

PROFESSIONAL STUDIES GRADUATE CHARGES

Finances

Division of Professional Studies GRADUATE PROGRAMS

Graduate programs in the Division of Professional Studies include the

- Master of Business Administration,
- Master of Arts in Clinical Mental Health Counseling,
- Master of Arts in Human Services Administration, and
- Master of Arts in Organizational Leadership.

Payment in Full Due

Two weeks prior to the first day of registered class for the term.

A term is made up of all the courses registered in either a Fall or Spring session. The start of a term is the first class meeting of the first course that begins in the term. The end date of a term is the last class meeting of the last course that began in that term.

Students in DPS programs are billed per course. For payment information, see the Financial Information page (<https://catalog.judsonu.edu/financial-information/>) of the catalog.

Tuition

Program	Cost
Master's Programs, per credit hour:	\$750

Academic Fees

Item	Fee
Application Fee	\$100
Graduation Audit Fee ¹ (cap, gown, diploma, and other commencement expenses, applied on the term the student graduates):	\$125
Special Course Arrangement Fee (in addition to the hourly cost of tuition):	\$375
Late Payment Fee (see details in Financial Information section of the catalog):	\$150
Payment Plan Fee ² (per billable term):	\$100

¹ The Graduation Fee must be paid regardless of whether the student plans to participate in the formal commencement ceremony.

² Students must log into MyJudson (<https://myjudson.judsonu.edu/ICS/Academics/>) to establish a Payment Plan each term.

Refunds

Definitions

- **Refund** - a credit entered on a student's account to reduce the amount of charges
- **Drop** - refers to cancellation of registration for individual classes

- **Withdrawal** - refers to cancellation of registration to all classes for a specific term

Dropping Courses From Within the Academic Term

If a student must drop a registered course from within the term, the following policies are applicable:

- **Course dropped prior to first class meeting:**
 - Will be refunded at 100%
 - Financial Aid may be adjusted according to R2T4 government calculations based on the days of attendance and number of net billed hours
 - Course will be dropped from the student's transcript (no records)
 - No Drop Fee is assessed
- **Courses dropped after the first class meeting:**
 - Financial Aid may be adjusted according to R2T4 government calculations based on the days of attendance and number of net billed hours
 - No tuition refund will be issued
 - Course will remain on the student's transcript with grade according to the calendar below
 - A per course \$30 Drop Fee will be assessed

Dropped classes may be rescheduled and will be billed at the credit hour rate in effect at the time the course is taken. Students should contact their Academic Advisor to adjust their schedule.