



# Tuition and Payment

Student Accounts Office • 617-868-1000 x1326 • [bursars@cambridgecollege.edu](mailto:bursars@cambridgecollege.edu) • [www.cambridgecollege.edu/admissions/financial.cfm](http://www.cambridgecollege.edu/admissions/financial.cfm)  
Rates as of January 2012, subject to change without notice. For all National Institute for Teaching Excellence (NITE) expenses, see the NITE Catalog.

## Admissions

- Application fee (non-refundable) . . . . . \$30
- Application fee - IMEd (non-refundable) . . . . . \$50
- Application fee - EdD (non-refundable) . . . . . \$100

**Tuition** Rates are set by the Board of Trustees and are subject to change. Current rates apply to all students.

Net price calculator available at [www.cambridgecollege.edu/admissions/financial.cfm](http://www.cambridgecollege.edu/admissions/financial.cfm) (undergraduate only).

**New rates effective Spring 2012** All rates are per credit hour.

<b>Cambridge</b>	<b>Merrimack Valley Regional Center</b>
BA, BS . . . . . \$365	BA, BS . . . . . \$365
MEd . . . . . \$466	MEd . . . . . \$466
CAGS . . . . . \$589	MM. . . . . \$535
MM. . . . . \$535	<b>Springfield Regional Center</b>
EdD . . . . . \$995	BA, BS . . . . . \$365
Dissertation extension courses . . . . . \$525	MEd . . . . . \$466
	CAGS . . . . . \$589
	MM. . . . . \$535
<b>Augusta Regional Center</b>	<b>Memphis Regional Center</b>
BA, BS . . . . . \$391	MEd . . . . . \$435
MEd . . . . . \$466	CAGS . . . . . \$550
CAGS . . . . . \$550	
MM. . . . . \$631	
<b>Chesapeake Regional Center</b>	<b>Puerto Rico Regional Center</b>
BA, BS . . . . . \$365	MEd . . . . . \$300
MEd . . . . . \$435	MM. . . . . \$260
CAGS . . . . . \$550	
MM. . . . . \$425	
<b>Inland Empire Regional Center</b>	<b>National Institute for Teaching Excellence</b>
BA, BS . . . . . \$391	MEd . . . . . \$500
MEd . . . . . \$466	
MM. . . . . \$508	

Courses offered in collaboration with other institutions: Tuition and fees may differ from standard Cambridge College rates. Call Student Accounts Office, program director, or admissions counselor for information.

## Special Rates

**Alumni tuition discount.** . . . . . 25%  
Applies to individual courses only, not to degree and certificate programs, or courses offered in collaboration with other institutions; good financial standing with the College required; undergraduate courses limited to six credits.

- Course audit fee . . . . . \$160  
Per credit (\$480 for a 3-credit course); subject to the same add/drop refund and tuition liability policy as are courses for credit.
- Undergraduate Certificates–non-credit (per course) . . . . . \$520
- Graduate Certificates–non-credit (per course) . . . . . \$580

## Other Charges and Expenses

- Check returned by bank . . . . . \$35
- Course materials fee (for materials provided in class) . . . . . variable
- Counseling Psychology internship/practicum fee (MEd and CAGS; charged when internship/practicum is taken; course tuition additional) . . . . . \$500
- EdD research fee (charged in first term) . . . . . \$350
- Payment plan service charge (per term) . . . . . \$60
- Replace lost student ID card . . . . . \$25
- Health Insurance . . . . . \$631  
Students attending college within Massachusetts who are enrolled in a 3/4 or full-time credit load are required by Massachusetts state law to carry appropriate health insurance. Students who do not carry their own health insurance plan are required to purchase the Cambridge College Sickness and Accident Health Insurance Plan (amount subject to change).
- Test administration fee (CLEP and DSST; additional fees charged by the external testing agencies) . . . . . \$35
- Undergraduate portfolio evaluation fee . . . . . \$100  
Per credit attempted (\$300 for a 3-credit course)

## Graduation and Transcripts

- Graduation fee . . . . . \$110  
This fee is charged at the beginning of the last term, as determined by the anticipated graduation date in the student's academic record. This fee is for processing records.
- Official transcripts (request in writing from Registrar) . . . . . \$5
- Transcript with rush service . . . . . \$30  
Additional charge for express shipping, if desired.
- Unofficial transcript (given to student) . . . . . \$2

## Late Degree Completion Fees

- Late Capstone fees (BA, BS)**  
Second and third terms, per term . . . . . \$200  
no charge if completed in the next term after the first attempt.  
Each additional term until completed . . . . . \$100
- Late Independent Learning/Research Project fees (MEd, MM)**  
Second and third terms, per term after first registration (must register with final seminar) . . . . . \$400  
Each additional term until completed . . . . . \$100

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# Payment

**Payment** Provision for payment of tuition is required prior to registration for each term. Tuition bills are prepared on the basis of course registrations each term. Registration is officially cleared by the Student Accounts Office upon satisfactory payment arrangements according to standard policies. Students cannot register until payment arrangements have been made, including:

- 1. Full payment of all charges from previous terms, and**
- 2. Full payment of new term tuition, or payment plan arrangement, including financial aid.**

All checks should be made payable to Cambridge College, and may be mailed or delivered to Student Accounts. The College also accepts Visa and MasterCard. Students may pay online; see the MyCC web portal.

**Payment Plan** Contact the Student Accounts Office or go directly to Sallie Mae for a "TuitionPay" plan. All prior charges must be paid before a payment plan may be made for a subsequent term.

Sallie Mae  
PO Box 813, Swansea, MA 02777-0801  
www.TuitionPayEnroll.com • 800-635-0120

**Employer Tuition Assistance Programs** Bring a signed and itemized purchase order to the Student Accounts Office before registering for the upcoming term, authorizing Cambridge College to bill a company directly for the courses listed (include course numbers). U.S. Veterans must bring a signed VA form 28-1905 or 22-1999. Other documentation may be required from certain area employers. Contact the Student Accounts Office for information. Students are responsible for providing all documentation required by their employers.

If a student drops a class and is eligible for a refund, the refund is issued to the employer on behalf of the student. Students are liable for the cost of any courses taken but not listed on the purchase order.

If an employer reimburses employees after courses are completed, students must pay for the classes when registering. The Student Accounts Office provides itemized statements for students to verify charges and payments.

Students are not cleared for graduation until all tuition assistance payments have been made in full. After the graduation clearance date, students are liable for any remaining balance.

**Graduation Clearance** **All tuition and other charges must be paid in full** by the published graduation clearance deadline in order to receive graduation clearance from the Student Accounts Office.

**Non-payment** Failure to fulfill tuition obligations in a timely manner may result in disenrollment. Transcripts, diplomas, and certificates are held by the College until debts are clear. Student debts will be submitted to a collection agency if payment is not received. In such cases, the student is liable for any court costs and collection agency fees. Collection agency fees may total up to 40% of the outstanding bill, as allowed by Massachusetts law. Cambridge College routinely reports account information to a credit bureau.

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# Cambridge College



# Dropped Courses—New and Continuing Students

## Tuition Charged

You must pay the full tuition for all courses for which you have registered, unless the course is correctly dropped before the add/drop deadline. (see How to Drop Courses, p. 48).

- If you correctly drop the course, you may get tuition credit as outlined below.
- If you do not attend class and do not correctly drop the course, your account will be billed for the full tuition.
- If you begin attending class and later cease attending classes without formally withdrawing or taking a leave of absence, your account will be billed for the full tuition.

## Tuition Credit

### Date Add/Drop Request is Received . . . . . Tuition Credit

#### **Courses that meet every week and start in the first week:**

Before the add/drop deadline . . . . .	100%
Before third class or when no more than six hours of class time have elapsed, whichever comes first. . . . .	75%
After third class. . . . .	0%

#### **All other courses:**

Before the first class . . . . .	100%
Before second class or when no more than six hours of class time have elapsed, whichever comes first. . . . .	75%
After the second class. . . . .	0%

**Students considering a leave of absence or withdrawal are urged to see the Student Accounts Office before leaving the College in order to arrange payment of any outstanding balance. Students who have received financial aid must contact the Financial Aid Office.**

# Refunds and Repayment—Students Withdrawing or on Leave of Absence

Students who withdraw from Cambridge College or take a leave of absence after having paid the current term charges or receiving financial aid are subject to the following refund and repayment policies.

**A Leave of Absence/Withdrawal form must be filed at the Registrar's Office before leaving the College.**

Federal guidelines mandate that tuition, fees, and other related charges are prorated based upon each student's enrollment status. Tuition and fees may be refunded. No other charges are refundable. Virginia-based students please see Refund Policy—Chesapeake Regional Center, below.

## College Refund Policy

Students not receiving Title IV financial aid or state scholarship monies are eligible for refund of current term charges paid as follows:

<u>Date of Withdrawal</u>	<u>Refund</u>
Before add/drop deadline (within first two weeks of term) . . . . .	100%
During third week of term . . . . .	75%
During fourth week of term . . . . .	50%
During fifth week of term . . . . .	25%
Thereafter . . . . .	0%

Title IV and state scholarship recipients are subject to different refund/repayment calculations (see below).

<u>Date of Withdrawal from Intensive Courses</u>	<u>Refund</u>
Before course starts . . . . .	100%
After course starts . . . . .	0%



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## Refund Policy — Chesapeake, VA Regional Center

Cambridge College operates three terms/year, each term not exceeding 4.5 calendar months. For Virginia-based students, Cambridge College will follow the regulations as stated in the Virginia Administration Code Regulations 8 VAC 40-31-160(M)(6).

<u>Date of Withdrawal</u>	<u>Refund</u>
Before add/drop deadline (within first two weeks of term) or before course starts . . . . .	100%
During the first ¼ (25%) of term. . . . .	50%
After completing ¼ (25%), but less than ½ (50%) of term. . . . .	25%
After completing ½ (50%), or more of term . . . . .	0%

### Repayment of Federal Funds

Students receiving federal financial aid, who withdraw from the College or stop attending all classes during a term before more than 60% of the term has elapsed, are subject to specific federal regulations.

The amount of Title IV aid that you must repay is determined by the federal formula for return of Title IV funds as specified in Section 484B of the Higher Education Act.

The amount of Title IV aid that you earned during the term before you withdrew is calculated by multiplying the total aid for which you qualified by the percentage of time in the term that you were enrolled (college work-study not included).

#### Your disbursement or repayment owed:

- If less aid was disbursed to you than you earned, you may receive a late disbursement for the difference.
- If more aid was disbursed to you than you earned, you will be billed for the amount you owe to the Title IV programs and any amount due to the College resulting from the return of Title IV funds used to cover College charges.

#### Cambridge College will return the unearned aid to the Title IV programs as specified by law:

1. Unsubsidized federal loans
2. Subsidized federal loans
3. Federal Perkins loans
4. Federal PLUS loans
5. Federal Pell Grant
6. Federal Supplemental Educational Opportunity Grants (SEOG)

### Repayment of Massachusetts Funds

Students who have received financial aid from the Commonwealth of Massachusetts are subject to the following repayment/refund policy.

**The amount of aid you earned during the term before you withdrew is calculated** by applying the federal formula for return of Title IV funds:

- If you also received federal Title IV aid this term, then the percentage of Massachusetts aid earned is the same as the percentage of Title IV aid earned.
- If you did not receive Title IV funds, the College shall use the federal formula for return of Title IV funds to determine the percentage of Massachusetts aid earned.

#### The following are then applied to your tuition fees:

- The amount of state and federal aid earned (see above).
- All other sources of financial aid.
- All scheduled cash payments.
- The unearned portion of state financial aid.

#### **The result is your remaining unpaid balance of tuition charges and mandatory fees.**

Note: the College cannot make any unauthorized post-withdrawal award and/or disbursement of state financial aid to cover this balance.

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