

FAQ's About the 2011-12 Calculation & Payment Worksheet

What is the Worksheet & Agreement?

We like to think of it as a tool to help you calculate your cost of attendance for the whole academic year and budget your finances accordingly. It's a great opportunity for you to enroll in a monthly payment plan with TuitionPay. It also helps us know what to expect from you and when we can expect it.

Do I have to do it?

ABSOLUTELY! This is a required document. All students must complete a Worksheet, even graduate students! This document is part of the official registration process. Even if your financial aid fully pays your balance and you don't owe anything, you still need to complete the Worksheet and send it in.

Which one should I choose?

You'll need to know what type of student you are in order to complete the correct Worksheet.

Traditional Undergrads: usually 12-18 units per semester, weekday classes

Adult Undergrads: accepted into the Adult Baccalaureate Program, evening and weekend classes

Grad/Certificate/Credential: accepted into a graduate/certificate/credential program

Transitional: accepted into a graduate program and have few undergrad prerequisites to complete

MSN/RN to BSN: accepted into the MSN or Nexus RN to BSN program

LVN to BSN: licensed vocational nurse on your way to obtaining a Bachelor of Science degree in Nursing.

If you're not sure, please contact the Student Resource Center to verify your student type. You will be billed according to your correct student type and you will be responsible for payment of the correct fees, regardless of which Worksheet you complete.

What if I don't have my Award Letter yet?

You still need to complete the Worksheet by the deadline even if you do not have your award letter. You need to sign up for a payment plan now and plan to make payments in the event that you do not receive your award letter by the last possible payment plan enrollment deadline of October 1st (fall) and February 1st (spring). When you receive your award letter, you can contact TuitionPay and recalculate your payments or cancel altogether if you have enough financial aid.

I know that I have enough financial aid to pay for everything—do I still need to do the Worksheet?

YES! The Worksheet & Agreement is a required document. It is part of the official registration process. You may actually have extra financial aid and be eligible for a financial aid refund check. The Worksheet will tell you how much you can expect.

Why do I have to subtract a percentage from my loans?

Many lenders charge a fee for processing your loans. They deduct their fees from your loans before they are sent to the school, therefore you need to subtract the difference for the most accurate results. For example, you were awarded \$10,500 in Federal subsidized and unsubsidized loans. 0.05% of \$10,500 is \$525. \$10,500 minus \$525 equals \$9,975. This is the amount you will actually receive to pay your tuition and other fees.

When is the Worksheet due and where do I send it?

The Worksheet is due August 15, 2011 for those enrolling in the fall term or fall and spring, and January 6, 2012 for those enrolling in only the spring term.

You can mail it to us at: Holy Names University
3500 Mountain Blvd.
Oakland, CA 94619
ATTN: Student Accounts

You can fax it to us at (510) 436-1199
Please remember to send both pages!