

Olivet Nazarene University  
School of Graduate and Continuing Studies  
**Bachelor of Business Administration**

*Payment Policy for courses that begin on or after June 19, 2017 through June 18, 2018*

Tuition per Credit Hour      \$425 based on the following number of credit hours: Business Core Track

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**Payment Options**

**Option A - Approximate for Total Package (Tracks Only)**

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

Business Core    \$ 19,550  
**APPROXIMATE TOTAL DUE: \$ 19,650** \* (Business Core only)

**\* Approximate Total Due includes the following fees:**

- Graduation Fee:                    \$100

**GEN ED/Electives:** Olivet requires all undergraduate students to take two upper level Bible courses in addition to any general education and/or elective courses needed to reach the required 128 credit hours for graduation. The Bible courses, gen ed, and elective courses outside of Business Core and Business Electives tracks will be charged at a rate of \$275 per credit hour for 100-200 level courses and \$425 per credit hour for 300-400 level courses.

**Option B - Financial Aid**

- Students must make arrangements to apply for financial aid through Olivet Nazarene University.
- To inquire about financial aid please call 1-877-9-OLIVET (654838).

**Option C- Payment Plan**

Students have the option to make monthly installments for the balance each term. Payment amounts will vary depending on the number of credit hours in the term. Please contact Student Accounts at [SGCSStudentAccounts@olivet.edu](mailto:SGCSStudentAccounts@olivet.edu) or 877-9-OLIVET for more details.

**Note: Totals may vary depending on actual number of courses required.**

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

- 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. Payment through Financial Aid**

- a. Tuition may be deferred if the student has a complete Financial Aid file in the Olivet Nazarene Financial Aid Office.
- b. Financial Aid money is evaluated on a term basis. Students receiving Financial Aid will receive two disbursements per Financial Aid year, to be applied to their student account.
- c. Financial Aid **must be** applied for **each year** of your program.

**II. 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.

**III. Pro Rata Refund - Financial Aid Recipients**

When a student withdraws (or is withdrawn) from the program prior to the completion of an award year, federal and state financial aid must be repaid to the appropriate program(s) as mandated by regulations published by the U.S. Department of Education.

The effective date of any withdrawal or course drop for refund of federal student financial aid refund/repayment calculation purposes is the date the student last attended class. Student financial aid will be refunded to federal programs in the following order: Federal Unsubsidized Direct Loan and Federal Subsidized Direct Loan.

**IV. 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.

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

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.