

FINANCIAL POLICIES AND PROCEDURES

2018–2019

Our goal at Hamline University is to administer the following financial policies and procedures clearly and fairly to all students. If you have questions or concerns, please don't hesitate to contact us. We will be happy to help you!



HAMLIN
UNIVERSITY



GENERAL INFORMATION

FINANCIAL AGREEMENT AND DISCLOSURE

All Hamline University students are required to go through their Pipeline account and agree to the policies and procedures defined in the Financial Agreement and Disclosure document (hamline.edu/disclosure). This document contains the official explanation of terms and payment, finance charges, and other financial information of the university. Students must electronically accept the most current version of this document, or their registration for future terms will be interrupted.

FINANCIAL AID

Students who are enrolled at least half-time may be eligible for financial aid. Students who request consideration for financial aid must complete the Free Application for Federal Student Aid (FAFSA) as soon as possible at fafsa.ed.gov.

Grants and Scholarships

Hamline grants and scholarships are credited directly to the student's account. Outside grants and scholarships are credited to the student's account only after the student has completed all procedures requested by the outside agency and the funds have been received by the university. All outside scholarships must be reported to the Financial Aid Office.

Work Study

Work study will not be credited directly to the student's account. Students are paid twice a month for the hours worked at their jobs. For this reason, the amount of the work study award should not be deducted when calculating the amount of the payment due.

Student Loans

Student loan information and applications are available at hamline.edu/fa. Upon successful completion of the application and approval process, loan proceeds will be credited directly to the student's account after classes begin. If loan proceeds credited to a student's account result in an overpayment of the account balance, a refund check will be issued approximately one week later.

BILLING

All student billing is electronic. When an e-bill is published, a notification email will be sent to the student's Hamline address. Access to the e-bill is via Pipeline. Electronic billing provides the student with the option to establish authorized guests, who will then have direct access to the e-bills. Instructions for establishing authorized guests can be found at hamline.edu/billing.

PAYMENT PLAN OPTIONS

Payment of all charges to a student's account for each semester must be made in accordance with the Financial Agreement and Disclosure document.

Two payment plans are offered at Hamline:

Semester Plan

Students make two payments for the academic year. Fall charges are due and payable on August 15, 2018, and spring charges on January 15, 2019. Students will be on the semester plan unless a separate application is made for the installment plan.

For the semester plan, payment options include:

- Online e-check option, accessed via Pipeline (no fee).
- Online Visa, American Express, Discover, and MasterCard payments, accessed via Pipeline. A nonrefundable 2.75 percent convenience fee will be assessed.
- Cash or check payments accepted at the cashier's window in East Hall; check payments may also be mailed.

Installment Plan

The installment plan is offered in partnership with Tuition Management Systems (TMS) and allows the payment of tuition to be spread over the course of a semester or school year. This payment plan is available for an enrollment fee of \$85 per year or \$45 per semester. Payments are made directly to TMS.

Options include:

- Check, money order, or ACH electronic payments (no fee).
- Visa, American Express, Discover, and MasterCard payments. A nonrefundable convenience fee will



be assessed. Rates vary by card type.

For information or to enroll, contact TMS at 800-722-4867 or at hamline.afford.com.

Note: If the amount of a payment plan through TMS differs from the balance at the university, contact Sirena Kisch at 651-523-2702 to have the amount of the plan adjusted.

PAYMENT REFUNDS

Credit balances due to drops, withdrawals, or canceled classes will be refunded. If payment was made by check (electronic or paper), the refund will be processed 10 business days after the payment was credited to the student's account.

HAMLIN DISCOUNTS

Hamline alumni are eligible for the following:

- A 10 percent discount if enrolled in a postbaccalaureate certificate or postbaccalaureate licensure program (forensic science, international journalism, or paralegal).
- A 10 percent doctorate or master's level course discount if enrolled in a degree-seeking graduate or licensure program.
- A one-time 50 percent tuition discount for one undergraduate course. (Undergraduate alumni only who are not enrolled in a postbaccalaureate or graduate program.)

HEALTH INSURANCE

Questions regarding the insurance policy and/or coverage can be directed to United Health Care Student Resources at 800-767-0700. Questions regarding the insurance fee or waiver can be directed to Caryn Dahl at 651-523-2531.

Undergraduate Students

All undergraduate students registered for at least eight credits are required to have health and accident insurance. These students are automatically enrolled in and charged for Hamline's health insurance coverage.

If students have their own plan, they must go online through Pipeline to waive the insurance coverage.

If students do not go online to waive this fee by the specified semester deadline (September 21, 2018,

for the academic year and February 19, 2019, for spring semester), they will be enrolled in Hamline's health insurance plan and will be responsible for the cost of that coverage (estimated at \$1,755 for the 2018–2019 academic year).

Note: Students must waive the health insurance coverage each academic year. No waiver will be carried over from one academic year to the next.

International Students

For information regarding health insurance requirements for international students, contact the Center for Global Engagement Office at 651-523-2245 or hamline.edu/international. International students must complete a special waiver request form and provide proof of insurance that is effective in the United States. The waiver deadlines are the same as noted above.

Note: The special waiver needs to be requested every academic year. No international waiver will be carried over from one year to the next.

EMPLOYER TUITION BENEFIT

Degree-seeking students who have a tuition-reimbursement benefit from their employer may be able to delay tuition payments. To be eligible, a student must complete the Company Tuition Assistance Agreement, which is available at the Student Administrative Services Office or online at hamline.edu/studentaccounts. A student may carry forward a balance for one term that is less than or equal to the benefit amount. Students must also notify the Financial Aid Office if they are eligible for employer reimbursement.

VETERANS BENEFITS

Veterans and service members and their spouses and dependents may be eligible for military education benefits. For information or to report expected benefits, contact one of Hamline's VA certifying officials at 651-523-3000 or visit hamline.edu/veterans.

FEES FOR THE ACADEMIC YEAR

ON-CAMPUS UNDERGRADUATE

Nonrefundable deposit (new students only) \$400

Tuition

Full-time students (12–18 credits/semester)

Per year \$40,284

Per semester \$20,142

Per audit \$250

Students taking more than 18 credits fall or spring semester will be billed at the part-time, per-credit rate noted below for all credits above 18.

Part-time students (less than 12 credits/semester)

Per credit \$1,259

Winter term

Per credit \$629

Other Fees (per year)

Student activity fee (estimated) \$336

Health services fee (full time) \$234

Health services fee (part time) \$182

Facilities fee (full time) \$120

Facilities fee (part time) \$72

Technology fee (full time) \$316

Technology fee (part time) \$190

MPIRG (optional) \$16.50

Health insurance (optional) (estimated) \$1,755

International student fee \$310

New student fee (one time) \$175

Book rental program (full time) (estimated) \$690

Book rental program (part time) (estimated) \$430

Book rental (J-term) \$65

Commuter declining balance (mandatory) \$200

As applicable:

Late registration fee \$50

(see academic calendar for deadlines)

Lab fees variable

Music performance fee variable

Course materials (as required by instructor) variable

edTPA fee (student teaching only) \$350

ON-CAMPUS LIVING FOR ALL STUDENTS

Residence Hall Rooms (all residence halls)

	Year	Semester
Double, triple, quad	\$5,100	\$2,550
Single	\$6,200	\$3,100

The Hamline Apartment-Style Residence Hall (nine-month contract)

	Year	Semester
Studio	\$9,266	\$4,633
two-bedroom	\$8,860	\$4,430
three-bedroom	\$8,310	\$4,155
four-bedroom	\$7,900	\$3,950
two-bedroom/four people	\$6,354	\$3,177

Residence Hall Meal Plans

Year	Semester	
220 Block	\$5,258	\$2,629
160 Block	\$5,258	\$2,629
75 Block*	\$3,888	\$1,944

*Third-year, fourth-year, and graduate students only.

For more information regarding meal plan options, call 651-523-2453 or visit hamline.edu/dining.

ONLINE BACHELOR DEGREE COMPLETION

Tuition

Per credit \$525

Fees

New student fee (one-time) \$50

MPIRG (optional) \$16.50

Technology fee (per credit) \$10.00

Online support fee (per credit) \$9.00

Book fees variable

Course materials (as required by instructor) variable

Late registration fee \$50

POSTBACCALAUREATE CERTIFICATE AND LICENSURE PROGRAMS

*Note: all tuition is listed at the per credit rate

Programs listed below are at the undergraduate level.

Initial Teacher Licensure Program \$665

Forensic Science Certificate	\$665
Paralegal Certificate	\$646

Fees

Facilities fee (per credit)	\$3
Technology fee (per credit)	\$10

GRADUATE PROGRAMS

Note: All tuition listed in the per credit rate.

School of Education

Tuition

MAED, MAED:NSEE, MAEd	\$480
Master of Arts in TESOL	\$512
Master of Arts in Teaching	\$569
Doctorate of Education	\$743
Administrative Licensure	\$495
Additional licensure	\$512
Continuing studies/certificates	\$354
TEFL Certificate	\$488

Fees

New student fee (one time)	\$175
Facilities fee (per credit)	\$3
Technology fee (per credit)	\$10
Program administrative fee (per credit)	\$6
Course materials (as required by instructor)	variable
International student fee	\$310
International health insurance (estimated)	\$1,755
edTPA fee (student teaching only)	\$350
Admin Lic: exit interview/portfolio fee	\$300

School of Business

Tuition

Master of Nonprofit Management	\$505
Master of Public Administration	\$546
Doctoral program	\$775
Master of Business Administration (MBA) Cohorts starting fall 2018–summer 2019	\$755

Note: MBA students are guaranteed their tuition for 28 months after starting the program.

School of Business (cont.)

Fees

Degree-seeking program fee (new students)	\$190
Facilities fee (per credit)	\$3
Technology fee (per credit)	\$10
Course materials (as required by instructor)	variable
International student fee	\$310
International health insurance (estimated)	\$1,755
MPA online residency fee (per course)	\$100

The Creative Writing Programs

Tuition

Master of Fine Arts	\$597
Master of Fine Arts in Writing for Children and Young Adults	\$762

Fees

New student fee (one time)	\$175
Facilities fee (per credit)	\$3
Technology fee (per credit)	\$10
Program administrative fee (per credit)	\$6
International student fee	\$310
International health insurance (estimated)	\$1,755
<i>Water-Stone Review</i> (optional)	\$15

Graduate Legal Education

Tuition

Master in the Study of Law	\$750
Paralegal Certificate	\$750

Fees

New student fee (one time)	\$175
Technology fee (per credit)	\$10
Program administrative fee (per credit)	\$6
International student fee	\$310
International health insurance (estimated)	\$1,755



OTHER 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 the Center for 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 12–18 credits.

Graduate schools

For graduate students who drop or withdraw from a class, the effective day of the drop or withdrawal is the day the completed form is returned to the Registration and Records Office, not when the student stops attending class. Students are required to contact Registration and Records directly to make changes to their schedule. Instructors and/or graduate school program staff may not change registration on behalf of the student.

Students who drop by the published last day to drop for the class will not be responsible for any

tuition charges. After that date, the student must withdraw, and the amount of tuition owed is calculated on an increasing scale based on the percentage of days passed since the start of the course. Students who withdraw after 60 percent of the course has passed will be responsible for all tuition charges.

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.

RESIDENCE AND DINING SERVICES

Housing


All arrangements for university housing are handled through the Office of Residential Life. Housing contracts are for an entire academic year. Students on financial hold will be allowed to participate in the room selection process for the following academic year; however, the hold must be resolved by the end of the current academic year, or the contract may be canceled.

Dining Services

Students living in residence halls are required to have a meal plan through Dining Services. Students who do not live in the residence halls may elect to buy any meal plan offered or purchase declining balance dollars by contacting Dining Services at 651-523-2453.

Refunds

Housing and dining service refunds will be issued



according to Hamline's residential life policy. Contact the Office of Residential Life and/or Dining Services directly.

PARKING

Parking permits

The Office of Safety and Security requires students to register their vehicles prior to purchasing parking permits. New permits are issued each school year, and students must pick them up in the Office of Safety and Security. Permit costs will be charged to students' accounts.

Parking fines

Tickets are issued by the Office of Safety and Security for parking violations. Ticket fees will be charged to students' accounts.

More information is available at hamline.edu/security.

CONFIDENTIALITY

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. Hamline University is required to adhere to the FERPA regulations. We are unable to discuss student financial information with anyone other than the student (including parents and spouses) unless we have the student's written consent. The Student Consent to Release Financial Information form, available at hamline.edu/faforms, must be completed and on file.

REGISTRATION AND RELEASE OF ACADEMIC RECORDS

Registration

Students who are not current on their payment plan will be placed on financial hold and 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 fees or materials fees)
- Residential Life cancellation or damage fines
- Counseling and health charges
- Declining balance meal charges

NSF charges

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. After three insufficient-funds checks, the student will be required to make further payments with cash, cashier's check, money order, or online credit card.

Student Administrative Services

FINANCIAL AID

finaid@hamline.edu
651-523-3000 or 800-888-2182
Fax: 651-523-2585

STUDENT ACCOUNTS/CASHIER

studentaccounts@hamline.edu
651-523-3000 or 800-888-2182
Fax: 651-523-2585

UNDERGRADUATE AND GRADUATE REGISTRATION AND RECORDS

registrar@hamline.edu
651-523-3000 or 800-888-2182
Fax: 651-523-2585

RESIDENTIAL LIFE

651-523-2061

DINING SERVICES

651-523-2453

INFORMATION TECHNOLOGY SERVICE HELP DESK

651-523-2220

SAFETY & SECURITY

651-523-2100

UNDERGRADUATE CENTER FOR ACADEMIC SERVICES

651-523-2912

ADMISSION

651-523-2207 or 800-753-9753

GRADUATE ADMISSION

651-523-2900

BOOKSTORE

651-523-2270



**HAMLIN
UNIVERSITY**

1536 Hewitt Avenue
Saint Paul, Minnesota 55104-1284

hamline.edu