

# 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 <sup>1</sup> (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 <sup>2</sup> (per billable term):	\$100

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

<sup>2</sup> 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:

- If due to unforeseen circumstances a student will be out of school longer than the expected 45 days, please refer to paragraph below on the Leave of Absence (LOA) policy.
- **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
  - To avoid being subject to complete administrative withdrawal from the university, the student must provide in writing, or via their Judson email address, their intention to begin classes again within 45 days of dropping any course from within the current academic term (please refer to paragraph below on Leave of Absence (LOA) policy)
- **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.

Withdrawal Calendar - Division of Professional Studies  
([https://jdsportal.jenzabarcloud.com/ICS/Portlets/ICS/Handoutportlet/viewhandler.ashx?handout\\_id=c2dade7c-3045-4c2b-ba86-04082d99dd8b](https://jdsportal.jenzabarcloud.com/ICS/Portlets/ICS/Handoutportlet/viewhandler.ashx?handout_id=c2dade7c-3045-4c2b-ba86-04082d99dd8b))

## Leave of Absence from Within the Academic Term

A leave of absence (referred to as LOA) is an approved interruption in a student's program of study.

- Students must submit a completed and signed LOA Form to their Academic Advisor
- Reason for a leave of absence would include medical, family emergency, job emergency, military duty, jury duty
- The number of days in a leave of absence will be calculated based on the day after your last date of attendance and the day before you are scheduled to return
- LOA days cannot exceed 100 continuous days per approved leave of absence, and no more than 180 total days within a 12-month period
- If a student fails to return to class as stated on the approved LOA, current student loans will be subject to cancellation or re-calculation

to determine how much of already disbursed loans will need to be returned to the Department of Education; any balance due on a student account resulting from cancellation or re-calculation will become immediately due

- If a student fails to return to class as stated on an approved LOA, the sum of student loans borrowed to date will enter the grace or repayment period as of the last date of class attendance

## **Complete Withdrawal from the University**

Students that choose to withdraw completely from the University must file the appropriate form(s) with their Academic Advisor to establish the official date of withdrawal from all registered courses in both the current term and future academic terms not yet billed. Courses will be refunded according to the schedule above.