

Olivet Nazarene University  
 School of Graduate and Continuing Studies  
**Safety and Driver Endorsement Courses**

*Payment Policy for courses that begin on or after July 1, 2016 through June 30, 2017*

Tuition per Credit Hour      \$400 based on the following number of credit hours:      15

**Payment Options**

**Option A - Total Package**

- Total package price may be paid in full by check, cashier's check, Discover, Visa, or MasterCard, and is due by the orientation date.

<b>TOTAL DUE:</b>	<b>\$6,000</b>
Elective graduate courses:	\$3,600
TOTAL, including optional graduate hours:	\$9,600

**Online format for additional graduate hours available during school year:**

First Aid and Cardiopulmonary Resuscitation	3
Using Technology to Improve Instruction	3
Safety Issues Related to Alcohol and Other Drugs	3

**Option B - Monthly Payment: to enroll students must go to <https://tuitionpay.higherone.com/olivet>**

- With this monthly payment option, there is one required enrollment to use TuitionPay (see details below).
- This installment plan requires enrollment in a 3-month "budget".
- Students must start the TuitionPay plan one month prior to the start of class and the first payment is due the 1st of the month in which the program starts. The remaining payments are due on the 1st of each month.
- TuitionPay Customer Service Phone Number: 800-635-0120

<u>Due Date</u>	<u>Payment</u>	<u>Tuition/Fees</u>	<u>Total Due</u>
<b><u>Budget - 3 Months (3 installments)</u></b>			
Billed with 1st month's tuition	Enrollment Fee	\$55.00	\$55.00
1st-3rd installments	1st of the month	\$3,200.00	\$9,600.00
	<b>Budget Total =</b>		<b>\$9,600.00</b>
	<b>Total Due (including TuitionPay enrollment fees):</b>		<b>\$9,655.00 *</b>

\* The payment plan above is based on 24 credit hours.

**\*\*\* Financial arrangements must be complete by the orientation date. Refer to options: A or B \*\*\***

- Payment Options: Checks, Money Orders, Automated Payments (Credit Card payments are available for a convenience fee).
- Questions regarding Student Accounts can be answered by calling the Student Accounts office at 877-9-OLIVET.

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**Payment Policy**

**I. Refund Policy For Tuition Only**

- a. No class sessions attended: Full Tuition refund.
- b. Attend one class session: All but \$50 refunded.
- c. Attend two or more class sessions: No refund.

To receive tuition refund the University must have written notification of withdrawal.

**II. Collection Policy**

a. When a student becomes delinquent in payment, he/she will receive a notice of possible administrative withdrawal. If the student fails to get his/her account paid up -to-date, he/she will be administratively withdrawn from his/her program before his/her next module.

b. Once a student has been administratively withdrawn from his/her program, he/she will be given at least thirty days to send the payment to the Student Accounts Office. If the student fails to pay off his/her account by this time, his/her account will be turned over to the collection agency.

**III. DROP-IN Courses, etc.**

Students are locked into their cohort rate for their core program coursework. When it becomes necessary for a student to take a course outside of their program (ie. fulfilling general education requirements or program prerequisites), they will be charged the applicable course rate. For students who withdraw from a program and enroll in a different cohort at a later date, new tuition rates may apply.

**NOTE:** Olivet Nazarene University reserves the right to change program fees as necessary.