refund of room charges. Students should follow the room checkout procedure in the Student Handbook.

Miscellaneous Fees/Other Charges
There will be no refund of miscellaneous fees or other charges.