

Financial Policies and Procedures

2023–2024

Our goal at Hamline University is to administer the following financial policies and procedures clearly and fairly to all students. If you have questions or concerns, please don't hesitate to contact us. We will be happy to help you!

General Information

FINANCIAL AGREEMENT AND DISCLOSURE

All Hamline University students are required to go through their Workday account and agree to the policies and procedures defined in the **Financial Agreement and Disclosure document**. This document contains the official explanation of terms and payment, finance charges, and other financial information of the university. Students must electronically accept the most current version of this document or their registration for future terms will be interrupted.

FINANCIAL AID

Students who are enrolled at least half-time may be eligible for financial aid. Students who request consideration for financial aid must complete the Free Application for Federal Student Aid (FAFSA) as soon as possible at **studentaid.gov**.

Grants and Scholarships

Hamline grants and scholarships are credited directly to the student's account. Outside grants and scholarships are credited to the student's

account only after the student has completed all procedures requested by the outside agency and the funds have been received by the university. All outside scholarships must be reported to the Financial Aid Office.

Work Study

Work study will not be credited directly to the student's account. Students are paid twice a month for the hours worked at their jobs. For this reason, the amount of the work-study award should not be deducted when calculating the amount of the payment due.

Student Loans

Student loan information and applications are available at **hamline.edu/loans**. Upon successful completion of the application and approval process, loan proceeds will be credited directly to the student's account after classes begin. If loan proceeds credited to a student's account result in an eligible overpayment of the account balance, a refund check will be issued within 14 days.

Maintain eligibility

Students must meet Satisfactory Academic Progress (SAP) to maintain eligibility for financial aid. You can view the full policy by visiting **hamline.edu/fa** and clicking on the "Policies" link on the sidebar.

STUDENT ACCOUNT CHARGES

Students can view their charges online in the Finances worklet of their Workday account. When charges are published, a notification will be sent to the student's preferred email address, Workday inbox, and/or text notification (if enrolled). Third Parties can also be signed up to receive billing notifications.

PAYMENT PLAN OPTIONS

Payment of all charges to a student's account for each semester must be made in accordance with the Financial Agreement and Disclosure document.

Two payment options are offered at Hamline:

By Semester

Students make two payments for the academic year. For on-campus undergraduate students, Fall charges are due on August 15, 2023, and spring charges on January 15, 2024. Students will pay by semester unless they sign up for the installment plan.

Payment options include:

- Direct debit (online)
- Visa, American Express, Discover, and MasterCard payments (online). A non-refundable 2.85% service fee will be charged.
- Cash or check payments (accepted at the cashier's window or dropbox in East Hall or by mail).

Installment Plan

The installment plan option allows the payment of tuition to be spread over the course of the semester. Once enrolled, payments are made directly to the payment plan. For more information on pricing and how to enroll, please visit www.hamline.edu/offices/student-accounts/payment-plans.

PAYMENT REFUNDS

Eligible credit balances due to drops, withdrawals, or canceled classes will be refunded. If payment was made by direct debit or check (electronic or paper), the refund will be processed 10 business days after the payment was credited to the student's account.

HAMLIN DISCOUNTS

There are various discounts available for students. Please visit hamline.edu/GraduateScholarships for details. Discounts may not be used concurrently with most institutional grants, scholarships, or discount programs.

HEALTH INSURANCE

Questions regarding the insurance policy and/or coverage can be directed to United Health Care Student Resources at 800-767-0700. Questions regarding the health insurance fee or waiver can be directed to Student Accounts at 651-523-2531.

Undergraduate Students

All undergraduate students registered for at least eight credits are required to have health and accident insurance. These students are automatically enrolled in and charged for Hamline's health insurance coverage.

If students have their own plan, they must go online through Workday to waive the insurance coverage.

If students do not go online to waive this fee by the specified semester deadline (September 21, 2023 for the academic year), they will be enrolled in Hamline's health insurance plan and will be responsible for the cost of that coverage.

Note: Students must waive the health insurance coverage each academic year. No waiver will be carried over from one academic year to the next.

International Students

For information regarding health insurance requirements for international students, contact the Center for Global Engagement Office at 651-523-2245 or hamline.edu/international. International students must complete a special waiver request form and provide proof of insurance that is effective in the United States. The waiver deadlines are the same as noted above.

Note: The special waiver needs to be requested every academic year. No international waiver will be carried over from one year to the next.

EMPLOYER TUITION BENEFITS

Degree-seeking students who have a tuition reimbursement benefit from their employer may be able to delay tuition payments. To be eligible, a student must complete the **Company Tuition Assistance Agreement**. A student may carry forward a balance for one term that is less than or equal to the benefit amount. See complete terms of agreement online. Students must also notify the Financial Aid Office if they are eligible for employer reimbursement.

VETERANS BENEFITS

Veterans and service members and their spouses and dependents may be eligible for military

education benefits. For information or to report expected benefits, contact one of Hamline's VA certifying officials at 651-523-3000 or visit hamline.edu/veterans.

Tuition

To view this information on our website:

<https://www.hamline.edu/about/offices-services/student-accounts/tuition-information>

On-Campus Undergraduate

Full-Time Tuition

Fall and Spring, 12-18 credits per semester

Per year	\$47,134
Per semester	\$23,567

Full-Time Fees (per year)

Student activity fee	\$394
Health services fee	\$282
Facilities fee	\$141
Technology fee	\$360
Book rental fee	\$720
New student fee	\$250
Health insurance (optional, estimated)	\$2,617
International student fee (as applicable)	\$350
Commuter declining balance	\$200
Course fees (as applicable) variable	
edTPA (Teacher Performance Assessment) Fee (student teaching only)	\$350

Part-Time Tuition

Fewer than 12 credits per semester

Per credit	\$1,525
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Part-Time Fees (per year)

Student activity fee	\$394
Health services fee	\$209
Facilities fee	\$85
Technology fee	\$216
Book rental fee	\$450
New student fee	\$250
Health insurance (optional, estimated)	\$2,617
International student fee (as applicable)	\$350
Commuter declining balance	\$200
Course fees (as applicable)	variable

Winter and May Term Tuition and Fees

Tuition (per credit)	\$698
Book rental fee	\$65
Course fees (as applicable)	variable

On-Campus Living for All Students

Residence Hall Rooms (all residence halls)

	Year	Semester
Double, triple, quad	\$5,650	\$2,825
Single	\$6,625	\$3,312.50

Apartment-Style Residence Hall

(9-month contract)

	Year	Semester
Studio	\$9,920	\$4,960
Two-bedroom	\$9,580	\$4,790
Three-bedroom	\$8,990	\$4,495
Four-bedroom	\$8,460	\$4,230
Two-bedroom/four people	\$6,870	\$3,435

Residence Hall Meal Plans

	Year	Semester
Residence meal plan	\$6,380	\$3,190
75 Block*	\$4,720	\$2,360
Mandatory commuter declining balance	\$200	\$100

**Third-year, fourth-year, and graduate students only.
For more information regarding meal plan options, call 651-523-2453 or visit hamline.edu/dining*

Online Bachelor Degree Completion

Tuition (per credit)

Undergraduate	\$480
ParaPathways	\$610

Fees

Technology Fee (per semester)	\$16.50
Course fees (as applicable)	variable

Postbaccalaureate Certificate and Licensure Programs

All tuition is listed as at the per credit rate and is at the undergraduate level

Tuition (per credit)

Forensic Science Certificate	\$776
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Fees (per credit)

Facilities fee	\$6
Technology fee	\$12

Graduate Programs

All tuition below and fees listed below are per credit unless otherwise noted.

School of Education

Tuition

MAED, NSEE, MAEd	\$554
Master of Arts in TESOL	\$554
Master of Arts in Teaching	\$610
Doctorate of Education	\$843
Administrative Licensure	\$571
Additional Licensure	\$554
Educational Specialist	\$571
Continuing studies/certificates	\$382
TEFL certificate	\$543

Fees

New student fee (one time)	\$200
Facilities fee (per credit)	\$6
Technology fee (per credit)	\$12
Program administrative fee (per credit)	\$9
International student fee (per semester)	\$155
International health insurance (estimated)	\$2,617
edTPA fee (student teaching only)	\$350
Admin Lic: exit interview/portfolio fee	\$310
Course fees (as applicable)	variable
EdD continuation fee	\$210
EAST/Student Teaching Abroad	\$3,360
Program fee (as applicable)	

School of Business

Tuition

Master of business administration	\$792
Master of nonprofit management	\$505
Master of public administration	\$593
PhD in management and public service	\$914
Master of management and leadership	\$792
Master of science in business analytics	\$792

Fees

New student fee (one time)	\$200
Facilities fee (per credit)	\$6
Technology fee (per credit)	\$12
International student fee (per semester)	\$155
International health insurance (estimated)	\$2,617
Online residency fee (per course)	\$100

Creative Writing Programs

Tuition

Master of fine arts	\$615
Master of fine arts in writing for children and young adults	\$850

Fees

New student fee (one time)	\$200
Facilities fee (per credit)	\$6
Technology fee (per credit)	\$12
Program administrative fee (per credit)	\$9
International student fee (per semester)	\$155
International health insurance (estimated)	2,617
Water-Stone Review (optional, fall term)	\$20
Course fees (as applicable)	variable

Graduate Legal Education

Tuition

Master in the study of law	\$836
Paralegal certificate	\$836

Fees

New student fee (one time)	\$200
Facilities fee (per credit)	\$6
Technology fee (per credit)	\$12
Program administrative fee (per credit)	\$9
International student fee (per semester)	\$155
International health insurance (estimated)	\$2,617
Course fees (as applicable)	variable

Audit Fees

Doctoral audit fee (per audited course)	\$1,050
Master's audit fee (per audited course)	\$775
Undergraduate audit fee (per audited course)	\$250

Other Policies

WITHDRAWAL CHARGES

Undergraduate

For students who officially withdraw from the university, the amount of tuition owed is calculated from the date on record of their withdrawal or leave, not from the date the student ceases to attend classes. Students who officially withdraw from classes before the tenth day of classes for on-campus programs, or before the 6th day of classes for online degree completion programs, will not be responsible for any tuition charges. After that date, the amount of tuition owed will be calculated based on the withdrawal date. Students who withdraw from a full semester course after 8 weeks of the term have passed will be responsible for all tuition charges. Deadlines for 1/2 term or shorter courses are determined by the length of the course. Refer to the Tuition Charge Withdrawal Policy for more information and deadlines.

The effective date of withdrawal from the university is determined by the Center for Academic Advising. Withdrawal charges for a change of registration will be made according to the same withdrawal schedule if a student drops below 12 credits or for the overload credits (more than 18) that the student drops. No adjustment will be made if a student's credit load stays between 12–18 credits.

Graduate Schools

For graduate students who drop or withdraw from a class, the effective day of the drop or withdrawal is the day the completed form is returned to the Registration and Records Office, not when the student stops attending class. Students are required to contact Registration and Records directly to make changes to their schedules. Instructors and/or graduate school program staff may not change registration on behalf of the student.

Students who drop by the published last day to drop for the class will not be responsible for any tuition charges. After that date, the student must withdraw, and the amount of tuition owed is

calculated based on the withdrawal date. Students who withdraw from a full semester course after 8 weeks of the course have passed, will be responsible for all tuition charges. Deadlines for 1/2 term or shorter courses are determined by the length of the course. Refer to the Tuition Charge Withdrawal Policy for more information and deadlines.

Other

Student fees and mandatory commuter declining balances assessed by the university are nonrefundable.

Any discounts applied will be removed and not prorated in the withdrawal calculation.

Return of Financial Aid

A student who withdraws from school or decreases enrollment may receive a decrease in a portion or all of their financial aid. You can view the full policy by visiting hamline.edu/financial-aid/policies.

LATE PAYMENT POLICY

Undergraduate

Interest is charged on any balance that is 30 days past due at a rate of 0.67%.

Late payment penalties are implemented 30 days after the start of fall and spring semesters:

- For account balances of \$2,000 or greater, a late payment fee of 5% (up to \$500) will be assessed

RESIDENCE AND DINING SERVICES

Housing

All arrangements for university housing are handled through the Office of Residential Life. Housing contracts are for an entire academic year. Students on financial hold will be allowed to participate in the room selection process for the following academic year, but the hold must be resolved by the end of the current academic year or the contract may be canceled.

Dining Services

Students living in residence halls are required to have a meal plan through Dining Services. Students who do not live in the residence halls may elect to buy any meal plan offered or purchase

declining balance dollars by contacting Dining Services at 651-523-2453.

Refunds

Housing and dining service refunds will be issued according to Hamline's residential life policy. Contact the Office of Residential Life and/or Dining Services directly.

PARKING

Parking Permits

Hamline Public Safety requires students to register their vehicles prior to purchasing parking permits. New permits are issued each semester, and students must pick them up in the Public Safety office. Permit costs will be charged to students' accounts.

Parking Fines

Tickets are issued by Hamline Public Safety for parking violations. Ticket fees may be charged to students' accounts. More information is available at hamline.edu/Public-Safety.

CONFIDENTIALITY

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. Hamline University is required to adhere to the FERPA regulations. We are unable to discuss student financial information with anyone other than the student (including parents and spouses) unless we have the student's written consent. The Student Consent to Release Financial Information form, available at hamline.edu/faforms, must be completed and on file.

REGISTRATION AND RELEASE OF ACADEMIC RECORDS

Registration

Students who are not current on their payment plan will be placed on financial hold and not be permitted to register for classes or make changes to their schedule.

Transcripts

Official transcript requests are denied if a student's past-due balance is greater than \$250.

Alternatively, official transcripts may be released if you meet one of the following conditions:

- The transcript is sent directly to an employer or prospective employer.
- Enrolled in a payment plan for at least one month that will reduce the balance due below \$250 when paid in full, paid the initial installment, and are current on all payments due
- Your account has been turned over to a collection agency.

Graduation

Graduates who have balances owed may participate in commencement ceremonies but will not receive their diploma or transcript until all financial obligations are cleared. All students with federal student loans must complete an exit interview before graduation.

FINES AND FEES

Fines and fees should be paid as soon as they appear on the Student Account Statement. These include but are not limited to:

- Print and copy charges (billed monthly)
- Library fines for overdue or lost materials
- Parking permits and tickets
- Course fees (such as lab fees or materials fees)
- Residential Life cancellation or damage fines
- Counseling and health charges
- Declining balance meal charges
- Late registration fee (\$50)

NSF Charges

A nonrefundable \$20 service charge is assessed to a student's account each time a check (paper or electronic) is returned for insufficient or uncollected funds. All future personal check payments, after the initial insufficient-funds check is returned from the bank, will have active financial holds placed on the student's account for 10 business days on paper checks and seven business days for direct debit payments.

The student may also be required to make further payments with cash, cashier's check, money order, or online credit card. No refunds will be issued until the check clears the bank.

STUDENT ADMINISTRATIVE SERVICES CONTACTS

Financial Aid

finaid@hamline.edu

651-523-3000

Fax: 651-523-2585

Student Accounts and Cashier

studentaccounts@hamline.edu

651-523-3000

Fax: 651-523-2585

Undergraduate and Graduate Registration and Records

registrar@hamline.edu

651-523-3000

Fax: 651-523-2585

USEFUL CAMPUS CONTACTS

Residential Life

651-523-2061

Dining Services

651-523-2453

Information Technology

Service Help Desk

651-523-2220

Public Safety

651-523-2100

Center for Academic Success and Achievement

651-523-2912

Admissions

651-523-2207 or 800-753-9753

Graduate Admission

651-523-2900

Bookstore

651-523-2270