

I. FULL-TIME UNDERGRADUATE STUDENTS

A. COMPREHENSIVE FEES:

FULL-TIME UNDERGRADUATE DAY 12 to 18.5 credits per semester	
Tuition (includes Physician Assistant Studies pre-professional phase)	\$27,428*
Physician Assistant (professional phase)	\$31,608**
Overload Credits over 18.5 per semester (In addition to full-time tuition)	\$915 per credit
Part-time Undergraduate Day Less than 12 credits per semester	\$886 per credit
Room*	
Residence Halls	\$4,540
Townhouses	\$6,386
Apartments	\$6,646
Board*	
19-Meal Standard Plan	\$4,642
19-Meal Premium Plan	\$4,812
14-Meal Standard Plan (upperclassman only)	\$4,412
14-Meal Premium Plan (upperclassman only)	\$4,540
10-Meal Standard Plan (non-residence halls)	\$3,252
10-Meal Premium Plan (non-residence halls)	\$3,338
5-Meal Standard Plan (non-residence halls)	\$1,736
5-Meal Premium Plan (non-residence halls)	\$1,778

*Cost per semester is one-half the annual rate

**Cost per semester is one-third the annual rate

Included in the above comprehensive fee is use of the The Paul J. Gutman Library, The Kanbar Campus Center, The Gallagher Athletic, Recreation and Convocation Center, Ram Van transportation, athletic fields and laundry facilities; admission to all on-campus athletic events and cultural programs; and subscriptions to student publications.

B. OTHER FEES:

FULL-TIME UNDERGRADUATE DAY	
1. Application Fee	\$40/student
2. Credit by Examination	\$886/course
3. Room Security Deposit	\$250/resident
4. Room Reservation Deposit	\$150/resident
5. START Program Fee	\$100/new student
6. Graduation Fee (graduates only)	\$100/student
7. International Student Fee	\$55/semester
8. Health Center Fee	\$45/semester
9. Health Insurance Fee	\$560/annually
The annual policy is billed in the fall semester	
10. Tuition Insurance – on campus	\$150/ annually
The annual policy is billed in the fall semester	
Tuition Insurance – off campus	\$110/ annually
The annual policy is billed in the fall semester	
11. Payment Plan Auto-enrollment/ Late Payment Fee	\$135/ semester
12. Returned Check/NSF Fee	\$25 per check

II. SUMMER SESSION - 2009 (per credit hour)

Tuition	\$486
Internship	\$486
Room: (per six-week session)	\$1,250

III. DEPOSITS

An applicant should send the Director of Admissions a tuition deposit of \$300 after receiving a letter of acceptance. This deposit includes a START orientation fee of \$100. The remaining \$200 will be credited to the student's account on the first tuition billing.

All resident students are required to maintain on account a \$250 room security deposit. Additionally, continuing residential students are required to make a \$150 room-reservation deposit during the spring semester for the following fall semester. The room-reservation deposit will be credited to the student's account on the first tuition billing for the fall semester. This \$150 room reservation deposit is forfeited if the student is not in University housing in the subsequent fall semester.

The following fees will be deducted from the \$250 room deposit of any resident student who cancels their contract by the date indicated below:

Returning Students

- Prior to May 1, \$100 of their room deposit is forfeited.
- After May 1, the entire room deposit is forfeited.

New Students

- Prior to May 1, the entire room deposit will be returned.
- After May 1, the entire room deposit is forfeited.

A deposit to a student's Campus Card may be made for the purchase of books and supplies at the Campus Store, as well as for use at the vending machines, dining facilities and photocopiers. A deposit of \$400 to \$500 per semester is suggested. Once deposited, funds cannot be withdrawn from the Campus Card. Unused funds are credited to the student's account at the end of the academic year.

IV. TUITION PAYMENT POLICY

Students are invoiced in July and December for the next semester's charges and electronic statements may be accessed via WebAdvisor using the QuickPay link. In QuickPay, students may add an Authorized User who will also be notified when a new statement is available.

Only accepted and completed financial aid awards, including Philadelphia University Scholarships, Federal PELL Grants, Federal Supplemental Educational Opportunity Grants (SEOG), Federal Perkins Loans, PHEAA Grants, Federal PLUS Loans, and/or Federal Stafford Loans are included on the student's invoice. Late applications for financial aid, unless approved prior to the billing due date, are not credited to the student's account or accepted as payment. Any balance due resulting from unapproved financial aid must be paid by the billing due date. Any subsequent approval, resulting in a balance due the student, will be refunded to the student after the drop/add period.

Annual tuition due dates are as follows:

Fall Semester	July 31
Spring Semester	January 5
Summer & Summer I	April 30
Summer II	June 15

Checks should be made payable to Philadelphia University, ATTN: Student Accounts Office, School House Lane and Henry Avenue, Philadelphia, PA 19144-5497, with the student's identification number clearly indicated on the face of the check. If the University receives a total of three non-sufficient funds (NSF) checks, all future payments must be made by cash, certified check or money order. Students may also use WebAdvisor to pay their account balances online by accessing the QuickPay link. Electronic checks and credit card payments are accepted. There is no fee to pay by electronic check. Credit card payments will be assessed a 2.75 percent service fee. Philadelphia University accepts American Express, Discover, and MasterCard for tuition payment. Philadelphia University offers a deferred payment plan for full-time undergraduate day students through Tuition Management Systems (TMS). Enrollment forms are mailed to the student's billing address. For more information or to enroll, you may contact TMS directly at 888.356.0350 or www.afford.com. The University's Student Accounts Office may be contacted by email at StudentAccounts@PhilaU.edu or by phone at 215.951.5988 regarding any questions on the student account.

V. REFUND POLICY

A student who wants to initiate leave of absence or withdrawal procedures must obtain the Notification of Student Leave of Absence/Withdrawal form in the Learning and Advising Center. A student is considered in attendance until this formal notification is completed and returned to the Registrar and the student has dropped their classes. Tuition charges for students who withdraw from the University will be refunded on the following basis:

Undergraduate Day and Online:

(Online classes follow the undergraduate day refund policy regardless of log-in status)

Before classes start	100%
First week of class	80%
Second week of class	60%
Third week of class	40%
Beginning of fourth week of class	0%

Summer Courses:

Prior to the first class meeting	100%
Prior to second class meeting	80%
Prior to third class meeting	60%
Prior to fourth class meeting	40%
After fourth class meeting	0%

The University uses federal regulations to determine the refund of federal financial aid funds to the federal government. A copy of this federal refund calculation is available on the University's Financial Aid website.

Any student who withdraws or changes credit hours or room and board status after the semester begins is obligated for a full semester's room charge. Board will be charged to the official date of withdrawal, plus an additional charge of 25 percent of the unused portion.

The effective date for calculating refunds will be the effective date indicated on the Notification of Student Leave of Absence/Withdrawal form. Failure to complete this withdrawal form results in an unofficial withdrawal. Refunds, transcripts and recommendations will be withheld by the University until this official form is received.

Students dismissed from the University or from the residence hall after the semester begins are obligated for a full semester's room charge. Board will be charged to the official date of dismissal, plus an additional charge of 25 percent of the unused portion.

Insurance claims for medical withdrawals will be processed through the Dewar's tuition insurance policy. Claim forms are available in the Student Accounts Office. If the student waived this coverage, no refund is available for a medical withdrawal.

VI. ABSENCE AND SICKNESS

Students who are absent from the University due to illness or any other reason and who retain their place in class, are subject to full tuition, room and board charges during their absence.

VII. TRANSCRIPTS

Transcripts are not furnished to any student whose account is not paid in full. Transcripts are obtained through the Registrar's Office. Transcripts must be paid for at the time they are requested in order to be processed.

Transcript Fee	\$5/copy
Same Day Transcript Fee	\$10/copy
Overnight Transcript Fee	\$20/copy

VIII. OTHER

A \$135/semester payment plan auto-enrollment/late payment fee will be assessed to undergraduate students with a student account balance that is more than 10 days past due. Students with past-due accounts will be enrolled in our interest-free tuition payment plan with Tuition Management Services and the auto-enrollment/late fee is non-refundable.

Students who choose to use a car on campus must register their vehicle and purchase an annual parking pass. Passes for full-time day students are \$50 and parking passes for part-time students are \$15. See Parking and Traffic Regulations brochure.

Health Insurance

All full-time students are required to have health-insurance coverage through their family policy, an individual policy or through the University-sponsored health and accident plan. As such, full-time undergraduate students are billed automatically for the coverage and may waive the University-sponsored health and accident plan by completing a waiver that documents private insurance coverage at: www.academichealthplans.com/philau/2009-2010 or by accessing the "Health Insurance Waiver" link via WebAdvisor under the Billing Information section. The waiver must be completed annually by the second Friday in September for the fall semester, September 11, 2009. Students beginning their studies in the spring semester must complete the waiver by the first Friday in February, February 6, 2010.

Part-time undergraduate students may choose to be enrolled in the University-sponsored plan. Please note that enrollment in the University-sponsored plan requires students to also pay the semester Student Health Center fee. Requests to add health insurance must be completed by September 11, 2009. Students beginning their studies in the spring semester must request coverage by February 6, 2010. To request coverage, please contact the Student Accounts Office.

International students must provide documentation of an annual health insurance plan directly to the Student Health Center by September 11, 2009. Students beginning their studies in the spring semester must submit their insurance information by February 6, 2010. International students may not use the online waiver option.

A \$45/semester Health Center fee is charged to all full-time day, and all international students, as well as part-time students electing health insurance coverage or who use the Health Center. This fee can not be waived.

For more information about University requirements and the University-sponsored health insurance plan, visit www.PhilaU.edu/healthservices on the web. To request coverage, please contact the Student Accounts Office.

Tuition Insurance

Philadelphia University has contracted with A.W.G. Dewar to provide our full-time undergraduate students with tuition insur-

ance. This plan insures each student's annual tuition and fee charges (and housing and meal plan for on-campus students) in the event that the student must withdraw from the University due to a serious illness or accident after the published tuition refund deadlines. This coverage will be billed automatically at the annual rate in the fall semester. Students may opt to waive this coverage via WebAdvisor. The waiver is good for the academic year and will need to be renewed annually. Students who opt to waive the tuition insurance coverage will be responsible for billed expenses if they require a medical withdrawal after the published tuition refund dates.

Part-time undergraduate students who wish to purchase the tuition insurance may do so by contacting A.W.G. Dewar directly at 617.774.1555 or trp@dewarinsurance.com. Students will be charged .04 percent of the total tuition and fee amount that they wish to insure and the policy must be purchased before the first day of classes.

Dewar's claim forms for the tuition insurance are available in the Student Accounts Office.

IX. Check-Cashing Service

Any student with a valid student I.D. may cash personal checks, including student paychecks up to \$100 per day, at the Cashier's Office during posted hours.

*Philadelphia University is an affirmative action,
equal opportunity institution.*



School House Lane & Henry Avenue
Philadelphia, PA 19144-5497
Student Accounts Office: 215.951.5988
Email: StudentAccounts@PhilaU.edu • www.PhilaU.edu

The Bursar, Student Accounts, and Cashier are located in Archer Hall on the right-hand side of the first floor.

PHILADELPHIA UNIVERSITY

STUDENT ACCOUNTS OFFICE



2009-2010 ANNUAL EXPENSES

DAY UNDERGRADUATE STUDENTS