

Office of Enrollment Services

May 9 & 11, 2017

STUDENT FINANCIALS

Agenda

- ⦿ Approved Tuition and Fees
- ⦿ Tuition Rates
- ⦿ Exceptions
- ⦿ Budget Process
- ⦿ Term Fees
- ⦿ Waivers
- ⦿ Class Fees
- ⦿ Anticipated Tuition
- ⦿ Billing, Due Dates & Penalties
- ⦿ Graduate Scholarships / Discounts
- ⦿ CardinalPay
- ⦿ Interface with Cardinal Financials
- ⦿ Questions

Approved Tuition and Fees

- Tuition rates, fees, and room and board approved by the Board of Trustees after recommendations made by Budget Committee
- Tuition and Fees Policy:
<http://policies.cua.edu/finance/accounting/tuition/tuition.cfm>
- Enrollment Services notified in February of rates for upcoming academic year
- Approved rates posted on the Enrollment Services web site:
<http://enrollmentservices.cua.edu/Student-Financial-Information/Tuition2017-2018.cfm>

Costs

- Tuition
- Mandatory Fees
- Miscellaneous Fees
- Late Fees
- Housing
- Board

Summer Session 2017

FALL 2017 AND SPRING 2018

TUITION

Full-time rates are charged for enrollment of 12 or more credits for undergraduate students, 12 or more credits for Columbus School of Law students, and 8 or more credits for graduate students.

Students enrolled in joint degree programs with the law school are billed standard law school tuition rates for the entirety of their joint degree program and are considered law school students for the purposes of student financial aid and student loans.

Students enrolled in joint degree graduate programs where the tuition rates for the individual schools differ are billed at the higher tuition rate for the entirety of their joint degree program and are considered students in the higher tuition rate school for the purposes of student financial aid and student loans.

In the Schools of Arts & Sciences, Business & Economics, Music, Philosophy, and Theology & Religious Studies

Full-time, per semester - Undergraduate	\$21,650
Full-time, per semester - Graduate	\$22,200
Part-time, per credit hour - Undergraduate	\$1,715
Part-time, per credit hour - Graduate	\$1,770

Tuition Rates

◎ Standard Tuition Rate

- The general rate, defined based on tuition costs for full-time study and, when appropriate, hourly rate for part-time study
- There is one standard undergraduate and graduate rate for each school within the University that covers the fall and spring semesters of study

Tuition Rates

⦿ Non-Standard Tuition Rate

- Any program not following the standard tuition rate or online program tuition rate will be assigned the non-standard tuition rate
- Covers non-credit programs, off-campus programs and any other special programs or special arrangements with outside entities
- One non-standard tuition rate for undergraduates and one rate for graduates will be established annually to be used by all schools within the University
- Also called the “Professional & Off-Campus Programs Rate”

Tuition Rates

⦿ Non-Standard Tuition Rate

- List of programs charged this rate available on Enrollment Services website:

<http://enrollmentservices.cua.edu/Student-Financial-Information/ProfessionalOCRates.cfm>

• Current Programs

- Master of City and Regional Planning
- Creative Teaching Through Drama Certificate
- Master of Arts in Theatre Education

Tuition Rates

- ⦿ Non-Standard Tuition Rate
 - Current Programs
 - Graduate Department of Education Plans
 - Greek and Latin Certificate
 - Library and Information Science Plans
 - Off-Campus Politics Plans
 - Master of Science in Management
 - Doctor of Nursing Practice
 - Doctor of Ministry
 - Master of Catechesis
 - Certificate in Christian Muslim Relations

Tuition Rates

● Online Program Tuition Rate

- The rate assigned to fully online Masters, Doctoral or, as applicable, undergraduate programs (does not apply to online or blended classes that are not part of a fully online program)
- One tuition rate is set annually for each program level that will be used by all schools

Exceptions

- Provost, Vice President for Finance and Treasurer and Vice President of Enrollment Management must approve any program rates different than the Standard, Non-Standard, or Online Programs
 - Includes summer no-credit programs

Budget Process

- ⦿ Schools submit requests to Provost in fall for following academic year (new fees or change in current fees)
 - Class specific fees
 - Abroad program fees
 - Exam/test fees
 - Damaged/lost equipment fees
 - Etc.
- ⦿ Include any special summer programs such as High School Workshops

Budget Process

- Enrollment Services cannot post charges if they are not included on official tuition and fee listing received from the Budget Committee
- Don't advertise any program rates different from those posted on the Enrollment Services website until all appropriate approvals have been given

Term Fees

- ⦿ Mechanism used in Cardinal Students to charge tuition
- ⦿ Students are charged based on their career/program, not by the courses in which they are enrolled
- ⦿ Sample criteria – Philosophy Graduate:
 - Primary Academic Program = (PHLG or PHLGN)

Term Fee Codes

Term Fees

Term Sub Fee Codes

Term Sub Fees

Term Fee Residency

SetID: CRDNL

Fee Code: 9PH002 Philosophy Graduate

Copy Term Fee

Term / Session

Find | View All First 1 of 21 Last

*Term: 1175 Sum 2017

Session:

*Account Type: TUT Tuition

*Item Type: 139003300001 Tuition: Philosophy

Anticipated Item Type:

Fee Trigger: Use Criteria Use Equation

9PHG00000001 Philosophy Graduate

*Adjustment Code: DYNAMIC Calendar-Dynamic & Reg Session

*Due Date Code: STANDARD Standard Due Date Calendar

Minimum/Maximum Fee Code:

Minimum Amount: 0.00 Maximum Amount: 99,999.00 USD

Anticipated Stop Date:

Charge for Wait Listed Class

Track Class pricing

Exclude Classes w/ HECS Status

Item Type = Mechanism for directing revenue to correct account and org

Term Fee Codes

Term Fees

Term Sub Fee Codes

Term Sub Fees

Term Fee Residency

SetID: CRDNL

Fee Code: 9PH002 Philosophy Graduate

Term / Session

Find | View All First 1 of 21 Last

Term: Summer 2017

Session:

Audit Rate specified

Audit calculated separately

Sub Fees

Find | View All First 1 of 1 Last

Sub Fee Code: 9PH002

Find | View All First 1 of 1 Last

Institution: CRDNL CUA

Career:

Academic Group:

S

L

Billing Units

Charge per unit

Unit From: 0.01 To: 999.99

Fee Amt Equation:

Amount/Unit: 1,020.00

Flat Amount: 0.00

Amount/Unit (Audit): 0.00

Flat Amount (Audit): 0.00

Surcharge Effective Unit: 0.00

Flat Amount 0.00 USD

Amount/Unit (Surcharge): 0.00

(Surcharge):

Term Fee Codes

Term Fees

Term Sub Fee Codes

Term Sub Fees

Term Fee Residency

SetID: CRDNL Fee Code: 9PH002 Philosophy Graduate

Term / Session

Find | View All First 2 of 21 Last

Term: Spring 2017 Session: Audit Rate specified Audit calculated separately

Sub Fees

Find | View All First 1 of 1 Last

Sub Fee Code: 9PH002

Find | View All First 2 of 2 Last

Institution: CRDNL CUA Career: + -

Academic Group:

Campus:

Mode:

Unit From: 8.00 To: 999.00

Fee Amt Equation:

Amount/Unit: 0.00

Flat Amount: 21,425.00

Amount/Unit (Audit): 0.00

Flat Amount (Audit): 0.00

Surcharge Effective Unit: 0.00

Amount/Unit (Surcharge): 0.00

Flat Amount (Surcharge): 0.00 USD

Flat Amount used when charge not per unit

Term Fees

- ◎ Revenue allocation based on academic plan instead of academic program is problematic
 - Students may simultaneously have active records for both plans
 - Student will be charged tuition under both records

Term Fees

◎ Example

- Tuition for online MSN students is directed to org 430013
- Tuition for online DNP students is directed to org 430012
- Student completes MSN in fall, but degrees are conferred January 31, so that record is still active at the beginning of the spring term
- Student enrolled as DNP in spring will be charged both DNP and MSN tuition
- Must be corrected with a manual waiver – contact Enrollment Services

Waivers

- Mechanism used in Cardinal Students to reduce amount owed based on specific criteria
- Students will be charged regular amount and then have an offsetting waiver posted
- Waivers are attached to Term Fees
- Sample Criteria – Seminararians:
 - Student Group = SEMN

Waivers

SetID: CRDNL Waiver Code: 9WV031

*Description: Philosophy Seminarians

Long Description: School of Philsophy Seminarians 50% Waiver

Find | View All First 1 of 1 Last

*Effective Date: 01/01/1901 *Effective Status: Active

*Account Type: TUT Tuition

*Item Type: 251430300000 Waiver/Discount-Philosophy

Enable Student Waiver Type: Gross Net

Override:

Criteria Options

Criteria: No Criteria Use Criteria Use Equation

9SEMNO000001 Seminarians

Waiver Offset: Use Excess Account:

Waive Percentage: 50.00 Item Type Group:

Amount/Unit:

Prorate Dropped Units:

Maximum Amount: 9,999,999.00 USD

Tax Options

Waive Tax: Increase Waiver for Tax:

Tax Waiver Account Type:

Tax Waiver Item Type:

Percentage of charge waived

Waivers

- How waiver appears on Student Account
 - Staff view:

Catholic University of America			
Charges			
Date Posted	Item Description	Amount	
12/01/2016	Technology Fee	250.00	USD
12/01/2016	Tuition - Philosophy U/G	20,900.00	
12/01/2016	Language Instructional Fee	55.00	
12/01/2016	Waiver/Discount-Philosophy	-10,450.00	
12/01/2016	Undergrad Std Activity Fee	118.00	
Total Charges:		10,873.00	USD

Waivers

- How waiver appears on Student Account
 - Student view

Account Activity

View by

From 12/01/2016 To 12/01/2016 Spring 2017 go

Transactions Find | View All | First 1-5 of 5

Posted Date	Item	Term	Charge	Payment	Refund
12/01/2016	Language Instructional Fee - Elementary Spanish II	Spring 2017	55.00		
12/01/2016	Technology Fee	Spring 2017	250.00		
12/01/2016	Tuition - Philosophy U/G	Spring 2017	20,900.00		
12/01/2016	Undergrad Std't Activity Fee	Spring 2017	118.00		
12/01/2016	Waiver/Discount-Philosophy	Spring 2017		10,450.00	

First 1-5 of 5 Last

Class/Course Fees

- ⦿ Mechanism in Cardinal Students to charge class or course specific fees
 - Language Instructional Fee
 - Dance Class Fee
 - Art Department Fee
 - Recital Fee
 - Music Instruction Fee
 - Transient Law Fee
 - HESI Exam Fee
 - Psychology Comp Exam Fee

SetID: CRDNL

Course ID: 014828 Strat for Professional Pract

Find | View All First 1 of 1 Last

Component: LEC Institution: CRDNL Campus: MAIN Location: MAIN

Term / Session Find | View All First 1 of 6 Last

Term: Summer 2017 Session: Audit Rate specified

Sub Fees Find | View All First 1 of 1 Last

*Account Type: MAN Mandatory Fees

*Item Type: 219077430000 HESI Exam Fee

Fee Trigger: Use Criteria Use Equation

Course Rate ID:

Fee Amt Equation:

Amount/Unit: 0.00

Flat Amount: 150.00

Amount/Unit (Audit): 0.00

Flat Amount (Audit): 0.00

Minimum Amount: 0.00

Maximum Amount: 0.00 USD

*Adjustment Code: DYNAMIC Calendar-Dynamic & Reg Session

*Due Date Code: STANDARD Standard Due Date Calendar

Waiver Group:

Exclude HECS Students

Anticipated Tuition

- Non-MSPS Undergraduate Students are originally charged full-time tuition for fall semester even if they have not enrolled in courses with 12 billing hours
- At the beginning of the fall term tuition and fees are calculated based on actual billing hours enrolled

Billing, Due Dates & Penalties

- Enrollment Services Generates account statements on the 15th (or next business day if weekend or holiday) of each month
 - Statement generated if balance is not 0 or if there was account activity in the last month
 - Email sent to student and authorized payers stating account statement is available in CardinalPay

Billing, Due Dates & Penalties

- ◎ First account statement per term
 - December for Spring
 - April for Summer
 - June for Fall
 - This may be an additional statement generated later in June rather than the 15th
- ◎ Due dates posted on the statements are the Friday before the beginning of the term

Billing, Due Dates & Penalties

- ◎ Penalties on unpaid accounts include
 - Late fee: 5% – charged one time per semester
 - Fall and Spring: 1st Tuesday after add/drop
 - Summer: 1st Monday after start of sessions 25 & 26
 - Interest: 18% per annum – charged once per month on the 15th or next business day if weekend or holiday
 - Fall term first included October
 - Spring term first included February
 - Summer term first included June

Billing, Due Dates & Penalties

- ⦿ Charges are only included in the late fee and interest calculations if they are were posted on the account more than 30 days ago
- ⦿ Holds (Negative Service Indicator)
 - Registration hold placed if student owes \$300 or more
 - Transcript and diploma hold placed if student owes less than \$300
 - Assigned same day as late fee

Billing, Due Dates & Penalties

- Enrollment Services website includes instructions on reading the account statement as well as information about penalties:

<http://enrollmentservices.cua.edu/Student-Financial-Information/BillingandDueDates.cfm>

Graduate Scholarships / Discounts

- Enrollment Services does not handle graduate scholarships or discounts
 - Schools must work with Dean of Graduate Studies Office who coordinates with the Office of Student Financial Assistance
- If Scholarship or Seminarian/Catholic School Teacher discount has not posted on student account contact the Office of the Dean of Graduate Studies

Graduate Scholarships / Discounts

- ⦿ Imperative that scholarships be posted before penalties assessed
- ⦿ Late posted scholarships result in student accruing interest and late fee charges and registration holds
 - Must be manually reversed
 - Time consuming and labor intensive process
 - May delay registration for subsequent term
 - Frustrating for students

Graduate Scholarships / Discounts

- If you know there is going to be a delay in the posting of a scholarship or waiver that would cover the outstanding balance, let Enrollment Services know and we can exempt the student from penalties

CardinalPay

- ◎ CUA partners with Nelnet Campus Commerce to provide a payment portal for students and authorized payers
 - Students grant access to authorized payers in CardinalPay
 - Authorized payers can see the student account and receive account statement notices
- ◎ Nelnet also processes student refund direct deposits
- ◎ Students link to CardinalPay from Cardinal Students

Stacy Lynn's Student Center

Academics

[Search](#)
[Plan](#)
[Enroll](#)
[My Academics](#)



You are not enrolled in classes.

[enrollment shopping cart](#) ▶

other academic... ▼ >>

[View Your Expected Graduation Term and Diploma Application Status](#)

Finances

My Account

[Account Inquiry](#)
[CardinalPay](#)

[Statement of Financial Responsibility](#)

Financial Aid

[View Financial Aid](#)
[Accept/Decline Awards](#)
[Apply for Federal Student Aid](#)
[Law School Financial Aid Application](#)

Account Summary

Your account balance is 76.26.

-
-

Currency used is US Dollar.

other financial... ▼





Cardinal StacyLynn

Sign Out

Message Board

Payment Profiles

Authorize Payers

User Preferences

Current Statement

Account Status

Statement History

Make Payment

Transaction History

Direct Deposit

Messages

Message Board for Students

Welcome to the CardinalPay system. You may:

- manage your payment profiles
- authorize others to make payments on your behalf
- view your account status
- quickly make payments to your account

Choose from the menu options to the left. Click on the question mark next to any field for context-sensitive help.

- Some bank accounts do not allow on-line (ACH) payments such as the CardinalPAY e-check payment option. Check with your financial institution to find out if it allows on-line (ACH) payments before you process the payment transaction.
- Students receiving federal loans have the right to cancel all or a portion of their loans within 30 days of the funds being posted to their student accounts. Graduate and undergraduate students should email cua-finaid@cua.edu. Law students should email finaid@law.edu.
- Account balances must be paid in full to allow registration for the next term.
- Billing statements for full-time students who have not yet completed registration for their full course load may not reflect complete charges for tuition and mandatory fees.
- Accounts will be subject to late fees and interest when payments are not received by scheduled due dates. Late fees are charged to accounts once per semester and interest is charged once per month. Interest will continue to accrue as long as the balance is unpaid.
- On-line payment is not required.
- A 2.75% service charge is assessed to credit and debit cards.
- If a parent is responsible for your account, please grant him or her authorized payer access here.
- If you have any questions contact the CUA Office of Enrollment Services at cua-enrollmentservices@cua.edu

CardinalPay

- ◎ Students have access to
 - Authorize payers
 - View current and past statements
 - Set up direct deposit for refunds
 - Save payment profiles
 - Make payments
 - View past transactions

CardinalPay

- ◎ Credit card and e-check payments must be made in CardinalPay
 - Enrollment Services does not accept credit cards for payment at the student services center
 - 2.75 percent service fee on all credit card payments
 - There is no service fee for e-check payments
- ◎ Payments can be for Tuition and Fees, Housing Deposits, and Graduate and Law Enrollment Deposits

Message Board

Make Payment

Payment Profiles

- Select the "Pay" button that corresponds with the type of payment you wish to submit.
- "Amount Due" refers to the balance due on the most recent monthly statement; it is not necessarily the amount due on the account at this time. Account activity between statements can be viewed on the Account Status page and will be reflected on the subsequent monthly statement.
- "Current Balance" is the amount due on the account at this time. This figure reflects all account activity since the most recent statement.
- On-line payment is not required. Information on other payment options is available on the [Enrollment Services website](#).

Authorize Payers

User Preferences

Current Statement

Account Status

Statement History

Make Payment

Transaction History

Direct Deposit

Messages

Account

Tuition and Fees	Due Date	05/05/17	Pay
	Amount Due	\$76.26	
	Current Balance	\$76.26	
Graduate and Law Enrollment Deposits	Due Date	Not Available	Pay
	Amount Due	Not Available	
Housing Deposit	Due Date	Not Available	Pay
	Amount Due	Not Available	

Card transactions for The Catholic University of America are processed by Nelnet Business Solutions, USA.

CardinalPay

- Students select the term, the payment amount, and the payment method
- If the student selects Credit Card they receive a Service Fee Notice that displays the service fee and the total payment amount

[Message Board](#)[Payment Profiles](#)[Authorize Payers](#)[User Preferences](#)[Current Statement](#)[Account Status](#)[Statement History](#)[Make Payment](#)[Transaction History](#)[Direct Deposit](#)[Messages](#)

Enter Payment Amount

Select the term to which your payment is to be applied, enter the payment amount, the payment method (credit/debit card or e-check), and click the "Continue" button.

The Statement Balance shown does not reflect Pending Aid.

Some bank accounts such as investment accounts, money market accounts, home equity loans, and HELOCs (home equity lines of credit) do not allow on-line (ACH) payments such as the CardinalPAY e-check payment option. Check with your financial institution to find out if it allows on-line (ACH) payments before you complete the payment transaction.

The 2.75% service charge is assessed to both credit and debit cards. There is no service charge for e-check payments.

Payment Amount

Account: Tuition and Fees

Statement Balance: 76.26

Term (Select one):

Payment Amount:

Total Amount:

Payment Method:

[Continue](#)

Card transactions for The Catholic University of America are processed by Nelnet Business Solutions, USA.

Service Fee Notice

Credit and debit card payments are processed by Nelnet Business Solutions through Moneris Solutions. Nelnet Business Solutions provides third-party transaction processing services, operating under an agreement with your institution to process credit and debit card payments on your behalf.

You will be charged a 2.75% Service Fee* for processing your payment. This means that the Service Fee amount is calculated based on 2.75% of your total payment amount. The 2.75% Service Fee is added to your payment and will appear as a separate item on your credit or debit card statement. The Service Fee is not a fee assessed by your institution. The Service Fee is not refundable, even if the payment to which it relates is cancelled, refunded, credited or charged back.

BY USING THIS SERVICE YOU AGREE TO PAY THE SERVICE FEE.

Please enter your credit or debit card information in the following fields and then click the "Continue" button.

NOTE: All fields are required. For help, please click on the question mark next to a field.



Current Payment

Tuition and Fees

Payment Amount:	\$50.00
Service Fee*:	\$1.38
Total Amount:	\$51.38
Effective Date:	05/05/2017

Interface With Cardinal Financials

- Item Type attached to the charge on student account directs revenue to the appropriate account and department (org) in Cardinal Financials
- The Office of General Accounting migrates data from Cardinal Students to Cardinal Financials twice a week
- Interface pulls all terms in the fiscal year

Interface With Cardinal Financials

- Orgs credited with funds when the charge is posted, not when payment is made
- Query available in Cardinal Students to see revenue by prompted term directed to an account/department:
9_SF_ITEM_DETAIL_BY_GL_ORG_NBR
- If amounts included in query are not reflected in your Cardinal Financials reports, contact the Office of General Accounting for guidance

Interface With Cardinal Financials

Item Term	Item Type	Descr	Fund	Acct	Acct Descr	DeptID	ID	Name	Sum Line Amt
1171	129002430014	Nursing PhD Tuition-Grad	11	9002	Tuition-Grad	430014			5430.00
1171	129002430014	Nursing PhD Tuition-Grad	11	9002	Tuition-Grad	430014			5430.00
1171	129002430014	Nursing PhD Tuition-Grad	11	9002	Tuition-Grad	430014			905.00
1171	129002430014	Nursing PhD Tuition-Grad	11	9002	Tuition-Grad	430014			2715.00
1171	129002430014	Nursing PhD Tuition-Grad	11	9002	Tuition-Grad	430014			905.00
1171	129002430014	Nursing PhD Tuition-Grad	11	9002	Tuition-Grad	430014			2715.00
1171	129002430014	Nursing PhD Tuition-Grad	11	9002	Tuition-Grad	430014			2715.00
1171	129002430014	Nursing PhD Tuition-Grad	11	9002	Tuition-Grad	430014			905.00
1171	129002430014	Nursing PhD Tuition-Grad	11	9002	Tuition-Grad	430014			2715.00
1171	129002430014	Nursing PhD Tuition-Grad	11	9002	Tuition-Grad	430014			2715.00
1171	129002430014	Nursing PhD Tuition-Grad	11	9002	Tuition-Grad	430014			2715.00

Questions

