

**UNIVERSITY OF HARTFORD
FINANCIAL INFORMATION SHEET
Fall 2017 ADVANCE REGISTRATION**

PAYMENT OF CHARGES

All students are required to accept enrollment terms and conditions prior to registering for classes. Acceptance can be done in advance through the student self-service center or will be prompted at the time of registration. Charges incurred as a result of your registration are due and payable July 31, 2017. Regardless of whether or not you have been billed, your financial obligation must be addressed in order for you to be cleared for attendance. If you are not cleared for attendance, you will not be listed on class rolls as authorized to attend. Failure to pay by the due date will cause your account to be placed on Cashier's Restriction. University services may be denied as a result of a cashier restriction. A default charge equal to 1.5% of the unpaid balance is assessed each month on all past due accounts. The University accepts cash, checks, and online E-check (ACH) and credit cards (Visa, MasterCard, Discover, and American Express). The University requires that all payments be in the form of U.S. Currency, or that your check be payable to the University of Hartford in U.S. Dollars through a financial institution with an office in the United States. Checks returned by the bank unpaid will incur a \$25 Return Check fee. Check payments may be mailed according to instructions on our billing statement or made directly in the Student Administrative Services Center (SASC).

E-check (ACH) and credit card payment may be made through our Self-Service Center web site at www.hartford.edu through CASHNet (your student ID and PIN will be required). E-check (ACH) and credit card payments may also be made by the student's authorized Payer through CASHNet (an assigned Payer ID and PIN is required). A service charge of 2.75% is assessed on all credit card transactions. International card rates may be subject to a higher fee. There is no fee for E-check (ACH) online payments.

REGISTRATION FEE

The \$30.00 registration fee becomes an obligation at the time that you register for classes is non-refundable, and remains due and payable in the event that you do not attend classes (see withdrawal on the reverse side for additional information).

HEALTH SERVICES NON-COMPLIANCE FINE

The State of Connecticut requires that all matriculated students show proof of immunizations against measles, mumps, and rubella (MMR). Students not in compliance are subject to a \$50.00 fine each term.

Rates per TERM for the 2017-2018 academic year are shown below so that you may determine your total charges.

FULL TIME UNDERGRADUATES (12 - 18 Credits)

All Schools and Colleges	18,044	\$ _____.
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MANDATORY STUDENT FEES

Registration Fee (non-refundable)	30	
Student Support and Services		
Full Time & Part Time Undergraduate Resident Students	1,151	
Full Time Undergraduate Non-Resident/Commuter Students	658	\$ _____.

HOUSING (per person)

RESIDENCE HALLS	VILLAGE APTS	REGENTS PARK	PARK RIVER	Hawk Hall	ASYLUM AVE CAMPUS	
Single 4,704	Single 5,420	Single 5,320	Single 5,518			
Standard 4,004	Double 4,766	Double 4,663	Double 4,869	Double 4,004	3,862	
Inc. Occ. 3,177	E.Double 4,766					\$ _____.

MEAL PLANS-All resident students must participate in a meal membership. Each meal plan is based upon a set number of meals and/or Dining Dollars utilizing the University's ID card. Block meal plans do not carry over from semester to semester. Unused Dining Dollars can be carried from the fall semester to spring semester, but are not refundable. All unused Dining Dollars are forfeited at the end of the spring semester.

200 Block with \$500 Dining Dollars	2,525	
Five Day All Access with \$200 Dining Dollars	2,484	
100 Block Plan with \$100 Dining Dollars	2,397	
Seven Day All Access with \$100 Dining Dollars (Freshmen Only)	2,169	
Commuter 25 Block	658	
Commuter 50 Block	1,038	\$ _____.

PARKING

Resident: Main Campus Per Year	470	
Asylum Avenue Per Year	100	
Commuter: Per year	75	
Per Semester	45	\$ _____.

SPECIAL SERVICES FEE (Hillyer College & Hartt School)

All Hillyer students with 9 or more credits	155	
All HARTT students with 9 or more credits	150	\$ _____.

OTHER

Lab Fees, Overload, etc.		\$ _____.
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TECHNOLOGY FEE

Residents with 9 or more credits	230	
Commuters with 9 or more credits	210	
Students with 3-8.5 credits	96	\$ _____.

TOTAL:		\$ _____.
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3/4 TIME UNDERGRADUATES (9 - 11.5 Credits)

The University assesses a flat rate tuition for those students studying at 3/4 of the full-time load, equal to 3/4 of the full-time rate. Reduced Pell Grants and Stafford Loans apply if students have eligibility, but other University and Federal financial assistance is not available.

The University reserves the right to make changes in its tuition, fees, and other charges which it considers necessary and reasonable.

TUITION PAYMENT PLANS

A brochure regarding the University of Hartford Budget Payment Plan, as administered by HigherOne 'Tuition Payment Plan', is mailed to home addresses. Information regarding this tuition payment plan may be obtained from the Student Administrative Services Center (SASC). Information is also available at the tuitionpaymentplan.com/hartford website.

FINANCIAL ASSISTANCE RECIPIENTS

ALL REQUIRED DOCUMENTS MUST BE RECEIVED AS REQUESTED OR YOU WILL LOSE FINANCIAL AID. UNIVERSITY SCHOLARSHIPS, UNIVERSITY GRANTS AND FEDERAL GRANTS listed on your financial assistance award notification will be credited to your account. One half of the total award will be credited each semester, unless your award letter specifies otherwise.

WORK STUDY is not credited to your account. Funds are paid to you biweekly (as earned) by the University's Payroll Department. You should contact the Office of Career Development and Placement (Gengras) for a job assignment.

FEDERAL STAFFORD and PLUS LOAN applications should be submitted through studentloans.gov as early as possible. All memoed/ pending aid is quoted on the billing is tentative. Loan funds are not credited to your account until the University receives the loan proceeds from your lender and, if required, secure the borrower's endorsement. You must be in good academic standing and enrolled in at least 6 credits to remain eligible for loan funds.

STATE SCHOLARSHIPS will be shown on your account as a memo credit once we receive the roster from your state. You will be exempted from default charges on the anticipated amount of the scholarship for each term, and the award amount will be included in determining whether you have met your financial obligation to the University.

PERKINS LOANS will be shown on your account as a memo credit until you have signed for the loan each term. You will be notified by the Bursar's Office as to the date and time to sign the promissory note. Failure to sign your note according to schedule will result in cancellation of your loan.

OUTSIDE AWARDS from private sources will not be applied to your account until the funds from the awarding agency are received by the SASC. One half of the award will be credited each semester, unless noted otherwise by the awarding agency. Changes of program which result in a decrease in credit hours may have an adverse effect on your financial assistance award. Certain forms of aid are reduced or eliminated if your student status drops below full time. Questions regarding your award should be directed to the Office of Student Financial Assistance, telephone (860) 768-4296. All required documentation must be received by the Admission/Financial Aid Office within the award term or aid may be revoked. Financial assistance funds are applied on a provisional basis, as some of the requirements for these funds may not have been met as of the time that we apply credit to your account. You are responsible for the proper completion and timely submission of all documents required to determine your eligibility for financial assistance. You are also responsible for any balance due created by the delay or revocation of any form of financial assistance when the delay or revocation occurs due to your failure to meet documentation requirements and/or deadlines. Financial assistance awards are subject to cancellation if satisfactory academic progress is not maintained. If placed on probation, the student is responsible for the payment of any balance created by the cancellation of part or all of the financial aid package. Should you receive notification of the delay, denial or revocation of any form of financial assistance, the SASC should be contacted immediately so that the necessary notations may be made on your account records. To alert us to such delays, please contact SASC at (860)768-4999 during business hours (M-Thurs 8:30-5:00; Friday 8:30-3:00)

REFUND OF CREDIT BALANCE

Requests for the return of a credit balance may be made with SASC for processing. The refund of money to students is processed through HigherOne to the designated refund preference set by the student at **HartfordCard.com**. Refunds are normally produced within ten (10) days of the date on which the refund is requested. The refund of credit balances which exist due to payment via personal or non-U.S. checks may be delayed from ten (10) up to thirty (30) days, depending upon the time necessary to clear the remittance item through the banking system. Refunds due to payments initiated online will be credited back to the originating online payment account. Federal aid regulations require that Title IV credit balances must be refunded unless authorization is received to hold the credit for future charges. Aid regulations require that all Title IV credits must be refunded at the end of the aid year. To submit written Title IV authorization, please contact SASC during business hours (M-Thurs 8:30-5:00; Friday 8:30-3:00). Refunds resulting from credits of 'Tuition Payment Plan' contracts will be issued to the plan payer and only after the University receives the funds from HigherOne.

WITHDRAWAL

Effective with the date that a formal, written request for withdrawal is received by the Office of the Registrar, full or partial credit of tuition charges will be applied to your account in accordance with the following schedule:

Withdrawal through first week of classes	100% tuition credit (registration fee is not adjusted)
Withdrawal within second week of classes	60% tuition credit (registration fee and student fees are not adjusted)
Withdrawal within third week of classes	40% tuition credit (registration fee and student fees are not adjusted)
Withdrawal within fourth week of classes	20% tuition credit (registration fee and student fees are not adjusted)
Withdrawal after fourth week of classes	NO FINANCIAL EFFECT

Credit will not be applied if a student is suspended, dismissed, or leaves the University without formally withdrawing, nor will an adjustment be made for temporary absence from classes. In determining the percentage of credit to your account due to a withdrawal, the effective date of the withdrawal will be the date that the student's written request is received by the Office of the Registrar, rather than the last day of class attendance. Non-attendance does not constitute a withdrawal. Withdrawals for medical reasons should be submitted to the Dean of Students with appropriate documentation for consideration of a pro-rata refund on room and board. Tuition & Fees are refunded as listed above. Laboratory Fees are not refundable after the first week of classes and therefore they are not subject to proration. Registration Fee becomes an obligation as of the time that you register for classes (see REGISTRATION FEE over).

HOUSING

Housing contracts at the University of Hartford are for the entire academic year. Students who withdraw will receive partial housing credit consistent with the tuition withdrawal percentages. Requests for release from housing contracts must be made prior to July 1 for Fall and January 1 for Spring. Refer to the Housing Contract for further information.

ADDITIONAL INFORMATION

This information sheet is meant only to provide you with an overview of University policy and procedures. Complete official policies may be found in the University Bulletin and supplements thereto. SASC is located on the Second Floor of the Beatrice Fox Auerbach Computer and Administration Center. Office hours are Mon-Thurs 8:30 a.m. to 5:00 p.m. Fri 8:30-3:00. Visit our websites at www.hartford.edu/sasc and www.hartford.edu/bursar.