

# FINANCIAL INFORMATION

## Joint Policies

Student expenses at the College of Saint Benedict and Saint John's University (CSB and SJU) are governed by a number of common policies. Other policies are specific to each college. Please consult both the joint policies below and those pertaining to either Saint Benedict's or Saint John's.

### Tuition

Tuition for full-time students (those carrying at least 12 credits) is an annual fee charged one-half for fall semester and one-half for spring semester. Special rates apply to students with a class load of fewer than 12 credits or more than 18 credits. Tuition applies to all courses whether taken for credit, audit or no credit.

### Advance Payment from First-year Students and Transfers

Accepted applicants to CSB and SJU will receive notice of an advance payment, that should be submitted upon the acceptance of the offer of admission. This advance payment deposit will be credited to the students' tuition account with the first-semester charges.

### General

All charges assessed by the colleges (tuition, fees, room and board) are due and payable before completion of registration. The initial payment covering a semester of the college year is due no later than the beginning of that semester; the final payment is due no later than the end of that semester. Remittances are made payable to the college in which the student is enrolled and sent to the Student Accounts Office.

The colleges reserve the right to withhold student educational records such as grades, transcripts, or diplomas, until all college bills have been paid or until satisfactory arrangements have been made with the Student Accounts Office. Registration may be blocked or cancelled by the Student Accounts Office for failure to pay fees. Amounts owed from the previous semester must be paid before starting each new semester.

Tuition, fees and other charges are good-faith projections for the academic year. They are, however, subject to change from one academic semester to the next as deemed necessary by the colleges in order to meet their financial commitments and to fulfill their roles and missions. For more information regarding tuition and fees please also visit Educational Costs – CSB+SJU (<https://www.csbsju.edu/student-accounts/educational-costs/>).

There are other fees and charges which are attendant upon a student's matriculation or course enrollment at Saint Benedict's or Saint John's. These fees or charges may be determined by contacting the college or university offices which administer the programs or activities in which the student intends to enroll or engage.

### Refunds

Refunds of tuition, fees, room and board are made for students who withdraw by formal application through the appropriate campus office according to the following schedule:

Students withdrawing before the first day of classes will be granted 100 percent credit.

- 90% through the 5th day of classes
- 80% from the 6th through 10th day of classes
- 70% from the 11th through 15th day of classes
- 60% from the 16th through 20th day of classes
- 50% from the 21st through 25th day of classes
- 40% from the 26th through 30th day of classes

The charges for tuition, fees, room, and board will be reduced based on the percentages listed above.

If a student withdraws after the sixth week of classes, there is no refund on tuition and room; however, refunds on food may be pro-rated based on the time remaining in the food contract. The date used to calculate the refund will be: the date of withdrawal in the case of a student who withdraws officially; the drop-out date which can be documented in the case of a student who withdraws unofficially.

In case of absence from the colleges, refund of food contract charges is possible for students who are absent for a period of 30 days or more. Students are not eligible for room rental refunds if they are absent or move off campus during the semester.

In cases of prolonged illness which necessitates withdrawal for the remainder of the semester as determined by the colleges, refunds or credits are made in tuition and room from the end of 14 calendar days following the beginning of illness, according to medical records. No tuition is refunded or credited on courses completed.

In cases of prolonged illness which necessitates withdrawal for the remainder of the semester as determined by the colleges, refunds or credits are made in tuition and room from the end of 14 calendar days following the beginning of illness, according to medical records. No tuition is refunded or credited on courses completed.

There is no refund on extra credits or special course fee charges after the last day on which students can withdraw from classes without receiving a W.

Students who are recipients of federal or state financial assistance should be aware that a portion of grants and loans will be returned to the federal or state governments should the student withdraw before 60% of the semester has ended. In addition, grants or scholarships awarded by the institutions may be reduced should a student withdraw before completing the semester.

### Return of Financial Aid Funds for Students Who Withdraw

If a student withdraws from school before completing 60% of a semester, the College or University may be required to return some or all of the federal or state financial aid awarded to the student. In general, Federal and State regulations assume that a student "earns" Federal financial aid and state aid in proportion to the number of days of the term the student attended. When a student withdraws before completing 60% of the term, the school must calculate according to a specific formula the portion of the total financial aid the student has earned and is therefore entitled to receive up to the time of the withdrawal. (A sample calculation is available on the financial aid website at <http://www.csbsju.edu/financialaid>.) Because the financial aid may be reduced when a student withdraws, financial aid may not be sufficient to cover the balance of tuition, fees, room and board charged to the student. Students who are considering withdrawing or who have withdrawn are encouraged to contact the Financial Aid Office and

Student Accounts Office for details on how their financial aid is affected and their final balance due based on withdrawal from school.

### Compliance with 38 USC 3679(e)

For Post 9/11 GI Bill® (Ch 33) students and VA Vocational Rehabilitation and Employment (Ch 31) students, our tuition policy complies with 38 USC 3679(e) which means Post 9/11 and Vocational Rehabilitation and Employment students will not be charged or otherwise penalized due to delay in VA tuition and fee payments. For eligibility consideration, a Post 9/11 GI Bill student must submit a VA Certificate of Eligibility (COE) and a Vocational Rehabilitation Student must provide a VAF 28-1905 form. Please see 38 USC 3679(e) for complete details.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at [www.benefits.va.gov/gibill/](http://www.benefits.va.gov/gibill/)

### Refunds for Enrolled Students Called to Military Duty

If a student is called up for active military duty, and withdraws from all classes, the refund is as follows:

- Refund of 100% of tuition and fees
- Pro-rated refund of housing and food contract

If a student is called up for active military duty, and elects to work with faculty member(s) to take an incomplete grade in one or more classes, the refund will be as follows:

- Refund of 100% of tuition and fees for classes in which no credit is received
- Pro-rated refund of housing and food contract

Students are encouraged to communicate with the Student Accounts Office, the Academic Advising Office, the Financial Aid Office and appropriate faculty members as soon as possible upon receipt of the government notice.

## College of Saint Benedict's Policies Campus Housing and Residency Requirement

As a residential university, all students are required to live on campus. Housing questionnaires are made available, to all CSB students who enroll to assist the Residential Life and Housing Office in the roommate and room assignment process. Housing forms are due each year by June 1 for new incoming students. Assignments are sent out to new incoming students in mid-July. For returning students, housing arrangements are determined through participation in the room selection process (<http://www.csbsju.edu/csb-residential-life/current-student-information/housing-selection-2023-2024/>). Returning students are required to be registered for Fall courses in order to participate in the on-campus room selection process. All students who wish to select on campus housing must be registered at least 24 hours in advance of the date on which the Room Selection Process they will participate in takes place.

Room rentals are on an academic year basis (September through May) as outlined in the CSB Campus Housing Agreement. Room changes are permitted only with direct permission from the Residential Life and Housing Office. Students who need to remain in their campus housing during the break periods must make special arrangements with the Residential Life Office. Failure to make these arrangements will result in unauthorized access fee for \$25 per day, up to \$100 per week.

A copy of the CSB Campus Housing Agreement can be found on the CSB Residential Life website at <https://www.csbsju.edu/csb-residential-life> (<https://www.csbsju.edu/csb-residential-life/>) or can be obtained from the CSB Residential Life & Housing Office.

### Board Contracts

All CSB students living in residence halls are assigned and required to participate in a continuous meal plan. Students who live in an apartment or townhome are assigned an apartment meal plan with the option to select an alternative board plan within the contract when meeting the appropriate timelines. The meal plan/board contract is non-transferable and ends at the end of each semester.

Contracts do not include meals during Thanksgiving, Christmas, Easter and Spring vacations or during recesses between terms. Additional information, including limited services and hours of operation, is available through the CSB Culinary Services office and website.

### Deferred Payments

Various payment options are available at CSB, options include payment before the semester begins, or four installment payments during the semester. Additional information is available through the Student Accounts Office.

## Saint John's University Policies Campus Housing and Residency Requirement

As a residential university, all students are required to live on campus. Housing questionnaires are made available to all SJU students who enroll to assist the Residential Life and Housing Office in the roommate and room assignment process.

Housing questionnaires for new, incoming students are due each year by June 1. Housing assignments are sent out to new students in mid-July. For returning students, housing arrangements are determined through participation in the on-campus housing selection process. Returning students are required to be registered for Fall courses in order to participate in the on-campus room selection process (<http://livecsbsju.sharepoint.com/:u:/r/sites/sjureslife/SitePages/Housing-Selection.aspx?csf=1&web=1&e=gWauer>). All students who wish to select on-campus housing for the Fall must be registered for courses at least 24 hours in advance of the date on which the Room Selection Process they will participate in takes place.

Room rentals are on an academic year basis as outlined in the SJU Campus Housing Agreement. Room changes are permitted only with direct permission from the Residential Life and Housing Office.

SJU students who wish to remain in their rooms during break periods must make special arrangements with the Residential Life and Housing Office. Failure to make advanced arrangements will result in unauthorized access fee for \$25 per day, up to \$100 per week.

### Board Contracts

All students living in residence halls are required to participate in a continuous meal plan. Students living in residence halls will be placed on a continuous meal plan for fall and spring semesters. Students who live in apartments or in residential hall suites (with cooking facilities in the suite) have the option of choosing a residential meal plan or an apartment style meal plan.

Contracts do not include meals during Thanksgiving, Christmas, Easter and Spring vacations or during recesses between terms. Additional information is available through the SJU Dining Service office.

### **Payment Options**

Various payment methods are available at SJU that will allow for installment payments during the school year. Monthly payments can be arranged through the Student Accounts Office. More information regarding payment plans can be found on the Saint John's Student Account website: <https://www.csbsju.edu/sju-student-accounts> (<https://www.csbsju.edu/student-accounts/>).