

## University Policy 4.03.01

## Tuition and Fees

**Policy Revision Approval Date: January 11, 2007**

**Policy Revision Effective Date: April 1, 2007**

**Procedure Approval Date: July 25, 2017**

**Procedure Effective Date: August 1, 2017**

### **POLICY STATEMENT**

Capella University's executive leadership is authorized to establish a tuition and fees structure for all university programs and activities. Tuition and fees are listed in the tuition and fees schedule published in Capella's *University Catalog* and on the university website. Learners are responsible for payment of their tuition and fees according to the schedule and this policy and its related procedures.

### **RATIONALE**

The purpose of this policy is to name those groups or individuals within the university who have the authority to determine tuition and fees and the manner in which they are charged for courses, residencies, admission, transcripts, prior learning assessment petition review, and graduation.

### **DEFINITIONS**

None

### **PROCEDURES**

- I. Tuition Structure
  - A. Course Tuition

Tuition charges are structured in multiple ways, including flat-rate quarterly, flat-rate per-session, tiered quarterly, and per-credit tuition as outlined in the tuition and fees table. Learners in all programs pay tuition based on the program and/or courses in which they are registered and according to the [tuition and fees table](#).
  - B. Residency Tuition
    1. Residency tuition and fees
      - a. Learners pay tuition for each residency they attend.
      - b. Learners are responsible for the cost of their travel, accommodations, food, and other expenses associated with residencies.
    2. Residency cancellation fee
      - a. Learners canceling their non-credit-bearing residency registration may be charged a cancellation fee for the full tuition of the residency, depending on when the cancellation is made. See the Residencies section of [Campus](#) for details on registration and cancellation fees.
      - b. Learners canceling their credit-bearing residency registration, as described in section IV of university policy *2.02.02 Course Registration*, should refer to university policy *4.03.02 Tuition and Fee Refunds* to determine the financial implications of their actions.

C. Payment of Tuition and Fees

1. American Express, Discover, MasterCard, Visa, wire transfer, paper check, and e-check payments are accepted.
2. Payment is due prior to the start of the quarter or prior to the start of the course or residency for those courses or residencies beginning mid-quarter.
3. Payments received will be counted toward learners' current and outstanding tuition and fees. Non-financial aid refunds will only be issued to learners whose accounts do not have current and outstanding tuition and fee balances.

II. Other Fees

A. All fees are due upon assessment.

B. Admission Application Fees

1. A credit card or U.S. bank account (e-check) payment is required with the online admission application.
2. The amount of the admission application fee is automatically determined based on the information provided during the admission process.
3. Refer to the tuition and fees schedule on the Capella University website for application and international transcript evaluation fees.

C. Resource Kit and Technology Fee

Either a resource kit fee or a technology fee will be assessed for select programs at the start of each quarter or session following standard tuition due dates.

D. Official Transcript Fee

1. Capella University charges for official transcripts.
2. The university also reserves the right to withhold the official transcripts of learners who are not in good financial standing with the institution.

E. Diploma Fee

1. Capella University charges for duplicate diplomas.
2. The university also reserves the right to withhold original or duplicate diplomas of learners who are not in good financial standing with the institution.

F. Prior Learning Assessment Evaluation Fee

1. Capella University requires learners seeking credit for prior learning to pay an evaluation fee for each evaluation.
2. Refer to the tuition and fees schedule on the Capella University website for the prior learning assessment evaluation fee.
3. Prior learning assessment evaluation fees are nonrefundable, regardless of outcome.

G. Non-Sufficient Funds (NSF)

1. If a check or e-check is returned to Capella due to non-sufficient funds, closed accounts, or any other reason, an NSF fee will be charged to the learner's account.
2. A fee will be charged for each check or e-check that is returned, reversed, or stopped payment.

H. For California Learners Only: California Student Tuition Recovery Fund (STRF) Fee

1. You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

- a. You are a student who is a California resident or are enrolled in a residency program and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans.
- b. Your total charges are not paid by any third-party payer such as an employer, government program, or other payer unless you have a separate agreement to repay the third party.
2. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:
  - a. You are not a California resident or are not enrolled in a residency program, or
  - b. Your total charges are paid by a third party such as an employer, government program, or other payer and you have no separate agreement to repay the third party.
3. The State of California created the STRF to relieve or mitigate economic losses suffered by students in educational programs who are California residents or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education. You may be eligible for STRF if you are a California resident, or are enrolled in a residency program and have prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:
  - a. The school closed before the course of instruction was completed.
  - b. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
  - c. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program, as required by law, or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
  - d. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
  - e. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

### III. Reimbursements and Discounts

#### A. Employer Reimbursements

1. Learners receiving employer tuition assistance must arrange for payment to Capella prior to the start of their course(s).
2. This policy does not affect learners receiving veterans or vocational rehabilitation assistance, active armed forces learners, or learners whose employers arrange to receive an invoice directly from Capella.

#### B. Direct Bills

1. Direct bills and tuition assistance vouchers are only an option when no specific grade is required by the learner's employer or third party as a condition of

reimbursement. Learners must complete and submit direct bills or tuition assistance vouchers prior to the start of the course.

2. Direct bill invoices are created and sent after census.
  3. The learner will be responsible for paying any amount remaining from refusal or inability of employer or third party to pay.
- C. Employer, Military, or Educational Institution Affiliation Discounts
1. Learners may be eligible for an affiliation tuition discount due to an arrangement between Capella University and the learner's employer or a military or educational institution.
  2. Affiliation discounts are contingent on an ongoing agreement between Capella University and the employer or military or educational institution.
  3. It is the eligible learner's responsibility to request the applicable discount.
  4. Capella University will not retroactively apply a discount.
  5. Capella University reserves the right to validate the affiliation status of all learners offered a tuition discount prior to and after applying the discount.
  6. Learners must maintain the applicable affiliation in order to continue to receive the discount. Learners may be subject to yearly verification of their affiliation.
  7. If a learner qualifies for more than one affiliation discount, the most favorable discount to the learner applies.
  8. If the learner provides evidence of the affiliation status after the requested time frame, the discount will be applied to future quarters only.
  9. Tuition discounts do not apply to residency tuition.

#### IV. Capella University Scholarships

- A. Learners may be considered for Capella University scholarships by completing an application and any requested documents. Scholarship application and fulfillment of requirements does not guarantee that a scholarship will be awarded.
- B. Scholarships may be used for tuition and fees for courses, residencies, or other academic requirements as stated in the description and details for each scholarship.
- C. Award of a scholarship may impact financial aid, employer tuition, and Veterans Affairs benefits.

#### V. Special Business Office Hold (SBOH)

- A. All learners with an outstanding balance may be placed on SBOH.
- B. FlexPath learners who are removed from their course(s) for SBOH after the last day to drop will be assigned a Withdrawal ("W") grade.
- C. While on SBOH, learners are not granted access to university activities or academic personnel or services, including advisors, mentors, courses, or the library.
- D. Access to the courseroom may be regained upon resolution of the account balance within the time lines communicated to affected learners.
- E. Learners who do not pay their outstanding account balance while on SBOH may be administratively withdrawn from the university.
- F. Learners who are administratively withdrawn for SBOH will be sent to a third party collection agency and/or reported to a credit bureau.

#### VI. Three-Day Cancellation

Learners providing written notice of cancellation within three days (excluding Saturday, Sunday, and federal and state holidays) of paying any fee are entitled to a refund of all monies paid. No later than 30 days after receiving the notice of cancellation, Capella University will provide a 100 percent refund.

VII. Collection Agency/Credit Reporting

Learners who refuse or are unable to pay an outstanding past-due balance may have their account sent to a collection agency and/or reported to a credit bureau.

VIII. Resources for Communicating Tuition and Fees Information

A. Tuition and fees are posted in Capella's *University Catalog* and on Campus.

B. Tuition and fees are subject to change.

C. Tuition and fees schedule can be found at:

[http://www.capella.edu/content/dam/capella/PDF/tuition\\_chart.pdf](http://www.capella.edu/content/dam/capella/PDF/tuition_chart.pdf)

IX. All procedures with this policy apply to learners in credit-based (GuidedPath) and FlexPath programs.

**POLICY OWNERS**

Academic Owner: Finance

Operations Owner: Finance

**RELATED DOCUMENTS**

University policy 2.02.02 Course Registration

University policy 4.03.02 Tuition and Fee Refunds

**REVISION HISTORY**

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