Tuition and Fees, 2002-2003

Tuition

Undergraduate adult student programs
ADULT STUDENT (per credit hour) .............. $235
(includes BSAHA, BSBA, BLA, BSN, BAAJ)
BA Organizational Leadership and Development (BOLD) .............. $11,799
(30 credit major sequence)

Other Fees
Application Fee .................. $25
Audit Fee (per course) .................. $155
Graduation Fee .................. $180
I.D. Card (good for 8 semesters) .............. $30
Parking Permit (every year) .............. $30
Adult New Student Fee .................. $80
Credits awarded through portfolio assessment/or challenge testing (per credit hour) .............. $105
Credits awarded by CLEP or DANTES tests (per credit hour) .............. $105
Off-campus Fee (per semester) .............. $115
Adult/Graduate/Summer Technology Fee (per semester) .............. $60
Materials Fee (for BOLD only) .............. $200
Professional Writing Fee .............. $50-100

Explanation of Fees

Application Fee
The application fee is paid to apply to the University.

Audit Fee
The audit fee must be paid to audit a class in any division.

Degree Certification Fee
The graduation fee covers the cost of the graduation ceremony, diplomas, caps and gowns, etc. This fee is charged whether or not the ceremony is attended.

Adult/Graduate/Summer Technology Fee
The adult/graduate/summer technology fee covers the cost of upgrading technology on campus. This is a semester charge for graduate, adult students and summer students.

BOLD Materials Fee
The materials fee is charged in the first semester of the BOLD program to cover the cost of all printed modules, handouts and copyright fees.

Faculty Assessment
This fee is assessed when the faculty gives credit for life experiential learning essays.

Challenge Tests
This fee is assessed to test out of a nursing course.

CLEP or DANTES Tests
This fee is assessed for credit hours awarded for passing CLEP or DANTES tests.

Parking Permit
A parking permit fee for registering a car on campus is assessed yearly.

I.D. Card
A fee is assessed to receive or replace a WJU identification card.

Adult New Student Fee
The adult new student fee is a one-time fee charged to graduate and adult students for setting up files and transcript availability.

Off-campus Fee
Any student taking classes at a location other than the main campus must pay this service charge every semester.

Professional Writing Fee
This fee is associated with certain professional writing courses to cover additional expenses of the class.

Payments

All fees are due and payable each semester prior to the date classes begin. Until payment is made, an externally administered deferred payment plan is accepted or the Business Office is notified of company reimbursement, registration will be incomplete and the student may not attend classes. In order to register, a student must have official clearance from the Business Office.

The only alternative to payment-in-full is through a contract with an external payment plan endorsed by the University. Information regarding an external plan may be obtained from the Business Office.

WJU will not issue transcripts and reserves the right to withhold grades, diplomas, statements of honorable dismissals, etc., for students whose accounts indicate an outstanding balance.

Accounts not paid in full by the required due dates will be assessed a monthly finance charge of 1 1/4 percent on the unpaid past due charges. The finance charge will not be assessed against those accounts which have contracted for an externally deferred payment plan or for students who have company reimbursement. During the period of registration (usually one month), interest for current semester charges will be suspended so that all the necessary paperwork relating to loans, federal grant programs, etc., can be processed.

Student financial aid cannot be credited to a student’s account until the University’s Financial Aid Office has certified the aid and the student has completed all paperwork, promissory notes and the entrance interview.

Students are responsible for all attorney’s fees and other reasonable collection costs and charges necessary for the collection of any amount not paid when due.
Refunds and Refund Policy

No refund of tuition is made after the fifth week of a semester except for first-time students receiving federal aid. For students who withdraw from school, the date of formal withdrawal is the date the form is received by the registrar. This date determines the refund.

The following schedule will be used to determine the portion of tuition to be refunded within the first five weeks:

- Before one completed week ....................... 100 percent
- Before two completed weeks ..................... 80 percent
- Before three completed weeks ................... 60 percent
- Before four completed weeks ..................... 40 percent
- Before five completed weeks ..................... 20 percent

Request for withdrawal must be obtained from the academic advisor's office. **Neither verbal communication nor failure to appear in class will be considered official notification of withdrawal.** Refunds will be granted only to those students who have followed the procedural policy of completing the proper forms. For students receiving Title IV federal aid, a return of Title IV funds policy will be applied for students who withdraw. Information concerning the return of the Title IV Funds Policy is available from the Financial Aid Office.

**Note:** A special refund policy for BOLD is explained under the degree requirements, p. 27.

Financial Aid

The Financial Aid Office coordinates all financial aid programs. This office also provides information regarding private scholarships, loans and grants (non-institutional, non-governmental aid).

Most forms of financial aid are available to full-time students (12 credits per semester). However, some financial aid is available to students enrolled at least half-time (6 credits per semester) and some students eligible for federal Pell Grants may receive them while enrolled less than half time. All aid recipients must have a high school diploma or a GED and be fully admitted as a degree-seeking student. Most aid available to adult students is based on financial need as determined by the FAFSA (see How to Apply section), although non-need-based federal loans are available as well. The most common types of aid available to adult degree-seeking students are federal Pell Grants, state grants and federal low-interest Direct student loans.

Wheeling Jesuit University evening scholarships equal to the cost of three undergraduate credit hours per semester may be awarded to degree-seeking undergraduates enrolled in the Adult and Continuing Education program. Up to 13 scholarships may be awarded each year.

To be considered for scholarships, students must apply by the Fall semester add/drop deadline to be considered for a scholarship for the upcoming academic year. If yearly funds are not expended during the Fall, students may apply for the scholarship for the second term by submitting a scholarship application and the FAFSA (Federal Application For Student Aid) by the Spring semester add/drop deadline. Scholarships are awarded on an academic year basis (summer not included). Recipients may reapply each academic year and will be considered on an equal basis with all new applicants.

In addition to meeting the deadline, students must have at least a 3.2 cumulative GPA at WJU (or at a prior school) and be enrolled for at least 3 credit hours during the semester in which funding is awarded. Students who already have a bachelor's degree are not eligible.

The scholarship is based on a student's academic record, although preference is given to those without employee reimbursement or need-based financial aid. Applications are available from the Financial Aid Office and the Division of Adult and Continuing Education.

For continued financial aid eligibility, the recipient must maintain minimum satisfactory academic progress, which includes successful completion of all credits and at least a 2.0 cumulative GPA. However, scholarship recipients must maintain a 3.0 cumulative GPA and successful credit completion. For example, if a student is awarded aid based on enrollment for 6 credits a semester, 6 credits must be successfully completed each semester. If a student enrolls for 12 credits, the student must successfully complete 12 credits each semester.

Withdrawal from a class or from all classes may impact aid eligibility, both in the semester in which a student withdraws and subsequent semesters. Refunds are made based on University policy as specified in the “Refunds” section of this catalog. Refunds to financial aid programs are made in compliance with the U.S. Department of Education regulations, state program regulations and University regulations. For details and copies of the refund policies, contact the Financial Aid Office.

How to Apply

1. The student must be fully accepted for admission to the University in order to receive an official offer of financial aid. An applicant should apply for financial aid and for admission concurrently.

2. An applicant for aid must submit the Federal Application For Student Aid and list Wheeling Jesuit University's Federal school code: 003831. Most states use the FAFSA for their grant programs; check with your state grant agency for details. FAFSA’s are available from Wheeling Jesuit University. Students may submit their FAFSA's directly to the Department of Education’s Central Processor, by mail or by using the internet at www.fafsa.ed.gov.

3. Wheeling Jesuit University may require verification of information and may request a copy of an applicant’s federal income tax return, the applicant’s parents'/spouse’s federal income tax return, W-2 statements and other documents.

Veterans

Wheeling Jesuit University is approved for veterans’ benefits. For information concerning veterans’ eligibility, contact the Registrar’s Office or your local Veterans’ Administration office. Veteran’s benefits must be reported on the FAFSA form.