

University Costs

The following costs are for the 2013-2014 academic year. Changes in costs will be listed on class schedules. The University reserves the right to change tuition and fees at any time.

Graduate Tuition

Activity	Cost
MBA	\$750 per credit
MS-IST	\$750 per credit
MS-ECON	\$750 per credit
Financial Planning	\$750 per credit
IMBA	\$750 per credit
CFP Certificate Program	\$550 per credit
MA-E/MS-E/TPP/Credential	\$655 per credit
MPPA	\$655 per credit
MS-Psych	\$665 per credit
MSCS	\$750 per credit
EdD	\$830 per credit
PsyD	\$895 per credit

Fees (Fees are non-refundable)

Activity	Cost
Application Fee	\$50
Audit Fee	One half the tuition listed above
Late Registration Fee (for registrations submitted after the first class meeting)	\$50
Late Transaction Fee (for employer reimbursement applications and/or employer policy received after the second week of the semester)	\$50
Transcript Fee	See www.callutheran.edu/registar
Thesis/Dissertation Binding Fee (minimum of three copies required)	\$40/copy
Counseling Psychology Practicum Fee	\$800/semester
MFT and Clinical Student Comprehensive Exams	\$250
Ed.D Orientation Fee (non-refundable)	\$200
PSYC 577 Thesis Continuation Fee	\$100/semester
PsyD Assessment Lab Fee (Fall and Spring of Year 2)	\$500/semester
PsyD Practicum Fee (Fall and Spring of Year 2)	\$800/semester
PsyD Portfolio Fee	\$50/year
Graduation Fee (prior to filing deadline)	\$75
Graduation Fee (after filing deadline)	\$100

Graduate Housing

Private apartments and rooms are available for rent in the surrounding communities. CLU's Director of Student Life may be contacted for housing assistance. Limited on-campus housing within the residence halls may be available for unmarried graduate and fifth-year students.

The Residence Life Office is able to assist graduate students in finding off-campus housing in the Conejo Valley area.

Payment Options

1. Payment in Full

Tuition is payable in full at the time of registration or during the first week of the semester using one of the following methods:

- A. Personal check payable to CLU; or
- B. WebChecks and ACH payments made through CLUpay

2. Monthly Payment Plan

Pay via ACH on an Automatic Monthly Payment Plan

- Enrollment fees apply
- No Interest
- Plans available for 15-week, 11 week and 8-week terms
- Employer Reimbursement participants do not qualify Email stuaccts@callutheran.edu (<http://catalog.callutheran.edu/grad/universitycosts/> <mailto:stuaccts@callutheran.edu>) or call (805) 493-3180 to speak to a CLU representative who will help you estimate your costs.

Financial Responsibility

CLU does not automatically drop students from a class if they register but do not attend. Students remain financially responsible for the tuition charges. To officially drop a class and be eligible for a tuition adjustment, students must either complete and submit an add/drop form or complete the change online using WebAdvisor. The add/drop form will be dated by the site coordinators at off-campus centers or by the Registrar's Office on the Thousand Oaks campus.

WebAdvisor can be used to change your schedule through the first two weeks of the term. It is strongly suggested that you print a confirmation of the change for your records. In addition, you will receive a confirmation email at your CLUnet address, confirming the acceptance of the change in your registration status.

If, at any time, proof is required of a successful change in your enrollment, a copy of the confirmation and email will be required. The withdrawal date officially determines the tuition charges as follows:

All 15-week Semester Graduate Program

Drops or withdrawals within:

1st and 2nd week 100% Refund

3rd and 4th week 40% Refund

5th week 20% Refund

6th week No Refund

All 11-week Semester Programs

Withdrawal during the first two weeks of class allows a full refund of tuition charges. Withdrawal after the second week provides no tuition refund for students. A variation of this reduction policy may occur if the student has federal financial aid. Fees are not refundable. Please note that the dates used for reduction of charges are not the same dates used by the Registrar's Office as last date for withdrawing from a class.

Weekend-Only Courses

Drops or withdrawals within:

1st week of courses 100% refund of tuition charges

2nd week or later No refund of tuition charges

Financial Obligations

Academic records will not be released and students will not be permitted to register for classes if financial obligations for a previous semester have not been met. For information regarding student accounts or billing procedures, students should contact the CLU Business Office at (805) 493-3176.

Employer Tuition Reimbursement

Students who receive tuition reimbursement from their employer may delay payment for up to **six** weeks after the last day of the term. To take advantage of this deferred payment plan, it is your responsibility to:

- Submit a confirmation letter or company policy from your employer one time, prior to the start of your first term.
- Submit a completed Employer Reimbursement application prior to the term you begin your enrollment and annually each fall term thereafter.
- Statements are only available electronically
- If the application and/or company policy are received in the Student Accounts Office after the second week of the term, a \$50 late transaction fee will be assessed.
- If your employer does not provide 100 percent reimbursement, you are responsible to pay the difference prior to the first class meeting.

- If your employer reimbursement plan has a maximum annual limit, CLU will cancel your deferral when that limit is reached. You will be responsible for payment of all tuition charges exceeding your policy limit prior to the first class meeting.

Applications are available on campus or under "Forms" on the Student Accounts Web page. The form may be downloaded and faxed to (805) 493-3886 or completed online and transmitted electronically to the Student Accounts Office.

Students are ultimately responsible for payment of their fees, tuition and costs. Payment of your account is expected when your employer reimburses you or no later than **six** weeks after the end of the term.

If full payment has not been received within **six** weeks from the end of the term, interest of 1.25 percent will accrue monthly on the entire unpaid balance. A hold will be placed on your account to prevent the release of transcripts and future registrations until your balance has been paid.

Rights and Responsibilities

Upon registration, the student agrees to accept the responsibility and legal obligation to pay all tuition costs, room and board fees (if applicable), and other special fees incurred or to be incurred for the student's education.

The University, in turn, agrees to make available to the student certain educational programs and the use of certain university facilities, as applicable and as described in campus publications.

A student's failure to pay all university bills shall release the University of any obligation to continue to provide the applicable educational benefits and services, including statements of honorable dismissal, transcripts of records, diplomas or registrations. The student shall also be denied admittance to classes and the use of university facilities.

Information regarding student account balances will be released to the student only. To release financial information to a third party, students must provide written authorization to the Student Accounts Office.