

Policies

FINANCIAL AID POLICIES

Important information about the following financial aid policies can be found online under the Policies link at hamline.edu/fa:

- Satisfactory Academic Progress (SAP)
- Financial Aid Drug Conviction Policy
- Return of Financial Aid Policy

For a printed copy, contact the Financial Aid Office.

STUDENT ACCOUNTS POLICIES

WITHDRAWAL CHARGES

Tuition Undergraduate: For students who officially withdraw from the university during fall or spring semester, the amount of tuition owed is calculated from the date on record of their withdrawal or leave, not from the date the student ceases to attend classes. Students who officially withdraw from classes before the tenth day of the term will not be responsible for any tuition charges. After that date, the amount of tuition owed will be calculated on an increasing scale based on the percentage of days in the term before the withdrawal date. Students who withdraw after 60 percent of the term has passed will be responsible for all tuition charges. The effective date of withdrawal from the university is determined by Academic Advising. Withdrawal charges for a change of registration will be made according to the same withdrawal schedule if a student drops below 12 credits or for the overload credits (more than 18) that the student drops. No adjustment will be made if a student's credit load stays between 12 to 18 credits.

Other Fees: student fees assessed by the university are nonrefundable.

LATE PAYMENT POLICY

Undergraduate late payment penalties are implemented 30 days after the start of fall and spring semesters:

- For account balances of \$1,000 or greater, a late payment fee of 5 percent (up to \$500) will be assessed.

REGISTRATION AND RELEASE OF ACADEMIC RECORDS

Registration

Students who are not current on their payment plan will be placed on an account hold and will not be permitted to register for classes or make changes to their schedule.

Transcripts

Transcript requests are denied if a student's account is not paid in full.

Graduation

Graduates who have balances owed may participate in commencement ceremonies but will not receive their diploma or transcript until all financial obligations are cleared. All students with federal student loans must complete an exit interview before graduation.

FINES AND FEES

Fines and fees should be paid as soon as they appear on the student account statement. These include but are not limited to:

- Print and copy charges (billed monthly)
- Library fines for overdue or lost materials
- Parking permits and tickets
- Course fees (such as lab or materials fees)
- Residential Life cancellation or damage fines
- Counseling and health charges
- Declining balance meal charges
- Late registration fee

NSF CHARGES AND HOLD POLICY

A nonrefundable \$20 service charge is assessed to a student's account each time a check (paper or electronic) is returned for insufficient or uncollected funds. All future personal check payments, after the initial insufficient funds check is returned from the bank, will have active financial holds placed on the student's account for 15 business days on paper checks and seven business days for e-checks. At the university's discretion, any future payments may also be limited to cash, cashier's check, money order or online credit card. No refunds will be issued until the check clears the bank.

