

## VIII. APPENDIX

### TUITION & FEES

#### Undergraduate Students

	Resident	Non-Resident
Tuition (12-20 credit hours per semester*)	\$27,900	\$27,900
Room and board	\$11,900	- 0 -
General fee	\$935	\$935
Student Activities Fee	\$105	\$105
Total	\$40,840	\$28,940

\* First-Year students will be charged a one-time Orientation fee of \$250 for programs and activities arranged by the Office of Student Leadership, Campus & Diversity Program

\* Students enrolling in fewer than twelve credit hours or more than twenty credit hours per semester will be billed at the rate of \$875 per credit hour.

#### Graduate Students

Tuition	\$890 per credit hour (on-campus)	
Registration Fee	\$10.00 per semester	
Room and board (per semester)	Single	Double
	\$7,000	\$4,700

Massachusetts law requires all full-time students and part-time students registered for 75% of a full-time curriculum to have health insurance. Wheelock College is required to either enroll students in the school sponsored health insurance plan or to require the student to complete a health insurance waiver verifying comparable coverage.

Tuition for off-campus graduate programs varies. Contact the Office of Financial Services for additional information. Students wishing to audit a course must pay two-thirds of the normal course tuition.

### COURSE WITHDRAWALS

Course/schedule changes must be made during the add/drop period of the semester to receive a refund. You are liable for the cost of courses from which you withdraw after the add/drop period. To officially withdraw from a course, students must withdraw by filing a "Course Withdrawal Form" with the Registrar's Office. Non-attendance will not automatically withdraw you from a course or relieve you of financial obligation. A student who fails to attend class for a course for which he/she registers and does not initiate the proper withdrawal action within published deadlines, is subject to a grade of F for the course and is liable for any tuition charge applicable to the course. Financial aid may be reduced if the student is enrolled in fewer courses than originally reported.

### INSTITUTIONAL REFUND/WITHDRAWAL POLICY

To withdraw or take a leave of absence from Wheelock College Undergraduate students must complete an official Withdrawal or Leave of Absence form (available at the Office of Academic Advising and Assistance) and meet with the Associate Vice President for Student Services. Graduate students must complete an official Withdrawal or Leave of Absence form (available at the Office of Academic Records) and meet with the appropriate Academic Dean. Notification of non-attendance or withdrawal to faculty alone does not constitute official withdrawal, and a tuition credit cannot be allowed on that basis. Tuition credit will be granted only on the basis of the date the college was notified on the withdrawal or leave of absence form. General fees, student activity fee, registration fees and room-retainer fees are not refundable.

As defined, "refundable Tuition" will be refunded under the following refund schedule which is available upon request through the Office of Financial Services. Room and board fees will be prorated starting from the official

start date of the semester. Though room and board fees usually are inseparable, for purposes of refunds the board portion is considered to be 25% of the total room and board fee.

Students who receive institutional grants, scholarships and loans will have these forms of aid refunded in the same percent as the refund of tuition. For students receiving federal aid under Title IV, the federal refund policy (known as Return of Title IV Aid) applies and determines the amount of aid for which a student is entitled to retain for the period of enrollment. For students receiving state grants or scholarships, refunds are processed according to each state's own individual guidelines.

### **Undergraduate Refund Schedule**

- Before classes begin, 100% of net refundable fees
- From the day classes begin through the 7th calendar day thereafter, 100% of Tuition refunded
- From the 8<sup>th</sup> calendar day through the 14<sup>th</sup> calendar day after the classes begin, 50% of Tuition refunded
- From the 15<sup>th</sup> calendar day through the 21st calendar day after the classes begin, 25% of Tuition refunded
- After the 21st calendar day, no Tuition refund or room proration is allowed, only board fees paid but not utilized will be prorated starting from the day after classes begin

### **Graduate Refund Schedule**

#### **Semester Period Amount of Refund**

- Before classes begin 100% of net refundable fees
- From the day classes begin 75% of net refundable fees through the 1st class meeting
- After the 1st class meeting 50% of net refundable fees through the second class meeting
- After the 2nd class meeting no refund is allowed

### **Return of Title IV Funds**

Federal regulations specify how colleges must determine the amount of federal financial aid you earn if you withdraw from the college. The law requires that when you withdraw, the amount of federal aid that you have earned up to that point be determined by a specific formula. This policy applies to students who withdraw from the institution, or are approved for a leave of absence for no longer than 180 days, or are academically dismissed during the term from the institution.

The term "Title IV Funds," which refers to the federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) includes the following programs: subsidized Direct Stafford Loans, unsubsidized Direct Stafford Loans, Federal Direct PLUS loans, Federal Perkins Loans, Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Federal Academic Competitiveness Grants (ACG), and other Title IV programs (not including Federal Work-study).

The amount of Title IV funds to be returned will be based on the number of days in attendance in proportion to the number of days in the term or period of enrollment, up to the 60% point in the semester. Once you have completed more than 60% of the semester, you are considered to have earned all of your federal assistance. If Wheelock College must return part of your financial aid, and the removal of those funds from your student account creates a balance due, you will be billed for this balance. A copy of the worksheet used for this calculation and examples can be requested from the Wheelock College Office of Financial Aid.

A student's withdrawal date is:

- The date the student began the institution's withdrawal process or officially notified the institution of intent to withdraw.

Determining the amount of Title IV funds to be returned:

In accordance with federal regulations, the college must return unearned Federal Title IV funds to the federal government in the following order:

- Unsubsidized Direct Stafford Loans
- Subsidized Direct Stafford Loans
- Federal Perkins Loans
- Federal Direct PLUS Loans
- Federal Pell Grant
- Academic Competitiveness Grants (ACG)
- Federal Supplemental Educational Opportunity Grant (SEOG)
- TEACH Grant
- Other Title IV assistance

Institutional and student responsibilities in regard to the Return of Title IV Funds:

Wheelock College's responsibilities include:

- Providing each student with the information given in this policy;
- Identifying students who are affected by this policy;
- Completing the Return of Title IV Funds calculation for students who are subject to the policy; and
- Returning the Title IV Funds that are due the Title IV programs.

The student's responsibilities include:

- Undergraduates must contact the Office of Academic Support Services (email: mmccormack@wheelock.edu; phone: 617-879-2267) for details on procedures for withdrawing or requesting a leave of absence;
- Graduate students must contact the appropriate Academic Dean to initiate the withdrawal process. They must also complete an official withdrawal form available in the Office of Academic Records.
- Notifying the Office of Financial Aid (email: finaid@wheelock.edu) immediately of a pending withdrawal or leave, as federal refunds must be made within 45 days of the date of withdrawal or leave; and
- Returning to the Title IV programs any funds that were disbursed directly to the student and for which the student was determined to be ineligible via the Return of Title IV Funds calculation.

Students have the right to obtain a final calculation of the Return of Federal Funds.

The procedures and policies listed above supersede those published previously and are subject to change at any time.

*Students may be subject to late fees, interest and reasonable collection costs (including attorneys' fees) for failure to pay fees and deposits by the registration and/or payment due date(s).*

## **WITHDRAWAL FROM THE COLLEGE**

### **1. VOLUNTARY WITHDRAWAL**

#### **Undergraduate:**

An undergraduate student who wishes to withdraw from the College must complete an Official Withdrawal form (available at the Office of Student Success) and meet with the Associate Vice President for Student Success. Students who withdraw once the semester begins should review the College's refund schedule and return of Title IV funds. The date of withdrawal is based on the date the withdrawal form is initiated.

#### **Graduate:**

A Graduate student who wishes to withdraw from the College must complete an Official Withdrawal form (available in the Office of Academic Records) and meet with the appropriate Academic Dean. Students who withdraw once the semester begins should review the College's refund schedule and return of Title IV funds. The date of withdrawal is based on the date the withdrawal form is initiated.

### **2. NON-VOLUNTARY WITHDRAWAL**

Non-voluntary withdrawal can occur for the following reasons:

### **Academic Suspension/Dismissal**

When a student is required to withdraw from the College for academic reasons, a non-voluntary withdrawal occurs. The Scholastic Review and Graduate Review Boards are the bodies that review the academic progress and standing of Undergraduate and Graduate students. Students not making satisfactory progress may be suspended or dismissed. The Boards notify students of these decisions.

### **Non-attendance**

A student who does not register for courses within the first week of a semester, and who has not requested a leave of absence, will be deemed to have withdrawn from the College.

## **3. LEAVE OF ABSENCE**

### **Undergraduate:**

An undergraduate student who wishes to request a leave of absence from the College must complete an Official Request for Leave of Absence Form (available at the Office of Student Success) and meet with the Associate Vice President for Student Success. Students can take a leave of absence for one semester. To maintain degree candidate status, a \$200 deposit must remain in the student's account with the College. If the student does not return to the College at the end of the specified leave of absence period, the deposit will be forfeited. If, at the end of an approved leave of absence, a student does not submit a Request for Reinstatement form in order to resume his or her studies, the student will then automatically be considered withdrawn from the college. All withdrawn students are automatically placed on academic hold and are not permitted to register for additional courses without submitting to the Associate Vice President for Student Services a Request for Reinstatement form. Students who take a leave once the semester begins should review the College's refund schedule and return of Title IV funds. The date of the leave is based on the date the form is initiated.

### **Graduate:**

Graduate students who plan to interrupt their studies for one semester or a period longer than one semester are required to submit a Leave of Absence form. Normally, students may request a leave of absence for no more than three consecutive semesters. At the end of an approved leave of absence, and prior to the beginning of the semester in which the student plans to resume her or his studies, the student must submit to the appropriate Academic Dean a Request for Reinstatement form in order to reactivate her or his status and to be able to register for courses. If, at the end of an approved leave of absence, a student does not submit a Request for Reinstatement form, the student will then automatically be considered withdrawn from Wheelock. All withdrawn students are automatically placed on academic hold and are not permitted to register for additional graduate courses without submitting to the appropriate Academic Dean a Request for Reinstatement form. In ordinary circumstances, all graduate students must complete their degree programs within five years of the semester of matriculation. If a leave of absence for a student is approved, the amount of approved leave time does not count as part of the five years allowed for completion. Students may not retroactively request a leave of absence but must acquire permission before the beginning of the first semester of leave of absence. Graduate students who interrupt their studies for a period longer than one semester without acquiring in advance of the first semester a formally approved leave of absence will be automatically considered withdrawn from the graduate program. All withdrawn students will be placed on academic hold and will not be permitted to register for additional graduate courses without first submitting to the appropriate Academic Dean a Request for Reinstatement form. In these cases, the semesters of unauthorized academic inactivity will count as part of the five years total allowed for completion of a degree program.

## **IX. ADDENDA**

### **ADDITIONAL RESIDENCE LIFE POLICIES**

#### **Room Capacity Policy**

In order to remain within safe limits of the fire safety code, the College will be implementing a new Room Capacity Policy for the residence halls. The policy states that the residence hall room capacity should be no more than double the occupancy of the room, plus 1. In a suite, where there is an added “living room,” the occupancy should never exceed 10.

To be specific:

Double Room: should not exceed 5 people at one time.

Triple Room: should not exceed 7 people at one time.

Quad Room: should not exceed 9 people at one time.

Suite with added living room: should not exceed 10 people at one time.

Any violations of this policy may result in judicial action.

### **DOMESTIC VIOLENCE PROGRAMS & RAPE CRISIS CENTERS**

The following resources were retrieved from the BIDMC webpage.

#### **Asian Task Force Against Domestic Violence (617) 338-2355**

The mission of the Asian Task Force Against Domestic Violence, Inc. is to eliminate family violence and to strengthen Asian families and communities.

[www.atask.org/](http://www.atask.org/)

#### **Boston Area Rape Crisis Center 1-800-841-8371**

BARCC's mission is to end sexual violence through healing and social change. Services are free and include a 24-hour hotline, 24-hour medical advocacy, individual and group counseling, and legal advocacy.

[www.barcc.org](http://www.barcc.org)

#### **Casa Myrna Vasquez 617-521-0100**

Casa Myrna is a Boston-based and multicultural organization dedicated to ending domestic violence through intervention, prevention, and education. Casa Myrna offers shelter for women and their children, legal advocacy, and counseling services.

[www.casamyrna.org](http://www.casamyrna.org)

#### **Gay Men's Domestic Violence Project 1-800-832-1901**

The Gay Men's Domestic Violence Project is a grassroots, non-profit organization providing community education and direct services for clients. GMDVP offers shelter, guidance, and resources to allow gay, bisexual, and transgender men in crisis to remove themselves from violent situations and relationships.

[www.gmdvp.org/](http://www.gmdvp.org/)

#### **La Red Network (617) 742-4911 (TTY 617-227-4911)**

Offers free services for battered lesbians, bisexual women, and transgender folks. Today these services have expanded and include a Hotline, Safe Home program, Advocacy program, and Organizing/Outreach