

Summer Institutes Tuition & Other Expenses

All data current as of April 2018 • subject to change without notice • all students pay current rates

	Amount
Application fee (non-refundable)	\$50
School Nurse Education tuition: \$554/credit, 32 credits	\$17,728
Books, supplies & equipment	\$500
Room & Board	See below
Administrative fee (covers all administrative costs, applies to all students)	\$50
Health Insurance (if you don't carry your own insurance; please go the MyCC web portal homepage and follow instructions under Student Health Insurance)	\$910
Graduation fee	\$125

Room & Board Summer 2019	Dates Arrive - Depart	Double Occupancy	Single Occupancy
School Nurse Education — new students — 3 weeks	July 7-29	TBD	TBD
School Nurse Education — returning students — 1 week	July 20-29	TBD	TBD

Additional Possible Expenses

Additional Summer Term Expenses

MBTA (public transportation; optional for new students; amount subject to change) \$84.50

MBTA (public transportation; optional for returning students 7-day stay; amount subject to change) \$21.25

Room damage & loss as charged by host site

Fees

Credit card fee (intelligent rate; % charge depends on type of card). 1.50%-3.99%

Late payment fee, per term \$100

Late registration fee, per term \$50

International student fee, per term \$100

Credentialing fee for foreign countries (per instance; to address cost of compiling student credentials for certain countries) . . . \$500

Student printing fee (per page; black & white/color). . . \$0.10/0.18

Check returned by bank \$35

Replace lost student ID card \$25

Please see also the Cambridge College Academic Catalog or www.cambridgecollege.edu or call Student Financial Services at 617.873.0403

Fees, cont.

Graduation fee (degrees and certificates) \$125

Charged at beginning of last term, as determined by anticipated graduation date in student's academic record, for processing records.

Official transcripts \$5

Transcript rush service: Cost of transcript(s) plus \$30

Unofficial transcript (given to student) \$2

Late Degree Completion Fees

Late Independent Learning Project fees (MEd)

Second and third terms, per term after first registration (must register with final seminar) \$500

Each additional term until completed. \$200

Payment

Student Financial Services • 617.873.0403 • sfs@cambridgecollege.edu • www.cambridgecollege.edu/offices/bursar

The following is an overview of information you need to be aware of as you begin your time at Cambridge College. The following items are subject to change at any time. Please refer to www.cambridgecollege.edu/offices-bursar for the most up to date information.

Course registration is contingent upon the payment of all amounts due to the College. Students owing a balance of more than \$50 cannot register for courses. Once registered for a term, payment or acceptable arrangements must be made prior to the start of the term. If a student registers after the term starts, or after add/drop ends, or after the established payment due date is past, payment is due one week after the registration.

Communicating With You

The Bursar's Office will often communicate with you by email to your Cambridge College email account. You are responsible for checking your email on a regular basis so you don't miss important information.

Billing of Tuition

Bills are mailed at least 30 days prior to the start of the term. Payments are to be remitted on or before the due date indicated on the statement (this date is typically one week prior to the term start date).

It is easy to calculate your tuition bill each term. On our website, go to your Cambridge College location, click on your academic program, and see current tuition rates posted on the Tuition tab. Multiply the number of credits you are taking by the per-term rate. (In some cases there may be other expenses in addition to course tuition.)

Always refer to your account online for the most up-to-date balance information.

Late Payment Fee

Students will be assessed a late payment fee if acceptable payment arrangements are not made by the due date indicated on the statement. Acceptable payment arrangements include payment in full, pending financial aid, approved third-party billing (i.e. Veterans) and an active and current payment plan with the Bursar's Office.

Paying for Your Education

There are several ways to pay for your college education:

- Financial aid (federal student loans, scholarships, etc.) — to apply for aid, go to www.cambridgecollege.edu/financial-aid.
- Employer tuition assistance programs or third party sponsor — acceptable if payment is made directly to Cambridge College and is not contingent upon grades. Please contact the Bursar's Office prior to the beginning of the term so that an invoice can be generated.
- Veteran's Benefits — if you are eligible for veteran's educational benefits, please contact the Bursar's Office to discuss your own particular situation.
- Using your own funds — see "How to pay your bill" below.

How to Pay Your Bill

Online — The quickest and easiest way to make a payment is by paying online via the MyCC web portal. This is available 24 hours per day and can be done in four easy steps:

1. Log into MyCC
2. Click "Finances" tab
3. Click "My Account Balance"
4. Click "Make a Payment"

Mail — Checks or certified funds must be made payable to Cambridge College and include your college ID number. Mail payment to Cambridge College, ATTN: Student Financial Services, 500 Rutherford Avenue, Boston, MA 02129.

In Person — During business hours you can make a payment in person at our main campus, 500 Rutherford Avenue, Boston, MA. Payments are not accepted at any other College location.

Wire Transfer — Please contact the Student Financial Services Office if you are interested in making a payment via wire transfer.

Payment Plan — Payment plans can be established with Tuition Management Systems. The payment plan allows you to pay your tuition and fees in four payments in the fall (July through October) and spring (November through April) terms, and two payments in the summer term (June and July). Please visit <https://cambridgecollege.afford.com> to create your account and set up your payment plan. We highly recommend that this is done immediately after registering for our courses.

Non-Payment

You will not be able to register until you have paid your bill. Once acceptable payment arrangements have been made, we can clear you to register online. Students with a balance will have a Bursar restriction ("Hold") placed on their account. This restriction prevents access to grades, official transcripts; diplomas, and certificates. Students are notified of impending restriction via email to their Cambridge College email address.

The College will make every effort to work out repayment plans. In the event a balance remains outstanding, 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 reserves the right to report account information to a credit bureau.

Leave of Absence or Withdrawal

Students considering leave of absence or withdrawal are urged to see the Student Financial Services 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.

Cambridge College policy and procedures regarding withdrawal or leave of absence can be found at <https://www.cambridgecollege.edu/academic-policies-procedures/leave-absence-or-withdrawal>. Students must consult applicable policy and procedures in case of any questions regarding this withdrawal or leave of absence. Students can always contact the dean of students for further questions.

Refunds and Repayment

Financial aid repayment/return — Title IV financial aid or state scholarship monies are subject to federal regulations. See *Financial Aid*.

Refund — Students who paid current tuition charges themselves (not from federal or state aid) are eligible for refunds as follows:

Date of Withdrawal	Refund
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%

Date of Withdrawal from Intensive Courses	Refund
Prior to beginning of term	100%
During and after week one	75%
During and after week two	25%
Week three and thereafter	0%

Overpayment — Non-Federal Funds

Payments received on a student account, exceeding the account balance or anticipated charges, will remain on the account and be applied toward future term charges within the academic year. Remaining overpayments are refunded at the end of the academic year. No refunds will be issued at any other time unless the student is withdrawing or has completed their degree.

Excess Funds — Title IV

In accordance with federal regulations, excess funds from federal financial aid, over and above current charges, cannot be held without written authorization from the student.

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 Bursar's Office.

California: Student's Right to Cancel

You have the right to cancel or withdraw and receive a refund of 100% of the amount paid for institutional charges, less the STRF of \$0.00, and a reasonable deposit or application fee not to exceed \$250, through attendance at the first class session, or the seventh day after enrollment, whichever is later, if notice of cancellation is received on or before the *right to cancel date*. See table below.

First Term of Enrollment, 2018-2019 Academic Year	Application Deadline	Classes Begin	Right to Cancel Date
Fall Term 2018	Sept 4, 2018	Sept 10, 2018	Sept 17, 2018
Spring Term 2019	Jan 15, 2019	Jan 22, 2019	Jan 29, 2019
Summer Term 2019	June 3, 2019	June 10, 2019	June 17, 2019

To cancel, download the Withdrawal form from www.cambridgecollege.edu/resources/student-forms, and submit the completed Withdrawal form to the Registrar's Office by the *right to cancel date* (Add/Drop Deadline).

Students are not required to purchase books, supplies or equipment through Cambridge College, and the College does not offer student housing or transportation. Therefore these expenses cannot be refunded by the College.

Student Health Insurance

Massachusetts law states that students who meet *all* the following criteria are required to be enrolled in the College's student health insurance plan or participate in a plan with comparable coverage.

- Attend classes within Massachusetts.
- Are enrolled in a certificate or degree program.
- Are enrolled full-time or three-quarter time (undergraduate: 9 credits or more; graduate: 6 credits or more).

A student's status as full or three-quarter time is determined as of the last date of the add/drop period.

International students (active for SEVIS) are assessed for health insurance regardless of credit load.

Annual Insurance waiver — Students who have insurance with coverage comparable to Massachusetts state criteria may waive out of the College's student health insurance plan by submitting an annual waiver request by the term deadline. It is the student's responsibility to determine and certify that their insurance is comparable. To submit the annual waiver request, students must go to the MyCC web portal homepage and follow the instructions under Student Health Insurance; click on the external link provided, and follow the online instructions. In so doing they grant permission for the insurance provider to audit their insurance information, and if it is found to be falsified, inactive, or non-comparable to Massachusetts criteria, they will be enrolled in the insurance plan and will be charged the full insurance premium.

Students who do not submit an annual waiver request by the deadline are automatically enrolled in and billed for the College's student health insurance plan. The deadline changes each term, but is within a week of the last date of the add/drop period for the term. The deadline for the current term is posted on the MyCC web portal homepage.

Students are required to submit an annual waiver request in the first term they are enrolled and every fall term thereafter. Students returning after a leave of absence must submit the waiver request in the term when they return.

CC locations in other states — Students at Cambridge College locations outside Massachusetts are not required to purchase student health insurance.

CC Summer Institutes — Summer Institute students enrolled in more than three weeks of classes will need to show proof of health insurance. Massachusetts law does not require students enrolled in short-term courses (defined as no more than 15 days of classes for each term and 30 days total for the entire school year) to purchase student health insurance.

Adding Courses

Students who add courses after the term has begun are responsible for payment immediately. Students must check their account online for changes to their balances as a result of adding courses.

Dropping Courses

Tuition Charged

You must pay the full tuition for all courses for which you have registered, by the payment due date.

- However, if you correctly drop the course, you may get tuition credit as outlined below under "Tuition Credit".
- If you do not attend class and do not correctly drop the course, you remain responsible for the full tuition.
- If you begin attending class and later cease attending classes without formally withdrawing, you remain responsible 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%

Online courses have the same tuition credit policy as standard seated courses.