

Instructions for the 2011-12 Calculation of Charges & Payment Worksheet

If you're not sure which Worksheet is the correct one for you, please refer to the Worksheet FAQ's page or contact the Student Resource Center to determine which type of student you are. You will be billed (and you are expected to pay) the correct tuition rate, regardless of which Worksheet you complete.

Tuition

The Worksheet is designed to help you calculate your charges for the academic year (not including summer.) While you may not know exactly which classes you'll be taking, you probably have a general idea of the number of units you need each term. Many classes are 3-units each but you should refer to your own printed schedule or the Schedule of Classes to verify the number of units you'll be taking this year. If you are completing the Worksheet in the fall, please include your units for fall and spring. **DO NOT INCLUDE SUMMER UNITS IN YOUR CALCULATION.**

Tuition Discount

This applies to RN-to-BSN and MSN students only. The Student Accounts Office requires an employment verification letter from your hospital's Human Resources department in order to apply the tuition discount.

Fees

We've listed a few of the most common fees. The Catalog contains a complete list of additional fees. The Campus Fee covers your parking permit, one student ID card, library usage, computer lab usage, etc. The campus fee is \$340 per year; this translates to \$170 per semester. Students who attend classes off-site are charged a \$70 online access fee (\$35 per semester.)

Room & Board

If applicable, please indicate your room & board selection for the year. ***A meal plan is mandatory if you live in the residence halls.*** If you did not specify a meal plan on your residence hall application, you will be enrolled in the 10-meal plan.

Estimated Financial Aid

You will need your signed Financial Aid Award Letter for this section. If you have subsidized, unsubsidized, Parent PLUS or Grad PLUS loans, please do the multiplication indicated on the Worksheet. This step accounts for the origination fees that your lender assesses before the loan is disbursed to the school. The amount remaining is the amount that the school will receive from your lender to pay your bill. Do not include Federal Work Study or University Employment awards in the financial aid section of the Worksheet. These funds are paid directly to you if you get a job on campus. They are not credited to your student account. Please keep in mind that Federal Stafford and PLUS loans require additional paperwork to be completed (Master Promissory Note, Entrance Exam, etc) in order to finalize and disburse the loans. You will not receive the loans unless all of your financial aid documents are complete. ***It is imperative that you sign and return your financial aid award letter and other financial aid documents. Funds cannot be disbursed to your account until your financial aid file is complete.***

Amount You Owe or Refund Amount

Subtract your adjusted financial aid from your total charges. If you have **more charges than financial aid**, you'll need to choose a payment plan on page 2. If you have **more financial aid than charges**, you do not need to choose a payment plan. You can expect to receive your excess loan funds in a series of refund checks throughout the year. Please consult the Refund Check Disbursement Schedule on the Student Accounts web page for dates and details. *You still need to sign the Agreement section on page 2 and send both pages to the Student Accounts Office.*

Employer Tuition Reimbursement

Some employers will reimburse the University or the student for tuition costs. If your employer has such a policy and you qualify for it, you must complete an HNU Employer Reimbursement Certification and submit it to the Student Accounts Office no later than the first day of class. You are required to complete a new Certification **each term** or academic year that you are enrolled. In some cases, your employer's contribution will not fully cover your charges so you'll need to choose a payment option for the remaining balance. ***It is very important that we have this document on file so that we know when to expect your payment, how much to expect, and who it will be coming from. It also helps us invoice your employer for tuition charges if necessary.***

Per-Term Payments

There is a \$250 late fee for each payment received after the deadline.

For example, a student here for the fall and spring terms may pay half of the total amount due in the fall and the remaining half in the spring. If you are paying by credit card, you must fax or email your credit card information to the Student Accounts Office by the stated deadlines for each payment. We will not keep your credit card info on file from term to term. We also accept checks, money orders, cashier's checks, and cash.

TuitionPay Monthly Payment Plan

There is a \$70 enrollment fee to utilize this payment option. The enrollment fee is payable to TuitionPay. Your timeliness in completing the Worksheet & Agreement and your personal financial situation will determine the best payment plan for you. Please notice that there are enrollment deadlines for the monthly payment plan. Choose the next available start date for your monthly plan (i. e. if you complete the Worksheet on July 15, you should enroll in the plan that begins August 1.) You are responsible for enrolling yourself in the TuitionPay monthly plan. Should your financial aid or charges change, you are responsible for communicating the changes to TuitionPay in order to adjust your monthly payment amount. You may enroll by visiting their website www.tuitionpay.com

Agreement

Please indicate the payment option you have selected and carefully read and sign the Agreement.

SEND IT IN! The Worksheet & Agreement is a required document.

The Worksheet is due by August 15 (here for fall only or fall and spring) or January 6 (here for spring only)

Please send **both pages** to: Holy Names University
3500 Mountain Blvd.
Oakland, CA 94619
ATTN: Student Accounts Office

Or fax **both pages** to us at 510.436.1199

Please keep a copy for your own records. If you have any questions, please feel free to consult the FAQ's page or call 510.436.1096