

Olivet Nazarene University  
 School of Graduate and Continuing Studies  
**Master of Arts in Pastoral Leadership**

*Payment Policy for programs that begin on or after July 1, 2017 through June 30, 2018*

Tuition per Credit Hour      \$350 based on the following number of credit hours:      36

**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.

**TOTAL DUE:      \$12,700**

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

- Graduation Fee:                      \$100

**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 - Monthly Payment:** to enroll students must go to <https://tuitionpaymentplan.com/olivet>

- With this monthly payment option, there are two required enrollments to use TuitionPay (see details below).
- This 19-month installment requires enrollment in a 12-month "budget" followed by enrollment in a final 7-month "budget".
- Students must be enrolled in TuitionPay one week prior to the 1st night 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>Payment</u>	<u>Tuition/Fees</u>	<u>Total Due</u>
<b><u>Budget 1 - 1st 12 Months (12 installments)</u></b>			
Billed with 1st month's tuition	Enrollment Fee	\$55.00	\$55.00
1 <sup>st</sup> -12 <sup>th</sup> installments	1st of the month	\$668.42	\$8,021.04
			<b>Budget 1 Total =</b> <span style="border: 1px solid black; padding: 2px;"><b>\$8,021.04</b></span>
<b><u>Budget 2 - Final 7 Months (7 installments)</u></b>			
Billed with 13th month's tuition	Enrollment Fee	\$55.00	\$55.00
13 <sup>th</sup> -18 <sup>th</sup> installments	1st of the month	\$668.42	\$4,010.52
19th installment	Final	\$668.44	\$668.44
			<b>Budget 2 Total =</b> <span style="border: 1px solid black; padding: 2px;"><b>\$4,678.96</b></span>

**Total Due (including TuitionPay enrollment fees):** **\$12,810.00** \*

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

- Graduation Fee:                      \$100

**\*\*\* 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.**

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.