

PAYMENT POLICIES

Students may access their course and fee statement or make online payments by logging onto my.ciu.edu, Finances, My Student Information, CASHNet. Payment is due no later than the first day of each semester/session per the Academic Calendar. The Accounting Office accepts payments made by cash, personal check, money orders and credit cards (MasterCard, Visa, Discover, and American Express). Make checks payable to Columbia International University.

Information about the CIU Automatic Payment Plan is available online. Payment Plans must be set up prior to the day fees are due.

Columbia International University reserves the right to increase fees and other charges without prior notice.

NOTE: There will be a 2.75% convenience fee added to all domestic credit/debit card transactions. A 4.25% convenience fee will be added to all foreign credit/debit card transactions.

EXPLANATION OF EXPENSES

ENROLLMENT DEPOSIT

Each new applicant and those reenrolling must make an enrollment deposit within 21 days following acceptance. This deposit is considered an advance payment and is credited to the student's account. Students who decide not to enroll should notify CIU immediately. When a husband and wife apply at the same time and are accepted to enter CIU at the same time, only one enrollment deposit is required.

TUITION

Upon registration, students become financially responsible for their charges for the entire semester. Withdrawal does not relieve any student of these obligations. No diploma or transcript of academic record is granted to students who are financially obligated to the university.

AUDIT FEE

An audit fee is charged for any audited classes. The fee applies for both full-time and part-time students.

HOUSING DEPOSIT

A housing deposit is required of all students living in campus residences. For entering students this fee is to be paid at the same time the enrollment deposit is paid, within 21 days following the acceptance. The housing deposit is held to reserve the student's residence hall space as long as the student continues living in the residence hall. It is refunded upon the student's departure from the residence hall (see Refunds).

ROOM AND BOARD

The room and board fee must be paid in full at the beginning of each term. All students living in the residence halls are required to participate in one of the meal plans offered. (Exceptions are

given only on request of a physician.) The 21 meal plan includes all meals Monday through Sunday. The 14 meal and 10 meal plans include any 14 or 10 meals of the student's choice during the one week period from Monday breakfast through Sunday dinner. Block meal plans are available offering 200, 165 and 120 meals over the course of a semester.

TECHNOLOGY, STUDENT SERVICES AND ACTIVITY FEES

Each student currently enrolled in on-campus classes, and taking six (6) credit hours or more, will be assessed student services and activity fees.

All students enrolled in classes, either on campus or online, will be assessed a technology fee of \$10.00 per credit hour (\$150.00 maximum per semester).

TEXTBOOKS AND SUPPLIES

The cost of textbooks and supplies varies based upon a student's course load.

TRANSCRIPTS

A charge of \$12 is made for each paper transcript request and \$13.75 for each electronic transcript request.

REFUNDS

ENROLLMENT DEPOSIT

Should an applicant decide not to attend CIU after they have paid the enrollment deposit, they should notify the university immediately.

HOUSING DEPOSIT

Should an applicant decide not to attend CIU after having paid the housing deposit, they should notify the university immediately. A student who decides not to continue at the university or not remain on campus must notify the Residence Life Office of their intent.

The following refund schedule applies to the enrollment and room deposit:

	Fall Semester	Spring Semester
Full refund if notification is made before:	May 1	November 1
One-half refund if notification is made between:	May 1 & July 1	Nov. 1 & Jan. 1
No refund is made after	July 1	January 1

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POSTPONEMENT OF ENROLLMENT

When the enrollment and room deposits have been paid and a request for postponement is received prior to the originally intended enrollment date, the deposits will be held for use by the applicant to enroll at a subsequent time up to one full academic year. No refund, however, is granted on cancellation following a postponed enrollment.

NO-SHOWS

An applicant who fails to appear on the first day of the term for which they were accepted, with no previously approved arrangement with the university for late admission, is considered a “no-show” and forfeits refund of enrollment and room deposits.

TUITION REFUND SCHEDULE

All tuition will be refunded* to students who withdraw from the university before classes begin. Students who withdraw from the university after classes begin or who reduce their course load in such a way as to affect total tuition charges for the semester will receive refunds according to the following schedules:

Sixteen week courses follow the pattern below:

- 100% refund – Ends at drop/add (one week after the start of the semester)
- 90% refund – Ends two business days after drop/add
- 50% refund – Ends seven business days after drop/add
- 20% refund – Ends twenty business days after drop/add (0% refunded after this date)

Eight week courses follow the pattern below:

- 100% refund – Ends at the drop date (four days after the start of the term)
- 90% refund – Ends one business day after drop/add
- 50% refund – Ends five business days after drop/add
- 20% refund – Ends ten business days after drop/add (0% refunded after this date)

One-week intensive refund period ends the first day of class; two-week intensive refund period ends at the second day of class.

For specific dates and deadlines, please see the Academic Calendar published by the Office of the University Registrar.

Students who withdraw—totally or partially—receive (for the portion of their withdrawal) the stated percentage above, based on the date of their official withdrawal. On-campus students who reduce their loads to fewer than nine semester hours may continue to live on campus, as space is available. Registration fee, course fees, student activity fee and other fees are non-refundable.

***Students receiving financial aid must check with Financial Aid to determine if any aid or federal loans must be returned. In order to make CIU scholarships available to as many eligible students as possible, all current CIU scholarships are forfeited when a student withdraws before the end of a term.**

ROOM AND BOARD

The initial payment includes the semester charge for room and board. No room payments are refunded, regardless of date of withdrawal. A refund may be made for board beyond the week of a student’s official withdrawal based on the remaining balance. Should the student owe money to the university, the refund for board will be applied to the student’s account.

MUSIC LESSONS

Refund of music fees cannot be made after the drop/add week.