

EXPENSES & FINANCIAL POLICY – RESIDENT PROGRAM

Matthew Cooper

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 Tuition and Fees 2022 – 2023

Annual Tuition, Housing, Dining, and Fees

- Tuition
 - Undergraduate (Full-Time) (12 – 18 semester hours)
 - \$11,900 per semester
 - \$23,800 per year
 - More than 18 semester hours
 - \$815 per hour
 - Part time (less than 12 semester hours)
 - \$815 per hour
 - Summer
 - \$440 (part time and full time) per hour
- Housing Fees
 - Tier 1: Main 25-28 (The Circle)
 - \$2,480 per semester
 - \$4,960 per year
 - Tier 2: East Campus 3-Person, Hill 3-Person, & Main 33
 - \$3,160 per semester
 - \$6,320 per year
 - Tier 3: East Campus 2-Person & Quad 2-Person
 - \$3,670 per semester
 - \$7,340 per year
 - Tier 4: The Residential Commons
 - \$4,200 per semester
 - \$8,400 per year
 - Tier 5: Residential Annex
 - \$1,750 per semester
 - \$3,500 per year
- Dining Fees
 - Freedom Dining Plan
 - \$2,195 per semester
 - \$4,390 per year
 - Freedom Plus Dining Plan
 - \$2,470 per semester
 - \$4,940 per year

Mandatory Fees:

- Activity fee
 - \$385 per semester
 - \$770 per year
- Student Health fee
 - \$150 per semester
 - \$300 per year
- Application fee - \$50 one time
- Readmission Application Fee - \$50 one time
- Certificate Completion Application Fee - \$50 one time
- Degree Completion Application Fee - \$100 per application
- Audit Fee - \$75 per hour
- Inclusive Access Fee (online courses only)
 - \$38 per hour
- Book and Online Content – \$926* per year
 - *This amount is only an estimate. Students' direct costs for textbooks could vary each year, depending on their program of study, program level, semesters of attendance, and varying materials needed for each course.

Conditional Fees:

- Vehicle Registration (optional) - \$300 per year (max)
- Assessment Fees:
 - Financial Check-In Late Fee - \$125 per semester
 - Withdrawal Fee - \$50 one time
 - Replacement ID Card (Flames Pass) - \$25 per replacement
 - Check Cashing Fee - \$1 per check
 - Failed Payment Processing Fee - \$35 per transaction
 - International Health Insurance (Estimated)
 - Fall - \$581 per semester
 - Spring/Summer - \$805 per semester
- Payment Plan Fees:
 - Payment Plan Participation Fee - \$50 per semester

Student Identity Verification:

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

Experiential Learning:

- Federal Aviation Administration (FAA) Written Exam (per course for LU staff and students) - \$175 Administration Fee
- College Level Examination Program (CLEP)
 - \$50 Registration Fee
 - \$87 Administration Fee
- Defense Activity for Non-Traditional Education Support (DSST)
 - \$100 Exam Fee
 - \$50 Administration Fee
- Institutional Challenge Exam (ICE)
 - \$130 Registration Fee
- ICE Student Material Package (Optional) - \$45 – Registration Fee
- Portfolio Assessment - \$100 Administration Fee
- Portfolio Appeal - \$50 Administration Fee

Washington Fellowship Program:¹

- Washington Fellowship Program Tuition
 - Fall or Spring - \$9,645 per semester
 - Summer - \$440 per credit hour
- Washington Fellowship Program Housing
 - Fall or Spring - \$5,600 per semester
 - Summer - \$5,100 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.

¹ 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.

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

Enrollment Deposit

The student may pay the \$250 enrollment deposit online, over the phone, in person, or by mail to the Resident Admissions Office or at Cashiering & Treasury Services located in the Student Service Center in Green Hall. The deposit will be applied as a credit toward the student's charges for their first semester. An enrollment deposit may be refunded only if the request is in writing and received by May 1 for Fall applicants and December 1 for Spring applicants. The student may request to have the deposit refunded by emailing admissions@liberty.edu or writing to

Liberty University
1971 University Blvd.
Lynchburg, VA 24515

The enrollment deposit is non-transferable and non-refundable after the above-mentioned deadlines. Should the student decide to attend in a subsequent semester, the deposit may be deferred for up to one academic year. However, if a student updates their application to any other semester, the student will no longer be eligible for a refund.

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 resident students are required to complete FCI 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 are subject to having courses and housing (if applicable) dropped and will be assessed a late FCI fee of \$125. 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 and institutional grants or scholarships, and campus 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.

Resident Students Taking Online Courses

Students enrolled in a residential program will be charged residential tuition and fee charges, regardless of whether they enroll in online or residential courses. They are also subject to all residential policies and deadlines for FCI.

Non-attending or Non-returning Students

If a new student decides not to attend and drops their course(s), they should contact the Admissions Office to request a refund of the initial payments (excluding payments covering non-refundable fees). If a current 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 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 (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, home equity, or savings accounts. 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, or if financial aid funds are returned and causes a balance to be owed, 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 changes 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 recompleting FCI. The system will calculate and display the 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 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, Cashiering & Treasury Services 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.

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. Students may obtain a Flames Pass by submitting a photo online or visiting the ID & Campus Services Office. In the event that the card is lost or damaged, the student will incur a \$25 replacement fee.

Flames Cash

Flames Cash is a 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. Flames Cash is accepted at participating on and off campus merchants. Flames Cash provides a convenient and secure way to carry money with no account fees, it rolls over from year to year, and it 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.

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 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 FCI. Any amount added to the voucher that is not covered by the student's credit (if applicable) must be paid out of pocket.

- *New Student Book Dollars*: a one-time award given to qualifying students upon the completion of FCI. Amount of award will be determined according to the FCI completion date.
- *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 bookstore as well as other approved participating merchants. Current information is found on our Flames Cash Off Campus webpage.

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.

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.

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 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.

Nursing Fee

Residential undergraduate students who have declared a nursing major will be charged a Nursing Semester Fee each semester (Fall and Spring).

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.

New Student Assessments

All new resident students, both freshman and college transfer students, are required to take a computer assessment. If a student transfers a course that demonstrates competency in the required computer skills, the test requirement may be waived.

Students have the option to take assessments in English and Math. These assessments aid in placing students in the appropriate course levels in these disciplines.

Withdrawal Fee

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

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 \$50 certificate completion application fee is automatically assessed by Registrar near the time of the Certificate Completion Application, not certificate conferral. This is a non-refundable fee.

Fee Appeal Policy

Resident students may appeal a Late Financial Check-In Fee, returned payment fee, or activity fee 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.

FCI 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.** The student must select a refund preference according to instructions provided from BankMobile. For more information about BankMobile, visit their website.

Title IV Refunds

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

Within the FCI 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 Loan Change Form in ASIST.

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 federal aid refunds are processed within 14 days from when aid is disbursed in accordance with federal regulations.

Credits from Parent PLUS loans will be refunded to the loan borrower in the form of a check, unless written authorization is submitted to the Financial Aid Office stating that the refund may be sent to the student.

For more information about disbursements, visit the Disbursement Process webpage.

Refunds Unrelated to Title IV Aid

For credit balances not made up of 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: studentrefunds@liberty.edu (studentrefunds@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 and Summer School**
 - **A resident student** who withdraws from an on-campus intensive or summer class will be assigned a grade of "W" for that class and will be responsible for all tuition and fees.
 - Additional information is available on the Registrar's web page.

Unofficial Withdrawal

The University has established a procedure, in accordance with Title IV regulations, to determine if students enrolled in courses are progressing toward the completion of their courses. The Title IV regulations require universities to have a mechanism in place for determining whether or not a student who began a course and received or could have received a disbursement of Title IV funds, unofficially withdrew.

Students who have begun but 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 fees (if applicable), and some other fees may be prorated according to the date of withdrawal. The student is responsible for 100% of non-refundable fees.

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.

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)
- 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 or at Liberty University's Residential Programs website.