

Financial Policy

By attending Santa Fe University of Art and Design (SFUAD) and enrolling in classes, each student accepts responsibility for paying ***all*** debts owed to the University, including but not limited to, *tuition and fees, any requested housing, any requested meal plans, any requested insurance and/or any requested private lessons* for which he or she is liable.

Payment in full is due by the first day of class for each semester enrolled with the university.

Students may choose to cover their cost of attendance through several options, including federal financial aid, scholarships, or self-pay. Failure to comply with SFUAD's payment policy can result in withdrawal from courses and any applicable on-campus housing and/or meal plans, and possible forfeiting of federal financial aid. Additionally, students with delinquent accounts will not receive transcripts or diplomas until any outstanding balance to the university is resolved.

SFUAD partners with **ECSI** to provide students with an alternative option if they cannot pay their balance in full at the beginning of each term. Through ECSI's monthly payment plan, students may spread the cost of their tuition over multiple months—interest-free. The ECSI plan is not a loan, but there is an enrollment fee. Enrollment in a university-recognized payment plan will be accepted in lieu of payment in full on the first day of class, provided the student maintains good financial standing and meets the terms of the payment plan.

Tuition and fees can be paid directly to the university by **cash, check, American Express, Discover, MasterCard, or Visa**. SFUAD offers online payment options through the *my SF student portal*, or by phone or mail.

Employer reimbursement, outside scholarships, or tribal benefits can also be used to pay tuition. Sponsor documentation and a *Sponsor Billing* form must be submitted to the Office of the Bursar at the time of registration for classes.

Students who need assistance in meeting the requirements for this policy should contact the Office of Financial Aid or the Bursar to discuss options in order to obtain an approved arrangement.

PAYMENT PLAN OPTIONS

Santa Fe University has two payment options available:

1. **Payment in Full** If a student is not enrolled in an ECSI payment plan the entire payment is due on the first day of class.

Before making your payment, please review your student statement to ensure all charges have been placed on your account. This includes the correct tuition amount, insurance, housing, meals, and any appropriate fees and/or private lessons requested.

Payments may be made with cash, check or credit card on campus in Mouton Hall, by calling your student account representative at 1-877-746-9783 to pay over the phone or via your student portal 24 hours a day/ 7 days a week (*Manage Your Account/Pay Your Bill* link.)

2. Approved Payment Plan

ECSI is our payment plan coordinator. A student may enroll by accessing their student portal under the Student Services tab and clicking on the “Manage Your Tuition Payment Plan” link. *All payments made toward the payment plan created must also be made using this same link (and on time) to ensure the plan remains current and approved.*

ECSI provides the following plan options:

Fall Annual (12 months) Plan – this plan is approved for use to create a plan of repayment for a student’s Annual (two semesters) out of pocket cost. The first payment due date is the 15th of the month prior to the Fall term start. The Payment Plan sign up portal closes for new annual plans after the first week of the Fall semester. The cost to use this plan is \$25 and is due when the enrollment application is completed.

Fall Semester (4 month) Plan – this plan is approved for use to create a plan of repayment for a student’s Fall semester out of pocket cost. The first payment due date is the 15th of the month prior to the Fall term start. The Payment Plan sign up portal closes for new Fall Semester plans after the first week of the Fall semester. The cost to use this plan is \$20 and is due when the enrollment application is completed.

Spring Semester (6 month) Plan - this plan is approved for use to create a plan of repayment for a student’s Spring semester out of pocket cost. The first payment due date is the 15th of the month prior to the Spring term start. The Payment Plan sign up portal closes for new Spring Semester plans after the first week of the Spring semester. The cost to use this plan is \$20 and is due when the enrollment application is completed.

Summer Semester (3 months) Plan – this plan is approved for use to create a plan of repayment for a student’s Summer semester out of pocket cost. The first payment due date is the 15th of the month prior to the Summer term start. The Payment Plan sign up portal closes for new Summer semester plans after the first week of the Summer semester. The cost to use this plan is \$20 and is due when the enrollment application is completed.

Payment plan due dates are final. If you are having problems setting up or managing your payment plan through ECSI you may contact your student account representative for assistance at 1-877- 746-9783.

BILLING INFORMATION

Bills are mailed to students starting one month prior to term start, then again two weeks prior to term start and again one week after term start (to capture any changes made during the add/drop period). You may view your charges and account balance via your student portal under your *Student Services* tab using the *Account Summary by Term* link 24 hours a day 7 days

a week. Payment of your full account balance is due no later than the **first day of class** unless you are on an **approved payment plan** (see the Payment Plan section for details below).

Your balance on your student portal will consist of all current charges minus the **guaranteed and finalized financial aid or other payment types** that have been received. If part of your financial aid package is “pending” due to a lack of documentation from the student or parent (if applicable) at the time of payment, then you are required to make payment of the current remaining account balance.

If you have any questions about your bill you can send an email inquiry to bursar@santafeuniversity.edu or you may call **1-877-746-9783** for assistance.

DELINQUENT ACCOUNTS

If your account becomes delinquent and satisfactory payment arrangements have **not** been made students are subject to:

- Removal from any registered courses, and withdrawal from any applicable on-campus housing and/or meal plans
- Registration holds for the next semester. * Please note that Housing Assignments could be impacted if a student is not registered for classes (see Housing Policies for more information).
- Transcript/Diploma hold (Your academic transcript will not be released until payment of all obligations has been made in full.)

Delinquent accounts may be sent to an outside collection agency and may be assessed up to a 28% collection fee based on the unpaid balance. Should it be necessary to refer a student's account to a third party agency to collect their outstanding balance due to the University, all collection costs, court cost and legal fee's incurred will be the students responsibility.

Graduating students must pay all financial obligations to the University prior to graduation. Your diploma and/or academic transcript will not be released until this obligation has been met.

PAYMENT OPTIONS

Please review your student statement (bill) to ensure all charges have been placed on your account prior to making payment or setting up a payment plan (seen Payment Plan policies listed below). This includes the correct tuition amount, fees, insurance, housing, meals and/or private lessons.

Payments for students NOT paying on an ECSI Payment Plan may be made:

- **In Person** with cash, check or credit card (MasterCard, American Express, Visa, or Discover) on campus in Mouton Hall,
- **By Phone** with a checking or savings account or by credit card (MasterCard, American Express, Visa, or Discover) by calling your student account representative at 1-877-746-9783

- **Through the student portal** 24 hours a day/ 7 days a week by visiting the Student Services tab and using the *Manage Your Account/Pay Your Bill* link.

*A student who submits a check that is returned for insufficient funds or a credit card payment that is returned after processing as declined will be assessed a \$25.00 fee, placed on financial hold, and may be removed from courses which he or she is currently registered. Grades may be withheld and students may be prevented from registering for future courses until payment is reissued. Payment from students seeking to register may be applied against prior obligations to the University.

If you have not received your bill/student statement for the current term it is your responsibility to contact the Business Office to inquire about your balance or you can visit your student portal 24 hours a day/7 days a week to view your current account balance (Student Services tab, Account Summary by Term link).

REFUND/WITHDRAWAL

A student who chooses to withdraw from SFUAD must complete an official Withdrawal form. The Withdrawal form is available at the Office of the Registrar. Importantly, students must withdraw by the specified dates for each term as shown on the academic calendar.

The date the Withdrawal form is submitted to the Office of the Registrar, with all required signatures is the official withdrawal date from the university for all purposes except the federal fund return calculations as described in the Financial Aid section of this catalog. Upon official withdrawal, a grade of “W” is recorded on the transcript for all enrolled courses. Failure to formally withdraw will result in a failing grade being recorded on the transcript for all enrolled courses. Students are responsible for all remaining charges if the withdrawal was completed after the official refund period has ended.

Should a student withdraw or reduce his/her course load, the following policy governing refund percentages will apply:

16-Week Semester

- Courses dropped by the 8th calendar day of the semester..... 100%
- Courses dropped by the 19th calendar day of the semester..... 50%
- Courses dropped after the 19th calendar day of the semester..... 0%
- Course cancellations..... 100%

Students should see the academic calendar for specific dates applicable to each semester or term. All students who withdraw from classes must notify the Housing and Residential Life Office, in writing, at the time of withdrawal. Students who withdraw from SFUAD are required to vacate campus housing within 24 hours of the withdrawal date. Refunds for room and board charges are made as detailed on the housing application/contract, which is available from the Housing and Residential Life Office.