



# Financial Policies

## Withdrawal Refunds

Prepayments will be refunded in full on payments made prior to late validation day, with the exception of application fee and commitment deposits. Any change of classes must be done during the drop and add period (the first two weeks of classes for any semester). All charges stand after that time. For any student completely **withdrawing** from the university, the following policy applies:

On 1 - 3 days after classes start 100% credit of all charges  
From 4 – 11 days after classes start 90% credit of tuition and board  
From 12 – 22 days after classes start 80% credit of tuition and board  
From 23 – 33 days after classes start 70% credit of tuition and board  
From 34 – 44 days after classes start 60% credit of tuition and board  
From 45 – 55 days after classes start 50% credit of tuition and board  
From 56 - 66 days after classes start 40% credit of tuition and board  
More than 66 days after classes start 0% credit of tuition and board

*NOTE: Days listed above are calendar days and include weekends and holidays.*

Refund calculations will be based upon the date the student begins the official withdrawal process. Days listed above are calendar days and include weekends and holidays. In cases where a student stops attending all of his/her classes without officially withdrawing, refund calculations will be done at 50% unless the student attended a class later than 55 days up to 66 days after the start of classes, the refund will be calculated at 40%. If the student attended later than 66 days after the start of classes there will be no refund. Fees and room charges are non-refundable after the start of the third day of classes. Students who move off campus after classes begin will forfeit the room charge for that semester.

## Refunds for Recipients of Federal Financial Aid

As prescribed by law and regulation, Federal Title IV funds will be returned to the applicable sources in the following order: Federal Direct Unsubsidized loan, Federal Direct Subsidized loan, Federal Direct Plus loan, Federal Pell Grant, FSEOG, other Title IV Aid Programs, other federal sources of aid, state sources of aid. Examples of this refund policy are available at the Financial Aid Offices on each campus.

## Room Damage Deposit

A \$100.00 room damage deposit is required for all Resident students. Any damages incurred by the student will be deducted from this deposit and the balance refunded. Also, a room key deposit of \$35.00 is included in the room damage deposit. A room charge of \$110.00 per week will be charged for students staying on-campus during spring break and summer sessions.

## Payments/Late Payment Fee

Payment must be received by the due date each semester. Payment received after the due date is subject to a late payment fee of \$200.00. *Any student whose account has been written off to collection will not be allowed to take classes until the balance has been paid.*

## Late Registration Fee

A \$200.00 late registration fee will be applied to all students who register after the priority registration deadline. The Priority registration is assigned by Academics.

## Collection of Uncollected Funds/NSF Check

A \$35.00 service charge will be added for each check returned unpaid by the bank. Northwood University will re-deposit a NSF check only once.

## Collection of Foreign Checks

All foreign checks are to be made payable in U.S. funds. The student is responsible for any exchange fees or bank charges associated with non-U.S. checks.

### **Collection of Fines** *(Vehicle, parking, library and other expenses)*

All unpaid fines (vehicle, parking, library, etc.) or other college expenses will have an additional \$10.00 charge if not paid in the first 10 days and are turned into the Business Office for collection.

### **Textbooks**

The estimated annual book and supply costs are approximately \$1,250.00 depending on courses. Books for all classes will be available at the Campus Bookstore. Books must be paid for in full at the time of purchase. If you have excess in financial aid, you will be able to use that to purchase your books at the bookstore. Contact the Business Office with questions.

### **Parking Permits**

Students wishing to have a car on campus must complete application with the Business Office and receive parking permit from Campus Security. The parking permit fee is \$80.00 for commuters and students will be charged \$40.00 per semester. Resident students did not have a permit fee. Each additional permit or replacement permit is \$15.00. This is a NON REFUNDABLE FEE. Students that do not have a car on campus must contact the Business Office to remove the charge from their account.

### **Student Fees**

Students with 6 or more credits are charged student and technology fees. The student fee includes student life activities, special events, Hach Student Life Center usage, athletic events, campus arts programs, intramural activities, guest speakers, and health services. The technology fee includes unlimited lab use, email, Wi-Fi internet access, and printing services. Each student has \$75 loaded to their print account for the year. Black and white prints are \$.10 each and colored prints are \$.15 each. Students can load additional money to their print account by stopping into the Business Office.

### **Other Fees**

- Commuter Parking Permit Fee: \$80.00/year (Residents: NO Fee)
- Car Permit (additional or replacement) Fee: \$15.00
- Lab Fees: Courses vary each semester
- Late Payment Fee: \$200.00
- Late Registration Fee: \$200.00
- Room Damage Deposit: \$100.00/year
- Fee for breaking Housing Contract: \$3,000/year *(see Housing for details)*
- Room fee during spring break and summer sessions: \$110.00 per week
- Additional Room Fees:
  - South Village Small Room Fee: \$450.00 per semester
  - Naegele Village Medium Room Fee: \$150.00 per semester
  - Naegele Village Large Room Fee: \$300.00 per semester
  - Single Miner/Dubois Room Fee: \$1000.00 per semester
  - North Village 1 Bedroom Fee: \$1470.00 per semester
  - North Village 2 Bedroom Fee: \$970.00 per semester
  - North Village 4 Bedroom Fee: \$550 per semester
- Transcript Fee: \$5.00
- Audit per credit hour (no college credit): \$476.00
- New Student Orientation: \$100.00
- Internship or Practicum per credit hour: \$826.00
- Test Out per credit hour: \$75.00
- Overload fee per credit hour over 17 credits: \$659.00
- Returned Check Fee: \$35.00
- Fax Transmission: \$2.00 per page
- Student ID Card: Lost Card \$40.00 Damaged Card \$25.00
- Graduation Fee: \$80.00 *(every student graduating is charged regardless of participation in the ceremony)*