TUITION AND FEE SCHEDULE

The following is a schedule of tuition and fees for the academic year 2004-2005. These figures are subject to change.

Tuition and Mandatory Fees

Spring 2004 and Summer 2004:
Undergraduate Tuition $ 140.00/unit
Credential Tuition $ 218.40/unit
Open University Tuition $ 170.00/unit
(Open University courses)
Open University Tuition $ 248.40/unit
(Credential courses)
Application fee (non-refundable) $ 50.00
Registration fee (per semester) $ 100.00

And other fees determined by the Institution.

Starting Fall 2004:
Undergraduate Tuition $ 147.00/unit
Credential Tuition $ 230.00/unit
Open University Tuition $ 177.00/unit
(Undergraduate courses)
Open University Tuition $ 260.00/unit
(Credential courses)
Application fee (non-refundable) $ 50.00
Registration fee (per semester) $ 100.00

And other fees determined by the Institution.

Other School Fees

If and when applicable students will be charged:
$ 20.00 Late registration fee (this applies to all students who register after the first class meeting)
$ 10.00 Student ID replacement fee
$ 15.00 Laboratory fee, for courses with laboratory component per course
$ 50.00 Graduation fee per degree
$ 50.00 Transcript analysis fee
$ 8.00 Rush transcript
$ 4.00 Regular transcript
$ 2.00 Each additional regular transcript per order
$ 25.00 Returned check fee per check
$ 25.00 Installment payment plan fee (per semester)
$ 50.00 Bachelor’s Diploma fee
$ 25.00 Certificate Diploma fee

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

Method of Payment

Students who register for the class prior to the beginning of a semester must pay all tuition by the first day of class. However, payment may be deferred for students in the following categories:

- Those who receive financial aid and/or scholarships.
- Those who agreed to an installment payment plan, payment plans will be broken into three installments per semester. (A Business Office representative must approve Exceptions). Balances must be paid in full by the end of the current semester.

Students on financial aid and/or scholarships will be given an extension of payment until the loan or grant is received by The 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. Students completing the registration process after the first class meeting will be assessed a non-refundable late registration fee.

Unpaid Balance

Students who have an unpaid balance with the University may not register for subsequent semester; receive grades or transcripts of academic credit, nor their diplomas.

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

Refund Policy

Students who withdraw or drop courses before the end of the semester may be eligible to receive refunds for some fees. In order 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 Admissions & Registrar.

The effective date to determine a refund will be based on the actual submittal date of the “Withdrawal Petition Form” or a “Drop Form” to the Business Office.

Refunds shall be made within 30 days of official withdrawal, or 30 days of the date of determination of withdrawal.
If the student drops without officially withdrawing, the student’s withdrawal date will be determined within the 30 days of the end of the period of enrollment for which the student has been charged, the end of the academic year, or the end of the educational program, whichever is the earlier.

Students who withdraw or drop a class before the census date, which is before 5:30 pm on the day of the 4th class meeting, are eligible for a full refund with the exception of all applicable non-refundable fees.

*Note: Students in the Saturday program need to withdraw or drop by the census date, the second-class meeting.*

Students who withdraw or drop a class after the census date may be eligible for a pro-rata refund.

*Note: Students in the Saturday program may be eligible for a pro-rata refund if they withdraw or drop after the census date.*

The pro-rata refund is a tuition refund to students attending the institution, who drop a class after the census date but before the 60% point in time of the enrollment period. The refund is equal to the portion of the enrollment period for which the student has not been charged, which is based on the submittal date to the Business Office of the “Withdrawal Petition Form” or a “Drop Form”. All students receiving a pro-rata refund will be given a refund computation form, filled out by a Business Office representative, to calculate their refund.

Students attending the University who withdraw or drop a class on or after the 60% point in time of the enrollment period will not receive any refund.

**Calculation of Student’s Refund**

1 unit course = 15 hours  
2 unit course = 30 hours  
3 unit course = 45 hours  
4 unit course = 60 hours

**Calculation using the 2003-2004 fees:**

- Undergraduate course = $ 140.00/unit  
- Credential course = $ 218.40/unit  
- Open University - Undergraduate course = $ 170.00/unit  
- Open University - Credential course = $ 248.40/unit

**Step 1:** Subtract the number of hours the student is accountable for (the date the drop form is submitted to the Business Office) from the total number of hours for the course.

**Example:** Student dropped a 3 unit undergraduate course during the 5th class meeting (this is a 2 hr class meeting M/W) ***45 hrs – 10 hrs = 35 hrs left

**Step 2:** Divide the total hours left by the total # hours of the class. If total class time accountable is 60% or higher, the student will not qualify for a refund.

**Example:** 35 hrs/45 hrs = 78% class time remaining  
(100% - 78% = 22% total class time student is accountable for)

**Step 3:** Calculate refund to student by multiplying total cost of the class by the percentage of step 2.

**Example:** $420 (tuition cost for a 3 unit undergraduate course) x 78% = $327.60 refund

This refund procedure will be uniformly applied to all students.

**Calculation using the new fees starting Fall 2004:**

- Undergraduate course = $ 147.00/unit  
- Credential course = $ 230.00/unit  
- Open University - Undergraduate course = $ 177.00/unit  
- Open University - Credential course = $ 260.00/unit

**Step 1:** Subtract the number of hours the student is accountable for (the date the drop form is submitted to the Business Office) from the total number of hours for the course.

**Example:** Student dropped a 3 unit undergraduate course during the 5th class meeting (this is a 2 hr class meeting M/W) ***45 hrs – 10 hrs = 35 hrs left

**Step 2:** Divide the total hours left by the total # hours of the class. If total class time accountable is 60% or higher, the student will not qualify for a refund.

**Example:** 35 hrs/45 hrs = 78% class time remaining  
(100% - 78% = 22% total class time student is accountable for)

**Step 3:** Calculate refund to student by multiplying total cost of the class by the percentage of step 2.

**Example:** $441 (tuition cost for a 3 unit undergraduate course) x 78% = $344 refund