

STUDENT ACCOUNTS AND FINANCIAL AID

Financial Aid

- Students who have applied for financial aid for the entire academic year (Fall and Spring):
 - Each student is packaged in the order in which their paperwork is complete. Therefore, students may not all be awarded financial aid and/or student loans at the same time. Refunds will be generated within 14 days after a student's account is paid in full if there is an excess of student loans or the student has overpaid.
 - Since the student has already been packaged for the year, his or her aid for the Spring semester should arrive in January as long as the student has officially registered and submitted all necessary documentation.
- Students who have applied for financial aid for **one** semester only: Each student is packaged in the order in which their paperwork is complete. Therefore, students may not all be awarded financial aid and/or student loans at the same time.

Financial Aid Refunds

- Depending on what the student's award package includes, their entire Federal Direct Loans may go toward their tuition and fees for that semester.
- If the total aid awarded exceeds their tuition costs for that semester, the student will be eligible for a refund. Refunds are generated and distributed by the Student Accounts Office.
- Be sure to check your student account and with the EC student financial accounts office **before** you spend any refund you receive to make sure there are no charges pending to ensure there are no errors.

Refunds Due to a Withdrawal

Students approved to withdraw from all courses are eligible for a tuition refund based on the following schedule:

- the first two weeks: 100% of tuition
- after two weeks: 0%

Return of Federal Title IV Funds (Federal Aid)

The Financial Aid Office recalculates Federal Title IV financial aid for all students receiving federal assistance who withdraw, fail, drop out, are dismissed, or take a leave of absence from all courses. Recalculation is the determination of the percent of federal aid that the student is eligible to receive. The calculation takes into consideration the amount of aid awarded, the length of the semester or combined academic sessions and the number of days the student attended prior to his/her removal from classes. When federal aid is returned, the student may owe a balance to the University. Students owing a balance should contact the Student Accounts Office to make payment arrangements by calling (610) 341-5831.

Federal Title IV aid includes federal grants as well as Federal Direct Loans awarded. The withdrawal date is defined as the actual date that the student begins the withdrawal process or expresses the desire to withdraw from the University. The withdrawal date will be the student's last date of recorded attendance or the midpoint of the semester for a student who leaves without notifying the University.

Reminders

- All students must file a FAFSA each academic year in order to receive financial aid.
- All students who wish to borrow a student loan must also complete an MPN and Entrance Counseling Session before loan funds can be approved and applied to their account.
- All students are awarded financial aid on an individual basis based on the information reported on their FAFSA.
- All returning students will have Satisfactory Academic Progress checked at the end of each academic year to determine their eligibility to receive aid in the next academic year.

Student Account Information

Schedule of Student Charges

The schedule of student charges varies according to the program selected. Specific costs and payments schedules are found at <https://www.eastern.edu/about/offices-centers/student-accounts-office/tuition-fees> (<https://www.eastern.edu/about/offices-centers/student-accounts-office/tuition-fees/>). (<https://www.eastern.edu/about/offices-centers/student-accounts-office/tuition-fees/>)

Advance Deposit

All nontraditional undergraduate students are required to pay an advance deposit of \$75. This payment will hold a place for the student and be applied to tuition costs. All traditional baccalaureate students are required to pay an advance deposit of \$150. This payment will hold a place for the student and will be applied to the General Expense Deposit to be held on deposit until the student graduates or withdraws from the university.

Financial Responsibility

Full payment of a student's financial account is expected. Failure to fulfill payment obligation may result in late payment fees, monthly service charges, suspension from classes, withholding of registration from future sessions, release of transcripts, grades, and diploma. Eastern University will apply approved state grants, Eastern University grants and scholarships toward the payment of tuition, fees, books, room, insurance, and/or any other charges billed by Eastern University. PLEASE NOTE: A 1.5% Monthly Service Charge will be added to all accounts that become delinquent. In case of serious delinquency of financial obligation, the student's account may be placed with a collection agency and ultimately may be listed with one or more credit bureaus. In addition to the delinquent balance, the student will be responsible for the fees of the collection agency, which may be based on a percentage at a maximum of 33% of the debt, associated with placing the account with a collection agency.

Additional Financial Requirements for International Students

International students will need to provide documentation of financial support equivalent to one year of total expenses in the United States. The financial documents required are: 1) an affidavit of support or a letter of intent to support from a sponsor; and 2) an accompanying bank statement which indicates that the required amount of funds is available. All documents must be in English with monies listed in U.S. currency. An accepted graduate international student will be required to submit a \$5,000.00(U.S.) advance deposit before Eastern will issue a Certificate of Eligibility(I-20).

Board

All traditional baccalaureate students are required to maintain residency for four years. This contract provides meals each week while classes are

in session and includes annual bonus points which may be used in the coffee shots or for entertaining guests in the main dining room. There are no refunds for meals missed. Board charges are non-refundable after the first day of class.

Housing

Residence hall rates vary according to bathroom/suite or apartment configurations. Single rooms are charged an extra fee. The cost of any damage to student accommodations or furniture beyond ordinary wear is charged to the occupant. Room charges are nonrefundable after the first day of classes.

Tuition

The cost of educating a student at Eastern far exceeds tuition charges. Gifts, grants, endowment and other sources of income supplement student payments to insure a quality educational program. Student charges are announced each year in spring for the following year. Modest annual increases should be anticipated to sustain and advance academic programming.

Green Energy Program Free

The Student Government Association(SGA) has asked that the University assess an annual fee of \$48.00 to each student, so that Eastern can buy electric power from wind energy sources. The SGA's recommendation is based on a report from the Sustainable Peace Initiative(SPI), a group of Eastern students and faculty, who had called the community to a more sacred stewardship of our environment. The SPI report documents the positive effects of wind-generated energy on our air and health. The fee is included in your bill, but will be deducted if you choose not to participate

Late Payment Fee

When a student is registered in a timely manner, Eastern University will provide a bill through the student's WebAdvisor or on my.eastern.edu in advance of the payment date. When a student account is not paid by the bill due date, a late payment fee may be assessed to the student's account. The late payment fee: See Schedule of Student Charges online.

Late Registration

The last date to register for each academic session is published in the calendars at <https://www.eastern.edu/about/offices-centers/office-registrar/eastern-university-academic-calendars> (<https://www.eastern.edu/about/offices-centers/office-registrar/eastern-university-academic-calendars/>). Late registrations will be processed on a case-by-case basis, but students whose appeals are granted will forfeit priority in class registration and may experience delays in student services. Full payment is due upon accepted late registration.

Monthly Service Charges on Delinquent Accounts

A Monthly Service Charge of 1.5% will be added to all accounts that become delinquent. In addition, the Monthly Service Charge is added to all delinquent accounts that are carrying past due balances. If you pay your bill through our payment plan option and your payments are kept current, you will not be billed the Monthly Service Charge. Payment plan information is available at <https://payplan.officialpayments.com/>.

Policy On Release Of Academic Credentials For Past Due Accounts

It is Eastern's policy to withhold grade reports, transcripts, diplomas and possibly future registrations anytime there is an outstanding amount due on a student's account.

Withdrawal and Refund of Tuition Semester-Based Programs

Any student who wishes to drop or withdraw from all courses in a semester is required to notify the Office of the Registrar. Please note that

the first day of classes is counted as the first day of scheduled classes for the entire institution without regard for the start date of individual classes. Students who wish to drop or withdraw from all courses are eligible for a tuition refund based on the following schedule: Drop during the semester in the first two weeks- 100%. Withdrawal after the add/drop period(first two weeks)- 0%.

Non-Semester Courses and Residencies

Any student who wishes to drop or withdraw from a course or the program is required to notify the Office Of the Registrar(610-641-5853). Notification will be sent from the Office of the Registrar to appropriate University offices, resulting in a calculation of any remaining balance, change in Title IV Federal Aid, or Eastern University Aid, or refund. When the course work is presented in an accelerated sequential format, students who wish to drop a course in an academic session(for example, Spring 1) are eligible for a refund of tuition and fees based on the following schedule: On or before the end of the first week of the course- 100% refund. After the first week of the course- 0% refund.

For courses in the 7-Week Accelerated Academic Session

FA1, FA2, SP1, SP2, SU1, or SU2. Given the blended nature of accelerated course work and for the purpose of this policy, all courses start on the Monday of the schedule, regardless if the first meeting of the on-ground or online course meets later in the week. Courses that extend across the session will be considered as part of the first portion of the session and must be dropped by the first week of the session to be considered for the refund.

Mailing Policies

The Student Accounts Office sends written correspondence to the student's secure Eastern University e-mail address. Paper bills will not be mailed.

Filing a Dispute

Any disputes regarding your student account or registration activity must be filed within one year of the transaction in question. After one year, any disputes must be accompanied by appropriate documentation and are reviewed at the discretion of the Provost.