Tuition and Fees

Tuition Charges

Tuition for most programs during the regular academic year (fall, winter, and spring quarters) is charged at a flat rate for students carrying 12 through 18 credit hours. Students in a flat rate program will be charged the hourly rate on each hour taken beyond 18 hours per quarter.

Other academic programs, such as Sturm College of Law, Daniels College of Business, University College and some distance education programs, may have a different tuition rate and students in those programs may not be eligible for the flat rate. Tuition charges for residents or non-residents of Colorado are the same. The University reserves the right to make changes in tuition charges or refund policies without advance notice.

Student Fees

In order to enhance opportunities for students’ use of technology in and out of the classroom and to provide multiple modalities of student learning, a student technology fee is charged each quarter to all students. This fee is charged per credit hour taken. The student activity fee is assessed of all registered graduate and professional students (both part- and full-time). Exclusions include students enrolled in degree programs in the Sturm College of Law or University College non-credit courses and non-degree programs.

Late Charges

Registration beginning on the first day of the quarter is considered late registration. All students (continuing, new, returning leaves of absences, and readmitted) who do not register before the first day of the quarter are assessed a late registration service charge that cannot be waived. Once registered, students may drop and add courses freely through the seventh day of the quarter without financial penalty.

Late Registration Service Charge

A service charge of $25 is assessed the first day of the quarter for all students who have not enrolled in at least one course prior to the first day of the quarter. A $50 service charge is assessed from the second through the fifth days of the quarter (business days, Monday–Friday). If registration is available over the weekend during or immediately following the first five business days, the $50 service charge is applied to first-time weekend enrollees (Saturday or Sunday). A $100 service charge is assessed beginning the sixth business day and continuing through the remainder of the quarter. Days are calculated based on the term’s academic calendar and not on the class meeting days of specific courses. Tuition, fees and any other charges are due as specified on the billing statement. The service charge is not assessed for adding classes to an existing schedule. The maximum fee assessed for late registration in a given term is $100.

Late Payment Fee

Registered students for a given term who have not paid, or made arrangements to pay, their tuition by the appropriate University deadlines may be assessed a late payment fee. Late fees are assessed every month until a balance is paid in full or payment arrangements are set up.

Student Financial Liability

It is the student’s responsibility to abide by the University’s payment and refund policies.

If, after completing the registration process, the student does not withdraw from registration by the last day for 100% refund for dropped classes’ date published on the Academic Calendar (http://www.du.edu/registrar/calendar) on the Office of the Registrar’s website, the student agrees to pay the total amount of tuition and other charges set forth. The student understands that if any payment is not made when due, or if the student withdraws, or is required to withdraw, from the University for any reason, then all remaining tuition and other charges are immediately due and payable. All amounts not paid when due may begin to accrue monthly late fees. In addition, the student agrees to pay all collection costs and amounts. If the student has any overdue charges outstanding, the University may recover those overdue amounts by reducing any payments owed by the University to the student.

Students are not removed from classes based only upon non-payment. Students who do not officially withdraw from classes and do not attend have “F” grades assigned and may owe tuition and charges as specified above.

Students with a past due balance for a given term are not allowed to enroll in classes for any subsequent term. Grades, transcripts, and other attendance certifications are withheld and a financial hold placed on the account until payment is received.

Refund Information

The date of withdrawal from a class at the University is the date that the Registrar’s Office receives a written notification of withdrawal or the date the student drops the class online.

In order for tuition charges to be reversed at 100% for complete withdrawals, programs on the quarter system (except University College) should refer to the Academic Calendar (http://www.du.edu/registrar/calendar) on the Office of the Registrar’s website, for specific refund dates. Refunds are first applied to any obligations owed to the University, including charges with future dates.
**Note:** Some units may have different policies regarding tuition, fees and payments. Contact the unit for details.

**Tuition Refund Appeals**

A student may appeal for an exception to the University refund policy if unusual circumstances exist that are beyond the student’s control. A student must officially withdraw from the course prior to beginning the appeals process. The statute of limitations for an appeal is 90 days from the end of the term in which the course for which the tuition being appealed was offered.

**Informal Appeal/Automatic Refund**

If a student drops all classes for a given term, an informal appeal for a full refund may be made to the Office of the Registrar. An informal appeal requires that the withdrawal is completed and the request for the tuition refund is made prior to the end of the sixth week of the term (defined by the deadline for automatic W). To be eligible for an automatic refund, the condition for withdrawal must meet one or more of the following criteria and must be accompanied by appropriate documentation as specified below:

**Criteria and Documentation**

**Physical and/or mental illness that prevents the student from completing the course(s)**

Documentation: A signed, dated, letter on letterhead from the physician for physical illness or psychiatrist or other licensed mental health professional for mental illness. The letter must specifically state that the student was advised to withdraw due to illness.

**Death of a student (sixth week deadline for informal appeal waived)**

If a student dies after enrolling and paying tuition but before the sixth week of the quarter, the tuition will be refunded without a formal tuition appeal.

After the sixth week of the quarter, a formal appeal must be submitted to the Bursar’s Office.

Documentation: Memorial Service folder, notice published in the newspaper, or copy of the death certificate.

**Serious illness or death of immediate family member, which prevents the student from completing the course(s)**

Documentation for illness:

A signed, dated, letter on letterhead from the physician for physical illness or psychiatrist or other licensed mental health professional for mental illness.

Documentation for death:

Memorial Service folder, notice published in the newspaper, or copy of the death certificate.

**Job relocation or loss of employer reimbursement eligibility due to involuntary job loss**

Documentation: A signed, dated, letter on letterhead from immediate supervisor or human resource administrator.

**Unexpected increase in job responsibilities, required change in work schedule, or required travel that prevents completion of all courses**

Documentation: A signed, dated, letter on letterhead from immediate supervisor or human resources administrator that specifies dates of increased workload or travel.

The documentation, as listed above, must be submitted to the Office of the Registrar prior to the end of the sixth week of the term. If the documentation is adequate and establishes a condition that prevents the student from completing the course(s), appropriate adjustments are made to the student’s account. If conditions do not merit an automatic refund, the student may make a formal appeal. The Office of the Registrar and the Bursar’s Office staff reserve the right to request that a formal appeal be made if in their judgment conditions or documentation are inappropriate or dubious.

**Formal Appeal**

In cases where circumstances do not fit the criteria for an informal appeal, the end of sixth week (automatic “W”) deadline has passed, or an informal appeal is not accepted, a formal appeal for full or partial refund may be filed. Petitions are filed through PioneerWeb. Select the Student tab, locate Documents/Requests in the upper right hand section of the page and select Request for Tuition Appeal. Completed forms and supporting documentation must be submitted by noon on the first Thursday of the month. Petitions are reviewed and decided by the Tuition Appeals Committee, which meets once per month. The decision of the Committee is final and is communicated to the student by letter.

**Notes:** In accordance with federal, state and institutional regulations, approval of an appeal may require forfeiture of any financial aid proceeds received, which may result in an outstanding balance being owed to the University.

GSSW: Students may submit informal appeals to the GSSW Registrar.

UColl: Students may submit informal appeals to the UColl Student Services Director.