

## Tuition and Fees 2010-2011

In planning to attend Stephens College, a student should expect the following charges. These charges are subject to change at the discretion of the Stephens College Board of Trustees.

### Tuition:

Tuition for the 2010-2011 academic year is \$12,700 per semester. Tuition includes registration for 12 - 18 semester hours each semester.

A fee of \$670 per semester hour will be charged for additional semester hours above 18. Team sports semester hours will not be assessed this additional fee.

Tuition includes on-campus activity charges including Student Government Association membership, residence hall dues, attendance at on-campus cultural events, student health center services, the student newspaper (*Stephens Life*), and a student identification card.

### Room:

Room rates vary depending on the following building options:

Roblee:	\$3,430 per semester
Pillsbury:	\$3,430 per semester
Tower:	\$3,680 per semester
Hillcrest:	\$3,385 per semester

Students are billed for a single room. A \$1,000 reduction per semester is granted to students with a roommate.

### Board:

Board charges vary depending on the following meal plan options:

Unlimited Meal Plan:	\$1,650 per semester
All-flex Plan:	\$1,200 per semester

### Additional Fees:

Air conditioning:	Included in room charge
Wireless Internet:	Included in tuition charge
Applied music lessons:	\$300 per semester for 0.5 hour private lesson per week
Equestrian Studies:	Riding Fee - \$750 per semester for each riding class Horse boarding - \$475 per month; \$3,800 per academic year; (\$475 non-refundable spring deposit, \$1,663 due Aug. 15, \$1,663 due Jan. 15). Space is limited.

Other lab fees and supply fees are listed in the schedule of courses for each semester. Additional tuition, at the per-course fee in effect at the time, is charged for summer programs and for independent studies registered during intersession periods. A separate fee schedule is published each year for summer and off-campus programs sponsored by Stephens College.

Personal expenses, such as laundry, linens, books and incidentals, transcript fees, and a graduation fee, are the responsibility of the student.

The College reserves the right to adjust fees subsequent to the publication of this catalog.

## Payment Options

Payment of charges for tuition, fees, room and board is the obligation of the student. Tuition, Room and Board fees must be paid with one of two options. If you choose to pay your account in full upon receipt of your statement at the beginning of each term, you will pay Stephens College directly. If you prefer to make monthly payments, Stephens College has contracted with Tuition Management Systems (TMS). TMS offers an interest-free monthly payment plan. To find out more about TMS, please call 888-722-4867, or visit [www.stephens.edu/services/accounting/paymentplan.php](http://www.stephens.edu/services/accounting/paymentplan.php) or [www.afford.com](http://www.afford.com). If you choose the TMS option, you must be signed up with TMS by the 10th day of classes each term (the add deadline on the academic calendar) to avoid immediate financial suspension.

## Application of Financial Aid

The Accounting Office applies financial aid funds to student accounts in the following order:

Pell Grant funds

FSEOG funds

Perkins loan funds

Stafford loan funds

PLUS loan funds

Institutional merit-based aid

Institutional performance-based aid, aid based on residency location, & tuition waivers

Institutional need-based aid

Outside Scholarship funds

Alternative Loan fund

If Federal Student Aid funds (items 1-5 above) cause the account to have a credit balance, the Accounting Office will issue a check to the student or parent (based on which aid caused the credit balance), within 14 days of the funds being credited to the student's account.

Additional Information about financial aid is available from the Financial Aid office and in the Financial Aid section of this catalog.

## Failure to Pay

Prior to re-enrolling for the next semester, a student who has an outstanding balance must make satisfactory financial arrangements approved by the Office of Accounting.

Copies of transcripts will not be released to students with an unpaid balance at Stephens College resulting from charges for tuition and fees, fines, or other assessments.

Student accounts are required to be paid in full at the beginning of each term and are considered to be past due after the 10th day of classes. Students with past-due tuition accounts who do not have anticipated aid for the balance due and are not signed up with Tuition Management System (TMS) by the 10th day of classes each term (the add deadline on the academic calendar) are subject to immediate financial suspension.

In the case of TMS, the monthly interest-free installment payment plan, no suspension applies as long as required payments are made as scheduled. See Payment Plans at [www.stephens.edu/services/accounting/paymentplan.php](http://www.stephens.edu/services/accounting/paymentplan.php).

## Transcripts

A transcript is an official copy of the student's permanent academic record bearing the College seal and the signature of the registrar. Official transcripts are available to students upon written request in the Office of the Registrar. Copies of transcripts will not be released to students with an unpaid balance at Stephens College resulting from charges for tuition and fees, fines, or other assessments.

The fee charged for an official transcript is \$10, paid in advance. Transcripts are normally sent by the Office of the Registrar to the receiving institution. If a student requests an official transcript for herself, the words "Issued to Student" will appear on it. A currently enrolled student may obtain an information copy (unofficial) of her academic transcript by providing appropriate identification in the Registrar's office.

## Refund Policy

### Enrollment cancellation prior to first day of class

Except for a \$100 administrative fee, Stephens will refund all of the student's tuition and fees if he or she cancels his or her enrollment before the first day of the semester.

### Complete withdrawal after the first day of class, but prior to 60% completion of the semester

In the event that a student withdraws after the first day of classes and prior to 60% completion of the semester, a pro-rated charge for tuition, room, and board is calculated. The calculation is based on the number of days attended compared to the total number of days in the semester. Calendar days (including weekends) are used, but breaks of at least 5 days are excluded. The student's tuition, room, and board charges are credited and financial aid is charged back to the student's account according to this pro-rata share of time spent at the institution. Federally funded aid will be charged back in accordance with Federal regulations in the following order: Unsubsidized Federal Stafford loans, Subsidized Federal Stafford loans, Federal Perkins loans, Federal PLUS (Parent) loans, Federal Pell Grants, Academic Competitiveness Grant, National SMART Grant, and Federal SEOG (Supplemental Educational Opportunity Grant).

Withdrawal may be voluntary or at the request of the college. In the case of voluntary withdrawal, "official" notification of withdrawal from Stephens College must be made. "Official" notification is a written notice provided to the Vice President of Student Services.

### Complete withdrawal after 60% completion of the semester

In the event that a student withdraws after the 60% completion point in the semester, the student will be charged 100% of all fees and will be deemed to have earned 100% of their financial aid. Withdrawal may be voluntary or at the request of the college. In the case of voluntary withdrawal, "official" notification of withdrawal from Stephens College must be made. "Official" notification is a written notice provided to the Vice President of Student Services.

### Partial Withdrawals

If a student withdraws from a portion of enrolled credit hours but does not completely withdraw from the College, no refund of tuition or financial aid will be calculated. If a student is enrolled in more than 18 credit hours in a single semester and was charged an overload fee for the additional credit hour(s), and the student withdraws from the course which caused the overload fee, the refund policy stated above will apply.

### Summer Session Withdrawal and Refund Policy

The above policy also applies to the summer session.

### Refund of Lab or Miscellaneous Fees

If a student changes her or his class schedule during the first three weeks of classes, lab or miscellaneous fees will be added or deducted at 100% of the charge. Beginning with the first day of the fourth week of classes (the day following census day), no adjustment to the fees for a course will be made.

## Returned Checks

Writing a check without sufficient funds is a violation of state law, and the violator is subject to prosecution. A check returned to the College due to insufficient funds will result in a \$10 charge and the amount of the check added to the outstanding balance.