

# FINANCIAL POLICIES AND PROCEDURES

2019–2020

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](http://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.gov](http://fafsa.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/loans](http://hamline.edu/loans). 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.

### Maintain eligibility

Students must meet Satisfactory Academic Progress (SAP) to maintain eligibility for financial aid. You can view the full policy by visiting [hamline.edu/fa](http://hamline.edu/fa) and clicking on the "Policies" link on the sidebar.

## 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](http://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, 2019, and spring charges on January 15, 2020. 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 Nelnet/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 Nelnet/TMS.



Options include:

- Online 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](http://hamline.afford.com).

Note: If the amount of a payment plan through Nelnet/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

There are various discounts available for students. Please visit [hamline.edu/GraduateScholarships](http://hamline.edu/GraduateScholarships) for details. Discounts may not be used concurrently with any other institutional grant, scholarship, or discount 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 Danielle Surprison at 651-523-2883.

### 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 20, 2019, for the academic year and February 19, 2020, 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 \$2,087 for the 2019–2020 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](http://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](http://hamline.edu/studentaccounts). A student may carry forward a balance for one term that is less than or equal to the benefit amount. See complete terms of agreement online. 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](http://hamline.edu/veterans).

# FEES FOR THE ACADEMIC YEAR

## ON-CAMPUS UNDERGRADUATE

Nonrefundable deposit (new students only) \$400

### Tuition

#### Full-time Tuition and Fees (Fall and Spring) 12–18 credits/semester

##### Full-time tuition

Per year	\$41,734
Per semester	\$20,867

##### Full time fees (per year)

Student activity fee (estimated)	\$346
Health services fee	\$244
Facilities fee	\$124
Technology fee	\$326
Book rental fee	\$690
New student fee	\$185
MPIRG (optional)	\$16.50
Health insurance (optional, estimated)	\$2,087
International student fee (as applicable)	\$320
Course fees (as applicable)	variable
Commuter declining balance (mandatory)	\$200

#### Part-time Tuition and Fees (Fall and Spring) Fewer than 12 credits/semester

##### Part-time tuition

Per credit	\$1,304
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##### Part time fees (per year)

Student activity fee (estimated)	\$346
Health services fee	\$190
Facilities fee	\$74
Technology fee	\$196
Book rental fee	\$430
New student fee	\$185
MPIRG (optional)	\$16.50
Health insurance (optional, estimated)	\$2,087
International student fee (as applicable)	\$320
Course fees (as applicable)	variable
Commuter declining balance (mandatory)	\$200

## Winter Term Tuition and Fees

Tuition (per credit)	\$652
Book rental fee	\$65
Course fees (as applicable)	variable

## ON-CAMPUS LIVING FOR ALL STUDENTS

### Residence Hall Rooms (all residence halls)

	Year	Semester
Double, triple, quad	\$5,150	\$2,575
Single	\$6,220	\$3,110

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

	Year	Semester
Studio	\$9,450	\$4,725
Two-bedroom	\$9,040	\$4,520
Three-bedroom	\$8,480	\$4,240
Four-bedroom	\$7,980	\$3,990
Two-bedroom/four people	\$6,480	\$3,240

### Residence Hall Meal Plans

Year	Semester	
Residence meal plan	\$5,442	\$2,721
75 Block*	\$4,026	\$2,013

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

For more information regarding meal plan options, call 651-523-2453 or visit [hamline.edu/dining](http://hamline.edu/dining).

## ONLINE BACHELOR DEGREE COMPLETION

### Tuition

Per credit	\$525
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### Fees

New student fee (one-time)	\$50
MPIRG (optional)	\$16.50
Technology fee (per credit)	\$11.00
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)	\$4
Technology fee (per credit)	\$11

## GRADUATE PROGRAMS

Note: All tuition listed in the per credit rate.

### School of Education

#### Tuition

MAED, MAED:NSEE, MAEd	\$500
Master of Arts in TESOL	\$527
Master of Arts in Teaching	\$575
Doctorate of Education	\$775
Administrative Licensure	\$510
Additional licensure	\$527
Continuing studies/certificates	\$365
TEFL Certificate	\$503

### Fees

New student fee (one time)	\$180
Facilities fee (per credit)	\$4
Technology fee (per credit)	\$11
Program administrative fee (per credit)	\$6
Course fees (as applicable)	variable
International student fee	\$310
International health insurance (estimated)	\$2,087
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	\$560
PhD in Management and Public Service	\$840
Doctorate of Public Administration	\$805

### School of Business (cont.)

Master of Science in Business Analytics	\$780
Master of Business Administration (MBA) Cohorts starting fall 2019–summer 2020	\$780

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

### Fees

Degree-seeking program fee (new students)	\$195
Facilities fee (per credit)	\$4
Technology fee (per credit)	\$11
Course fees (as applicable)	variable
International student fee	\$310
International health insurance (estimated)	\$2,087
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)	\$180
Facilities fee (per credit)	\$4
Technology fee (per credit)	\$11
Program administrative fee (per credit)	\$6
International student fee	\$310
International health insurance (estimated)	\$2,087
<i>Water-Stone Review</i> (optional)	\$15

### Graduate Legal Education

#### Tuition

Master in the Study of Law	\$773
Paralegal Certificate	\$773

### Fees

New student fee (one time)	\$180
Technology fee (per credit)	\$11
Program administrative fee (per credit)	\$6
International student fee	\$310
International health insurance (estimated)	\$2,087



# 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

Student fees and mandatory commuter declining balance assessed by the university are nonrefundable.

Any discounts applied will be removed and not prorated in the withdrawal calculation.

### Return of financial aid

A student who withdraws from school or decreases enrollment may receive a decrease in a portion or all of their financial aid. You can view the full policy by visiting [hamline.edu/fa](https://hamline.edu/fa) and clicking on the "Policies" link on the sidebar.

## 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

Hamline Public Safety requires students to register their vehicles prior to purchasing parking permits. New permits are issued each semester, and students must pick them up in the Public Safety office. Permit costs will be charged to students' accounts.

### Parking fines

Tickets are issued by Hamline Public Safety for parking violations. Ticket fees will be charged to students' accounts.

More information is available at [hamline.edu/Public-Safety](https://hamline.edu/Public-Safety).

## 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](https://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. 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.

The student may also be required to make further payments with cash, cashier's check, money order, or online credit card.

No refunds will be issued until the check clears the bank.



## **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

### **PUBLIC SAFETY**

651-523-2100

### **CENTER FOR ACADEMIC SUCCESS AND ACHIEVEMENT**

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