

# *Educational Costs and Business Regulations*

## **General Information**

Tuition and fees for full-time students include fees for library services, Perry Campus Center Building Fund, Student Congress, Student Center activities, admission to college activities such as athletics, music and drama events, health program, intramurals, and other programs and activities as the college deems advisable.

There is no additional charge for the January interterm to the student who attends Doane College full-time in the fall term and/or spring term, nor is there a refund for those not participating in the interterm session. In some cases, a student may choose to enroll in an interterm trip for which additional fees are charged. These fees are stated in the Interterm Bulletin and are payable at the time of registration for interterm.

## **Summary of Costs for the Academic Year 2005-2006**

### **Tuition**

Full-time students per term (includes fees):	
Fall Term. . . . .	\$8,768.00
Spring Term. . . . .	8,768.00
TOTAL. . . . .	17,536.00
Part-time students per credit hour:	
(fewer than 12 credit hours) . . . . .	573.00
Credit overload per credit hour:	
(more than 17 credit hours per semester). . . . .	573.00

### **Fees**

Part-time students per term:	
1-2 credit hours. . . . .	60.00
3-5 credit hours. . . . .	85.00
6-8 credit hours . . . . .	125.00
9-11 credit hours . . . . .	175.00
Music Majors per term . . . . .	225.00

*This applies to students who are declared music majors and covers lessons in two or more areas per term in all applied music, use of piano, band instruments, and accompanist for voice and instrument lessons, which are 30 minutes per week.*

Applied music fees for non-majors per term:  
Thirty minutes per week, per instrument (or voice) . . . 225.00

Professional Education Courses:  
*Students preparing to become teachers incur additional expenses in practicum courses.*

Studio Art Courses:  
*Nominal fees are charged, depending on the materials required for each course.*

Graduation Fee . . . . . 50.00  
*This fee is charged to cover the cost of cap and gown and graduation activities. The fee is levied when students achieve senior standing. The fee is waived only upon presentation of an assessment certificate issued by the Academic Affairs Office, for participation in assessment activities developed by the college.*

Basic Board and Room:  
Fall Term . . . . . 2,461.00  
Spring Term . . . . . 2,461.00  
TOTAL. . . . . 4,922.00

*All students living in campus housing are required to be on a meal plan and the college will attempt to meet special dietary needs when documented by a physician's order. Certain students may be required to be on the basic board plan (21 meals), including all athletes in season. Basic board charges are for a 21-meal-a-week plan. Ten-meal-a-week and 14-meal-a-week plans are available at a reduced rate. A 21-anytime meal plan is also available at an additional cost. (Meal plan options and prices are subject to change.)*

Additional charges:  
*From \$50 - \$250 per term is charged for specified residence halls and single housing. Private rooms (subject to availability) are extra. A \$100 fee is withheld from the student's admission deposit as a room and key deposit.*

**Business Regulations**

A student is not eligible to attend classes until his/her registration has been approved by the Registrar and the Vice President for Financial Affairs.

College bills are due in full on or before registration preceding each term, unless a payment plan has been authorized by the Business Office at least two weeks prior to registration.

A student is held responsible for damage to college property, and is either billed for the cost thereof, or the amount is deducted from the room deposit.

Registration may be refused any student whose previous term account is not in good order. No refund of charges will be made to any student suspended or dismissed from the college. Registration may be cancelled for any student who is delinquent in his/her payments.

A late fee of \$15 per month will be added to all unpaid accounts in the event that amounts due and owed to the college are not paid in full when due. At the discretion of the administration of Doane College, a student may be suspended for nonpayment of his/her indebtedness.

A transcript or diploma is not issued to a student who has failed to pay off any indebtedness to Doane College. At the discretion of college administration, a transcript may be released for a currently enrolled student entering graduate or a professional school who has a balance on his/her account, provided the student is current with the payment plan.

All bills are due and payable the first day of registration for each semester. In order to assist students in meeting college expenses, an installment plan through FACTS and the Advance Payment Plan are available to families through Doane. The college accepts VISA, MasterCard and Discover for payment of college expenses.

1. FACTS for Tuition Management:

The FACTS monthly payment plan is a low-cost plan that allows for budgeting tuition and education expenses. It is possible to budget up to 12 monthly payments for each academic year. Agreement must be received by the college 30 days prior to the first payment date. All payments will be processed from a checking or savings account on either the 5th or 20th of the month.

*FACTS charges a \$45 annual non-refundable enrollment fee for this service. FACTS agreements forms are available at the Financial Aid and Business Offices. For more information on FACTS, visit the college Web site at [www.doane.edu/facts](http://www.doane.edu/facts).*

2. Advance Payment Plan, an *interest free* plan:

Payments begin on June 1 before the fall semester and are paid in monthly credit card installments — June 1 through March 1 or May 1 — with no interest. *The College accepts VISA, MasterCard and Discover. For more information, contact the Business Office.*

Adjustments may be made to the plan in mid-September and mid-February, depending on the actual amount of financial aid received and the net cost for that semester. If the financial aid package or the charges change, it is the student's responsibility to contact the Business Office to make adjustments in the payment plan. If a student who initially commits to Doane elects not to enroll at Doane, a complete refund is made of the money paid up to that time. No interest will be credited to this refund.

#### **Official Business Day**

The college's official business day, as defined for federal financial aid delivery purposes, is 8:30 a.m. to 3:00 p.m., Central time.

#### **Cross Enrollment**

In rare instances, a student is permitted to cross-enroll between the Lincoln and Crete campuses during the fall and spring terms. Permission to do so is required from the Vice President for Academic Affairs. A cross-enrolled student must pay all costs, including tuition, associated with enrollment at other than his/her main campus. Students may cross-enroll during the summer without special permission, but must notify the Registrar's Office. Directed Study and Internship courses can be offered only from a student's home campus.

#### **Refunds**

Registration constitutes a financial contractual agreement between Doane College and the enrollee.

If a student withdraws from college prior to the official start of a term, all tuition and fees are refunded. After the term begins, a student who withdraws is refunded a portion of tuition and fees for all classes in which the student enrolled on or after census day. (Census day is listed on the college calendar as the last day for registration.) The amount of the refund and the manner in which it is calculated depends upon the student's status at Doane College.

For a student who is not receiving Federal Title IV (Pell Grant, Federal Supplemental Grant, Federal Perkins Loan and/or Federal Stafford Loan[s]) student financial aid, the refund is determined by the number of days that have passed from the official beginning of a term according to the following schedule:

0-10 days: 100%	22-28 days: 25%
11-21 days: 50%	29-35 days: 10%

Tuition and fee refunds are generally based on the last documented date of attendance or the official withdrawal date. For a student who does not officially withdraw, the refund is generally based on the last date of class attendance, as determined by the college.

After census day, no refund is made unless a complete withdrawal occurs. Refunds are not made for a student dropping an overload, credits or classes, or a student dropping from full-time to part-time status. A student adding modules and credits after census day which result in an overload, is billed for these credits.

Room charges are not refundable after the first 10 days of class (census day). Refunds are not made for occasional absences from the dining room. Absences extending beyond one week due to illness or other recognized circumstances may receive consideration for an adjustment when approved by the Vice President for Financial Affairs.

In case of withdrawal from college, the costs for board are pro-rated according to the withdrawal policy in effect at that time.

Federal law requires a specific calculation be used for those students who are Federal Title IV recipients, and who withdraw from the institution during the first 60 percent of the period for which they have been charged. (*Institutional costs are defined as charges that Doane College assesses a student for education expenses that are paid to Doane College directly.*) If a student drops after the 60% point in the enrollment period, the percentage earned is 100%. There is no refund, nor is there a calculation of Title IV Assistance earned. Doane College retains 100% of all charges.

The following education expenses are considered institutional costs:

- All charges for tuition, fees, room and board, (if contracted with Doane College)
- Expenses for required course materials, if the student does not have a “real and reasonable opportunity” to purchase the required course materials from any place but Doane College.

The total amount of all institutional costs must be used in the calculation of a refund, including the calculation of unpaid charges, if they are specifically designated as excludable.

Excludable costs are defined as costs that the regulations permit Doane College to exclude from the total amount of institutional charges when calculating the refund.

- An administrative fee
- Documented costs of unreturnable equipment
- Documented costs of returnable equipment, if not returned in good condition within 20 days of withdrawal.

The Doane College refund policy is based on the last date of verified class attendance, as determined by the college. The calculation will use the total number of calendar days of the enrollment period divided by the total number of calendar days the student attended. This percentage shall be used to determine the Doane College costs to be charged, as well as the financial aid dollars credited to the period of enrollment.

Refunds are based upon the official start of the term and the official withdrawal date. A term is defined as one complete semester on the Crete campus. The official registration and withdrawal process must take place during the appropriate time frame for the student to be considered for a refund. In some cases, the actual start date of a course may occur after a refund is no longer available.

If a withdrawing student received benefits from federal financial aid, a portion of any refund calculated must be returned to the federal student aid program(s) used. Doane College restores funds to the student aid programs in the following order:

1. Federal Stafford Student Loan Program (unsubsidized, subsidized)
2. Federal Perkins Loan Program
3. Federal Parent (PLUS) Loan Program (if applicable)
4. Federal Pell Grant Program
5. Federal Supplemental Educational Opportunity Grant Program (SEOG)
6. SSIG/SSAP/PEAP
7. Doane Scholarships/Grants
8. Outside Scholarships
9. Students

Funds are restored to each program up to the total amount disbursed for the term before any funds are replaced in the next program. *Refund Policy Handbooks are available for examination in the Business Office, Financial Aid Office, and Student Leadership Office.*