



## Tuition and Fees 2016–2017

### UNDERGRADUATE

Undergraduate degree application fee (non-refundable)	\$25
Undergraduate degree per credit hour	349
ESL Level 0, 1, 2, 3 per course	150
ESL Level 4 and 5 per credit hour	349
Undergraduate registration fee	25
APL assessment fee (in addition to APL tuition)	750
APL extension fee	75
APL book fee	50
Van Loan School Audit fee for an undergraduate course	200
Day School tuition rate (per credit)	940
Day School part-time Curricular Fee (per semester)	225
Day School Audit Fee	600

### GRADUATE

Master's degree application fee (non-refundable)	\$50
M.Ed. per credit hour	464
M.B.A. per credit hour	696
M.F.A./M.A. in Interior Architecture per credit hour	730
M.S. in Homeland Security per credit hour	663
M.S. in Information Technology per credit hour	696
M.S. in Nursing per credit hour	730
Applied Behavior Analysis Courses per credit hour	536
Autism Courses per credit hour	536
TIES– Integrative Learning Programs per semester	6,954
M.B.A. Curricular Fee	
The fee of \$1350 is billed per course (in addition to tuition) as follows:	
Full-time M.B.A. program per course	113
Experienced Professional M.B.A. per course	97
Interior Architecture Master's Dissertation III Extended	1,200
Graduate Audit Fee for a course	230
M.B.A. Audit Fee for a course	295

### DOCTORAL

Doctoral degree application fee (non-refundable)	\$50
Ed.D. per semester	5,075
Ed.D. curricular fee, per semester	750
Non-matriculated student tuition for one 3-credit Ed.D. course	2,538
plus a curricular fee of	300
Ph.D. in Applied Behavior Analysis per semester	5,998
Non-matriculated student tuition for one 3-credit Ph.D. course	2,999
Ph.D. in Nursing per semester	5,000
Non-matriculated student tuition for one 3 credit Ph.D. Nursing course	2,500
Doctoral Continuation fee	1,200

### OTHER FEES:

Endicott employee registration fee per course	\$25
Late registration/late payment fee	50
Returned check fee	50
Graduation fee	200
Official transcript fee (each)	6
Materials fee, if any, will be noted in the course description.	

### Payment

All tuition and fees are due at time of registration. Payment methods in person include cash or check. ACH payment, International Wire Transfer, Mastercard, Visa, American Express, and Discover are accepted online. Visit [www.endicott.edu/vanloan/bursar](http://www.endicott.edu/vanloan/bursar).

### Student Health Insurance

In compliance with the Commonwealth of Massachusetts program of Universal Health Care, institutions of higher education are required by law to ensure that undergraduate students registered for 12 or more credits per semester and graduate students registered for 9 or more credits per semester are enrolled in a qualified health insurance plan. If you are not enrolled in such a plan, you must enroll in the plan offered through Endicott College. Cost of coverage is \$2,098 and the plan year is August 19, 2016-August 18, 2017.

### Financial Aid

Financial Aid is available for eligible students who are matriculated in a program. Van Loan and Endicott Gloucester students please visit: [www.vanloan.endicott.edu/financialaid](http://www.vanloan.endicott.edu/financialaid) for application instructions or call 978-998-7715. For Endicott Boston students please visit: [www.endicott.edu/Boston](http://www.endicott.edu/Boston) for application instructions or call 857-265-3917.

### Housing

Housing and meal plan options are available for full-time, matriculated graduate or undergraduate students. Please contact the Office of Residence Life at 978-232-2177 for more information.

### Withdrawals/Refunds

Withdrawal from a course must be requested officially in writing and delivered to the Office of the Assistant Registrar at the Van Loan School, either in person or via email at [vlstrgistrar@endicott.edu](mailto:vlstrgistrar@endicott.edu). Failure to withdraw officially from a course once it has commenced will result in a grade of "F" on the college transcript.

### Refunds are permitted according to the date the withdrawal request is received:

#### For courses that have 5 to 7 sessions (or weeks if online):

- 100% of tuition if requested before start date of the first session;
- 50% if requested at any time before the second session;
- No refund after the start of the second session.

#### For courses that have 8 to 12 sessions (or weeks if online):

- 100% of tuition if requested before start date of the first session;
- 75% of tuition if requested by the second session;
- 50% of tuition if requested by the third session;
- No refund after the start of the third session.

#### For semester-long undergraduate courses:

- 100% of tuition before the course start date;
- 80% of tuition within the first week of the course;
- 60% of tuition within the second week of the course;
- 40% of tuition within the third week of the course;
- 20% of tuition within the fourth week of the course;
- No refund of tuition the fifth week and after.

#### For the semester-based Doctoral Program:

- 100% of tuition and doctoral fee if requested prior to the start of the semester;
- 75% of tuition (no refund of doctoral fee) within one week of the first class of the semester;
- 50% of tuition (no refund of doctoral fee) within two weeks of the first class of the semester;
- No refund of tuition or doctoral fee after fifteen days of the first class of the semester.

**Please note:** Application and registration fees are NOT refundable.

Endicott College complies with the refund policies as outlined in the Higher Education Amendments of 1998. First-time students who receive Title IV assistance should contact the Financial Aid Office to obtain the Title IV refund policy or review online in the college catalog at <http://catalog.endicott.edu>

### REGISTRATION OPTIONS

**Online:** Matriculated students may register online through MyEndicott, the student database at [vanloan.endicott.edu](http://vanloan.endicott.edu)

**Email:** your completed registration form to [vlstrgistrar@endicott.edu](mailto:vlstrgistrar@endicott.edu). Please include your payment confirmation number in your email.

**Mail:** your completed registration form to: The Van Loan School at Endicott College. Please include your payment or payment confirmation number.

**Fax:** your completed registration form to 978-232-3000. Please include your online payment confirmation number. If you would like confirmation for the receipt of your faxed registration form email [vlstrgistrar@endicott.edu](mailto:vlstrgistrar@endicott.edu).

**In Person:** The Van Loan office hours are Monday through Friday, 9:00 a.m. – 5:00 p.m.