

PROFESSIONAL STUDIES UNDERGRADUATE CHARGES

Non-Traditional Undergraduate Programs: Division of Professional Studies

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 of the catalog.

Tuition

Program	Cost
Associate of Arts (per credit hour; this includes the Campus Technology Fee):	\$480
Bachelor of Arts (per credit hour; this includes the Campus Technology Fee):	\$580

Academic Fees

Item	Fee
Graduation Audit Fee (cap, gown, diploma and other commencement expenses) ¹ :	\$100
Late Payment Fee (see payment due information in Payment Policy):	\$150
Add/Drop Course Fee (per transaction):	\$30
Challenge Examination Development/Evaluation Fee (per credit hour):	\$100
PLA-CAEL	
Special Course Arrangement Fee (in addition to the hourly cost of tuition):	\$375
Payment Plan Fee (per billable term):	\$60

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

Student Fines and Fees

Item	Fee
ID Replacement Fee:	\$25
Parking in Handicapped Zone:	\$350
Smoking Fine (per incident):	\$100
NSF Check Fee or Rejected Online Electronic Check Payment:	as set by bank

Rejected Direct Deposit Disbursement of Refund: as set by bank

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)

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. For more information regarding LOA policies, see the Withdrawal section of the catalog. Courses will be refunded according to the schedule above.

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. See the Withdrawal section (<https://catalog.judsonu.edu/academic-policies/withdrawals/>) of the catalog for more details. Courses will be dropped according to the schedule above.

Financial Aid Policies ¹

Disbursement of Excess Financial Aid

Any credit on a student's account resulting from the posting of Title IV funding (Federal Student Loans and Pell Grants) will be released within 14 days after the aid posting to the student's account.

Please be advised:

- Students who receive Financial Aid and drop courses or withdraw completely from a given academic term may have their Financial Aid reduced based on the reduced number of registered hours and/or days in attendance within the academic session
- If at any time a Financial Aid reduction results in a balance due on the student's account, this balance is due within 30 days from the date the adjustment is posted to the student's account.

¹ See the Financial Aid section (<https://catalog.judsonu.edu/financial-information/financial-aid/>) of the catalog for additional details.

Maintaining Your Student Records

Until all debt to Judson University is settled, it is the student's responsibility to maintain the accuracy of their Judson Student Records such as address, phone, and name change. Updates can only be made by logging into MyJudson.

Note: If you require assistance updating your information, please contact the Registrar's Office.

It is the Student's responsibility to ensure that all registered courses are appropriate to their degree program and class standing.