



## University Financial Policies

Bryant University has established the following financial policies.

### Billing

The Bursar’s Office is responsible for the billing and collection of your student tuition account. All tuition and fee billing will be done through electronic bills through the Student Account Center. A notification will be sent to your Bryant e-mail that your E-bill is ready for viewing approximately 30 days prior to the due date.

### Due Dates

Bills are due on the following dates.

#### Undergraduate

Term	Due Date
Fall	August 9 <sup>th</sup>
Winter	First Day of Class
Spring	January 9 <sup>th</sup>
Summer	May 9 <sup>th</sup>

#### Graduate

Term	Due Date
Fall	August 9 <sup>th</sup>
Winter	First Day of Class
Spring	January 9 <sup>th</sup>
Summer	May 9 <sup>th</sup>



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## Graduate Online Programs

Term	Due Date
All Terms	First Day of Class

## Physician Assistant

Term	Due Date
Fall	September 1 <sup>st</sup>
Winter	December 1 <sup>st</sup>
Spring	March 1 <sup>st</sup>
Summer	June 1 <sup>st</sup>



## Late Fee/Hold Policies – All Programs of Study

The Bursar's Office will assess a \$150 late fee to any account that has an outstanding balance of \$1,500 or more after the due date of the invoice.

### Registered Students

Students who are registered are required to pay their account by the due dates (as outlined above). If the student's account is not paid by the listed due dates, a **late fee** (as outlined above) and **financial holds** (as outlined below) will be placed on the account.

### Financial Holds

**Transcript Hold** - An unofficial/official transcript will not be granted to a student unless they have fulfilled their financial obligation to the university.

**Registration Hold** - A student will not be allowed to register for a future semester unless they have fulfilled their financial obligation with the University.

**Diploma Hold** –A diploma is not released for those accounts that remain on a transcript hold.

### Schedule Cancellation

At the discretion/option of the University, a student's schedule may be cancelled before classes begin if satisfactory financial arrangements have not been made between the student and the Bursar's Office.

### Third-Party Payments

Students are required to pay their tuition in full by the listed due dates outlined above unless the student provides the University with a third-party authorization indicating that a payment will be made directly to the University. The third-party authorization must be submitted to the Bursar's Office each semester no later than the semester's due date; otherwise, a late fee (as outlined above) will be assessed to the account. A registration and transcript hold will also be placed on the account until the balance has been resolved.

### Full-time Study for Traditional Students

Undergraduate students admitted to a full-time study program will enroll in 12 to 20 credits per regular term with 15 credits being the norm and are required to pay the full-time tuition fee for that



term. Students carrying more than 20 credits pay the full-time tuition fee plus a surcharge fee equal to one-twelfth of the full-time regular term tuition fee for each credit over 20.

## Part-time Study for Nontraditional Students

To study part-time, a student must apply to the Admissions Office as a nontraditional student. Nontraditional students are described as those students whose primary focus is on work and/or family and who pursue their education on a part-time basis. Nontraditional students enroll in fewer than 12 credit hours of study during each regular semester and will be charged per three credit course. To register for more than three courses, nontraditional students must obtain authorization from the Registrar and pay the traditional (full-time) regular semester tuition fee.

## Room and Board Policy

### Housing

To reserve on-campus housing for an upcoming fall and spring semester, each returning student is required to make an advance non-refundable housing deposit payment of \$300. This process typically begins during the month of February of the prior academic year. Housing deposits are made online within the Student Account Center. Students are also required to complete an online Housing and Meal Plan Contract to be submitted to the Office of Residence Life. Students are notified by Residence Life of their sign-up schedule.

**All outstanding balances must be resolved prior to a student being eligible to participate in the housing lottery process.** Accounts with an outstanding balance will be placed on hold and ineligible. Students holding a credit balance greater than \$300 on their student account have the option of using a portion of the credit towards their housing deposit payment. An e-mail sent to the Bursar's Office at [bursar@bryant.edu](mailto:bursar@bryant.edu) or a call to 401-232-6030 will permit the office to process the request.

**Students who reside on campus for the fall** must be recorded as a registered student for spring no later than the end of the fall semester; otherwise, the student will be required to remove all personal belongings from the living space provided.

### Meal Plan

The university requires that all students who reside on campus, except for Townhouse Residents, enroll in one of the meal plans that are offered. There are no exceptions to this rule except in the case of an extreme medical condition. All requests to forego the meal plan must be made in writing and addressed



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to the Associate Director of Operations and Community Standards by emailing [reslife@bryant.edu](mailto:reslife@bryant.edu).

Since on-campus townhouses and senior apartments have kitchen facilities, these resident students are not required to purchase a meal plan but may do so if they choose.

Additional meal plan information is available on-line at the [AVI Residential Meal Plan](#) site.

Resident students who do not select one of the optional meal plans will be enrolled in the default 210 - Block plan.

**IMPORTANT:** Any change in meal plans must be made during the first week of classes each semester. Any questions should be addressed to the Office of Residence Life by e-mail at [reslife@bryant.edu](mailto:reslife@bryant.edu) or by calling 401-232-6140.

## **Bulldog Bucks**

Students who have a credit balance on their student account can transfer, from *Banner*, a portion or the remaining credit onto their Bulldog Bucks account by simply selecting the Bulldog Bucks Transfer option found within the Personal Information tab. Once done, the student will receive a receipt confirming the transaction. Please allow Auxiliary Services 24 business hours to process the request. Contact Auxiliary Services at 401-232-6035 with any questions regarding this process.

A student may also purchase additional Bulldog Bucks with cash, check or credit card in the Auxiliary Services Office or online at [getfunds.com](http://getfunds.com). All Bulldog Bucks purchased will remain on the student's Bulldog Bucks (student ID card) until graduation, transfer, or withdrawal from the University. Bulldog Buck balances of \$25.00 or more will be applied to the student's account and a refund will be issued by the Bursar's Office.

## **Student Account Collection Policy**

### **In-Active Students**

Students who leave the university owing a balance must contact the Bursar's Office within 7 business days of their departure to make payment arrangements for the debt owed to the university. A transcript hold and registration hold is automatically placed on a student's account until their financial obligation has been fulfilled.

The Bursar's Office will send three monthly invoices to a student for the balance owed. The Bursar's



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Office will work with the student to arrange a monthly payment plan to resolve an outstanding account balance. It is the student's responsibility to keep the Bursar's Office informed of any change in address, telephone number, etc.

If there is no response from the former student, the university may find it necessary to send the unpaid fees to an outside collection agency for collection. If an account is assigned to a collection agency, the student loses the opportunity to work with the university directly. The student will be responsible for paying any reasonable collection fees and/or legal fees associated with the collection of the amount owed to Bryant University. The account will also be reported to a national credit bureau as a past due debt.

Once an account has been assigned to a collection agency, the former student must communicate directly with that agency.

## Withdrawal/Refund Policy

A student withdrawing from Bryant must contact The Office of the Registrar and complete a voluntary withdrawal form for their withdrawal to be official. PA students should also reach out to the Physician Assistant's Program Director. When leaving the university, residential students are required to remove all personal property and return their room key. Any university-leased laptop must also be returned. Non-returned keys and laptops as well as laptop damage outlined in the laptop contract will automatically be charged to a student's account.

Students withdrawing from Bryant prior to the start date will forfeit their non-refundable commitment or housing deposit. Tuition and fee charges after the start date, may result in an account adjustment based on the date of withdrawal. Housing is non-refundable and the meal plan will be pro-rated based on the used and unused days that remain.

Students who are administratively withdrawn from the University will not be granted any refund. Students dismissed academically at the end of the first semester are entitled to a refund of all tuition and room and board fees that have been paid for subsequent semesters. Students who must withdraw due to military requirements will, upon certification of that fact, be granted a 100% refund.

Tuition, housing, and meal plan refunds will be calculated as follows:

**Room: No refund (charged by the term). Meal Plan: Refund is pro-rated (based on days).**

## Undergraduate



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- Fall/Spring
  - 1<sup>st</sup> week of classes 80%
  - 2<sup>nd</sup> week 60%
  - 3<sup>rd</sup> week 40%
  - 4<sup>th</sup> week 20%
  - After 4<sup>th</sup> week No refund
  
- Winter
  - 1<sup>st</sup> two days 80%
  - After second day No refund
  
- Summer Day
  - 1<sup>st</sup> three days 80%
  - Days 4 through 9 60%
  - Days 10 through 13 40%
  - Days 14 and 15 20%
  - After day 15 No refund
  
- Summer Evening
  - 1<sup>st</sup> three days 80%
  - Days 4 through 9 60%
  - Days 10 through 13 40%
  - Days 14 and 15 20%
  - After day 15 No refund

## Graduate

- Fall/Spring
  - 1<sup>st</sup> week of classes 80%
  - 2<sup>nd</sup> week 60%
  - 3<sup>rd</sup> week 40%
  - 4<sup>th</sup> week 20%
  - After 4<sup>th</sup> week No refund
  
- Summer Day
  - 1<sup>st</sup> two days 80%
  - Days 3 through 7 60%
  - Days 8 and 9 40%
  - Days 10 through 13 20%



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- After day 13                      No refund
- Summer Evening
  - 1<sup>st</sup> three days                      80%
  - Days 4 through 9                      60%
  - Days 10 through 13                      40%
  - Days 14 and 15                      20%
  - After day 15                      No refund

## Graduate Online

- All terms
  - First Friday / Week 1                      100%
  - Week 2                      50%
  - After week 2                      No refund

## Physician Assistant

**The university offers no refunds on fees.**

- All terms
  - 1<sup>st</sup> week of classes                      80%
  - 2<sup>nd</sup> week                      60%
  - 3<sup>rd</sup> week                      40%
  - 4<sup>th</sup> week                      20%
  - After 4<sup>th</sup> week                      No refund





## Issuing a Student Refund

A refund due to a student for overpayment will be issued upon request and after at least 14 working days following the date the WebCheck payment was made, or the check payment has been deposited into a student's account.

A refund will be made payable to the student unless the account credit is due to the posting of a PLUS Loan. The refund is then processed in the borrower's name or to the student if written permission by the borrower is provided to the Bursar's Office to release the funds to the student.

## Return of Title IV Federal Financial Aid

Regulatory guidelines associated with the return of Title IV funds as detailed in the Higher Education Amendments of 1965 (as amended in 1998) require institutions participating in federal student aid programs to employ very specific measures in effecting financial aid adjustments for students who withdraw from college. The policy governing the Return of Title IV Federal Financial Aid applies to all federal grant and loan programs (Pell, ACG, SMART, SEOG, TEACH, Stafford loans, Perkins Loans, Grad PLUS and PLUS loans), but does not include the Federal Work-Study Program.

In general, the law assumes that a student earns federal financial aid awards (which have been approved and verified) in proportion to the number of days completed in the term prior to the student's complete withdrawal. If a student completely withdraws from school during a term, the school must calculate, according to a specific formula, the portion of the total scheduled financial assistance that the student has earned and is therefore entitled to retain, until the time that the student withdrew.

If a student receives (or the University receives on the student's behalf) more assistance than he/she earns, the unearned funds must be returned to the U.S. Department of Education or to the Federal Direct or Federal Parent PLUS Loan programs. If a student's charges are less than the amount earned, and a refund is due, the student may be able to receive those additional funds. Students who have not completed the verification process are ineligible to receive any financial aid. The portion of the federal grants and loans that the student is entitled to receive is calculated on a percentage basis by comparing the total number of days in the term to the number of days that the student completed before he/she withdrew. For example, if a student completes 30 percent of the regular term, he/she earns 30 percent of the approved federal aid that he/she was originally scheduled to receive for the term. This means 70 percent of the student's scheduled or disbursed aid remains unearned and must be returned to the federal programs. In the past, the previous federal and pro-rata withdrawal policies determined



the amount of federal funds that must be returned, and the university was required to reduce the student's charges by the same amount. The new policy governs the earned and unearned portions of the student's Federal Title IV Financial Aid only. It determines how much, if any, the student and/or the school may need to return. This policy does not affect the student's charges. Bryant's own withdrawal policy will be used to determine the reduction, if any, in the student's tuition and fee or room and board charges. The student is responsible for paying any outstanding charges to Bryant University.

If it is determined that a portion of the financial aid received on the student's behalf is unearned, the University shares, with the student, the responsibility of returning those funds.

Any grant funds that the student is required to return to the federal programs are considered an over payment. The student must either repay the amount in full or make satisfactory payment arrangements with the Department of Education to repay the amount. If the student fails to repay, or make payment arrangements to repay an over payment, the student will lose his/her eligibility to receive future federal financial aid at any institution.

## Faculty-Led Short-Term Study Abroad Programs Refund and Cancellation Policy

- The application deposit is non-refundable unless the Faculty-led program is cancelled, the University is unable to place the student in an Faculty-led program, or if the student withdraws **before** they have been formally accepted to participate.

If the student must withdraw from their Faculty-led program after acceptance but before departure due to: becoming ill or suffering an injury; accepting Orientation Leader positions or other positions; experiencing a loss; or other issues that conflict with the travel portion of their Faculty-led program, the student is responsible for the entire cost of their program, and **NO REFUNDS** of money owed/paid until that date will be given. Bryant University contracts the travel logistics with program providers (companies), and we are responsible for paying those contracted costs even if a student withdraws.

- Bryant University may, in its sole discretion, determine that circumstances within the foreign country may require the cancellation of the Faculty-led program within the country. The University will provide the student with as much advance notice as possible of its intention to cancel the program in which the student will participate. The University, the on-site coordinators, or the foreign government may prematurely terminate the Faculty-led program.
- If there is University cancellation of a Faculty-led program, all payments to the University will



be refunded and the University will make every effort to help the student complete the academic work for the program.

- If the student is dismissed from the Faculty-led program for any reason, there will be no refund and the student is responsible for the full cost of the program. In addition, if the student is dismissed while in-country, the student is responsible for all costs associated with returning home.
- If the student becomes sick or injured while traveling abroad with the group, the student will have Bryant provided supplemental health insurance. However, this may not cover all expenses, so the student should be prepared to pay the difference. Remember that health care is much more affordable overseas, so those costs will likely not compare to what the student would expect to pay in the US. **Note:** the one exception will be if a student must isolate for COVID. Bryant's insurance permits for up to \$100.00 per day in refundable expenses; therefore, the student will pay out of pocket and be reimbursed, with receipts, up to \$100.00 per day. If the student's lodging/meals/medical costs exceed \$100.00 per day, then that will be an out-of-pocket expense for the student. If the student does become ill while traveling, at their own expense, they will seek out, contact, and reach the group at its next available destination.
- If the student seeks to return to the U.S. after commencement of the program due to serious illness, or death within the immediate family, the University bears no liability for any losses or claims incurred by the student in connection with the student's own early termination from the course. The University will make every effort to refund recoverable costs. Unrecoverable costs will not be refunded.

## Graduate Global Immersion Experience (GIE)

- The GIE travel fee is non-refundable unless GIE program is cancelled, the University is unable to place the student in an GIE program, or if the student drops the course before the university drop deadlines as stated in the academic calendar. Please be advised dropping the course can have a significant impact on a student's ability to graduate.
- Bryant University may, in its sole discretion, determine that circumstances with the foreign country may require the cancellation of the GIE with the country. The University will provide the student with as much advance notice as possible of its intention to cancel. If there is University cancellation, all payments to the University will be refunded and the University will make every effort to help the student complete the academic work for the program.
- If the student leaves or is dismissed from the GIE for any reason, there will be no refund and the student is responsible for the full cost of the GIE program. In addition, if the student is dismissed while in-country, the student is responsible for all costs associated with returning home.



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- If the student becomes sick or injured while traveling abroad with the group, the student will have Bryant provided supplemental health insurance. However, this may not cover all expenses, so the student should be prepared to pay the difference. Remember that health care is much more affordable overseas, so those costs will likely not compare to what the student would expect to pay in the US.

**Note:** the one exception will be if a student must isolate for COVID. Bryant's insurance permits for up to \$100.00 per day in refundable expenses; therefore, the student will pay out of pocket and be reimbursed, with receipts, up to \$100.00 per day. If the student's lodging/meals/medical costs exceed \$100.00 per day, then that will be an out-of-pocket expense for the student. If the student does become ill while traveling, at their own expense, they will seek out, contact, and reach the group at its next available destination.

- If the student seeks to return to the U.S. after commencement of the program due to serious illness, or death within the immediate family, the University bears no liability for any losses or claims incurred by the student in connection with their own early termination from the course. The University will make every effort to refund recoverable costs. Unrecoverable costs will not be refunded.