

## **PURPOSE**

The purpose of this policy is to establish the parameters and policy for the payment of outstanding balances per academic term of tuition costs, fees and other costs applicable to students. Tuition and costs are required to be paid in full at the time the student enrolls in the courses.

## **I. APPLICATION**

The Tuition and Fee Payment and Adjustment Policy is applicable to all students enrolled in any of the units and/or modalities of the Institution.

## **II. PROVISIONS**

As a rule, full payment of tuition and related costs must be paid by the payment due date indicated at the Bursars Office or at the close of each semester.

### **Cost Information and Payment Methods**

Tuition costs are calculated based on the courses enrolled, institutional fees and other applicable charges. Students are advised through the Bursars Office and/or the Student Portal.

#### **A. Payment Options**

The student can pay off their balance due with the following options:

- Pay in full at the time of registration.
- Monthly payment plan per semester.
- Apply for Title IV financial aid through the FAFSA application, going to the Financial Aid offices of the corresponding unit. Once requested, qualified, and disbursed, it will be applied to the balance due.
- Get any other benefits you qualify for, such as:
  - Supplementary Aid (FSEOG, BETA and others)
  - Veterans Benefits
  - Vocational Rehabilitation
  - Scholarships from private entities

#### **B. Payment Methods**

They will be able to make their payments using the following methods:

- Cash, by visiting the Bursars Office of each Campus or University Center.
- Debit or credit cards such as: ATH, American Express, Master Card, Visa and Discover.

- Online Payment: <https://studentlive.edpuniversity.edu/cmcpportal/>
- ATH Móvil Business: /edpuniversity
- Check made payable to EDP University of Puerto Rico, Inc.- Any check returned by the bank for insufficient funds will incur a fee of fifteen dollars (\$15.00)
- Direct debit to bank account
- Bank-to-bank wire transfers.

Any student account with a balance due may be referred to the third-party collection agency. Any expenses incurred for these services will be the responsibility of the student.

### C. Adjustments to Tuition Charges and Fees

The Institutional Tuition and Fee Payment and Adjustment Policy governs how the Institution will handle charges when a student cancels enrollment, adds and/or removes courses during the add/or remove period, or withdraws before the end of their payment period.

#### Types of Student Account Adjustments

- **Cancellation of Enrollment** – Any student who cancels his/her tuition prior to the start date of classes will have all tuition charges and fees waived.
- **No Show** – Any student who does not attend enrolled courses will be administratively terminated and all tuition and fees will be waived.
- **Partial Withdrawals** – Any student who withdraws from one of their courses during the period to make changes will have ninety percent (90%) of the course fee waived. After the dates for changes, you will be charged one hundred percent (100%) of the course.
- **Total Withdrawal** – Any student who files a total withdrawal or is reported as an administrative withdraw, on or before the date of attendance at 60 percent (60%) of the academic term, will have the tuition costs adjusted percentage-wise, according to the days attended to class up to the date of filing the withdrawal among the total days in the academic term. At the end of this period, the student will be responsible for paying 100 percent (100%) of tuition and fees.

The following is an example of the calculation of adjustments on Tuition and Institutional Fees costs for a student who withdrew completely during a period beginning on August 22/xxxx and ending on December 11/xxxx. The total cost of registration is \$2,660.00

Last Day of Attendance	Attendance percentage	Adjustment percentage	Amount to Pay
September 10, xxxx	17%	83%	\$452.20
October 16, xxxx	50%	50%	\$1,330.00
October 31, xxxx	63%	0%	\$2,660.00


- Please refer to the academic calendar for the specific dates per term.
- It is the student's responsibility to withdraw from the class(s) prior to the stated deadlines posted on the Registrar's Office Calendar. Likewise, the student who withdraws is responsible for all costs of classes that he/she did not leave by the refund deadlines.

#### **D. Stipends**

- If the financial aid payment to the student's account exceeded the costs of study, a stipend of the amount of the excess will be issued within fourteen (14) calendar days after the financial aid disbursement.
- Once EDP University of Puerto Rico issues the stipend, the student will be responsible for any balance added to their account as a result of other adjustments in their academic load.
- It is the student's responsibility to keep his/her banking information, mailing address, e-mail address, telephone numbers, and any information required by the Institution to locate him/her up to date.

#### **Stipend Disbursement Options:**

- a. Direct deposit to a bank account provided by the student.
- b. Check mailed.
  - i. All checks issued have an effective period of 180 days. If the check has expired or has not been cashed, the funds will be returned to the fund source.
  - ii. Any lost check that requires processing a stop payment with the bank will incur a \$30.00 fee.
- c. Tuition and costs paid directly to the institution by an entity: sponsor or donor that offers a scholarship or fund restricted by specific criteria for its granting and if the student does not meet the criteria of the fund of origin, they will be refunded to the corresponding entity rather than directly to the student.



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Date