Costs and Policies

Bellevue University reserves the right to modify all charges should such action be required. The following schedules for tuition and fees are effective for the 2011-2012 fiscal year. Please note, all costs and policies for the Ph.D. in Human Capital Management are included in the doctorate bulletin.

Tuition for Undergraduate and Graduate Term-Based Programs for 2011-2012

Undergraduate Tuition – Classroom
Tuition per credit hour .......................... $260
ARCT/Cluster Tuition per credit hour ....... $260
ELA Fee per portfolio submission .......... $260
Audit Tuition per credit hour . . . . . . . 100% course tuition

Undergraduate Tuition – Online
Tuition per credit hour .......................... $360

Master’s Degree Tuition
Tuition – Classroom and Online per credit hour . $475

Tuition for Undergraduate and Graduate Cohort-Based Programs

Undergraduate Programs
Tuition- Classroom and Online per credit hour . $360

Undergraduate Minor in Cohort Program
Students who have completed or are near completion of their major are eligible.
Tuition – Classroom and Online per credit hour . $360

Master’s Degree Cohort-Based Programs
Tuition – Classroom and Online per credit hour . $475

Tuition & Fees for Special Programs – visit www.bellevue.edu

Fees

Application Fee
The fee applies to all students and programs and is non-refundable.
Undergraduate ...................................... $50
Graduate (waived for Bellevue University alumni) .................. $75
International Student (Undergraduate and Graduate) ............... $75

General College Fee
General College Fees for academic and administrative support services and student activities.
Term Based (Per term) ................................ $100
Cohort Based Program (Per term) .................. $100

Additional Fees
Graduation Fee .......................................... $100
Reissue of Diploma ...................................... $35
Academic Transcript ............................ $3 per transcript
Returned Check Fee ................................. $30
Late Registration Fee (Per class) ............... $2
Late Drop Fee (Per class) * ....................... $2
Late Payment Fee ** ............................. $15

Specialized Instruction Fees
These fees generally cover equipment, supplies and access to all laboratories and are listed in the Schedule of Classes with the course listing. Some courses may require additional expenditures for materials.

Refund Schedule for Term-Based Programs
The following refund schedules will be used to calculate refunds for all students who withdraw from class(es).

Note: Refunds are based upon the official start of the term/program (usually a Monday) and not the first day of class.

5-Week Session
Prior to start of term ................................ 100%
1st week of term ..................................... 100%
2nd week of term ................................... 80%
3rd week of term ................................... 60%
4th through 5th week of term ................. 0%

10-Week Session
Prior to start of term ................................ 100%
1st week of term ..................................... 100%
2nd week of term ................................... 80%
3rd week of term ................................... 70%
4th week of term ................................... 60%
5th week of term ................................... 50%
6th week of term ................................... 40%
7th through 10th week of term ............... 0%

11-Week Session
Prior to start of term ................................ 100%
1st week of term ..................................... 100%
2nd week of term ................................... 80%
3rd week of term ................................... 70%
4th week of term ................................... 60%
5th week of term ................................... 50%
6th week of term ................................... 40%
7th week of term ................................... 40%
8th through 11th week of term ............... 0%

12-Week Session
Prior to start of term ................................ 100%
1st week of term ..................................... 100%
2nd week of term ................................... 80%
3rd week of term ................................... 70%
4th week of term ................................... 60%
5th week of term ................................... 50%
6th week of term ................................... 40%
7th week of term ................................... 30%
8th through 12th week of term ............... 0%

Refund Schedule for Cohort-Based Programs
100% refund if withdrawn before or during the first week of their class, 0% refund thereafter

Payment Options
It is a student’s responsibility to select a primary Finance Option as part of their financial management plan. In many cases the primary option will not cover 100% of educational cost therefore, students must also select a secondary and in some cases a tertiary option. It is important students understand the requirements of their financial option. Failure to pay tuition and fees in accordance with their agreement may result in financial withdrawal. If there is still a financial obligation to Bellevue University and nonpayment occurs, collection actions may be taken which may result in unfavorable credit, withholding transcripts and the eligibility for continue enrollment.

The following are payment options available:

Cash Option – The Cash Option requires that 100% of tuition and fees is paid no later than 14 days prior to the start date of each course. If registration occurs within the 14 day period of the class start date, payment is due immediately. If full payment does not support the student’s financial need, Payment Plans are available.

Military / Third-Party Billing Option – The Military/Third Party Billing Option requires receipt of Tuition Assistance Form(s), Third Party Billing Voucher/Authorization or Letter of Credit (LOC) document 14 days prior to the start date of each course. If registration occurs within the 14 day period of the class start date, the required document must be received within 3 days of registration.

By selecting the Military/Third Party Billing Option, the following documents associated with your specific option will be required:
- Military Tuition Assistance Form
- Third Party Billing Voucher/Authorization
- Letter of Credit (LOC)

Tuition Deferral Option – Eligible Options are Montgomery GI Bill, Corporate Reimbursement, Post 911 and Top-Up. This option requires that 100% of tuition and fees is paid no later than 45 days from the end date of the student’s course.

By selecting the Tuition Deferral Option, the following documents are required:
- Tuition Deferral Authorization Form
- Veterans Education Form (VEF) if using Montgomery GI Bill or Post 911.
Financial Aid Option — The Financial Aid Option requires that 50% of tuition and fees will be covered by the amount of Financial Aid awarded. Students are required to have their Financial Aid process completed by accepting their award in order to use this option. Payment due dates will be 45 days from the start of the class or session. If there is still a balance due, full payment will be required at that time unless a payment plan or an alternative financing option is chosen.

Payment Plans
Students may elect to pay tuition through a payment plan. Although students are not required to pay the entire balance upon registration, they must recognize their financial obligation for all tuition and fees at the time of registration. Payment Plans are offered as a privilege to the individual student. Any failure to make payments promptly may cause denial of the Payment Plans in the future.

Fall, Winter, Spring, and Summer Terms
When registering for sessions 12 weeks in length and utilizing the Payment Plan Option, a student must pay one-third of his/her tuition and fees no later than 14 days prior to the start of the class/session with the balance due in two equal monthly payments 30 days following their first due date. When registering for sessions 10 weeks or less in length and utilizing the Tuition Payment Plan option, a student must pay one-half of his/her tuition and fees, with the balance due 30 days following their first due date.

Cohort & Special Programs
Students using payment plans in Cohort Programs may do so by paying the first payment 14 days prior to the start of the class/session of their program. The remaining payments are due 30 days for subsequent classes respectively.

International Students
International students also may use the payment plans; however, if they have an international draft drawn on a bank outside of the continental U.S. in excess of their cost, the draft will be posted to their student account. Any excess funds they may have once their account is paid in full will be refunded less any bank service charges once their check has been paid by the bank. If the draft is drawn on a bank inside the continental U.S. in excess of their cost, their refund will be issued according to the University’s refund policy.

Late Payment Fee for Undergraduate and Graduate
Payments become past due 1 day following their due date and will be assessed a late payment fee of $15.00. A student may be administratively withdrawn from all classes if any amount becomes past due or delinquent. A student is responsible for informing the University or its Assignee of any change of address. Payment Plans are offered as a privilege to the individual student. Any failure to make payments promptly may cause denial of Payment Plans in the future.

Military Tuition Assistance
Please see the military information on page 15 of the 2010-2012 Course Catalog.

Additional Policies
Completing Registration
Students who do not satisfy the requirements regarding the financing option chosen according to the due date will be disqualified from future classes. If the student is dropped, the student will be assigned to re-register for his/her class(es). The University does not guarantee the reentry into the class(es).

Dropping or Withdrawal — Term-Based
A Student’s Account (Refund/Credit/Obligation) may be impacted when a student withdraws. The amount of credit to be refunded or obligation to be paid by the student will be determined by the tuition credit/refund policy in effect at the time of the drop or withdrawal action. See page 26 of the 2010-2012 Course Catalog for withdrawal information.

Dropping or Withdrawal — Cohort-Based
Students who need to interrupt their commitment (financial and academic) after the cohort program has begun may be able to recapture some of the investment through the Drop/Add Process. This allows students to re-enroll with a later cohort group, continuing their studies at the point at which they were interrupted. This is usually done at the term break in the program, but may be done at another point in the program with special permission from the Dean of Academic Services/Dean of Students. The financial consequences will vary from student to student, depending on the point at which withdrawal from the first commitment/program is necessary, and on current federal financial aid regulations.

If a student needs to withdraw from the initial commitment because of work related reasons, the first step should be to contact the primary professor and/or academic advisor. If a student needs to withdraw from the initial commitment because of health-related reasons, the first step should be to contact their academic advisor or Disability Services to discuss if they qualify for a medical withdrawal.

Refund Policy
Refunds are based upon the official start of the session/program (usually a Monday) and not the first day of class. Students eligible to receive a refund based on excess financial aid (for living expenses), corporate or military tuition assistance or withdrawal from class will be issued a refund from Bellevue University. If students receive their financial aid disbursement all tuition, fees and books will be deducted out of the financial refund first. If Bellevue University refunds more money than a student is eligible to receive, the student is responsible for payment back to Bellevue University.

Refund Appeal Process
Students who believe that an individual circumstance may warrant an exception from the published University refund policy should send their appeal, including all necessary documentation to:

Cathey Hanson, Director of Student Accounts
Bellevue University
1000 Galvin Road South
Bellevue, NE 68005 - 3098

Credit Balance Policy
Students who have a credit balance on their account will automatically be refunded on a weekly basis. Students who wish to leave their credit balance on their account may do so by completing an Authorization Statement Form at the Cashier’s Window in the Student Accounts Office. This Authorization Statement is good for the academic year it is signed; a new form must be signed each year. Refund checks not cashed within six months of the date issued may be deemed unclaimed property and submitted to the State of Nebraska.

Request for Statement of Account
Students requesting a Statement of Account from Student Accounts may do so by filling out a Statement of Account Request Form. Student Accounts will process the request within three to five working days. Requests also may be made by phone at (402) 557-7108, by email to stuacct@bellevue.edu, or through BRUIN by selecting e-forms.

Stop Payment Charge
Bellevue University is not responsible for refund checks lost in the mail. In the event you do not receive your refund check and you wish Bellevue University to re-issue a new check, a stop payment fee (currently, $25) will be deducted from your student account prior to issuing a new check.

Financial Obligations
All financial obligations to Bellevue University must be paid in full before grades or diplomas are released or transcripts issued. Student with outstanding balances on their accounts may not be allowed to participate in their commencement ceremonies. Students who are past due may be denied continuation of their classes/program and will not be allowed to enroll in future sessions.