



## Tuition, Fees and Payment Information

### UNDERGRADUATE TUITION RATES 2008-2009

Semester/Term	Credit Hours	Full Time	Cost
Summer 2008	1 or more	-	\$500 per credit hour unless otherwise noted
Fall or Spring	1 - 11	No	\$838 per credit hour
Fall or Spring	12 - 17	Yes	\$13,400 per semester
Fall or Spring	More than 17	Yes	\$13,400 per semester + \$838 per credit hour for each credit hour over 17
J-Term	1 or more		If registered full time for Fall or Spring, credits 1-5 are at no additional charge. Credit hours over five are charged at \$838 per credit hour.
Credit by Examination	1	-	\$300
(Students who earn Credit by Examination are charged the following in addition to tuition)	2	-	\$500
	3	-	\$700
	4	-	\$900

### GRADUATE TUITION RATES 2008-2009\*

Semester/Term	Credit Hours	Full Time	Cost
Fall, J-Term or Spring	1 or more	-	\$838 per credit hour

*\*Disclaimer: Students enrolled in a PLU cohort program are charged the cohort price per credit hour for cohort program courses and the standard undergraduate or graduate price per credit hour for courses not included in the cohort program. Please contact the Student Services Center for cohort program pricing information.*

*Note: Study Away students pay a program fee (not PLU tuition) specific to the individual program sites. Contact the Wang Center for International Programs for complete details.*

## Charges, Fees and Fines

### Course Fees

These fees are charged in addition to tuition. The class schedules for each term lists the individual course fee amounts.

### Educational Placement Fee

A one-time Educational Placement Fee of \$50 is charged in the last term of the Bachelor of Arts in Education (B.A.E.) program. Another educational fee of \$89 is for the online portfolio system that is used through out the programs in the Department of Instructional Development and Leadership.

### Graduation Processing Fee

A \$75 fee is charged to baccalaureate and master's degree candidates. The fee is charged to the student's account during the semester/term the application is submitted and is due at that time. The fee for lost or replacement diplomas is \$55.

### Student Health Insurance Plan Fee

Medical insurance is required for all full-time domestic undergraduate students, and all full-time and part-time international students. Students will be automatically enrolled and billed in the PLU Student Health Insurance Plan if they do not waive-out of the insurance plan during registration periods. A student who is covered by comparable health insurance plan can waive-out of the PLU Student Health Insurance Plan by

providing evidence of comparable primary insurance through an online waive-out form during registration and no later than the 10th day of class. The full array of costs, plan details, and instructions are online at [www.plu.edu/health](http://www.plu.edu/health). The PLU health Insurance Plan is not available for graduate students.

### Health Center Charges

Health Services will charge a student's account, or a student may pay directly, for immunizations, lab work and prescriptions.

### Late Registration Fee

Students adding or withdrawing from a course(s) after the last day of the listed add/drop deadlines for a specific term or semester will be assessed a \$50 Late Registration fee per transaction. These dates are listed in class schedules for each semester or term.

### LuteCard Fee

A fee of \$20 is charged to replace lost or stolen student IDs. If an ID card has been damaged, it must be brought to the Concierge Desk and replaced for a fee of \$5.

### Orientation Program Fee

On the Road is an orientation program expected of all new students. Select On the Road trips include nominal fees that are noted at the time of trip registration. When requesting to participate in On the Road trips with fees, students agree to

incur that the trip's fee will be billed to their student account by Student Involvement and Leadership.

**Private Music Lesson Fees**

These fees are charged in addition to tuition.

Credit Hours	Fees
1 credit hour	\$200
2 or more credit hours	\$400

**Parking and Vehicle Registration Fees**

Parking on the PLU campus is by decal only. Students must register their vehicles within 48 hours of the vehicle being brought to campus. Registration decal rates are published at [www.plu.edu/~csin/](http://www.plu.edu/~csin/). Failure to register will result in a fine.

**Alternative Transportation Subsidy**

PLU encourages students and with benefits faculty/staff to use alternative transportation by subsidizing the cost of a transit pass and by providing carpool and bicycle parking. PLU pays \$49 a month per eligible commuter towards the purchase of a transit pass. A description of the transit benefit program and application are online at [www.plu.edu/~commute](http://www.plu.edu/~commute).

Apply for a carpool parking pass by registering your carpool at Campus Safety. For more information on using alternative transportation, see [www.plu.edu/~commute](http://www.plu.edu/~commute).

**Unpaid Fine**

Unpaid fines such as those for parking violations, overdue library materials, etc., will be charged to the student account. Students must pay these fines as incurred to avoid interest charges and financial holds.

**TRANSCRIPT FEE**

253.535.7135

[www.plu.edu/~ssvc/transcript.html](http://www.plu.edu/~ssvc/transcript.html)

Unofficial and official transcripts are processed by the Student Services Center. There is a \$5 fee for each official transcript. Unofficial transcripts (up to two at a time) are issued at no charge. A written request including the **actual signature** is required for all transcripts. Requests can be faxed, mailed or sent via email. Requests sent via email must include a scanned attachment with the actual signature. Transcript Request Forms are available in the Student Services Center or can be downloaded on the website listed above. Processing time for official transcripts can range from one to five days depending upon peak periods. Faxed requests should be sent to 253.538.2545 with a signature and payment. Transcripts cannot be charged to a student's account.

If an account is on any type of hold, requests for either unofficial or official transcripts will be mailed back with information regarding the appropriate office to contact. It is the student's responsibility to resolve the hold and resubmit the request.

**HOUSING CHARGES, FEES AND DISCOUNTS**

**Room and Meals**

- All single full-time (12 semester hours) undergraduate students must live on campus in university housing unless

they are: (a) living with their parent, legal guardian, or child, or (b) at least 20 years old or have completed 60 semester credit hours by September 1 (for the next fall semester), or February 1 (for the next spring semester)

- Except for residents of South Hall, all students with an active housing assignment are required to be enrolled in a university meal plan during the academic year.
- Summer room pricing is listed at [www.plu.edu/~rlif/](http://www.plu.edu/~rlif/).

**Room Charges**

Type of Room	Cost per Semester
Double Room (2 or more people)	\$1,975/semester
Single/Single (1 person in a 1 person room)	\$2,400/semester
Single/Double (1 person in a 2 person room)	\$2 525/semester

Although there is no J-Term charge for students residing on campus for Fall or Spring semesters, students must cancel their J-Term housing if they are residing on campus for less than seven days during J-Term. Students with an active housing contract for J-Term must have a meal plan. For J-Term room costs only, contact the Residential Life Office.

- South Hall is an alternative residential option with various apartment sizes, styles and costs. Contact the Residential Life Office for information and applications.
- Limited housing is available on a daily fee basis during Winter break. Students may remain in their rooms during Spring break.
- Applications for single rooms and other special housing requests should be addressed to the Residential Life Office at 253.535.7200 or emailed to [rlif@plu.edu](mailto:rlif@plu.edu).

**Meal Plans**

With the exception of Kreidler and South Hall residents, students living on campus must enroll in one of the following four plans: The Mega, The Lute Choice, The Light or the Mini. Kriedler Hall residents must enroll in one of the four plans or The Block plan. South Hall residents are not required to purchase a meal plan, but are encouraged to purchase a meal plan tailored to their needs.

Each of the four main meal plans combines seven all-you-care-to-eat meals per week with varying amounts of declining balance dollars.

Explanations about the individual meal plans can be found on the Dining & Culinary Services website at: <http://www.plu.edu/~dining>.

**Fall 2008 and Spring 2009 Meal Plan Options**

Meal Plan	Cost	Dining Dollars
The Lute Choice	\$1,912	\$741
The Light	\$1,842	\$671
The Mini	\$1,582	\$411
The Mega	\$2,012	\$841
The Block Plan	\$105	NA

**J -Term 2009 Meal Plan Options**

<i>Meal Plan</i>	<i>Cost</i>	<i>Dining Dollars</i>
The Lute Choice	\$426	\$207
The Light	\$405	\$186
The Mini	\$335	\$116
The Mega	\$453	\$234

**The Block Plan:** With this plan you receive ten all-you-care-to-eat meals. You may purchase as many blocks as you need, anytime throughout the year. It is available to commuter students, Kreidler and South Hall Residents.

**BILLING AND PAYMENTS**

**Rights and Responsibilities**

Upon admission to or registration with the university, the student and/or his or her parent(s) or legal guardian, agrees to accept responsibility and the legal obligation to pay all tuition costs, room and meal fees, and any other fees incurred or to be incurred for the student's education. In addition, the student and/or his or her parent(s) or legal guardian is required to complete and submit a Payment Contract to the university each academic year. The university agrees to make available to the student certain educational programs and the use of certain university facilities, as applicable and as described in this catalog. A failure to pay when due all university bills shall release the university of any obligation to continue to provide applicable educational benefits and services, including, but not limited to, the right for further registration, statements of honorable dismissal, grade reports, transcripts or diplomas. The student shall also be denied admittance to classes and the use of university facilities in the event of default.

**Payment Information**

Payment may be made in the form of cash; personal, business, or cashier's check; money order; wire; or debit or credit card (VISA or MasterCard). Credit card payments may be made by telephone 24 hours a day on the Business Office secured line at 253.535.8376. Mail payments with billing statement remittance stubs to Pacific Lutheran University, Attn: Business Office Cashier, Tacoma, WA 98447 or deliver payments to the PLU Business Office in Hauge Administration Building, Room 110. Checks should be made payable to Pacific Lutheran University. Please do not mail cash.

**Billing Questions**

Questions regarding the student bill should be directed to the Student Services Center. The university must be contacted in writing within 60 days of the statement date of the first bill on which the error appeared. After 60 days it is presumed that there were no errors and the billing was correct.

**Lute Discount**

A \$75 discount, per semester (fall and spring), from tuition and other costs will be applied to the student account if the specific criteria for eligibility of the discount is met and a Lute Discount Form is submitted. The Lute Discount Form is mailed with the Fall Student Pre-Bill Statement in July and the Spring Student Pre-Bill Statement in December.

**Payment Options**

- **Payment in Full:** Must be made by the 25th of the month preceding each term (Fall, J-Term and Spring) or by the first day of each summer term.
- **Financial Aid and Other Resources Cover Costs:** Student grants, scholarships, loans and other resources listed on the Offer of Financial Aid exceed total university charges for the academic year.
- **Monthly Payment**
  - Interest-free monthly payments made to Tuition Management Systems (TMS), our third-party administrator.
  - Enrollment fee for the eight or ten month annual plan is \$85.
  - Enrollment fee for the four or five month semester plan is \$57.

The university has the right to cancel a TMS payment plan after the second monthly payment is missed. A 1.5 percent monthly interest charge or a minimum of \$2.00 will be assessed by the university on the canceled plan amount.

**Missed Payments**

- Past due balances are subject to a 1.5 percent monthly interest charge or a minimum of \$2.00.
- Failure to make payment as agreed upon in the payment contract will result in a financial hold being placed on the student account.
- It is the student's responsibility to see that all financial aid accepted on the Offer of Financial Aid is credited to their student account. Financial aid includes but is not limited to loan applications, verification forms, entrance counseling, etc. All financial aid and other resources must be applied to your student account by September 30, 2008 for fall and February 28, 2009 for spring.
- Student accounts that are 60 days delinquent may be referred to a third-party collection agency.
- Students currently enrolled who have been sent to a collection agency will be withdrawn from the university effective immediately. Students will receive a W grade on their transcripts.
- All collection costs, attorney fees, and interest incurred and allowable under federal and Washington state statutes and laws will be charged to the student by the collection agency and are the responsibility of the student to pay.
- A student account that has been sent to collections will have a permanent Collection Hold, even after the account is paid in full. If the student wishes to return to the University, he/she must pay in full all of their estimated charges prior to registration. Clearance to return to the University is issued by the Accounts Receivable Department.

**Advance Payment**

A \$200 advance payment is required of new undergraduate students to confirm their offer of admission. The payment is refundable until May 1 for fall, December 1 for the January term, and January 1 for spring. Requests for a refund must be made in writing to the Admission Office.

Returning students wanting to reserve a room for the following year must sign a Housing Contract. Cancellations must be submitted in writing to the Residential Life Office. Cancellations received by June 1 will not be subject to a

penalty. Cancellations received between June 2 and July 1 will be subject to a \$200 penalty charge. Cancellations received after July 1 will be subject to a \$400 penalty charge.

### **Credit Balances**

If a credit balance occurs on a student account, the university calculates and issues refunds according to pertinent federal, state, banking and university regulations. Title IV, HEA program funds are refunded according to the Code of Federal Regulations 34 CFR Ch. VI Section 668.164. Bankcard payments are refunded, to the extent of the original payment(s), back to the bankcard that made the original payment(s). Checks are issued for all other refunds. Refund requests are processed by the Student Services Center.

### **Student Holds**

There are 26 types of holds that are placed on student accounts and records for different circumstances. Each hold prevents basic University privileges, such as, but not limited to the right to register, add/drop classes, cash checks or receive copies of unofficial/official transcripts or a diploma. Listed below are the types of holds that are placed on accounts and the offices to contact regarding them.

<b>Types of Hold</b>	<b>Responsible Office</b>
Admission	Admission
Academic	Registrar, Residential Life or Student Life
Academic Probation	Academic Advising
Academic Standing	Registrar
Collection	Accounts Receivable
Collection Paid	Accounts Receivable
Collection Perkins Loan	Student Loans
Collection Write-Off	Accounts Receivable
Credit Balance	Accounts Receivable
Exit Interview	Student Loans
Financial	Accounts Receivable
In School Promissory Note	Accounts Receivable
International	Admission
Junior Review	Registrar
Medical	Health Services
No Address	Student Services Center
Non-Sufficient Funds	Accounts Receivable
Out of School Promissory Note	Accounts Receivable
Payment Option	Student Services Center
Pre-Collection	Accounts Receivable
Residential Life	Residential Life
Restricted from Campus	Campus Safety
Student Life	Student Life
Transcript	Registrar
Veteran	Student Services Center
Write-Off	Accounts Receivable

*For description on holds not listed, you may contact the Student Services Center for assistance.*

### **Academic Hold**

The Registrar's Office, Student Life Office or Residential Life Office can place an account on academic hold. Registration for classes is precluded until any pending matter with those offices is settled.

### **Collection Hold**

The collections holds will permanently remain on a student account. Any student wishing to return to the university must pay in full all of their estimated charges prior to registration. Clearance to return to the university is issued by the Accounts Receivable Department.

### **Credit Balance Hold**

Any student with a credit balance on their student account who is not registered for a future term or is listed as a graduating senior will be placed on a Credit Balance Hold. The Revised Code of Washington (RCW) 63.29 Uniform Unclaimed Property Act requires the university to forward all unclaimed student account balances to the Washington State Department of Revenue unless the student requests a refund or donates their credit balance to the university.

### **Financial Hold**

If a student account is past due, a financial hold will be placed.

### **Medical Hold**

A medical hold prevents a student from registering if Health Center has not received the Medical History Form or if the student does not have the necessary immunizations.

### **No Address Hold**

All students are required to keep a current permanent address with the university. If mail becomes undeliverable, an address hold will be placed.

### **Non-Sufficient Funds Hold**

Any student who has written three non-sufficient funds checks or has had checks returned for other reasons will be permanently placed on a Non-Sufficient Funds Hold. Any student with this hold is prohibited from writing checks to any University department.

### **Payment Option Hold**

All students are required to sign a payment contract and select a payment option for each academic year they attend. The Payment Contract form may be obtained through the Student Services Center.

### **Pre-Collection Hold**

Any student with a delinquent student account balance who is not registered for a future term will be placed on a Pre-Collection Hold and assessed a \$25.00 pre-collection fee.

## **WITHDRAWALS**

### **Withdrawal From a Single Course**

Tuition and fees will not be refunded for single course withdrawals occurring after the last day to add/drop without fee for a term. These dates are listed in the class schedules for each term. If the student does not wish to continue a course after the add/drop period, the student must withdraw from the course. The student must obtain the instructor's signature on an Add/Drop/Withdraw Form and submit it to the Student Services

Center. A \$50.00 late registration fee is charged for each transaction after the last day to add/drop.

**Official Full Withdrawal**

Notice of withdrawal from the University must be given in writing to the Student Services Center. Oral requests are not acceptable. Charges will remain on the student account until written notice is received.

**Medical Withdrawal**

Students may also withdraw completely from the university for a term for medical reasons. The student must complete a Medical Withdrawal Petition, provide written evidence from a physician and a personal explanation to the Vice President for Student Life. This must be completed in a timely manner and in no case later than the last day of class in any given term. If granted, the grade of “WM” will appear on the student’s transcript. Physician clearance is required prior to re-enrollment. For more information contact Student Life, 105 Hauge Administration Building, 253.535.7191 or [slif@plu.edu](mailto:slif@plu.edu).

**REFUNDS**

- **Fall & Spring Tuition**
  - 100 percent tuition refund prior to the first day of class
  - Refunds prorated on a daily basis beginning the first day of class until 60 percent of the semester has elapsed
  - Once 60 percent of the semester has elapsed, there is no tuition refunds
- **Summer & J-Term Tuition**
  - 100 percent refund up to the last day to add/drop without fee for term (dates listed in Class Schedules)
  - No refund after the last day to add/drop without fee for term (dates listed in Class Schedules)
- **Summer, Fall, J-Term & Spring Course Fees**
  - 100 percent refund prior to the first day of class.
  - No refund beginning the first day of class.
- **Summer, Fall, J-Term & Spring Housing and Meal Plans**
  - Housing refunds prorated on a daily basis.
  - Meal plan refunds prorated on a weekly basis.
- **Insurance Fee Refund Policy**  
 PLU Student Health Insurance is not refundable with exception for the following:
  - Government financial aid policies are observed where applicable for fees funded by government financial aid resources.
  - Insurance fee is refundable, on a pro-rated basis, for compulsory military deployment.
  - The university may reverse the insurance fee, as it would reverse tuition and other fees for a student who has never attended (NA) a class and whose status is noted in the registrar’s office as NA.

**Policies and Procedures Relating to the Return of Title IV and Institutional Financial Aid Funds if a Student Withdraws from the University**

The university calculates and returns Title IV funds according to Federal Title IV policy 34CRF 668.22. The amount of Title IV funds (other than Federal Work Study) that must be returned to the Title IV programs is based solely on the length of time the student was enrolled before withdrawing. This policy is effective for complete or full withdrawal from a semester in which a student receives Title IV federal funds.

For fall and spring semester only, if a student withdraws before 60 percent of the semester has elapsed, a percentage of Title IV funds will be returned to the federal program based on the length of time the student was enrolled before withdrawal. After 60 percent of the semester has elapsed, the student is considered to have used all aid received for the semester.

The return of Title IV funds is dependent upon the date a student withdraws during the semester.

**Withdrawal date is defined as one of the following:**

- The date the student began the withdrawal process;
- the date the student otherwise provided the school with official notification of the intent to withdraw; or
- For the student who does not begin the university’s withdrawal process or notify the school of the intent to withdraw, the midpoint of the payment period or period of enrollment for which Title IV assistance was disbursed (unless the university can document a later date); If attendance is taken, the withdrawal date is determined from the attendance records.

**The university will:**

- Determine date of withdrawal
- Calculate the percentage of aid deemed to have been used by the student
- Calculate the percentage of aid not used by the student, which must be returned to federal programs.

**Order of Return of Title IV Funds:**

If the withdrawal date results in a percentage of used Title IV aid, then the return of Title IV aid will occur in the following order:

- Unsubsidized Federal Stafford loans
- Subsidized Federal Stafford loans
- Federal Perkins loans
- Federal PLUS loans
- Direct PLUS loans
- Federal Pell grants
- Federal SEOG grants
- Other assistance under this Title for which a return of funds is required, to include Washington State Need Grants.

**Procedures for Obtaining a Refund Upon Full Withdrawal from the University**

- Student requests withdrawal approval from the Registrar’s Office via the Student Services Center, using a withdrawal form.
- Financial Aid processes the student withdrawal request according to the Federal Title IV policy 34CFR 668.22. Aid will be revised according to published federal policy.
- The Registrar’s Office makes a tuition adjustment, if applicable, to the student account for the percentage of tuition allowed to be refunded for that time period during the term (as determined by the Registrar’s Office and the University Tuition and Course Fees Refund Policy).
- Examples of the Return of Title IV Funds if a Student Withdraws are available in the Financial Aid Office.

*Note: Please be aware that a tuition refund due to withdrawal from the university can adversely affect what is owed to the university by the student. A tuition adjustment is applied to the student account, but aid is also adjusted, sometimes creating a larger owing balance. Students should check with the Financial Aid Office to determine the effect a withdrawal will have on their student account.*