

# EXPENSES AND FINANCIAL POLICY

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*Vice President of Student Financial Services*

**Student Financial Services (SFS) Mission Statement:** Student Financial Services exists to empower students to make informed decisions regarding funding their Liberty University education by providing unrivaled access to institutional resources, federal and state aid, and military benefits. We come alongside students to help fulfil their God-ordained purpose by providing exceptional customer service and innovative solutions and programs while maintaining the highest standards of accuracy and compliance.

## Resident Program Tuition and Fees 2023-2024

### Doctoral Programs

- Doctoral Programs: D.N.P. and Ph.D. - \$635 per hour
- Psy.D. Program: - \$1,100 per hour\*
  - \*Psy.D. rate applies to the Spring 2022 term and forward

### Graduate Programs

- Masters Programs - \$545 per hour
- Master of Arts in Pastoral Counseling (M.A.)
  - \$410 part time, per hour
  - \$2,850 full time, block rate per semester
- Master of Science in Biomedical Sciences (M.S.) - \$650 per hour

### Rawlings School of Divinity Degree Programs (Graduate Programs)

- Rawlings School of Divinity Block Rate: 9 – 15 credit hours per semester - \$2,850
- Less than 9 or more than 15 credit hours per hour - \$410

### School of Law

- Juris Doctor (full time) - \$ 40,585 per year
- Juris Doctor (part time) - \$ 1,355 per hour

### College of Osteopathic Medicine (LUCOM)

- Doctor of Osteopathic Medicine - \$49,440 per year

### Mandatory Fees:

- Application Fee - \$50 one time
- Course Audit Fee - \$75 per hour
- Graduate Writing Assessment - \$125 one time
- Inclusive Access Fee - \$38 per hour
- Degree Completion Application Fee - \$100 per application
- Activity Fee (All resident graduate students)
  - \$285 per semester
  - \$570 per year
- Additional Activity Fee – School of Law
  - \$ 208 per semester
  - \$416 per year
- Additional Activity Fee – LUCOM

- \$150 per semester
- \$300 per year
- Additional Activity Fee – Rawlings School of Divinity
  - \$50 per semester
  - \$100 per year
- BARBRI Fee – School of Law
  - \$490 per semester
  - \$980 per year
- Anatomy, Clinical Medicine, SIM Lab Fee – LUCOM
  - \$675 per year
- Malpractice Insurance Fee – LUCOM
  - \$300 per year
- First Year Fee - LUCOM
  - \$1,750 (first year only)
- Student Health Fee
  - \$170 per semester
  - \$340 per year

### Additional Expenses:

- Book and Online Content Fees - \$1,410 per year
  - Students' direct costs for textbooks and online content fees could vary each year, depending on their program of study, program level, semesters of attendance, and varying materials needed for each course.
- Supplies: \$598 per year
  - Students' direct costs for supplies could vary each year, depending on their program of study, program level, semesters of attendance, and varying materials needed for each course.
- Housing Fees:
  - Tier 1: Main 25-28 (The Circle)
    - \$ 2,565 per semester
    - \$ 5,310 per year
  - Tier 2: East Campus 3-Person, Hill 3-Person, & Main 33
    - \$3,255 per semester
    - \$6,510 per year
  - Tier 3: East Campus 2-Person & Quad 2-Person
    - \$ 3,780 per semester
    - \$ 7,560 per year
  - Tier 4: The Residential Commons
    - \$4,350 per semester
    - \$ 8,700 per year
  - Tier 5: Residential Annex
    - \$2,300 per semester
    - \$4,600 per year
- Dining Fees:
  - Freedom Dining Plan
    - \$ 2,370 per semester
    - \$ 4,740 per year
  - Freedom Plus Dining Plan
    - \$ 2,680 per semester
    - \$ 5,360 per year

### Washington Fellowship Program: <sup>1</sup>

- Washington Fellowship Program Tuition
  - Fall or Spring - \$9,645 per semester
  - Summer - \$440 per credit hour

- Washington Fellowship Program Housing
  - Fall, Spring, and Summer - \$5,600 per semester

Once a student is accepted a \$300 non-refundable housing deposit will be charged to their account. The deposit will be applied to the room charge during the semester they attend the Fellowship.

<sup>1</sup> All students enrolled in the Washington Fellowship Program for the Fall or Spring who are not registered full-time will be assessed the part-time rate of \$815 per credit hour. In addition, students will be assessed \$815 per credit hour for all registration that exceeds the block rate. If a student chooses to take courses in the Summer while living in Washington Fellowship housing, the Summer tuition rate of \$440 per credit hour will apply.

### Conditional Fees:

- Vehicle Registration (optional) - \$300 per year (max)
- Parking Fee – LUCOM - \$100 per semester
- Financial Check-In Late Fee - \$150 per semester
- Graduation Fee – LUCOM - \$950 one time
- Replacement ID Card (Flames Pass) - \$25 one time
- Check Cashing - \$1 per check
- Failed Payment Processing Fee - \$35 per transaction
- International Student Health Insurance (estimated)
  - Fall - \$609 per semester
  - Spring/Summer - \$847 per semester

### Student Identity Verification:

- Liberty University does not charge additional fees for student identity verification.

### Payment Plan Fees:

- Payment Plan Participation Fee - \$50 per semester

## Online Program Tuition and Fees 2023-2024

### Doctoral Programs

- Doctorate Programs (Ph.D., D.B.A., D.M.E., D.N.P., D.P.A., D.S.L., D.W.S., and Ed.D.)
  - \$650 part time per hour
  - \$595 full time per hour
- Doctor of Ministry (D.Min.)<sup>1</sup>
  - \$395 part time per hour (Less than 7 credit hours)
  - \$2,750 block rate (7-15 credit hours)
- Doctorate Military<sup>2</sup> (Ed.D., Ed.S. Programs)
  - \$275 per hour
- D.N.P.-Psychiatric Mental Health Nurse Practitioner (Post-M.S.N. and Post-B.S.N.)<sup>4</sup>
  - \$1,200 part time per hour
  - \$1,200 full time per hour
- Military Graduate to Doctorate<sup>3</sup>
  - \$300 per hour

<sup>1</sup> **Military students** enrolled in the D.Min. Doctorate of Ministry: Pastoral Counseling program will be assessed \$275 per credit hour for less than 7 credit hours or more than 15 credit hours, and a block rate of \$1,925 for 7-15 credit hours. Non-Military students in this program will be assessed regular Doctorate of Ministry (D.Min.) rates.

<sup>2</sup> This Doctoral military rate only applies to the Education Doctoral (Ed.D. and Ed.S.) programs and the following Doctoral Certificate programs: Executive Certificate in Curriculum and Instruction, Executive Certificate in Higher Education Administration, Executive Certificate in School Administration and Supervision, and existing students grandfathered into this rate for in the Post-Graduate Certificate in Psychiatric Mental Health Nurse Practitioner program. Rawlings School of Divinity Doctor of Ministry (Ed.D. and Ed.S.) military students will be charged \$275 per credit hour for part-time enrollment, and a block rate of \$1925.00 once they reach 7 credit hours.

Students enrolled in the Ed.D. Community Care and Counseling programs (Trauma, Pastoral Care and Counseling, and Marriage and Family Counseling) will be charged the standard Doctoral part-time (\$650 per credit hour) and full-time (\$595 per credit hour) tuition rates. **Military students** enrolled in these programs will be assessed \$275 per credit hour for part-time and full-time enrollment.

<sup>3</sup> **Military Graduate to Doctoral tuition** –When students complete a graduate degree through Liberty – including the nested 21-hour advanced/executive certificates – and continue their studies into specific doctoral programs within 2 academic years of graduation, the students will receive a reduced tuition rate of just \$300 per credit hour. The \$300 tuition rate only applies to active service members, eligible veterans, and spouses who are new to an eligible doctoral program. DoD employees are not eligible for the discounted tuition rate at the doctoral level. Both Ed.S. and Ed.D. programs will retain a tuition rate of \$275 per credit hour.

<sup>4</sup> Beginning Spring 2022, students will pay a flat rate of \$1,200 per credit hour, as opposed to separate part time and full time rates. Those who have begun coursework in the Fall 2021 term or earlier, will be grandfathered into the previous full-time/part-time tuition rate. If a student breaks enrollment or graduates, they will be updated to the new flat tuition rate when they re-enroll. Please note that the flat rate means that new students in these programs will not be eligible for the military discount.

### Post-Graduate Programs

- Education Specialist (Ed.S.)<sup>1</sup>
  - \$650 part time per hour
  - \$595 full time per hour
- Post-Graduate Certificate in Psychiatric Mental Health<sup>2</sup>
  - \$1,200 part time per hour
  - \$1,200 full time per hour

<sup>1</sup> Part-time if taking 5 hours or less in a post-graduate program

<sup>2</sup> Beginning Spring 2022, students will pay a flat rate of \$1,200 per credit hour, as opposed to separate part time and full time rates. Those who have begun coursework in the Fall 2021 term or earlier, will be grandfathered into the previous full-time/part-time tuition rate. If a student breaks enrollment or graduates, they will be updated to the new flat tuition rate when they re-enroll. Please note that the flat rate means that new students in these programs will not be eligible for the military discount.

### Graduate Programs<sup>5</sup>

- Masters Programs (Exceptions Listed)
  - \$615 part time per hour
  - \$565 full time per hour
- Master of Arts in Pastoral Counseling (M.A.)<sup>1</sup>

- \$395 part time per hour (less than 9 credit hours)
- \$2,750 full time block rate (9-15 credit hours)
- Master of Arts in Teaching (M.A.T.)
  - \$615 part time per hour
  - \$415 full time<sup>4</sup> per hour
- Master of Science in Biomedical Sciences (M.S.)<sup>3</sup>
  - \$605 part time per hour
  - \$605 full time per hour
- Master of Education (M.Ed.)
  - \$615 part time per hour
  - \$415 full time<sup>4</sup> per hour
- Registered Nurse-Bachelor of Science in Nursing-Master of Science in Nursing (R.N.-B.S.N.-M.S.N. Accelerated Program)
  - \$330 part time and full time per hour
- Bachelor of Science in Nursing-Master of Science in Nursing (Dual Degree) (B.S.N.-M.S.N.)<sup>2</sup>
  - \$330 part time and full time per hour
- Bachelor of Science in Nursing-Master of Science in Nursing (Dual Degree) (B.S.N.-M.S.N.)<sup>2</sup> Military
  - \$275 part time and full time per hour
- Graduate programs (Military)
  - \$275 part time and full time per hour

<sup>1</sup> 9-15 credit hours receives a block rate of \$2,750. Less than 9 credit hours, or more than 15 credit hours will be assessed the part-time rate of \$395.

<sup>2</sup> The B.S.N.-M.S.N. Dual Degree program is formatted in a way in which students enrolled specifically in this program will earn their Bachelor of Science in Nursing and a Master of Science in Nursing concurrently.

<sup>3</sup> *This program will no longer be accepting new enrollees beginning in Fall 2018.*

<sup>4</sup> Applicable to School of Education programs only. Does not include School of Behavioral Sciences programs.

<sup>5</sup> Part-time if taking 8 hours or less in a graduate program.

## Rawlings School of Divinity Programs

- Doctoral Programs
  - Rawlings School of Divinity Doctoral Rates
    - \$395 part time (per hour) Less than 7 or more than 15 credit hours per hour
    - \$2,750 full time (block rate) 7-15 credit hours per semester
- Graduate and Post-Graduate Programs
  - Rawlings School of Divinity Graduate and Post-Graduate Rates<sup>1,2</sup>
    - \$395 part time (per hour) Less than 9 or more than 15 credit hours per hour
    - \$2,750 full time (block rate) 9 – 15 credit hours per semester
- Rawlings School of Divinity Graduate and Post-Graduate Rates (Military)
  - \$275 part time (per hour) Less than 9 or more than 15 credit hours per hour
  - \$2,475 full time (block rate) 9 – 15 credit hours per semester

<sup>1</sup> Masters of Theology (Th.M.) Post-Graduate programs will be assessed the same rates as Graduate students in the Rawlings School of Divinity, which is \$395 for less than 9 or more than 15 credit hours, and a block rate of \$2,750 for 9-15 credit hours.

<sup>2</sup> The Ed.D. in Christian Leadership (DECL-EDD-D) does not qualify for the School of Divinity block or part time rates. Students in this program are

charged the standard full time and part time rates for online Doctoral programs.

## Fees:

- Graduate Application Fee - \$40 one time
- Doctoral Application Fee - \$50 one time
- Readmission Application Fee - \$50 one time
  - D.Min. students only - \$20 one time
- Degree Completion Application Fee - \$100 per application
- Certificate Completion Application Fee - \$50 one time
- Graduate Writing Assessment - \$125 one time
- M.A. Counseling Assessment Fee - \$50 one time
- Withdrawal Fee - \$50 one time
- Portfolio Assessment per course - \$100 one time
- Financial Check-In Late Fee - \$ 150 per semester
- Returned Payment Fee - \$35 per transaction
- Payment Plan Participation Fee - \$50 per semester
- Technology Fee - \$299 per term
- Inclusive Access Fee - \$38 per hour
- Course Audit Fee - \$75 per hour
- Book and Online Content Fees - \$1,410 per year
  - Students' direct costs for textbooks and online content fees could vary each year, depending on their program of study, program level, semesters of attendance, and varying materials needed for each course.
- Supplies - \$598 per year
  - Students' direct costs for supplies could vary each year, depending on their program of study, program level, semesters of attendance, and varying materials needed for each course.

## Institutional Challenge Exam (ICE):

- Administration Fee - \$130

## Student Identity Verification:

- Liberty University does not charge additional fees for student identity verification.

**All Liberty University students are required to abide by the policies outlined in the catalog.**

## Certificate Programs

The tuition charge for each Certificate Program is the same as its corresponding Undergraduate and Graduate Degree tuition charge.

## Financial Check-in (FCI)

Financial Check-In (FCI) is Liberty University's online system that secures financial arrangements with the University for direct charges like tuition and fees, to include prior, current, and/or future balances. All students are required to complete FCI through ASIST each semester prior to attending a class or arriving on campus. Current deadlines, procedures, and payment options can be viewed on the Student Financial Services webpage. Students who do not complete FCI by the published deadline will be subject to having courses and housing (if applicable) dropped and will be assessed a late Financial Check-In fee of \$150. FCI deadlines are given in Eastern Standard Time (EST).

Once a student completes FCI, all payments made prior to the beginning of the semester are held in deposit to secure the student's class schedule, institutional grants or scholarships, and housing, as applicable.

- **First term residential students:** First complete FCI then register for classes.
- **Returning residential students:** Register for courses during the open registration period then complete FCI.
- **All online students:** Register for courses and then complete FCI.

## Non-Attending or Non-Returning Students

If an online student decides not to attend and drops their course(s), they may request a refund of the initial payments (excluding payments covering non-refundable fees) by emailing [luostudentrefunds@liberty.edu](mailto:luostudentrefunds@liberty.edu).

If a new resident student decides not to attend and drops their course(s), they should contact the Admissions Office in order to request a refund of the initial payments (excluding payments covering non-refundable fees). If a current resident student decides not to return, the student's Professional Advisor in the College of Applied Studies and Academic Success (CASAS) must be notified in writing with a request for a refund of the initial payments (excluding payments covering non-refundable fees) **prior to the last day of drop/add week**. This written request may be sent to [advising@liberty.edu](mailto:advising@liberty.edu) ([sao@liberty.edu](mailto:sao@liberty.edu)). Without prior written notification, the student is subject to the conditions described in the official withdrawal policy (explained below).

### Payments on Student Account

Payments on a student's account can be made by check, ACH, money order, cashier's check, credit/debit card, online via the student's ASIST account, or through Liberty's International payment portal (for international students only). Liberty University cannot process payments from non-U.S. bank accounts, money markets, trusts, or home equity. Cash payments are received at Cashiering & Treasury Services located in the Student Service Center in Green Hall. Liberty accepts international payments through Liberty's International Payment Portal powered by Flywire.

By using Liberty's International payment portal, the student can:

- Execute, track, and confirm international payments online.
- Choose payment options from their home country.
- Access a 24/7 multilingual Customer Support Team.
- Save on bank fees and ensure the best exchange rates with Flywire's Best Price Guarantee.

A student's account must be paid in full prior to registering for any future courses. When a student completes FCI for a future term and then becomes delinquent in the current term, if financial aid is removed or reduced on the account due to eligibility changing, the resulting balance must be resolved prior to future registration. In this circumstance, the student should consult a Student Accounts Contact Center Agent to discuss payment options.

Monthly account statements are sent to current students who have an outstanding account balance via their Liberty email address.

Please visit the Student Financial Services webpage for current information on procedures, payment options, and schedules.

## Payment Plans

The University may offer a student the option of paying remaining balances through a monthly payment plan as an alternative to paying in full. Payment plan options will vary depending upon when Financial Check-In is completed. Payment plans are interest-free and include a non-refundable \$50 participation fee. The participation fee is factored into the student's total balance and is charged for each semester that a student participates in a payment plan. Special payment plans with varying fees may be offered to students with delinquent balances.

Payment plans are scheduled with automatic monthly drafts. The initial payment is due immediately upon acceptance of the payment plan and the remaining installments are automatically processed on the scheduled draft date from the established checking account or debit/credit card.

It is the responsibility of the student to maintain current and valid bank or credit card information on their account. Under the payment plan agreement, the student must ensure that the account has sufficient funds at the time of the scheduled drafts. When using a debit/credit card, the student must check with the bank or credit card company that the daily spending limit can accommodate the draft amount. The bank or credit card account must be from an institution that participates in automatic draft programs.

It is the responsibility of the student to ensure that all financial aid estimates are reflected correctly prior to the processing of the first draft. If charges or payments are added, removed, or adjusted after the payment plan is in place which result in an increase or decrease in the remaining balance, it is the responsibility of the student to review and make any adjustments to the payment plan. Any payment(s) made outside of the payment plan will not prevent the next scheduled draft from being processed. The student may confirm any changes by re-completing FCI. The system will calculate and display new draft amounts in FCI, and once completed, the FCI receipt page will display the updated draft amount(s). If the student fails to recomplete FCI to confirm the adjusted drafts, the previously confirmed draft amount(s) will be processed, and the student is responsible to pay any remaining balance.

While it remains the responsibility of the student to manage adjustments to the payment plan, Liberty University reserves the right to adjust a payment plan down as necessary. The University also reserves the right to cancel/terminate a payment plan for any reason and/or remove a student from a financially checked-in status. The student may also be removed from classes, have services suspended, and/or have curriculum access blocked.

## Failed Payment Processing Fee

A student will be charged a non-refundable failed payment processing fee for each returned or declined payment made via check, ACH, debit card automatic draft, and credit card automatic draft. If a student accumulates three or more returned or declined payments within a year, the student:

- May be ineligible to participate in a payment plan
- May not be able to make online payments via ACH

## Check Cashing

As a courtesy to currently enrolled students, the Cashiering & Treasury Services Office will cash checks from parents, the student's personal checking account, or a Liberty University payroll check.

The maximum amount that may be cashed is \$50 per week, and a \$1 fee will be assessed for each cashed check. If a check is returned or declined for any reason, the student's account will be charged the check amount as well as a returned payment fee. The student may lose the privilege of cashing checks with Liberty University after two offenses.

## Online Class Attendance

Regular attendance in online courses is expected throughout the length of any courses the student is taking. Online students who do not attend within the first week of a course by submitting an academic assignment (such as the Course Requirements Checklist, an examination, written paper or project, discussion board post, or other academic assignments) will be dropped from the course roster and will not be allowed to submit further course work. The student may appeal to their instructor to remain in the course.

The student is solely responsible for any course work missed due to non-attendance. A student who presents the instructor with an adequate and documented reason for absence may be given an opportunity to make up the work missed.

Students who attend a course by submitting an academic assignment and then eventually cease progressing toward the completion of the course will be assigned a grade of FN (Failure for Non-Attendance) during the semester.

## Technology Fee

To continue to provide students with the best online platform tutoring services, software, IT Helpdesk Support, and updates, a technology fee will be assessed every semester of enrollment.

Beginning with the Fall 2023 semester, the Technology Fee will not be waived for new active military students. Returning students who were receiving the waiver will continue to do so, as long as they are meeting all other eligibility requirements.

## Housing Fee

An eligible student living in University housing is required to pay the applicable housing fee each semester depending on location and amenities as outlined in the housing policy.

If a student moves into the residence hall, and then withdraws or is allowed to move off campus at any point during the academic year, a portion of the housing fee may be prorated back to the student's account based on the date that the student removes items from the residence hall (see regulations in the Student Affairs section of this publication).

In the Spring semester, if a student does not remove items from the previous semester and withdraws, the student may be charged a prorated amount of the housing fee based on the date of removal of items.

The student must check with the Office of Residence Life if they are considering moving off campus or withdrawing prior to the end of the academic year after completing FCI.

## Dining Fee

Any student living in University housing is also **required** to pay the applicable dining fees each semester. The fee covers the selected resident dining plan in the University dining hall and other dining locations on campus. This requirement allows students to focus on academics and extracurricular activities rather than on basic needs

such as food and shelter. The required dining plan for students living in University housing promotes healthy living, social engagement, and the residential community experience.

If a student moves into the residence hall, and then withdraws or is allowed to move off campus during the academic year, a portion of the dining fee may be prorated based on the date that the student removes items from the residence hall and/or the last date that their meal plan was used.

## Books and Supplies

Tuition and fees may not cover the cost of all course materials. Costs will vary according to the student's course of study. The student should purchase any materials that are not covered after registration but prior to the sub-term start date (course activation). Liberty does not guarantee that required course materials will be available after the sub-term start date.

**Resident Students:** Resident students using financial aid or payment plans can pay for books and supplies by requesting a book voucher advance for use at the on-campus bookstore. To estimate the amount needed for the book voucher, contact the Liberty University Campus Bookstore. Students can add funds to a book voucher through Financial Check-In. Any amount added to the voucher that is not covered by the student's credit (if applicable) must be paid out of pocket. Book Vouchers for resident students may only be used at the Liberty University Campus Bookstore.

The following funds may be used by resident students when purchasing textbooks:

- **Book Vouchers:** students can include funds through FCI to be transferred to the bookstore as a book voucher.
- **Flames Cash:** funds can be applied to a Flames Cash Account and used at the University bookstore as well as other approved participating merchants. Current information can be accessed on the Flames Cash webpage.

**Online Graduate Students:** Any online course materials are only available through MBS Direct. Online graduate students using financial aid or payment plans can pay for books and supplies by requesting a book voucher advance for use at MBS Direct. To estimate the amount needed for the book voucher, students should contact MBS Direct. Students can add funds to a book voucher through Financial Check-In, which is transferred to MBS Direct for the student to use. Any amount added to the voucher that is not covered by the student's credit (if applicable) must be paid out of pocket.

Any online student taking a *Resident or Intensive* course may need to purchase their books and supplies through the Liberty University Campus Bookstore.

## Personal Needs

Laundry, cleaning, spending money, items related to personal grooming, towels, sheets, pillows, off-campus transportation, etc., vary by individual and are the student's responsibility.

## Course, Online Content, Material, and Inclusive Access Fees

The student is responsible for paying applicable course fees, online content fees (including e-Books), material fees, inclusive access fees,

and fees charged for special elective-type courses by organizations other than the University. A list of these fees is published on the Student Financial Services Course Fees webpage. Most fees are non-refundable unless stated otherwise.

The inclusive access fee includes electronic access to required course content and direct access to Canvas at any time and on any device. If applicable, the fee may cover the cost of printed course materials for Online courses. The fee is required and is non-refundable.

The Inclusive Access Fee will be charged and subsequently waived for students taking eligible online Graduate and Doctoral courses in the School of Divinity.

## Activity Fee

All resident students are required to pay an activity fee each semester (Fall and Spring). This fee provides access to Liberty University activities, admission to athletic events, access to the LaHaye Student Union recreational facilities, and helps to offset the cost of other resources dedicated to student activities. Regardless of residence status, all students are subject to this fee. This fee is not pro-rated for part-time students.

## Health Fee

All residential students are required to pay a health fee each semester (Fall and Spring). Services covered by the health fee can be reviewed on the LU Student Health webpage. This fee is not prorated for part-time students.

Liberty University requires students to be immunized according to the Centers for Disease Control and Prevention guidelines before classes begin each semester. Students who do not submit documentation of immunizations and medical history will have a health records late fee added to their student account.

## International Health Insurance

For information about this fee, please visit the International Student Center's Health Insurance webpage.

## Rawlings School of Divinity Activity Fee

All School of Divinity students are required to pay the School of Divinity Activity Fee each semester to help offset the cost of the School of Divinity's Student Government and social events sponsored on behalf of School of Divinity students. Regardless of residence status, all School of Divinity students are subject to this fee. This fee is not pro-rated for part time students. **The School of Divinity Activity Fee does not apply to online students.**

## School of Law Activity Fee

All Law School students are required to pay the Law School Activity Fee each semester to help offset the cost of the Law School's Student Government and social events sponsored on behalf of law students. Regardless of residence status, all students are subject to this fee. This fee is not pro-rated for part time students.

## Degree Completion Application Fee

All graduating students must complete a degree completion application through their ASIST account. A \$100 degree completion application fee is automatically assessed when the application is processed, not

upon degree conferral. This non-refundable fee is not contingent on the student's attendance at graduation events or activities.

## Certificate Completion Application Fee

A certificate completion application fee is automatically assessed by the Registrar's Office near the time of the Certificate Completion Application, not certificate conferral. This is a non-refundable fee.

## Flames Pass

The Flames Pass is the official Liberty University ID card. The card can be used for meal plans, Flames Cash, campus events and recreation, authorized building entry, student discounts, and other activities and services. Once Financial Check-In (FCI) is completed, the student may obtain a Flames Pass by submitting a photo online or visiting the ID & Campus Services Office. In the event the card is lost or damaged, the student will incur a \$25 replacement fee.

## Flames Cash

Flames Cash is the declining balance account accessed through the Flames Pass. Funds added via FCI are available approximately six weeks prior to the start of a term. Funds added online and in-person are available immediately. These funds are accepted at participating on and off-campus merchants. Flames Cash provides a convenient and secure way to carry money with no account fees, rolls over from year to year, and can be easily added and managed online.

## BankMobile Disbursements

BankMobile Disbursements, a technology solution, powered by BMTX, Inc., is the University's refund management third-party servicer that disburses refunds, per diems, and stipends for the University. For more information about BankMobile Disbursements, visit their website.

## Additional Information

Additional information about the Flames Pass, Flames Cash, and BankMobile Disbursements can be found on the Flames Pass webpage.

## Withdrawal Fee

A \$50 fee will be charged for the processing of an official, unofficial, or administrative withdrawal, or ceasing attendance from the University.

## Fee Appeal Policy

Students may appeal a late Financial Check-In (FCI) Fee, returned payment fee, or activity fee (the appeal of an activity fee is only applicable to resident students) by submitting a written appeal online to the Student Accounts Office within 30 business days of the billing/notification. The student may fill out the fee appeal form and must attach all supporting documentation. The student will receive a response within 30 days of receipt of the appeal.

If a student would like to appeal any other charge, they may submit a written appeal to the department that assessed the charge.

Students repeating flight courses may request to have their applicable flight fees waived in some circumstances. Contact Student Accounts for more information.

## Refund Policy for Enrolled Students

Enrolled qualified students can receive a refund from their student account once all financial obligations have been met if a credit balance remains.

FCl provides students with two credit-management options:

- By Selecting "Don't send me a refund," a student authorizes Liberty University to hold a Title IV credit balance for a future term.
- By Selecting "Send me a refund," a student authorizes Liberty University to release a Title IV refund to the student (in all cases except Parent PLUS loan refunds).

Credit from Title IV must be refunded via a student's selected refund preference. At the end of each academic year, all Title IV (Federal Grants and Federal Loans) credit balances must be refunded or returned to the U.S. Department of Education in the case of federal student loans. Credit balances will **ONLY** be refunded to the student.

- **Refunds will be released by the University and then disbursed by BankMobile Disbursements, a technology solution, powered by BMTX, Inc.** The student must select a refund preference according to instructions provided from BankMobile Disbursements. For more information about BankMobile Disbursements, visit their website.

## Title IV Refunds

*(Federal Direct Subsidized Loan, Federal Direct Unsubsidized Loan, Federal Direct Parent PLUS loan, Federal Pell Grant, FSEOG, etc.)*

Within the FCl process, students authorize the handling of a credit balance on their student account. The funds may be held throughout the academic year and apply to account balances, or students can authorize the credit balance to be refunded. Please note that certain finance charges cannot be paid by Title IV aid, and students with these charges may be required to pay for them using an alternative method.

Liberty University encourages students to only borrow the minimum amount of loans needed to cover direct charges. Students who wish to reduce their loans to eliminate a credit balance to refund may do so by completing a Federal Direct Student Loan Change Request Form in their ASIST accounts.

Title IV aid, in addition to institutional and State aid, is disbursed 21 days after the student becomes eligible. Title IV refunds begin processing on day 25, but all are processed within 14 days from when aid is disbursed in accordance with federal regulations.

For more information about disbursements, visit the Student Financial Services homepage under the Disbursement Process link for more information.

## Refunds Unrelated to Title IV Aid

For credit balances not derived from federal aid, the student may submit a refund request to the Student Accounts Office. A refund from credit or debit card payments will be refunded back to the original payment card. Written requests must be sent to:

- Resident Students: studentrefunds@liberty.edu
- Online Students: luorefunds@liberty.edu

## Official Withdrawal Policy for Resident Students

Liberty University is committed to the success of every student and will work with each student to determine the best way to handle any financial and/or academic challenges. Withdrawals from Liberty University fall under different categories: academic, administrative, medical, or personal. To begin an official withdrawal from Liberty University the student **must** stop by, in person, to meet with their Professional Advisor in CASAS.

**Please note:** Resident students who must withdraw due to military deployment are required to meet with their Professional Advisor in CASAS with a copy of their orders. They will then be referred to the Military Affairs Office.

- **Resident Student:**
  - Withdrawing from individual courses while maintaining enrollment in others, does not constitute a total withdrawal.
  - Students requesting to withdraw from courses during the semester must submit a **Withdrawal Form** to the Registrar. Generally, the withdrawal date will be the date the student submitted the form to the Registrar.
  - No refund will be issued for resident students withdrawing from individual courses, and all billing hours will remain on the student's account.
  - Please note: For Residential students, tuition proration will not be completed unless withdrawing from all courses.
- **Intensives & Summer School**
  - A resident student who withdraws from an on-campus intensive or summer course will be assigned a grade of "W" for that class and will be responsible for all tuition and fees. If the student withdraws due to documented medical reasons, a proration of fees may be granted. For more information, please visit the Registrar's withdrawal webpage.

## Unofficial Withdrawal

The University has established a procedure, in accordance with Title IV regulations, to determine if students enrolled in the courses are progressing toward the completion of their courses. The Title IV regulations require universities to have a mechanism in place for determining whether a student who began a course and received or could have received a disbursement of Title IV funds, unofficially withdrew.

Students who have begun and cease to submit any academic assignments (such as an examination, written paper or project, discussion board post, or other academic event) during the enrollment period, will be assigned grades of FN. Students receiving all FN's in a semester will be processed as an unofficial withdrawal. The withdrawal date is the last date an academic assignment was submitted during the enrollment period. A Title IV withdrawal calculation may be performed, and the student may be reported as withdrawn. Students will be notified by the Financial Aid Office regarding the results of the Title IV withdrawal calculation. The student will be responsible for any remaining account balance.

## Medical Withdrawal Policy

This applies to **resident students** only and only for medical conditions documented by a licensed physician. Tuition, housing fee (if applicable),

and some fees may be prorated according to the date of withdrawal. The student is responsible for 100% of non-refundable fees.

## Official Withdrawal Policy for Online Students

Liberty University is committed to the success of every student and will work with each student to determine the best way to handle any financial and/or academic challenges. The online withdrawal categories are administrative, military, official, and unofficial.

### Administrative Withdrawal

An expulsion resulting from violation of the disciplinary system or any other valid reason initiated by the University which is approved by an authorized University administrator will result in an administrative withdrawal. Grades of "W" will be recorded in all courses for which the student is registered.

### Military Withdrawal

Online students who must withdraw due to military duties are required to send a copy of their orders and other supporting documentation to the Military Affairs Office. Military Affairs will then conduct a review to determine if the student is eligible for an official military withdrawal. Additional information regarding military withdrawals can be found on the Military Withdrawals webpage.

### Official Withdrawal

**Online students** who desire to withdraw from one or more courses in a semester, or the University, must contact the Liberty University Online Academic Advising Department by phone or via their Liberty University webmail account to start the withdrawal process.

A total withdrawal is when a student ceases all active enrollment in a semester. A partial withdrawal is when a student withdraws from the individual course(s) but has active enrollment remaining in the semester of the withdrawal.

If a student withdraws from a sub-term and is registered for course(s) in the future sub-term(s) during the semester of the withdrawal, the student must submit a **letter of intent** to remain in the future courses. If a letter of intent is not submitted with the withdrawal, the student will be automatically dropped from the future sub-terms, resulting in a total withdrawal from the semester.

### Unofficial Withdrawal

The University has established a procedure in accordance with Title IV regulations, to determine if students enrolled in online courses are progressing toward the completion of their courses. The Title IV regulations require universities to have a mechanism in place for determining whether a student who begins a course and received or could have received a disbursement of Title IV funds, unofficially withdrew.

Students who have begun, yet cease to submit academic assignments (such as an examination, written paper or project, discussion board post, or other academic assignments) during the enrollment period, will be assigned the grade of FN. If a student receives the grade of FN for all courses in a semester and ceases attendance, an unofficial withdrawal will be processed for that semester. The withdrawal date is the last date an academic assignment was submitted during the enrollment period. A Title IV withdrawal calculation will be performed based on the withdrawal

date and the student will be reported as withdrawn. Students will be notified by the Financial Aid Office regarding the results of the Title IV withdrawal calculation.

## Withdrawal Refund Policy

**Resident students** are considered withdrawn from the University if they withdraw from all courses for the semester.

- Any resident student who withdraws from the University and completes the official withdrawal procedure will receive a refund of tuition and some fees as follows:
  - a. 100% will be credited if a student withdraws during the first week of the semester
  - b. 50% will be credited if a student withdraws during the second, third or fourth week of the semester
  - c. 25% will be credited if a student withdraws during the fifth through eighth week of the semester
  - d. No tuition or fees will be credited after the eighth week of the semester
- The dining plan charge may be prorated based on the date of the withdrawal. Any Dining Dollars or Flames Cash allocation of the dining plan will not be refunded.
- Commuter meal plans are non-refundable and will not be prorated.
- If a student moves into the residence hall, and then withdraws or is allowed to move off campus at any point during the academic year, a portion of the housing fee may be prorated back to the student's account based on the date that the student removes all items from the residence hall (see regulations in the Student Affairs section of this publication).
- In the Spring semester, if a student does not remove items from the previous semester and withdraws, the student will be charged a prorated amount of the housing fee based on the date of removal of all items.

Students must check with the Office of Residence Life if considering moving off campus or withdrawing prior to the end of the academic year after completing FCI.

**School of Law students:** If a student withdraws from all courses from the School of Law during the semester, they will receive a refund of tuition and some fees as follows:

- 100% before the close of the first week of classes
- 50% after the start of the second week and before the close of the fourth week of classes
- 25% after the start of the fifth week and before the close of the seventh week of classes
- No refunds will be issued for withdrawal after the start of the eighth week of classes

**There is a \$50 processing fee for withdrawing from the School of Law.**

Students must contact LUPD regarding parking registration refunds. No portion of the Barbri fee will be refunded for any withdrawal occurring after the close of the first week of courses.

Withdrawal will result in the proration of all loans and scholarships based on the total number of days of attendance. Please be aware that having enough financial aid to cover charges at the beginning of the semester does not ensure that financial aid will completely cover charges at the time of withdrawal.



**College of Osteopathic Medicine students** should review their withdrawal refund policy.

**Online students:** Once a withdrawal is processed, the student will need to contact Student Accounts to receive further details about their individual refund.

Students who unofficially withdraw as outlined in the Withdrawal Policy will be charged for full tuition and fees as it applies and will be responsible for any outstanding balance on his or her account.

Any student who completes the official withdrawal procedure may receive a refund of tuition according to the schedule below. In the event of a total withdrawal, some fees may be prorated.

### **Eight-Week Courses**

1. 100% tuition will be credited if the student withdraws within the first week of the course but before submission of the first assignment (first assignment includes the Course Requirements Checklist). The student's request will be processed as a drop for the purpose of refunding charges only, not for Financial Aid attendance or recalculating of aid.
2. 75% tuition will be credited if the student withdraws after submitting their first assignment and through the close of the second week of courses.
3. 50% tuition will be credited if the student withdraws after the second week of classes, but before the close of the fourth week of courses.
4. 25% tuition will be credited if the student withdraws after the fourth week of classes, but before the close of the sixth week of courses.
5. No tuition will be credited after the sixth week of courses.

### **Fifteen-Week and Sixteen-Week Courses**

1. 100% tuition will be credited if the student withdraws within the first week of the course, but before submission of the first assignment (first assignment includes Course Requirements Checklist). The student's request will be processed as a drop for the purpose of refunding charges only, not for Financial Aid attendance or recalculating of aid.
2. 75% tuition will be credited if the student withdraws after submitting the first assignment and through the close of the fourth week of courses.
3. 50% tuition will be credited if the student withdraws after the fourth week of classes, but before the close of the eighth week of courses.
4. 25% tuition will be credited if the student withdraws after the eighth week of classes, but before the close of the twelfth week of courses.
5. No tuition will be credited after the twelfth week of courses.

### **Seventeen-Week Courses**

1. 100% tuition will be credited if the student withdraws within the first week of the course, but before submission of the first assignment (first assignment includes Course Requirements Checklist). The student's request will be processed as a drop for the purpose of refunding charges only, not for Financial Aid attendance or recalculating of aid.
2. 75% tuition will be credited if the student withdraws after submitting the first assignment and through the end of the fifth week of courses.
3. 50% tuition will be credited if the student withdraws after the fifth week of courses, but before the end of the ninth week of courses.

4. 25% tuition will be credited if the student withdraws after the ninth week of courses, but before the end of the thirteenth week of courses.
5. No tuition will be credited after the thirteenth week of courses.

**Intensives:** The start of the course is defined as the first day that the course begins; it is not necessarily the first day of the in-class portion of the intensive. Some intensive courses require pre-work and/or post-work to be completed. These courses start as soon as the pre-work begins and continue until the last day to submit post-work. Any student who completes the official withdrawal procedure may receive a refund of tuition according to the schedule below. In the event of a total withdrawal, some fees may be prorated. For refund purposes, a week begins at 12:00 a.m. the morning the course starts and closes at 11:59 p.m. seven days later.

#### **1. One-Week Intensive**

- 100% - Start of course to close of the first day
- 50% - Start of course to close of the second day
- 25% - Start of course to close of the third day
- 0% - After the close of the third day, the student is liable for all tuition.

#### **2. Two-Week Intensive**

- 100% - Start of course to close of the first day
- 50% - Start of course to close of the third day
- 25% - Start of course to close of the fifth day
- 0% - After the close of the fifth day, the student is liable for all tuition.

#### **3. Three-Week Intensive**

- 100% - Start of course to close of the first day
- 50% - Start of course to close of the fourth day
- 25% - Start of course to close of the eighth day
- 0% - After the close of the eighth day, the student is liable for all tuition.

#### **4. Four-Week Intensive**

- 100% - Start of course to close of the first day
- 50% - Start of course to close of the fifth day
- 25% - Start of course to close of the tenth day
- 0% - After the close of the tenth day, the student is liable for all tuition.

#### **5. Five-Week through Eighteen-Week Intensives**

- 100% - Start of course to close of the first week, but before submission of the first assignment (first assignment includes Course Requirements Checklist). The student's request will be processed as a drop for the purpose of refunding charges only, not for Financial Aid attendance or recalculating of aid.
- 75% - Submission of the first assignment through the close of the first quarter (1/4 of the course length).
- 50% - After the close of the first quarter (1/4), but before the close of the second quarter (1/2 of the course length).
- 25% - After the close of the second quarter (1/2), but before the close of the third quarter (3/4 of the course length).
- 0% - After the close of the third quarter (3/4), the student is liable for all tuition

## **Unpaid Accounts**

Tuition, the housing fee (if applicable), and all other costs on a student's account are payable prior to or at the time of FCI. Students who do not make payment on their account within a reasonable amount of time may

be denied access to some University services until such arrangements are made. If a student is 10 or more days delinquent on his account, the student may be removed from classes. Failure to make financial arrangements could ultimately result in removal from university housing and an administrative withdrawal.

Students with unpaid accounts may be restricted from registering for subsequent terms.

Students may also be ineligible to receive an official transcript or diploma until the account is paid in full (Students who reside in the following states are excluded from this policy: California, Colorado, Illinois, Maine, New York, and Washington).

## **Additional Information**

Additional information regarding the University's academic and administrative policies and procedures can be found on the University website the Liberty University Online webpage or the Graduate School webpage.