



CARDINAL
STRITCH
UNIVERSITY

**General Information
Academic Year 2016 - 2017**

Fall Payment Due – August 22, 2016
Spring Payment Due – January 16, 2017

A preliminary statement of account should be received one week after your registration has been received. Email notifications will be sent to students' CSU email address after the initial statement. Students are responsible for monitoring their student account via my.stritch.edu.

**TUITION AND FEES
Per Semester**

TUITION

The following links provide information for tuition and fees for the 2015-16 (where applicable) and 2016-17 academic years. Cardinal Stritch University reserves the right to make changes in its schedule of tuition and fees at any time. **For complete information on payment arrangements and refund and withdrawal policies, please contact the Business Office at (414) 410-4232 or toll-free (800) 347-8822, ext. 4232.**

Undergraduate Programs

- [College of Arts and Sciences](#)
- [College of Business and Management](#)
- [College of Education and Leadership](#)
- [Ruth S. Coleman College of Nursing](#) (A.D.N. and B.S.N. Completion programs)

**Graduate Programs
(Master's, Doctoral and Certification/Licensure)**

- [College of Arts and Sciences](#)
- [College of Business and Management](#)
- [College of Education and Leadership](#)
- [Ruth S. Coleman College of Nursing](#)

DEPOSITS

New Student Tuition Deposit (deposit refund, see page 3).....	\$100.00
Room Deposit (non-refundable after last business day in July 2016).....	\$50.00

Laboratory/Classroom Fees: In addition to the tuition and student fee, some courses may require a lab or classroom fee.

ROOM AND BOARD

Per semester (2016-17)

Clare Hall Single R & B.....	\$4055.00
Clare Hall Double R & B.....	\$3970.00
Assisi Hall Quad R & B.....	\$3915.00
Assisi Hall Suite R & B.....	\$4225.00
Assisi Hall Double R & B	\$4145.00

All Resident Rooms include a 5 day meal plan

Buy up to 7 day meal plan (additional).....\$35.00

The following procedures should simplify the bill paying process for each student's statement of account, which is due in full on or before August 22, 2016 for the fall term and January 16, 2017 for the spring term.

If there is **NO FINANCIAL AID** Students can pay their balances in full

- On-line by credit card at my.stritch.edu
- In person at the business office by check or credit card
- By mailing a check or money order to:
Bursar's Office – Box 522
Cardinal Stritch University
6801 N. Yates Road
Milwaukee, WI 53217

If the student's statement of account cannot be paid in full on or before August 22, 2016 (fall) or January 16, 2017 (spring), the University has one acceptable [payment plan option](#).

If financial aid (FA) is involved, begin following step #1.

1. If financial aid fully covers your statement of account balance and you authorized electronic fund transfer (EFT) on your loan applications, you do not need to go to the Business Office. Student ID "One Cards" are required for all Stritch students. A passport quality photo must be submitted first via the online submission tool in the Stritch Resources tab in our MyStritch portal, or by stopping in at the library card printing station. Cards are available for pickup two business days later at the university Helpdesk in the lower level of Bonaventure during their normal business hours. Parking stickers are also available at the Helpdesk in Bonaventure Hall (lower level). If your bill is paid in full, you may go directly to either location to obtain ID and Parking Sticker. They will have an updated list of paid students.
2. However, if you did not authorize EFT, you will have to go to the Business Office to sign your checks. A paid in full receipt will then be issued in order to obtain or validate the student ID and parking sticker.
3. If a student has enough financial aid to cover their statement of account balance and pay for books, arrangements will be made to set up a Bookstore account through the Business Office. These authorized purchases will be charged to your student account.
4. If financial aid does not fully cover the statement of account, the remaining balance must either be paid in full by August 22, 2016 or January 16, 2017, or a [payment plan option](#), established with the Business Office by August 17, 2016 or January 16 2017 in order to obtain a paid in full receipt. This receipt is required to obtain or validate your student ID "One Card" and parking sticker at the university Helpdesk in Bonaventure Hall (lower level).
5. Payment of tuition for classes, that do not start at the beginning of the Fall Semester (classes starting after August 22, 2016 or after January 16, 2017) is due 5 working days before the class starts. A late fee may be assessed for payment received later than 5 working days before the class starts.

Students who have failed to make payment arrangements by 5:00 P.M. August 22, 2016 (Fall) or January 16, 2017 (Spring) as detailed above, and have a balance due minus financial aid or 3rd party payment (from employers of students, for example) will be automatically enrolled in the Stritch payment plan and are subject to the late fee. NO EXCEPTIONS.

IF YOUR INTENTION IS NOT TO BE REGISTERED, YOU STILL MUST OFFICIALLY WITHDRAW BY WRITTEN NOTICE TO THE ONE STOP ENROLLMENT SERVICES OFFICE FOR UNDERGRADUATE STUDENTS OR REGISTRAR'S OFFICE FOR GRADUATE STUDENTS. STUDENTS WHO DO NOT WITHDRAW FROM A CLASS OR CLASSES WILL BE RESPONSIBLE FOR THE FULL TUITION DUE.

COMPLETE WITHDRAWAL FROM THE UNIVERSITY

The amount of tuition refunded will be calculated according to the following schedule, based upon the date the withdrawal request is received by the Registrar's Office.

Withdrawal on or before September 7 / February 1	100%
Withdrawal on or before September 14/ February 8	70%
Withdrawal on or before September 21 / February 15	50%
Withdrawal on or before September 28/ February 22	30%
Withdrawal after September 28 / February 22	0%

Students receiving financial aid will be subject to refund policies and procedures as prescribed by federal regulations. Factors which may affect these refunds can be, but are not limited to, whether the student is a first time student, unpaid charges, and other items at the discretion of Cardinal Stritch University. For more information on these policies, please consult the student catalog or contact the Financial Aid Office.

CREDIT LOAD CHANGES

Tuition will be adjusted without penalty during the Drop/Add period (ends September 7, 2016 or February 1, 2017). Students reducing credit load after the Drop/Add period (September 7, 2016 or February 1, 2017) are not entitled to tuition adjustments.

The refund and withdrawal policy for DOCTORAL, ACCELERATED COHORT PROGRAMS and ONLINE COURSES is as follows:

Attendance in the first meeting date of a course – 75% credit adjustment of tuition only.

Attendance in the first and/or second meeting date of a course–50% credit adjustment of tuition only.

Attendance in the first and/or second and/or third meeting date of a course–25% credit adjustment of tuition only. There is no adjustment to tuition after the third meeting date of a course

Refunds of credit on account for the fall term will begin on Friday September 16, 2016 after 3:00 p.m. In order to receive the refund on September 16th, you must have a credit balance on your account as of September 12, 2016.

Refunds of credit on account for the spring term will begin on Friday February 03, 2017 after 3:00 p.m. In order to receive the refund on February 3rd, you must have a credit balance on your account as of January 30, 2017.

TUITION DEPOSITS

New traditional freshmen and traditional transfer students: Tuition deposits submitted prior to 5 PM May 1 of the enrollment year are refundable. A written request must be received in order to receive a deposit refund. Tuition deposits submitted after 5 PM May 1 of the year of enrollment are non-refundable.

All other students: The fall tuition deposit, if paid, will be refunded if a written request is received no later than August 12, 2016. Deposits made after August 12, 2016 are non-refundable. The spring tuition deposit, if paid, will be refunded if a written request is received no later than January 6, 2017. Deposits made after January 6, 2017 are non-refundable.

ROOM AND BOARD

There is no refund of the Room deposit after the last business day in July 2016 (fall) or after the last business day in December 2016 (spring). The Board fee will be pro-rated according to the number of weeks the student has resided in the Residence Hall.

The refund and withdrawal policy for on-campus workshops is as follows:

One-week Workshop - No refund after the first class.

Two-week Workshop - 50% during the first three days, no refund thereafter.

Three-week Workshop - 50% during the first four days, no refund thereafter.

Four to Six-week - 50% during the first five days, no refund thereafter.

MISCELLANEOUS

Please Note:

- A. The above policies do not hold for University Outreach non-credit courses.
- B. No deduction on tuition is made in the case of late entrance.
- C. Official transcripts/records will not be sent out by Cardinal Stritch University until financial obligations are satisfied in full.
- D. An appeals process exists for exceptions from published policy. Please contact Lisa Lewin, Bursar. The appeal must be submitted in writing along with any medical documentation provided by a physician if appropriate.
- E. Students will not be permitted to attend class or register for future semesters until current financial Obligations have either been paid in full, a deferred payment plan has been established, or Financial Aid criteria has been met.

BUSINESS OFFICE HOURS
Monday through Friday 8 AM to 5 PM
(Unless otherwise posted)
Bus Office 08/01/2016