

## Financial Information

### University Housing

**Colonial Village Apartments**.....\$1840.00/month

4-Person Rate ..... \$460.00 (per person)

5-Person Rate ..... \$368.00 (per person)

**Williamsburg Townhomes** .....\$2670.00/month

6-Person Rate ..... \$445.00 (per person)

7-Person Rate ..... \$381.43 (per person)

**Brownstone Residences** .....\$2850.00/month

6-Person Rate ..... \$475.00 (per person)

7-Person Rate ..... \$407.14 (per person)

### Residence Halls

**Residence Hall**—Double Occupancy.....\$1490.00/semester

**Residence Hall**—Triple Occupancy.....\$1190.00/semester

**Spence Hall**—Jewel House..... \$1840.00/semester

**William’s Hall**—Stone House

Double Occupancy.....\$1840.00/semester

Triple Occupancy.....\$1540.00/semester

- A cable television outlet is included in the room fee.
- There is no refund of residence hall charges or fees.

### Board

#### Traditional Plans

14 Meal (plus \$125 Flex Dollars).....\$2040.00+tax/semester

Unlimited Meals (plus \$100 Flex Dollars).....\$2185.00+tax/semester

Unlimited Plus Meals (plus \$500 Flex Dollars).....\$2625.00+tax/semester

A traditional meal plan is required of all students living in residence halls for the Fall and Spring semester.

#### Apartment Life

Resident Flex Plan.....\$170.00+tax/semester

A Resident Flex Plan is required of all students living in DBU apartments.

Colonial and Williamsburg Village residents, commuter students, faculty, and staff can choose any of the following four meal plan options:

- Patriot Plan (includes 15 Meal Blocks in Dining Hall)...\$300.00

- Colonial Plan (includes 8 meal blocks in Dining Hall)...\$200.00
- Block Plans: 25 Meal Block.....\$182.00+tax  
60 Meal Block.....\$414.00+tax

**Meal Refund Policy**

Prior to Day 1.....100%	Day 43–56 .....50%
Day 1–14 .....85%	Day 57–70 .....35%
Day 15–27 .....75%	Day 71–83 .....25%
Day 28–42 .....60%	Day 84 and thereafter.....No Refund

**Tuition**

Undergraduate credit hour.....	\$886.00
Master’s credit hour.....	906.00
Doctoral credit hour.....	926.00
Private music lesson (per credit hour) .....	886.00

**Registration Fees**

**The registration fee is not charged to new students, or during Advanced Registration.**

Ongoing Registration.....	\$50.00
Regular Registration.....	50.00
Late Registration.....	150.00

A student who begins the registration process during one registration period and completes it during another registration period is subject to the registration fee applicable at the time of completion.

**Students are subject to a \$40 drop fee each time a course is dropped.**

**Bookcards**

A bookcard will be available during the Cashier’s Office operating hours until September 1, 2017, for students whose guaranteed financial aid will provide a credit balance. You may contact the Cashier’s Office at 214.333.5336 for additional information.

**Benefits for Veterans**

Contact the VA Representative in the Registrar’s Office at 214.333.5145 or call the Department of Veterans Affairs at 1.888.442.4551 to see if you, your child, or your spouse is eligible for benefits.

## Special Fees

Accompanist fee (per applied voice course).....	\$200.00	1-5 Business Days before Graduation* .....	300.00
Application fee.....	25.00	Day of Graduation* .....	500.00
Application fee, doctoral .....	50.00	International Student fee .....	100.00
Applied music fee (per course).....	100.00	KNES fees .....	40.00
Audit fee, Doctoral (per credit hour) .....	463.00	Late/insufficient payment fee .....	50.00
Audit fee, Master's (per credit hour) .....	453.00	Lost key fee .....	100.00
Audit fee, Undergraduate (per credit hour) .....	443.00	MANA 4320 test fee .....	30.00
Certificate Program application fee .....	25.00	Ph.D. testing fee .....	140.00
Certificate Program completion fee .....	30.00	Photography fee (ART/COMA 2314/3314).....	35.00
COMA 4303 editing fee .....	225.00	Promissory Note fee .....	50.00
Continuous progress course fee (per course).....	100.00	PRST 3301 Guidebook fee.....	25.00
COUN lab fees.....	105.00	READ 2100 Training Guide fee.....	60.00
COUN practicum fee .....	30.00	Recital fee (one course).....	110.00
Deferred Payment Plan fee .....	100.00	Residence Hall Application fee.....	200.00
Drop/withdraw (one or more courses) .....	40.00	Returned check charge .....	25.00
Ed.D. testing fee .....	40.00	Science lab fees (per contact lab hour).....	45.00
EDAD 6301 ILD certificate fee.....	75.00	Student ID card replacement charge.....	20.00
Education seminar materials fee .....	35.00	Student services fee** .....	350.00
Fine Arts lab fee.....	40.00	Student teaching fee .....	100.00
Graduation application fees .....		TEA Educator Program fee .....	55.00
Early.....	25.00	Technology fee .....	100.00
Regular.....	100.00	Transcript charge .....	5.00
Late .....	200.00	Withdrawal from all classes.....	100.00

\*Must be paid by cash, cashier's check, money order, credit card or debit card before an application will be accepted.

\*\*DBU does not charge a separate parking fee like most universities. Instead, upkeep of the parking lots has been included in the Student Services Fee. The Student Services Fee is used to pay a portion of the total cost of shuttle services, health services, athletic events, student activities, parking, online library resources, library databases, interlibrary loan services, and the Fitness Center.

## Tuition Refund Policies

A student may receive full, or partial credit for the semesters' tuition charge for each class if he/she completes the official add/drop, or withdrawal process through the Registrar's Office.

Refunds for courses offered in terms meeting 2–16 weeks (August Mini III, Fall Semester, Fall Intramester) are based on these percentages:

Before the first class meeting.....	100%	>10% through 15% of class meetings.....	70%
1% through 5% of class meetings.....	90%	>15% through 25% of class meetings.....	60%
>5% through 10% of class meetings.....	80%	>25% of class meetings .....	No Refund

Courses offered in terms meeting at least one week, but less than two weeks (August Mini I and II, Fall Break Mini I and II, Thanksgiving Mini) may be dropped before the end of the first class day for a 100% refund.

## Calculating the Tuition Refund

The following process is used to calculate the refund of tuition:

1. The number of classes that have already met in a semester are divided by the total number of classes contained in that semester.
2. This number is the percentage used to calculate the amount of tuition to be refunded.

FORMULA: # of classes met / # of total classes contained in the semester = % of the course completed.

EXAMPLE:  $2/16 = 12.5\%$ . 12.5% according to the refund policy equates to a 70% tuition refund (Refer to the table above).

### **There is no withdrawal from one-week mini-term courses.**

The refund for any course with a TBA timeslot such as Internet, Doctoral, Practicum, or Internship will be calculated as if the course met weekly beginning on the first day of the term. If the first day of the semester is on a Tuesday, then the refund will be calculated as if the course met weekly on Tuesday throughout the semester.

### **Students are subject to a \$40 drop fee each time a course is dropped.**

Financial aid recipients who withdraw from all classes before 60% of the semester is completed may be required to return a portion of the federal financial aid received.

**A class meeting** is defined as any official meeting time as noted on the semester calendar included in the schedule. An online class meeting is the completion of an academic activity by the student. Examples of this include the completion of a discussion board, test, quiz, or communication with the professor in regards to academic assignments. The date that the student enrolls in a class has no bearing on the calculation of class meetings. Additionally, any changes made by a professor to the official meeting dates will not alter the calculation of refund amounts.

**When a student drops and adds an equal number of credit hours** within the same term, it is considered an even exchange and no prorated refund is calculated. **If a student drops and adds courses within different terms**, credit for courses dropped will be determined based on the method explained below. **Courses added will be charged at full-tuition rates.** In either case, the student will be subject to a drop/withdrawal fee and any other applicable fees.

**In cases of course cancellation by the University**, credit equal to 100% of tuition and fees will be given.

**Late registration and/or absences from class** have no bearing on refunds.

**Students suspended** for academic or disciplinary reasons will not be entitled to a refund of tuition, fees, or housing.

**Refunds of credit balances** on student accounts will require a minimum of two weeks to be paid after the student has officially withdrawn through the Registrar's Office. However, credit balances that are the result of financial aid will be processed within 14 calendar days after the credit balance appears, per federal regulations. A refund will be issued only if the student's balance is paid in full. Refunds are mailed or direct deposited depending on the option selected by the student.

*Students should refer to the Tuition Refund Policies on this page, or contact the Cashier's Office for tuition refund information before dropping or withdrawing from a class. Additionally, students are encouraged to check with the Financial Aid Office in regards to the effect that withdrawing may have on their financial aid.*

## Using a FAX

Students who are unable to complete the add/drop or withdrawal process in person on the main campus may do so by FAX by following the steps listed below.

1. The student will contact the academic department through which the student's major is administered to request the proper form and obtain the department's FAX number.
2. The department will send the proper form to the student by FAX.
3. The student will fill in the necessary data before faxing the form to the academic department.
4. A. Adding or Dropping a Course
  - The student will telephone the academic department requesting the signature of the student's academic advisor.
  - The advisor's signature and the date must appear on the form.B. Withdrawing from a Course
  - The student will telephone the academic department requesting the signature of the instructor of each course from which the student is withdrawing.
  - Each course listed on the form must show the instructor's signature, the date signed, and the last date of class attendance.
5. The student will monitor this process through each step to completion in the Registrar's Office. The student should never send the form directly to the Registrar's Office since the form is meaningless and void without the signature of the instructor(s) to withdraw or the advisor to drop.
6. When the form is complete, the academic department will forward a copy to the Registrar's Office.
7. The refund will be calculated according to the date the Request for Withdrawal or Drop form is received in the Registrar's Office.

## Athletics Disclosure

Equity in Athletics Disclosure: Annual reports of information regarding intercollegiate athletics programs at DBU are available pursuant to the Equity in Athletics Disclosure Act upon request by students, prospective students, and members of the public. Requests should be forwarded in writing to the Director of Athletics.

## Scholarships for Ministry Students

If you are preparing for a career in vocational or bi-vocational church-related Christian ministry, you may pick up a scholarship application in the Ministry Student Office, which is located in Suite 306 of Pilgrim Chapel. You may also print an application from the DBU website, [www.dbu.edu/ministry\\_student](http://www.dbu.edu/ministry_student).

**First-Year Baptist Ministry Scholarship recipients must take RELI 1310: Introduction to Christian Ministry during the respective school year.**

If you plan to apply for the First-Year Baptist Ministry Scholarship, you should speak with your advisor and plan to take this course. If you have any questions, contact Jeremy Johnston at 214.333.5574.

All qualified students must contact the Cashier's Office following their registration to make payment arrangements. Students who have not paid in full at the time of registration will automatically be placed on a Deferred Payment Plan. Mini-terms are not eligible for installment payments unless they are taken in conjunction with a long semester class.

## Deferred Payment Plans

The first type of plan requires a 1/6 down payment at the time of registration. This plan will be used from June 5 to July 23, 2017, and provides six payments:

- 1/6 at the time of the registration
- August 1, 2017
- September 1, 2017
- October 1, 2017
- November 1, 2017
- December 1, 2017

The second type of plan requires a 1/4 down payment at the time of registration. This plan will be used from June 5 to August 20, 2017, and provides four payments:

- 1/4 at the time of registration
- 1/4 on September 1, 2017
- 1/4 on October 1, 2017
- 1/4 on November 1, 2017

The third type of plan requires a 1/3 down payment at the time of registration. This plan will be used from August 21, 2017, to the last day of the add/drop period and provides three payments:

- 1/3 at the time of registration
- 1/3 on October 1, 2017
- 1/3 on November 1, 2017

## Payment Policies

**A Payment Plan Student** is a student who has a balance after registration for courses, has all financial aid applied and tuition reimbursement obtained, and is eligible for the Payment Plan option for the remaining balance. Payment plans require either a 1/4 or a 1/3 down payment at the time of registration inclusive of tuition, fees, room, and board, followed by payment of the remaining balance in equal payments as detailed in the student's plan. In the event of a prepayment or overpayment of a scheduled installment plan, the excess amount will be applied to the next scheduled payment. In addition, a \$100.00 Payment Plan fee will be assessed to the account when utilizing an installment plan. A fee of \$50.00 will be assessed for each instance that a payment is not received at the time of registration, is received late, is insufficient, or is not received at all. All balances must be paid as agreed or the actions noted below may result.

**A Financial Aid Student** whose guaranteed financial aid covers 100% of the student's balance is not required to provide payment at the time of registration. A financial aid student whose guaranteed financial aid covers less than 100% of the student's balance is required to pay the student's account balance that is not covered by financial aid in full at the time of registration or will automatically be placed on an installment plan for the balance that is not covered by financial aid. If the student chooses to complete the Payment Plan, the student must pay the down payment at the time of registration. The balance remaining, after the down payment, is to be paid in equal monthly payments as required in the Payment Plan. A "less than 100%" financial aid student may not use confirmed financial aid in lieu of the down payment. All balances must be paid as agreed or the actions noted below may result.



If the student's aid is not guaranteed at the time of registration, the student must pay for the class in full or be placed on a Payment Plan.

**A Personal Pay Student** is a student who pays his or her balance in full at the time of registration using personal resources. For balances not paid at the time of registration, the actions noted below may result.

**A Direct Bill Student** is a student whose employer reimburses DBU directly for all or part of a student's charges for the student's education. All direct bill students whose employer pays DBU directly must provide vouchers for the present registration term within one week from the date of registration for that term. Any student whose employer reimburses less than 100% of student's charges must either immediately pay the remaining non-reimbursed portion of the student's charges or complete a Payment Plan for the remaining non-reimbursed portion of the student's charges. A "less than 100%" direct bill student may not use the employer reimbursement in lieu of the down payment. The student must pay the employer's portion of the reimbursed charge if the employer's portion is not received within 45 days from the date of the last class meeting. All balances must be paid as agreed or the actions noted below may result.

**Employer Reimbursed Students must pay all Summer 2017 balances by October 1, 2017, and all Fall 2017 balances by February 1, 2018.**

**An Employer Reimbursed Student** is a student whose employer reimburses the student directly or indirectly for all or part of a student's charges for the student's education. Any student whose employer reimburses less than 100% of the student's charges must either immediately pay the remaining non-reimbursed portion of the student's charges or complete a Payment Plan for the remaining non-reimbursed portion of the student's charges. A "less than 100%" employer reimbursed student may not use the employer reimbursement in lieu of the down payment. The student must pay the employer's portion of the reimbursed charge if the employer's portion is not received within 45 days from the date of the last class meeting. This can be paid in full or paid through the Payment Plan. All balances must be paid as agreed or the actions noted below may result.

**A Veteran Student** is a student who receives tuition assistance for all or part of their student charges paid directly from the Department of Veteran Affairs. Any Veteran student who receives less than a 100% benefit from the VA must either immediately pay the remaining portion of the student charges or complete a Payment Plan for the remaining non-tuition assistance portion of the student's charges. All balances must be paid as agreed or the actions on this page may result.

**All Graduating Students** must pay the previous and the present account balances in full by the time designated in the graduation application materials provided by the Registrar's Office, or the student will be denied the privilege of participation in commencement exercises and access to his or her diploma and transcript upon graduation. **The student will be allowed to participate in a commencement exercise only after the previous and present balances are paid in full.**

**Graduating students who have borrowed federal loans must also complete exit counseling for those loans at [www.studentloans.gov](http://www.studentloans.gov).**

## **Actions for Unpaid Accounts**

The following actions may result for any student who has not paid his or her account balance as due or has not made financial arrangements with the Cashier's Office and/or the Financial Aid Office:

1. Not being allowed to use the Payment Plan in subsequent semesters,
2. Immediate withdrawal from enrolled courses,
3. Removal from current dormitory residence,
4. Denial of dining hall privileges,
5. Denial of access to final exams, resulting in an Incomplete or Failure,
6. Denial of access to final semester grades,
7. Denial of access to transcripts,
8. Denial of ability to be advised for or register for any additional courses,
9. Inability to graduate,
10. Degree will not be conferred/posted on the student's transcript,
11. Denial of participation in commencement exercises,
12. Denial of access to student's diploma upon graduation,
13. Denial of access to student services, and/or
14. Reporting to collection agency and consumer reporting agency.

In the event that an account has not been paid in full by the end of the semester, DBU will submit the account to a collection agency for collection. DBU will add a collection agency fee, which will be up to one-third or one-half of the remaining balance, which is a reasonable fee for collection agency service regardless of the dollar amount owed. This balance will also be reported to a credit-reporting agency and could affect your credit rating.

**If you have questions regarding your account, please call the Cashier's Office at 214.333.5336.**

**If you have questions regarding your financial aid, please call the Financial Aid Office at 214.333.5363.**