

## Financial Policies

Brigham Young University–Idaho 2014-2015

### STUDENT FINANCIAL RESPONSIBILITY

This section describes the **CONTRACTUAL FINANCIAL AGREEMENT** between Brigham Young University-Idaho (BYU-I) and each student who attends any regular school session and/or enrolls in any credit class.

1. Enrollment at BYU-I constitutes a contractual financial obligation to pay tuition and fees for classes in which a student is enrolled.
2. It is the student's responsibility to abide by published payment and registration deadlines.
3. BYU-I Personal Account information can only be released to the student. It is the student's responsibility to notify parents/legal guardians of account balances, or to authorize a parent/legal guardian to access a student's BYU-I Personal Account for payment purposes.
4. Federal Student Aid Title IV funds (financial aid), if authorized, automatically pays charges assessed to the student's account for tuition, fees, room, and board (if contracted through BYU-I).
5. The student is responsible for repayment of financial aid funds upon withdrawal from school or otherwise failing to meet eligibility requirements for financial aid disbursed to the student.
6. The student may give authorization to BYU-I to use financial aid funds to pay all charges incurred on the student's BYU-I Personal Account by completing a Federal Financial Aid Authorization Form.
7. The student is responsible for payment of tuition/fees by the published deadlines regardless of whether financial aid, scholarship, or grant funds are to be used, subject to late charges, interest charges, and other penalties as described below.
8. The student is responsible for payment of any and all charges incurred on the student's BYU-I Personal Account during the course of any school semester or session.
9. If a student does not pay the balance of tuition/fees by the published deadline, the student is responsible to pay an additional 5% late charge, and a financial hold will be placed on the student's BYU-I Personal Account restricting registration for future semesters and the ability to obtain official transcripts or diplomas.
10. A service charge of 1% per month will be assessed for any outstanding balances on a student's BYU-I Personal Account.
11. Outstanding balances that continue to remain unpaid will be subject to customary collection proceedings, including from BYU-I and/or third-party collection agencies. Collection proceedings may result in reporting to credit bureaus. The student is responsible for all collection costs incurred in the collection of debts owed, including attorney's fees.

### TUITION, FEES, AND OTHER CHARGES

#### Definition of Critical Dates

**Assessment Date:** Date in which classes were added to or dropped from a student's class schedule.

**Payment Deadline:** Date in which tuition is billed and posted to the student's Personal Account and in which full payment is due (First Day of Classes for a semester or term).

**Registration Deadline:** Last day to register or add classes to a student's class schedule, and the last day to drop classes and receive a full tuition/fee refund (one week after the start of classes for a semester or term.) Late charges on any unpaid balance of tuition/fees will be assessed on this date.

**Waiver Deadline:** Last day for a student to enroll dependents in the Student Health Plan, and the last day to submit a waiver of insurance, if eligible. This date is the same date as the Registration Deadline (one week after the start of classes for a semester or term).

**Financial Aid Determination Date:** Date used to determine the number of eligible credit hours for awarding of Federal Financial Aid.

#### Full-Time/Part-time Status

Tuition is based upon the number of registered credits (including audited classes). Students taking 12 or more credits per semester are considered full-time, and will be assessed tuition at the full-time rate. Otherwise, a student is considered part-time, and tuition is assessed for each credit for which the student is registered.

#### Tuition Computation/Assessment

Tuition is computed and assessed at the time a student registers for classes. A student's final tuition assessment will be the higher of the number of credits registered for at one of three dates as follows:

- 1) Assessment Date;
- 2) Registration Deadline; or
- 3) Financial Aid Determination Date.

Below are some examples of how the tuition assessment is computed. Please note that in the examples, the Assessment Date is after the Registration Deadline, and 12 credits represent a full-time student and could be 12 or more credits.

	Registration Deadline	Assessment Date	Financial Aid Determination Date	Resulting number of credits assessed
Student A	12 credits	12 credits	10 credits	12 credits
Student B	9 credits	12 credits	9 credits	12 credits
Student C	10 credits	8 credits	8 credits	10 credits

For **full-time students** no additional tuition is assessed for classes added after the Payment Deadline. However, if individual classes are dropped which result in the student becoming a part-time student, a full tuition refund will be given if the classes are dropped prior to the Registration Deadline. For further tuition refund information, see the Tuition Refunds section below.

For **part-time students**, any classes added will be assessed additional tuition for the appropriate number of credits up to a maximum of the full-time rate. However, if individual classes are dropped, a full tuition refund will be given if the classes are dropped prior to the Registration Deadline. For further tuition refund information, see the Tuition Refunds section below.

#### Class Fees

Certain classes may have an additional fee due to the unique expenses associated with that class. Generally, these fees are for supplies, travel, lab fees, private lessons, or other expenses associated with a particular class. Class fees are considered purchased and used after the Registration Deadline. There is no refund of class fees after the Registration Deadline, unless the instructor certifies to the Bursar's Office that a refund is warranted.

#### Other Charges

Except as specifically noted below, other items or services purchased or used from various campus locations may be paid by one or more of the following payment methods: cash, check, credit card, I-Card, or charged to the student's Personal Account. Items charged to a student's Personal Account are due on the last day of the month following purchase or service. Federal Financial Aid may be authorized by the student to pay for these charges. If the student does not pay the outstanding charges by one week following the start of classes, a financial hold will be placed on the student's Personal Account restricting registration for future semesters, and the ability to obtain official transcripts or diplomas, a late charge of 5% will be assessed on any outstanding balance in addition to a 1% per month service charge on any outstanding balance.

**Books and Supplies**

Books and school supplies may be purchased at the University Store using cash, check, bank card, declining balance using an I-Card, or by charging them to the student's Personal Account.

**Student Health Plan**

BYU-I requires all traditional, matriculated students to have adequate medical insurance coverage in the Rexburg area while enrolled in school and wherever they are living during off-track periods.

To satisfy this requirement, all students are required to be enrolled in the Student Health Plan or complete a health Plan waiver when registering for classes. A student may waive the Student Health Plan if they are already covered by an Affordable Care Act compliant health care plan, or insurance is provided by their parents, their employer, their spouse's employer, Medicare or Complete Coverage Idaho Medicaid.

Enrollment in the Student Health Plan will be effective the first day of the semester. Students will not be enrolled if they submit a Health Plan Waiver by the waiver deadline. Limited additional enrollment options are available for students that graduate or lose their status as a continuing student.

When enrolled in the Student Health Plan, the premium will be charged to the student's Personal Account and is due and payable by the Payment Deadline. If the student does not pay the premium by the Registration Deadline, a 5% late charge on any unpaid balance will be assessed. In addition, a 1% per month service charge on any outstanding balance will be assessed until the premium is paid in full.

**Student Health Center Medical Care**

Only Matriculating students and their dependents have access to the Student Health Center. Costs for visits and services are the responsibility of the student. If the student has insurance coverage other than through the Student Health Plan, the student has the responsibility to submit claims to that insurance company. The Student Health Center does not bill insurance other than through the BYU-I Student Health Plan.

**Campus Housing**

Students may enter into a Housing contract for on-campus housing through the Housing Office. Payments are due in accordance with Housing contracts signed by the student.

**Long Distance Phone Cards**

Students living in on-campus housing may acquire a BYU-I long distance phone card through the Bursar's Office. Long distance charges will be billed to the student's Personal Account.

**Dining Dollars**

Students may purchase Dining Dollars for use at all campus Food Services locations. Dining Dollars may be purchased through Food Services' office or online at: [my.byui.edu/DiningDollars](http://my.byui.edu/DiningDollars).

**Miscellaneous Charges**

Students may be charged additional items for class use, Student Activities fees, or other miscellaneous purchases made at various locations across campus.

**TUITION PAYMENT DEADLINE**

The tuition payment deadline is the **first-day of classes** for all students. However, no late charges will be assessed until one week after the start of classes to allow for changes to class schedules.

Full-time students who have been charged the full-time rate will not incur additional tuition charges for classes added subsequent to the Tuition Payment Deadline, regardless of whether they were semester or block classes. However, any additional class fees will be assessed and will be required to be paid in full immediately.

Part-time students who add classes after the Tuition Payment Deadline will be required to pay additional tuition immediately, up to the maximum of the full-time rate, plus additional class fees.

All students registered for Second Block Only classes or Summer Session classes are considered part-time. Students who add classes subsequent to the Tuition Payment Deadline will be required to pay additional tuition immediately, plus additional class fees.

**TUITION REFUNDS**

**Tuition refunds will only be given as follows:**

1. **Classes dropped up to the Registration Deadline** (one week after classes start – see current academic calendar for specific dates)

Students may drop classes at any point during the registration period up until the Registration Deadline. A full tuition refund will be given for classes dropped up to the Registration Deadline. NO REFUND will be given for dropped classes after the Registration Deadline unless the student officially withdraws from BYU-Idaho (see below).

2. **Complete withdrawal from school**

When a student withdraws from BYU-I after the Registration Deadline, a pro-rated refund will be given until 60% of the term or semester has passed. There will be NO REFUND given when a student withdraws from school after 60% of the term or semester has elapsed.

3. **Exceptions to the Tuition Refund Policy**

BYU-I recognizes there may be situations beyond a student's control where an exception to the above policy may be warranted. The following exceptions will be reviewed on a case-by-case basis to determine whether the situation merits an exception:

- A) Death of the student;
- B) Death of an immediate family member where continuing school is impractical;
- C) Medical condition requiring extended medical care where continuing school is impractical;
- D) Acceptance of a qualifying internship.

**Federal Student Aid (Title IV) Refunds**

When a student receives Federal Student Aid (Title IV) funds to attend BYU-I, and subsequently withdraws from school, federal laws and regulations require BYU-I to determine whether any unearned Title IV funds were awarded and whether those funds need to be returned to the Department of Education and/or to the lending agency. For further information regarding return of Title IV funds, please see the Student Financial Aid section of the Catalog or contact the Financial Aid & Scholarships Office.

Financial Aid & Scholarships Office  
Brigham Young University-Idaho  
525 South Center St  
Rexburg, ID 83460-1610  
(208) 496-1608

[www.byui.edu/FinancialAid](http://www.byui.edu/FinancialAid)

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### PERSONAL ACCOUNTS

Each student has their own Personal Account at BYU-I where charges, payments, deposits, and disbursement of financial aid, scholarships, payroll, etc. are recorded.

Students can have full access to all BYU-I online resources, including their Personal Account by entering their Net ID and Password at [my.byui.edu](http://my.byui.edu).

Any transactions performed using the student's Net ID and Password are considered to be performed by the student. Therefore, care should be taken to safeguard this information and not disclose it to anyone else. See below for information on how to authorize a third-party to make payments on your Personal Account.

### Personal Account Statements

Students who have continuing student status at BYU-I, and are enrolled in classes, receive a monthly statement notifying them of any balance owing on their Personal Account, and are directed to go online to make payment. Students who are off-track or who otherwise are not attending school will have Personal Account Statements mailed to their mailing address on file at BYU-I. Students are encouraged to keep their mailing address current at all times.

Students are responsible for all charges on their Personal Account and should not rely on monthly statements to remind them of payment deadlines. Students may view/print their Personal Account Statement at any time by logging on to their Personal Account at [my.byui.edu](http://my.byui.edu).

### Methods of Payment

All payments to a student's Personal Account must be made by the deadline dates. Payments may be made using the following methods:

#### Online at [my.byui.edu](http://my.byui.edu):

1. Electronic Check (E-Check) – direct transfer of funds from a personal checking or savings account (no fee);
2. Visa, MasterCard, or Discover. 2.75% convenience fee charged.

#### In person at the Bursar's Office – 130 Kimball Building:

1. Cash
2. Personal or Certified Check
3. Money Order
4. I-Card

#### Mail:

1. Personal or certified check
2. Money Order

Do not send cash by mail

Send payment to:

Bursar's Office  
Brigham Young University-Idaho  
525 S Center St  
Rexburg, ID 83460-1625

BYU-I can only accept funds that cover a student's educational expenses. A cost of attendance amount is established which includes tuition, fees, room and board, other required expenses, and a modest allowance for cost of living (see the Tuition, Fees and Expenses Section of the catalog). This amount represents the maximum amount we can accept on behalf of a student for a single academic year. If a student overpays, the Bursar's Office will review the account and contact the student to determine how any overpayment should be handled. In some cases the funds may be set aside for the following year. In other cases, the payment will be refunded to the sender.

### Credit Card Policy

BYU-Idaho accepts Visa, MasterCard, and Discover for payment on a student's Personal Account. A convenience fee will be charged for all payments made using a credit card. Currently the processing fee is 2.75%, but is subject to change at any time. All credit card payments must be made online at [my.byui.edu](http://my.byui.edu). Credit card payments are not accepted at the Cashier's Office.

### Third-Party Authorization

Students should safeguard their Net ID and password and should not share them with anyone. Students are responsible for any transactions done online through their Personal Account.

Students may authorize a third-party (parents or others) to have limited access to their Personal Account. To grant a third-party authorization to access your Personal Account, log on to your Personal Account Summary using your Net ID and password and select the 'MAKE ONLINE PAYMENT' link and then under the 'PARENT/AUTHORIZED USER' section, click 'ADD NEW'.

### Cash on Deposit

Students are encouraged to utilize campus ATM machines for many of the banking needs. For purposes of conducting BYU-I business, BYU-I may make transfers to a student's Cash on Deposit account at BYU-I. Funds deposited in a student's Cash on Deposit account may be used at any time for payment of debts owed to BYU-I. Funds may also be deposited directly to a student's personal bank account if the student is enrolled in BYU-I's eRefund program.

### Check Cashing

#### Third-Party Checks

BYU-I will cash third-party checks for students up to the amount of \$400 per day. Any amount in excess of \$400 must be deposited to the student's Personal Account.

#### Personal Checks

BYU-I will cash personal checks for students up to the amount of \$400 per day.

#### Returned (Bad) Checks/E-Checks

If a personal check or E-Check is returned by the bank for non-sufficient funds, it will be automatically submitted to the bank a second time for payment. All items returned by the bank to BYU-I will be cancelled or reversed, and appropriate service charges will be assessed as if the payment had not been received. E-Checks may also be returned if incorrect bank information is provided. Additionally, BYU-I may assess a \$5.00 returned check fee. Multiple returned payments may result in BYU-I requiring future payments by cash or bank certified check only.

### BYU-Idaho I-Card

All traditional matriculating students and their spouses can obtain a BYU-Idaho identification card (called I-Card) at the ID Center located in the Bursar's Office, KIM 130. This card is used campus-wide to identify students and is required to 1. transact business at the Cashier's Office, 2. use any I-Card dollars or Dining Dollars, etc.

This card serves as an Activity Card which includes access to the Hart Building, McKay Library, and other facilities on campus. Spouses must purchase an annual pass to the Hart Building before they can use those facilities. This card also entitles students to attend music, drama, and other performances at a discount.

For further information regarding the terms and conditions for use of the I-Card, visit [byui.edu/financial-services/my-account/i-card](http://byui.edu/financial-services/my-account/i-card).