

GRADUATE CERTIFICATES

2024-25 Graduate Business Certificates

Fee	Amount
Per-Credit Tuition ¹	\$1,070
Per-Semester Online Fee	\$170
Per-Credit Audit Fee	\$535
Technology Fee	\$130
Health Center Fee	\$115
ASLU Student Body Fee	\$155

¹ The School of Business provides books and text materials for masters courses.

PAYMENT PROCEDURE

Linfield University only mails a hard copy statement to your home address in June for "New" First Year and Transfer Students. All other billings will be provided online and an email notification only. All registered undergraduate and graduate students on the "standard academic calendar" will be billed (if they are registered at the time we process semester and monthly billings) and receive an electronic tuition statement in July, for fall semester, and in January, for spring semester. Monthly thereafter, students will receive an electronic billing statement and an email to log in and check their account balance if there is a balance due. This typically includes tuition, room, board, mandatory fees and course related fees for the semester but will vary depending on program and academic level. All tuition statements and student account billing activity are available electronically on the Nelnet Student Account Portal, <https://selfservice.linfield.edu/student/finance/nelnetpayments> (<https://selfservice.linfield.edu/student/finance/nelnetpayments/>), which can be accessed through Self-Service. Students and authorized parties will receive an email notification when electronic statements and any monthly notifications are available for viewing and printing. Linfield is not able to send internal email communications out directly to parents due to FERPA regulations and it will be the responsibility of the student to forward all emails they need handled by their financial party handling their billing and add them as an authorized party on their Nelnet Student Portal for billing emails.

The payment procedure necessary to finalize Student Account arrangements includes specific date requirements which must be met. Each student, without exception, must do one of the following each semester:

1. Pay in full so that the account balance is zero by the first day of classes for the program you are in. Note: Standard and Accelerated Semesters have different starting dates. All semester payment deadlines are due the first day of your semester starting date.
2. Set up a Payment Plan: A deferred tuition payment plan is offered through Nelnet. The amount of the plan is based on semester billed charges (include January term charges in your spring semester plan). Payments for fall semester "STANDARD CALENDAR" may be made in 6, 5, 4 or 3 installments beginning May, June, July, August, and September, and ending in October or November. Payments for spring semester "STANDARD CALENDAR" may be made in 6, 5, 4 or 3 installments beginning November, December, January, and February, and ending in April. There is no interest charge if all payments are made as scheduled with Nelnet. However, if a payment

is late, Nelnet will assess a \$50 late fee, and Linfield will assess a 1% per month finance charge for the remainder of the payment plan. Additional Nelnet payment plan information is available in the Student Accounts Office. A payment plan with Nelnet may be established online at <https://selfservice.linfield.edu/student/finance/nelnetpayments> (<https://selfservice.linfield.edu/student/finance/nelnetpayments/>) and paying the semester plan fee (varies depending on campus), or,

3. Pay the balance due, in full, not included in the Nelnet payment plan **and** not covered by accepted net financial aid by the first day of classes, **and** accept or reject any financial aid.

The portion of the semester billed charges not included in the Nelnet payment plan, third party funding and not covered by accepted net financial aid must be paid online or by check to Linfield by the first day of classes. Student bills which have not been paid on or before the first day of classes, or any subsequent overdue amount, are subject to additional charges including but not limited to a 1% monthly finance charge, reasonable attorney fees, both on trial and appeal, other costs, and charges necessary for the collection of any amount not paid when due, and cancellation of registration or services being withheld, including but not limited to, grades and diploma. The school will report the amount of an overdue account and other relevant information to a national credit bureau.

MAKING PAYMENTS

Payments may be made online by E-Check or a credit/debit card by logging into your Nelnet Student Account Portal through Self-Service, or, paid directly to the Student Accounts Office, located on the McMinnville Campus, in person or by mail. Linfield does not accept credit cards in office or over the phone due to regulatory rules. We can accept cash payments (cash must be under \$10,000), check or money order payments in office. Payments accepted Online are E-Check, MasterCard, American Express, VISA, or Discover. Nelnet will charge a teleprocessing fee for debit/credit cards that varies with the amount charged and type of card used. E-Check (ACH) payments are free of charge. Please visit <https://selfservice.linfield.edu/student/finance/nelnetpayments> (<https://selfservice.linfield.edu/student/finance/nelnetpayments/>) to pay or for additional information.

Linfield Educational Services Agreement: The Linfield Educational Services Agreement (LESA) is your student account financial agreement between you and Linfield for your financial liability to the University. **All** students are required to access and agree to the terms of the LESA via Self-Service before you are able to register, and, on an annual basis. There are no exceptions to this and is required to register at Linfield.

Net Financial Aid: All net financial aid must be applied to the student account by October 31, 2024, for fall semester and by March 31, 2025, for spring semester. To ensure these dates are met, students and parents must submit the proper documentation to the Financial Aid Office in a timely manner. Some financial aid cannot be applied to the student account until after classes begin.

Students are expected to complete financial arrangements before classes begin. The consequences of not adhering to these dates will range from late fees to other fines set by the university, up to and including cancellation of enrollment.

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- University ID Cards (p. 2)

- Credit by Examination Fee (p. 2)
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AUDIT FEE

Audit fees are non-refundable. In addition to the per credit fee for auditing, all students must pay any course fees applicable to audited classes or other University required fees. Audit fees vary depending on the program you are in but are typically half of what the per credit hour fee is. There will be no audit fee for senior citizens (at least age 65), but senior citizens must pay applicable course fees and must contact the Registrar's Office to be coded as a senior citizen student for the fee to be waived on their billing. There is no discount for senior citizens seeking academic credit for courses.

CHARGES AND LATE FEES

Finance charges and/or late fees will be levied on student accounts including but not necessarily limited to the following:

- A \$100 late clearing fee will be applied to a student account for any student who has not paid by the posted semester due dates.
- A 1% per month finance charge may be applied to a past due student account balance.
- A \$30 returned check charge will be levied for all returned checks.

UNIVERSITY ID CARDS

Students are issued their initial ID card free of charge. Replacement ID cards may be obtained from the Linfield Public Safety office. The first replacement card is provided at no charge, however additional ID cards will be replaced for \$25.

CREDIT BY EXAMINATION FEE

Any student may challenge for credit an existing Linfield course for a non-refundable flat fee of \$785. This fee covers administrative costs and the preparation and evaluation of special examinations.

GRADUATION FEE

Students will be charged a \$195 graduation fee. The fee will be charged to the student account for the semester or term the student intends to graduate and/or participate in Commencement. Graduation fees cover all aspects of the graduation and the degree conferral process and are required regardless of participation in the Commencement ceremony.

LATE SCHEDULE CHANGE FEES

Changes to a student schedule (adds/drops/withdrawals) after published deadlines, if approved by Petition for Exception to Policy, will be charged \$50 per course for changes made in the same term and \$100 per course for changes made after the last day of the term.

TRANSCRIPT FEE

The transcript fee is \$10 for each official transcript request.

VARIOUS COURSE RELATED FEES

Students enrolled in certain courses may be charged a course, lab or studio fee for supplies. Other fees apply where appropriate.

CAMPUS PARKING FEES

All students must register all vehicles using parking spaces within the Linfield Parking Districts (surrounding the McMinnville Campus and on the Portland Campus) with Linfield Public Safety. The Parking Permit Fee associated with registration is \$110 per year.

Members of the Linfield community who park unregistered vehicles within a Linfield Parking District are subject to fines by Linfield University of up to double the registration fee. The Parking Year runs from August 15 of one year through August 14 of the following year. The fee is assessed at the time the vehicle is registered at the annual rate and is valid through the following August 14. The fee is non-refundable. Vehicles parked within a Linfield Parking District are subject to citation from the Oregon State Department of Transportation, the City of McMinnville and Linfield University. Any vehicle towed will be towed at the owner's expense.

2024-25 Tuition and Fees Refunds: ON-CAMPUS

Applies to Standard Academic Calendar Only

Semester tuition, student body and technology infrastructure fee refunds for students at the McMinnville or Portland Campuses who withdraw from all courses during a regular semester before the end of the semester shall follow the printed schedule. The tuition refund is determined by the date the student notifies the university in writing in accordance with the university withdrawal procedures of his or her decision to withdraw, not by the date the student stops attending classes.

Certain fees shall be exempt from this refund policy. These fees include various course-related fees (see Refunds: Various Course-Related Fees), and any other fees deemed appropriate by the university.

All tuition and student body and technology infrastructure fees for a semester will be refunded if the university is notified in writing before the beginning of classes for that semester. Otherwise, for fall, spring, and summer, the following schedule is in effect if the university is notified in writing on or before the dates listed below. See the OCE section of the catalog for the OCE refund schedule, which applies only to McMinnville and Portland students in Summer Term taking only Online courses. Otherwise, the refund schedule below applies.

Term/Year	Term Dates	100%	75%	50%	25%
Fall 2024	08/26/24 - 12/13/24	08/30/24	09/06/24	09/13/24	09/20/24
Spring 2025	02/10/25 - 05/30/25	02/14/25	02/21/25	02/28/25	03/07/25

There will be no tuition refunds after these dates. The university will return federal aid to the aid programs in accordance with the federal pro-rata policy, which may affect the final account balance for which the student is responsible. Cancellation or adjustment of financial aid may also affect the final account balance for which the student is responsible.

REFUNDS: VARIOUS COURSE-RELATED FEES FOR DROPS AND WITHDRAWALS DURING A SEMESTER

Refunds for various course-related fees will be issued if notified in writing on or before:

- The first day of the semester/term: 100% Refund
- The last day to enroll in a course: 50% Refund

Refunds: January Term

Withdrawal from all courses: The per-credit fee and the student body fees will be refunded as follows:

Percentage	Date
100% Refund	On or before January 8, 2025
50% Refund	On or before January 14, 2025

REFUNDS: STUDY ABROAD AND JANUARY TERM OFF-CAMPUS PROGRAMS

Withdrawal will result in student charges to cover any expenses that the university has incurred on the student's behalf.

REFUNDS: BOARD (MEAL PLAN)

Any board refund for fall or spring semester shall be prorated on a 15-week semester, and for January Term, a four-week term. If a student's flex dollars portion of their meal plan (see the semester charges section) has been used at a greater pace than the prorate calculation, then the student will be charged the difference.

All board refunds need to be processed by the Housing Office in Melrose 110.

REFUNDS: RESIDENTIAL HOUSING (MCMINNVILLE CAMPUS STUDENTS)

Any room refund will be prorated as stated in the Residential Life Contract Agreement. For fall or spring semester this is generally based on a 15-week semester, and for January Term, a four-week term. If a student has a signed housing contract or has been assigned university housing there may be a contract cancellation penalty assessed if the student does not live in campus housing according to the following:

- **Prior to July 1:** \$300 contract cancellation fee.
- **July 1 to last day of classes spring semester:** \$600 cancellation fee plus prorated fee for days of occupancy.

All housing refunds need to be processed by the Housing Office in Melrose 110.

Military and veteran benefits

Linfield University is authorized by the U.S. Department of Veteran Affairs to certify students who qualify for the Montgomery GI Bill (Active Duty, Selected Reserves), Survivors' and Dependents Educational Assistance Program,

Reserve Education Assistance Program, as well as those who qualify for the Post-9/11 GI Bill®, Yellow Ribbon and Vocational Rehabilitation.

Linfield University gives credit for prior learning (<https://catalog.linfield.edu/academic-policies-procedures/undergraduate/credit-for-work-not-completed-at-linfield/#creditforpriorlearningtext>) for a variety of experiences: on the job training, non-credit workshops, travel, personal interests, life experience, and volunteer responsibilities, as well as for training completed through military service. We work with veterans and active-duty personnel all over the world to aid in the access of a quality education at Linfield University by using their GI Bill® benefits.

In addition to military programs and assistance, there are other forms of financial assistance. Our financial aid team can help. Explore financial aid: <https://www.linfield.edu/financial-aid/index.html> (<https://www.linfield.edu/financial-aid/>)

RETURN OF FUNDS: UNEARNED MILITARY TUITION ASSISTANCE

Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student drops or withdraws from a course for which TA was awarded, the student may no longer be eligible for the full amount of TA funds that were initially awarded.

To comply with the Department of Defense policy, Linfield University will return any unearned TA funds on a prorate basis through at least the 60% portion of the term for which the funds were provided. TA funds are earned proportionally during the term, with unearned funds returned based on when a student stops attending. These funds are returned to the Military Service Branch that provided the funds.

In cases where a student stops attending classes due to a documented military service obligation, Linfield will work with the student to ensure that the return of TA funds does not result in student debt to the university.

CHAPTER 31 AND 33 PROTECTIONS

Covered individuals entitled to educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post-9/11 GI Bill®:

- May attend or participate in the course of education during the period beginning on the date on which the covered individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for Chapter 31 authorization purposes) and ending on the earlier of the following dates:
 - The date on which payment from VA is made to the institution.
 - 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.
- Will not incur any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or be required to borrow additional funds because of the covered individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under Chapter 31 or 33.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by

VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>. (<https://benefits.va.gov/gibill/>)