

I. EVENING UNDERGRADUATE STUDENTS

A. TUITION

Tuition	\$486/per credit
Credit by Examination	\$486/course

B. OTHER FEES:

Graduation Fee (graduates only)	\$100/student
Late Fee	\$25/month

C. SUMMER SESSION 2009

Tuition	\$486/credit
Internship	\$486/credit

II. GRADUATE STUDENTS

A. TUITION: (per credit hour unless otherwise indicated):

Tuition	\$806
Credit by Examination	\$806/course
Instructional Design & Technology	\$564
Midwifery Certificate	\$668
Physician Assistant	\$31,608 annually
(Cost per semester is one-third the annual rate.)	

B. OTHER FEES:

Application Fee	\$35/student
Graduation Fee (graduates only)	\$100/student
Late Fee	\$25/month
Health Center Fee	\$45/semester
<i>(International and Graduate Students in School of Science and Health students, as well as students selecting coverage)</i>	
Health Insurance	\$560
<i>(International and Graduate Students in School of Science and Health students, as well as students selecting coverage)</i>	
Needlestick Insurance Policy	\$76
<i>(Graduate students in the School of Science and Health)</i>	
Malpractice Insurance	\$150
<i>(Physician Assistant students)</i>	

C. SUMMER SESSION 2009

Tuition	\$783
Internship	\$783
Instructional Design & Technology	\$548
Midwifery Certificate	\$649

III. DEPOSITS

An applicant should send the director of admissions a tuition deposit after receiving a letter of acceptance. This deposit amounts are listed below by program. If your program is not listed, there is no matriculation deposit due. The deposit will be credited to the student's account on the first tuition billing.

Day MBA	\$300
<i>(waived for Philadelphia University alumni)</i>	
Midwifery	\$100
Occupational Therapy	\$300
Physician Assistant Studies	\$2,000

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 Once deposited, funds cannot be withdrawn from the Campus Card.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. 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 add/drop period.

Tuition is due by the first day of each semester. 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 under the Billing Information section. 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% service fee. Philadelphia University accepts American Express, Discover, and MasterCard for tuition payment.

Evening and graduate students who wish to pay their tuition in three monthly installments over the course of the semester must formally notify the University's Student Accounts Office and sign a promissory note to this effect. Students who default on the plan will be placed on financial hold and assessed a \$25 per month late fee. Notification will be required each semester and a new promissory note signed for all new charges.

Students whose employers offer tuition remission will need to submit this information to the Student Accounts Office by the first day of the semester. Students will sign a promissory note requesting that the University bill the student's employer and acknowledging that in the event of non-payment by the employer, the student will be responsible for all charges. Notification will be required each semester and a new promissory note signed for all new charges. The University strongly encourages students to enroll in the tuition insurance plan.

Student whose employers offer tuition reimbursement will be responsible for paying the tuition by the first day of classes each semester and submitting the proof of payment to their employer for direct reimbursement.

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 through WebAdvisor. Please see the tuition refund schedule below:

Undergraduate Evening and Graduate:

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 at the University's Business Office.

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.

Refunds for medical reasons will be reviewed on an individual basis. If approved, these refunds will be prorated from the date of the medical condition. The University strongly encourages students to enroll on our tuition insurance plan.

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 charges during their absence.

VII. TRANSCRIPTS

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. INSURANCE

Health Insurance

All full-time students, international students and graduate students in the School of Science and Health are required to have health-insurance coverage. The annual policy will be billed automatically in the fall semester for these students. All other 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.

Students who have private insurance coverage may complete an online waiver that may be accessed in WebAdvisor. The waiver must be completed annually. International students must provide documentation of an annual health-insurance plan directly to the Student Health Center and cannot use the online waiver option.

The waiver deadlines are Friday, September 11, 2009, for the fall and Friday, February 6, 2010, for students who were not enrolled in the fall and are beginning their studies in the spring.

A \$45/semester Health Center fee is charged to students who use the Health Center and any student that has purchased insurance through the University.

For more information about University requirements and the University-sponsored health-insurance plan, visit www.PhilaU.edu/healthservices on the web.

Tuition Insurance

Philadelphia University has contracted with A.W.G. Dewar to offer students the option to purchase tuition insurance. This plan insures the student's annual tuition and fee charges 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 is not required and students who wish to participate should contact Dewar directly, at 617.774.1555 or trp@dewarinsurance.com to arrange to purchase the insurance. 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. Failure to participate in the tuition-insurance plan will be taken into consideration when tuition appeal requests are reviewed by the Tuition Appeal Committee.

IX. Check-Cashing Service

Any student with a valid student I.D. may cash personal checks 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

EVENING UNDERGRADUATE AND GRADUATE STUDENTS