

# FINANCING YOUR EDUCATION

[wp.stolaf.edu/stuacct](http://wp.stolaf.edu/stuacct) (<http://wp.stolaf.edu/stuacct>)

St. Olaf College charges its students a comprehensive fee, which is set annually by the Board of Regents. This fee includes tuition (3.0 to 4.50 courses per semester), full board and room for on-campus students (special arrangements are made for off-campus students), class dues, the college newspaper, and admission to athletic events, artist series, and convocations.

## Comprehensive Fee for 2017-18

Tuition	\$46,000
Room	\$5,000
Board	\$5,430
Total	\$56,430

Full-time students who take more than 4.50 courses in any semester will be charged \$719.00 per 0.25 credits above 4.50.

Above and beyond the tuition, including possible overload charge, additional costs should be anticipated for books, private lessons in music, special housing arrangements, and special courses, including study skills and off-campus programs. See Additional Costs and Fees (p. 2) for detailed information.

St. Olaf aims to maintain all published charges throughout the school year, but reserves the right to make adjustments and change procedures should unforeseen conditions make it necessary.

## Billing Statements

All statements are issued electronically monthly. Students will receive an email to their St. Olaf account when a new bill is generated if there is a balance due. Statements can be viewed online through the Student Information System (SIS) (<https://www.stolaf.edu/sis/login.cfm>). Parents can view statements if the student has set up Parent Access (p. 1).

## Parent Access

Students can also authorize others to access their bills, grades, degree audit, and schedule. **The student must be the one to set up access due to FERPA** (<https://ed.gov/policy/gen/guid/fpco/ferpa/index.html?src=rn>) **privacy regulations**. Students can grant parent access through the Student Information System (SIS) (<https://www.stolaf.edu/sis/login.cfm>). Consult the Parent Access web page (<http://wp.stolaf.edu/stuacct/parent-access>) for more information.

## Payment Options

### Payments

Students pay in two installments. The first semester payment is due on August 1, 2017; the second semester payment is due on January 3, 2018. If payments are not made on time, a finance charge of .5 percent per month is assessed on the unpaid balance. Future registration and release of official student records will not be permitted until the balance is paid in full.

St. Olaf College accepts the following forms of payment:

### Cash

Students and guest payers may make cash payments in-person at the Student Accounts window. Cash should never be mailed.

### Check

Students and guest payers may pay their term fees via check either in-person at the Student Accounts window, through mail, or online using e-check/ACH. A \$30 returned payment fee will be added to the student's account for all payments returned by the bank.

Checks should be mailed to:

St. Olaf College  
Business Office  
1520 St. Olaf Avenue  
Northfield, MN 55057

Please make sure to include the student's name and ID number on the check.

### Credit Card/Debit Card

Students and guest payers may make student account payments online with a Visa, MasterCard, Discover, or American Express credit card. St. Olaf College cannot accept credit card or debit card payments in-person, over the phone, or through the mail. Credit cards will only be accepted online via TMS, a vendor contracted by St. Olaf College.

TMS charges a credit card service fee of approximately 3.0 percent for any domestic credit card payment made to the college.

Students and parents (with access) can log into SIS to view the account and make payments.

St. Olaf College allows "quick payments" without logging in. A payer needs the student's name and ID number to make a payment online.

### International Wires

St. Olaf College has partnered with Flywire to offer an innovative and streamlined way to make international tuition payments. Students can send money through Flywire (<http://flywire.com/school/stolaf>) by visiting their website.

## Monthly Payment Plan

Ten equal payments on the balance due beginning July 15 or August 1. Students enrolling in this plan after the start date must catch up on missed payments. A participation fee of \$70 applies. The service is administered by Tuition Management Systems (<http://stolaf.afford.com>) (TMS).

## Quarterly Payment Plan

Four equal payments on the balance due beginning July 15 and continuing on September 15, December 15, and March 15. A participation fee of \$65 applies.

The monthly and quarterly payment plans are administered by Tuition Management Systems (<http://stolaf.afford.com>) (TMS). Both the monthly and quarterly payment plans permit families to finance an amount up to the comprehensive fee minus any financial aid awarded by the college. No finance charge will be assessed on monthly or quarterly plans as long as payments are current. TMS offers a life insurance feature for participants.

For more information contact:

The Student Accounts Office

St. Olaf College  
1520 St. Olaf Avenue  
Northfield, MN 55057-1098  
Tel: 507-786-3296 or 866-640-4702 or contact TMS directly at  
800-722-4867.

## Payment Schedule for 2017-18

Payments for the 2017-18 academic year are due as follows:

- \$300: Returning student payment due on or before April 6, 2017. Registration will not be permitted until the deposit is made.
- \$600: First-year payment due on or before June 1, 2017 (see the Advanced Payment section which follows).
- Fall semester balance is due on or before August 1, 2017.
- Spring semester balance is due on or before January 3, 2018.

## Advance Payment for 2018-19

### New Students, \$600

Admitted students receive notice of an initial payment of \$300 to be paid on or before May 1, 2018. An additional payment of \$300 will be due on or before June 1, 2018. The total of \$600 will be credited to the Fall 2018 comprehensive fee and is neither transferable nor refundable.

### Returning Students, \$300

All returning students are required to make a reservation deposit of \$300 on or before April 6, 2018, to indicate their intention to re-enroll at St. Olaf in 2018-19 academic year. Only those who have made this payment by the deadline are eligible for room draw and registration appointments in April. If the returning deposit is paid after April 6th, registration may happen late.

The \$300 reservation payment will be credited to the 2018-19 comprehensive fee and is neither transferable nor refundable.

### Additional Fees and Costs

### Books and Supplies

\$1,200 average per year depending on course of study.

### Fees for Private Music Lessons

\$510 (in addition to tuition charge). One 30-minute lesson per week, per semester, in voice, piano, organ, or orchestral or band instruments. If a student drops a private music lesson after the beginning of classes for that term (after the sixth day of the semester), there is no refund of the lesson fee. If a student's schedule with overload includes a music lesson, both the music lesson fee and the overload tuition charge are required.

### Health Insurance

St. Olaf requires that all students enrolled at the College have health insurance. If students are not covered under a comparable health insurance policy, they will be expected to participate in the Student Accident and Sickness Insurance Plan. If a student has health insurance and does not wish to participate in the insurance offered through St. Olaf they must complete a waiver form online. This waiver must be completed each year they are enrolled at St. Olaf. If not completed prior to the 10th day of classes the student will automatically be enrolled in the student health insurance at St. Olaf College.

## Other Tuition Charges

Students who are permitted to register for fewer than three courses are known as part-time students and will be charged at the following rates:

- Per full course: \$5,750
- Per half course: \$2,875
- Per quarter course: \$1,438

## Overload Charge

Full-time students who take more than 4.50 courses in any semester will be charged \$719.00 per 0.25 credits above 4.50. If a student's schedule with overload includes a music lesson, both the music lesson fee and the overload tuition charge are required.

## Petition Administrative Fee

The petition administrative fee covers expenses pertaining to late registrations, changes in registration, and special petitions accepted by the registrar. The fee is up to \$50.00 per petition.

## Transcript Fee

See <http://wp.stolaf.edu/registrar/transcript-requests/official/>

Official transcripts are \$8 each. Rush fee is an additional \$5.00

## Finance Charge

.5 percent of unpaid balance/accumulated monthly.

## Off-campus Nursing Program Costs

Students enrolled in the Bachelor of Arts Nursing program must pay costs of immunizations, CPR certification, transportation to clinical sites per college policy, parking, uniforms, the college nursing pin, and a fee is assessed annually for program costs.

## Other Off-campus Programs

Many programs off campus involve additional costs beyond the comprehensive fee. Consult the appropriate office or program advisor for details.

## Postgraduate Studies Tuition Reductions

Graduates who wish to pursue nursing, student teaching, a second major, or other additional coursework may qualify for a reduced tuition. Consult the Registrar's Office (<http://wp.stolaf.edu/registrar>) for more information.

## Settlement of Account

All accounts are expected to be paid according to the schedule noted above. Any variation from this schedule shall be arranged with Student Accounts.

No student is permitted to register if the account has not been paid in full.

Money due a student from loans or scholarships is applied on the student's account and is not given in cash unless the account is paid in full. Work earnings are credited to the student's tuition account or bank account. The amount credited is based on the actual hours worked less taxes. Students working the full work award and applying

the earnings to their tuition account may deduct the estimated amount of the semester earnings from the balance due.

The college reserves the right to withhold statements of honorable dismissal, transcripts of courses and grades, or diplomas until all college bills have been paid, or until satisfactory arrangements have been made.

## Refund Policy

### Tuition-Full Withdrawal or Drop

If the student withdraws before the first day of class, tuition, room, and board will be refunded 100 percent. A student's deposit will be forfeited.

If the student withdraws by the end of 10th day, tuition will be refunded 80 percent.

If the student withdraws within two weeks after 10th day, tuition will be refunded 40 percent.

*Review the withdrawal process for information (p. )n (p. ) on how to make the change and the impact on financial aid*

### Tuition-Partial Withdrawal or Drop

If a student drops from full-time to part-time before the first day of class, they will receive a full tuition refund but will be billed the part-time rate. Student's aid is adjusted to reflect enrollment in part time.

If a student drops from full-time to part-time after the start of the term but before 10th day, there will be no change to tuition charges or to institutional aid but Pell and state grant will be recalculated based on actual enrollment.

If a student drops from full-time to part-time after 10th day, there will be no change to tuition charges or to federal, state, and institutional aid.

## Room

If the student withdraws **before** the first day of class, room charges will be refunded 100 percent.

If a student withdraws after these dates the student will not receive any refund for room.

## Board

If the student withdraws **before** the first day of class, board charges will be refunded 100 percent.

If the student withdraws within the first 3 weeks of the term, board will be refunded 80 percent.

If the student withdraws within the first 6 weeks of the term, board will be refunded 60 percent.

If the student withdraws within the first 9 weeks of the term, board will be refunded 40 percent.

If the student withdraws within the first 12 weeks of the term, board will be refunded 20 percent.

There is no cost to the student for tuition, housing, or board plans if they are here for one full term in addition to Interim. Thus there will be no refund if the student does not participate in Interim.

Students dismissed because of unsatisfactory work or infringement of college rules will receive refunds as determined by the schedule above.

## The Withdrawal Process

In order to begin the withdrawal process, a student must contact the Dean of Students Office (verbally or in writing) to begin the paperwork necessary to withdraw or take a leave of absence from St. Olaf. For the purposes of tuition refunds and financial aid refunds, the date of withdrawal is established as the date the student notifies the Dean of Students Office of his/her plans to withdraw. Room and board refunds are based on when the student moves off campus.

## Federal Financial Aid Refunds

If the student is the recipient of Federal Title IV funds (i.e., Federal Pell, SEOG or TEACH grants or Perkins, Direct Stafford or PLUS loans) and withdraws from the college before completing 60 percent of the term, federal regulations require St. Olaf to complete a Return of Title IV Calculation to determine the percentage of Title IV funds to be returned to the federal government.

## Institutional Financial Aid Refunds

If a student is receiving St. Olaf gift funds, the amount of reduction of the scholarship and grant funds will be pro-rated, reflecting the percentage of the tuition refunded. For example, if 40 percent of the tuition is refunded, 40 percent of scholarships and grants will be refunded.