



Policy SA1.01: Tuition and Fees

Oversight	Information
Policy Type	Student Accounts
Policy Owners	Manager Student Accounts
Initial Policy Approval Date	March 4, 2009
Current Revision Approval Date	January 16, 2019
Procedure Effective Date	January 16, 2019

Policy

American Sentinel University's executive leadership is authorized to establish a tuition and fees structure for all university programs and activities. The university shall publish the tuition and fees related to all current programs in the catalog and on the website. Students are responsible for payment of their tuition and fees according to the schedule and this policy and its related procedures.

Students will be notified of any changes 60 days in advance of the implementation of pricing changes.

Guidelines

- Not Applicable

Procedure

Tuition Structure

- Course-based Program Tuition: Course-based tuition is charged on a per credit hour basis as outlined in the tuition and fees tables.
- Project-based/Competency-based Program Tuition: Project-based/Competency-based tuition is charged on a flat-rate per semester basis as outlined in the tuition and fees tables.

Fee Structure

- A listing of fees and their current amounts is outlined in the tuition and fee tables.
- All fees are due upon assessment unless otherwise approved by the university.

Payment of Tuition and Fees

- Acceptable forms of payment include Visa, MasterCard, Discover, American Express, paper check, and Electronic Funds Transfer (EFT).
- Payment of tuition is due at time of registration unless the student has been approved to defer payment (see Deferrals below).



- Payments received will be applied towards a student's current and outstanding tuition and fees.
- Outstanding payments for tuition and fees may result in registration and transcript release holds, removal from registered courses, and up to and including withdrawal from the university (see university's student code of conduct).

Payment Deferment and Discounts

- Students who are affiliated by employment or membership to organizations that have partnership agreements with American Sentinel which include in the agreement the right to defer payment of tuition and fees are approved to register for courses without payment. In some cases, the university may approve a student not affiliated to a partner to use this option provided the student can provide necessary documentation that they have been approved for reimbursement. A promissory note may be requested which allows the university to charge the payment method provided after the course/semester has completed per the terms on the note. It is the student's responsibility to ensure they have met their organization's conditions for tuition reimbursement and that payment is received in full on the due date of the note.
- Students who have been approved to have a third party directly billed for tuition and fees may be approved to register for courses without payment. Examples include employer reimbursement paid directly to the university, military benefits including tuition assistance vouchers, and scholarship programs. Students must provide verification of the billing arrangement and this arrangement must be accepted by the university before deferment is allowed. The student is responsible for paying any amount remaining from refusal or inability of employer or third party to pay.
- Student using an in-house financing plan (monthly payment plan) may be approved to register upon satisfactorily completing requirements for setting up their plan. Requirements include resolving any previous balances on their account, making the minimum down payment required, and completing all required paperwork, including the retail installment contract and any required disclosures.
- Students who have been confirmed as using federal financial aid funds may register for courses without payment. The student is responsible for paying any amount remaining after financial aid funds have been disbursed or due to the return of financial aid funds for any reason.
- Tuition rate may be discounted for reasons including military status, affiliation with organizations that have partnerships with the university, and promotional discounts for well-defined groups for specific and bona fide purposes. It is the eligible student's responsibility to request the applicable discount. The university will not retroactively apply a discount.

Collection Agency/Credit Reporting

- Students who refuse or are unable to pay an outstanding past-due balance may have their account sent to a collection agency and/or reported to a credit bureau.



Resources for Communicating Tuition and Fees Information

- Tuition and fees are posted in American Sentinel University's catalog and website.
- Tuition and fees are subject to change with a 60-day notice to affected students.

Related Documents/References

- Student Handbook

Definitions

- None

Revision History

- 6.15.2014 Updated to include current tuition schedule table
- 7.16.2014 Revision to this policy approved by Institutional Policy Review Committee
- 6.9.2016 Updated tuition schedule table for 2016 rates
- 11.15.2017 Updated tuition schedule table for 2017 rates
- 10.24.2018 Updated to include methods of payments, charging method for course-based and competency-based programs, discounts, and third-party collections.
- May 7, 2020: Updated policy format for accessibility guidelines - AHB