

Tuition and Fees

The following is a schedule of tuition and fees for the academic year 2009-2010. These amounts are subject to change without further notice.

Tuition and Mandatory Fees

Undergraduate Tuition	\$260.00/unit
Credential Tuition	\$290.00/unit
Open University Tuition (Undergraduate courses)	\$300.00/unit
Open University Tuition (Credential courses)	\$325.00/unit
Application Fee (non-refundable)	\$ 50.00
Registration Fee	\$ 100.00
And other fees determined by the institution	

Other Fees

If and when applicable, students will be charged:

Late Registration Fee (applies to all students who register after the first class meeting)	\$25.00
Student ID Replacement Fee	\$10.00
Laboratory Fee (applies to courses with laboratory component, non-refundable)	\$25.00/course
Library Fee Effective 2010	\$25.00/semester
Graduation Fee	\$50.00
Transcript Analysis Fee	\$50.00
Emergency Transcript Fee One Day Rush Transcript	\$10.00/each
Rush Transcript Fee Two – Six Day Rush Service	\$8.00/each
Regular Transcript Fee 7+Day(s) Service	\$4.00/each
Additional Regular Transcript Fee Must be ordered at the same time	\$2.00/order
Returned Check Fee First occurrence	\$25.00/check

Returned Check Fee \$35.00/check
Second occurrence and thereafter

Installment Payment Plan Fee \$30.00
Fall and Spring Semesters

Installment Payment Plan Fee \$25.00
Summer Session

Bachelor's Diploma Fee \$50.00/each
each duplicate

Certificate Fee \$25.00/each
each duplicate

Catalog Fee \$10.00/each

Note: Health Insurance Plan is Mandatory for International Students. Please consult the Office of Admission & Registrar.

The charges related to tuition and fees described in this section apply to the current academic year only. Tuition and fees are subject to change.

Methods of Payment

The National Hispanic University accepts the following payment for student's account:

- Cash
- Check, cashier's check, certified money order, or money order
- Credit Cards: Visa, MasterCard, and Discover Card only.

All checks and money orders should be made payable to The National Hispanic University and include appropriate identification, such as name, social security number, or driver's license number. Student's whose checks are returned due to insufficient funds will be subject to cancellation of their registration in addition to the \$25.00 / \$35.00 returned check fee.

Payment Deferral

Students who register for classes prior to the beginning of a semester must pay tuition and registration fee in full on the day he/she registers for classes. However, payment may be deferred for students in the following categories:

- Those who receive financial aid and/or scholarships.

- Those who signed up for an Installment Payment Plan (IPP). IPP will be broken into three monthly installments per semester and all balances must be paid in full by the end of the current semester.

Students on financial aid and/or scholarships will be given a deferral of their payments until the loan or grant or scholarship is received by NHU. After all financial aid and/or scholarships are credited to the student's account; any remaining balance is due before the end of the current semester.

Unpaid Balances

Holds will be placed immediately on accounts of students with an unpaid balance after the semester ends and/or after the third or last payment due date. A student under this circumstance will not be allowed to register for the following semester, request a transcript, request a diploma and/or certificates.

International Student Expenses

International students are responsible for all their expenses while studying at the National Hispanic University. The expenses include tuition fees, registration fee, room and board and other educational expenses.

International students pay the same tuition rate as regular students but they are required to:

- 1) Register for at least 12 units for the Fall and Spring semesters (9 units for credential students).
- 2) Pay tuition and registration fee in full upon registration.
- 3) Show proof of health insurance upon registration.

All international students need to be aware that the University does not offer grants, financial aid and scholarship to all international students.

Tuition Refund Policy

The schedule of tuition refund applies to all NHU students; percentages listed (days 0-24) will be applied to University Registration and Tuition Fees.

Working Days Elapsed	Percentage of Fees Refunded
0-6 days	100%
7-12 days	75%
13-18 days	50%

19-24 days	25%
25 days over	0%

Students who withdraw or drop courses on or before the 24th working day, counting from the first day of instruction maybe eligible to receive a refund of some fees. To withdraw or drop courses, students must complete either a "Withdrawal Petition Form" or a "Drop Form". Both forms can be obtained from the Office of Admission & Registrar.

Exemptions to this policy are the following:

- 1) Directed Study (D.S.): Students who signed up for a D.S. will not be eligible for any tuition refund once the student turns in their registration or add form to the Bursar's Office.
- 2) Continuing Education Units (C.E.U.): Students who signed up for C.E.U. will not be eligible for any refund once the Bursar's Office received the student's C.E.U. application and payment.
- 3) One Unit Classes (ex. INFO 100): Since schedule of these classes are short, students are required to drop this class on or before the second class meeting to get a full refund. There will be no further assessment of tuition refund after the said deadline.

The effective date to determine a refund will be based on the actual submittal date of the "Withdrawal Petition Form" or "Drop Form" to the Bursar's Office.

Refunds shall be made within 30 days of the official withdrawal, or 30 days of the date of determination of withdrawal.

If a student stops attending a class without officially withdrawing or dropping, the student will be charged for the entire tuition fee and any fees associated to that class.

Note: It is the student's responsibility to drop a class on a timely manner.