

FEE SCHEDULE 2011-12

TUITION AND FEES, 2011-12

Bachelor degree application fee (non-refundable)	\$25.00
Master's degree application fee (non-refundable)	\$50.00
Tuition (on site or online):		
Bachelor degree, per credit hour	\$287.00
M.Ed., per credit hour	\$368.00
MBA/M.S.I.T. per credit hour	\$551.00
M.F.A./M.A. in Interior Design per credit hour	\$578.00
M.S. in Nursing per credit hour	\$578.00
Applied Behavior Analysis Courses, per credit hour	..	\$446.00
Autism Certificate Courses, per credit hour	\$495.00
GPS audit fees for three-credit GPS courses:		
Undergraduate	\$100/course
Graduate	\$130/course
MBA	\$195/course
Other Fees:		
Undergraduate registration fee	\$25.00
Late registration/late payment fee	\$50.00
Returned check fee	\$40.00
Materials fee will be noted in the course description.		
MBA curricular fee †	\$1,350.00
APL assessment fee (in addition to APL tuition)	\$750.00
APL extension fee	\$75.00
Graduation fee	\$200.00
Transcript fee	\$6.00 each

† The MBA curricular fee is billed per course (in addition to tuition) as follows: Full-time MBA: \$113 per course, \$107 final course
Experienced Professional MBA: \$97 per course, \$89 final course

Full payment is required at the time of registration, ten days prior to class start date.

Application, registration, and other forms are available on the Van Loan School website: www.endicott.edu/gps

PAYMENT

All tuition and fees are due at time of registration. Payment methods include cash, check, Mastercard, Visa, and American Express. The Discover card is not accepted.

LATE FEE

Late registrations or late payments will be assessed a \$50.00 late fee (non-refundable).

Note: Any outstanding tuition balance may be subject to a one percent interest charge per month.

STUDENT HEALTH INSURANCE

In compliance with the Commonwealth of Massachusetts program of Universal Health Care, institutions of higher education are required by law to ensure that students registered for nine or more credits per semester are enrolled in a qualified health insurance plan. If you are not enrolled in such a plan, you may enroll in the plan offered through Endicott College (cost of coverage for September 1, 2011 – August 31, 2012 has yet to be determined). For more information, call the Bursar's Office at (978) 232-2053.

FINANCIAL AID

The Van Loan School of Graduate and Professional Studies will make every effort to ensure that a quality education is available to all qualified students. Financial Aid officers are available to help students on an individual basis with all financial aid and financial planning issues. Students must be matriculated to be eligible for financial aid. Please call the Financial Aid Office at (978) 998-7715 for more information.

HOUSING

Housing and meal plan options are available for full-time, matriculated graduate or undergraduate students. Please contact the Office of Residence Life at 978-232-2177 for more information.

WITHDRAWALS/REFUNDS

Withdrawal from a course must be requested officially in writing and delivered to the Office of the Assistant Registrar at the Van Loan School of Graduate and Professional Studies, either in person or via registered mail. Failure to withdraw officially from a course once it has commenced will result in a grade of "F" on the college transcript.

Refunds are permitted according to the date the withdrawal request is received:

For courses that have 5 to 6 class meetings:

100% of tuition if requested before the first class meeting;
50% if requested at any time before the second class meeting.

For courses that have 9 to 12 class meetings:

100% of tuition if requested before the first day of class;
75% of tuition if requested by the second class meeting;
50% of tuition if requested by the third class meeting.

Please note:

Application and registration fees are NOT refundable.

Endicott College complies with the refund policies as outlined in the Higher Education amendments of 1992. First-time students who receive Title IV assistance should contact the Financial Aid Office to obtain the Title IV refund policy.

REGISTRATION INFORMATION

By Mail: Complete a Registration Form and mail to: Endicott College, Van Loan School of Graduate and Professional Studies, 376 Hale Street, Beverly, MA 01915. Please include payment at time of registration.

By Telephone: Call (978) 232-2199, at any time, 24 hours a day. If you receive a recorded message because all of our lines are busy or you are not calling during our regular business hours, you may register over the phone by giving us your full name and mailing address, your Social Security Number, the course(s) for which you wish to register, your VISA, MasterCard, or American Express number and its expiration date. If you wish to speak directly with a staff member, please let us know and we will return your call as soon as our lines are free.

By Fax: Call (978) 232-3000 to transmit your completed Registration Form. Please identify VISA, MasterCard, or American Express number and expiration date. The Discover card is not accepted. No cover sheet is necessary. All registrations are acknowledged.

In Person: Drop by our offices in the Van Loan building, Room 215. Our office hours are Monday through Thursday, 9:00 a.m. – 6:30 p.m., and Fridays, 9:00 a.m. – 5:00 p.m. Our staff will be pleased to register you, discuss our programs, or arrange for an advisement session with one of our academic counselors.

Online: Matriculated students may register online through C.O.A.S.T., the student database. Only available to students using credit cards and approved financial aid payments.

Effective Date: September 1, 2011

(Revised 9.7.2011)