

**UNIVERSITY OF HARTFORD  
FINANCIAL INFORMATION SHEET  
Spring 2013 ADVANCE REGISTRATION**

**PAYMENT OF CHARGES**

Charges incurred as a result of your registration are due and payable January 4, 2013. Students who make payment by that date will receive their confirming schedule and I.D. validation sticker through the mail. Regardless of whether or not you have been billed, your financial obligation must be addressed in order for you to be cleared for attendance. If you are not cleared for attendance, you will not be listed on class rolls as authorized to attend. Failure to pay by the due date will cause your account to be placed on Cashier's Restriction. A default charge equal to 1.5% of the unpaid balance is assessed each month on all past due accounts. The University accepts cash, checks, and credit cards (MasterCard, Discover, and American Express).

The University requires that all payments be in the form of U.S. Currency, or that your check be payable to the University of Hartford in U.S. Dollars through a financial institution with an office in the United States. Checks returned by the bank unpaid will incur a \$25 Return Check fee. Cash and check payments may be made directly at our Express Transactions Window in the Student Administrative Services Center (SASC).

E-check and credit card payment may be made through our Self-Service Center web site at [www.hartford.edu](http://www.hartford.edu) on the secure CASHNet link (your student ID and PIN will be required). E-check and credit card payment may also be made by the student's authorized Payer through CASHNet (an assigned Payer ID and PIN is required). A convenience fee of 2.75% is assessed on all credit card transactions.

**REGISTRATION FEE**

The \$30.00 registration fee becomes an obligation as of the time that you submit a registration form, is non-refundable, and remains due and payable in the event that you do not attend classes (see withdrawal on the reverse side for additional information).

**HEALTH SERVICES NON-COMPLIANCE FINE**

The State of Connecticut requires that all matriculated students show proof of immunizations against measles, mumps, and rubella (MMR). Students not in compliance are subject to a \$50.00 fine each term.

**PARENTS ASSOCIATION GIFT**

Invoices for full-time undergraduates will include a \$50.00 item as a contribution to the University on behalf of the Parents Association. This will be used to develop parents' programs and enhance library services for students. If you do not wish to participate, please notify SASC.

Rates per TERM for the 2012-2013 academic year are shown below so that you may determine your total charges.

**FULL TIME UNDERGRADUATES (12 - 18 Credits)**

All Schools and Colleges	15,309	
Hartt Diploma Program (9 - 11.5 Credits)	10,405	\$ _____.

**MANDATORY STUDENT FEES**

Registration Fee (non-refundable)	30	
Student Support and Services	517	\$547.00

**HOUSING (per person)**

<b>RESIDENCE HALLS</b>	<b>VILLAGE APTS</b>	<b>REGENTS PARK</b>	<b>PARK RIVER</b>	<b>Hawk Hall</b>	<b>ASYLUM AVE</b>	
Single 4,304	Single 4,959	Single 4,868	Single 5,049		<b>CAMPUS</b>	
Standard 3,664	Double 4,361	Double 4,267	Double 4,455	Double 3,664	750 (monthly)	
Inc. Occ. 2,907	E.Double 4,361					\$ _____.

**MEAL PLANS**-All resident students must participate in a meal membership. The commuter meal plan is not available to resident students. Each meal plan is based upon a point a set number of meals/Dining Dollars utilizing the University's ID card. Unused Dining Dollars can be carried from the fall semester to spring semester, but are not refundable. All unused Dining Dollars are forfeited at the end of the spring semester.

	Premium Plus	Premium	Flex	Freshmen Excl.	Commuter	Commuter Express	
	3,011	2,678	2,605	2,383	869	539	
Kosher Upgrade	3,285	2,952	2,821	2,662			\$ _____.

**PARKING**

<b>Resident:</b>		
Main Campus		470
Asylum Avenue		100
<b>Commuter:</b>		
Main Campus	Per year	75
	Per Semester	45
		\$ _____.

**SPECIAL SERVICES FEE (Hillyer College)**

All Hillyer students with 9 or more credits	155	\$ _____.
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**OTHER**

Lab Fees, Overload, etc.		\$ _____.
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**TECHNOLOGY FEE**

Residents with 9 or more credits	230	
Commuters with 9 or more credits	210	
Students with 3-8.5 credits	96	\$ _____.

<b>TOTAL:</b>		\$ _____.
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**3/4 TIME UNDERGRADUATES (9 - 11.5 Credits)**

The University assesses a flat rate tuition for those students studying at 3/4 of the full-time load, equal to 3/4 of the full-time rate. Reduced Pell Grants and Stafford Loans apply if students have eligibility, but other University and Federal financial assistance is not available.

The University reserves the right to make changes in its tuition, fees, and other charges which it considers necessary and reasonable.

## **TUITION PAYMENT PLANS**

A brochure regarding the University of Hartford Budget Payment Plan, as administered by SallieMae TuitionPay, is mailed to home addresses. Information regarding this tuition payment plan may be obtained from the Student Administrative Services Center (SASC). Information is also available at the <https://tuitionpay.salliemae.com/hartford> website or call (800)635-0120.

## **FINANCIAL ASSISTANCE RECIPIENTS**

UNIVERSITY SCHOLARSHIPS, UNIVERSITY GRANTS AND FEDERAL GRANTS listed on your financial assistance award notification will be credited to your account. One half of the total award will be credited each semester, unless your award letter specifies otherwise.

**WORK STUDY** is not credited to your account. Funds are paid to you biweekly (as earned) by the University's Payroll Department. You should contact the Office of Career Development and Placement (Gengras) for a job assignment.

**FEDERAL STAFFORD and PLUS LOAN** applications should be submitted to the Office of Student Financial Assistance as early as possible. That office and your lending institution require considerable time to determine your eligibility and process your paperwork. All memoed/pending aid is quoted on the billing is tentative. Loan funds are not credited to your account until the University receives the loan proceeds from your lender and, if required, secure the borrower's endorsement. You must be in good academic standing and enrolled in at least 6 credits to sign your disburse your loan.

**STATE SCHOLARSHIPS** will be shown on your account as a memo credit once we receive the roster from your state. You will be exempted from default charges on the anticipated amount of the scholarship for each term, and the award amount will be included in determining whether you have met your financial obligation to the University.

**PERKINS LOANS** will be shown on your account as a memo credit until you have signed for the loan each term. You will be notified by the Loan Control Office as to the date and time to sign the promissory note. Failure to sign your note according to schedule will result in cancellation of your loan.

**OUTSIDE AWARDS** from private sources will not be applied to your account until the funds from the awarding agency are received by the Student Administrative Services Center.

Changes of program which result in a decrease in credit hours may have an adverse effect on your financial assistance award. Certain forms of aid are reduced or eliminated if your student status drops below full time. Questions regarding your award should be directed to the Office of Student Financial Assistance, telephone (860) 768-4296. Financial assistance funds are applied on a provisional basis, as some of the requirements for these funds may not have been met as of the time that we apply credit to your account. You are responsible for the proper completion and timely submission of all documents required to determine your eligibility for financial assistance. You are also responsible for any balance due created by the delay or revocation of any form of financial assistance when the delay or revocation occurs due to your failure to meet documentation requirements and/or deadlines. Financial assistance awards are subject to cancellation if satisfactory academic progress is not maintained. If placed on probation, the student is responsible for the payment of any balance created by the cancellation of part or all of the financial aid package. Should you receive notification of the delay, denial or revocation of any form of financial assistance, the Student Administrative Services Center should be contacted immediately so that the necessary notations may be made on your account records. To alert us to such delays, please contact SASC at (860) 768-4999 during business hours (M-Thurs 8:30-6:00; Friday 8:30-3:00)

## **REFUND OF CREDIT BALANCE**

Requests for the return of a credit balance may be made with the Student Administrative Services Center (SASC). Checks are normally produced and mailed within ten (10) days of the date on which the refund is requested. The refund of credit balances which exist due to payment via personal or non-U.S. checks may be delayed up to thirty (30) days, depending upon the time necessary to clear the remittance item through the banking system. Refunds due to payments initiated by charge card authorization will be credited to the charge card. Title IV credit balances will be refunded unless authorization is received to hold the credit to offset future charges, however, regulations require that all Title IV credits be refunded at the end of the academic year. Refunds resulting from credits of TuitionPay contracts will be issued upon receipt of funds from SallieMae.

## **WITHDRAWAL**

Effective with the date that a formal, written request for withdrawal is received by the Office of the Registrar, full or partial credit of tuition charges will be applied to your account in accordance with the following schedule:

Withdrawal through first week of classes	100% tuition credit
Withdrawal within second week of classes	60% tuition credit
Withdrawal within third week of classes	40% tuition credit
Withdrawal within fourth week of classes	20% tuition credit
Withdrawal after fourth week of classes	NO FINANCIAL EFFECT

Credit will not be applied if a student is suspended, dismissed, or leaves the University without formally withdrawing, nor will an adjustment be made for temporary absence from classes. In determining the percentage of credit to your account due to a withdrawal, the effective date of the withdrawal will be the date that the student's written request is received by the Office of the Registrar, rather than the last day of class attendance. Non-attendance does not constitute a withdrawal. Withdrawals for medical reasons should be submitted to the Dean of Students with appropriate documentation for consideration of a pro-rata refund on room and board. Tuition & Fees are refunded as listed above. Laboratory Fees are not refundable after the first week of classes and therefore they are not subject to proration. Registration Fee becomes an obligation as of the time that you submit your Registration form (see REGISTRATION FEE over).

## **HOUSING**

Housing contracts at the University of Hartford are for the entire academic year. Students who withdraw will receive partial housing credit consistent with the tuition withdrawal percentages. Requests for release from housing contracts must be made prior to July 1 for Fall and January 1 for Spring. Refer to the Housing Contract for further information.

## **ADDITIONAL INFORMATION**

This information sheet is meant only to provide you with an overview of University policy and procedures. Complete official policies may be found in the University Bulletin and supplements thereto. SASC is located on the Second Floor of the Beatrice Fox Auerbach Computer and Administration Center. Office hours are Mon-Thurs 8:30 a.m. to 6:00 p.m. Fri 8:30-3:00. Visit our websites at [www.hartford.edu/bursar](http://www.hartford.edu/bursar) and [www.hartford.edu/sasc](http://www.hartford.edu/sasc).