

Tuition, Fees and Payment Policy

2018 - 2019 Tuition:

Program	Cost per credit (effective July 1, 2018)	Cost per semester
<u>MAST, MDiv, MTS, CTS, CSS, CSSC, CAPS, CSR, Special Student*</u>	\$732	
GTU Common MA	\$755 for first two years of full course load	
<u>MA</u> continuing relations fee (after two years of full course load; more than 12 credits per semester for fall and spring, and all intersession and summer term charged at the per credit fee)		\$4,530.00
<u>DMin</u> (see DMin program manual for more information)	\$629	
DMin Under Supervision Fee		\$57
Continuing Education	\$198/CEU	
For auditors	\$365/Credit	
For auditors who are PSR alumni/ae	\$130/Credit	
PSR full-time staff, Alumni/ae, Field Education Mentors, Adjunct Faculty, Emeriti/ae, Employees, student spouses, and special guests of PSR (limited to one course per year; cannot be applied if student is concurrently enrolled in a PSR degree or certificate program)..	\$101/Credit	

Other Charges and Fees	
Application Processing fee (Nonrefundable)	\$55
Enrollment deposit (Applied to tuition if student registers)	\$55
<u>Community Association of PSR (CAPSR) fee: Supports the Community Association of PSR (CAPSR), student information technology services, and the availability to students of the d’Autremont Dining Hall</u>	\$274/term
Contextual Learning Fee (MDiv students only)	\$30/semester
Supervision Fee (CPE or registered for 0 credits)	\$185/semester
Transcripts	\$15.50/copy
Leave of absence (GTU MA)	\$101
Library/ID Card Replacement	\$15
Diploma Replacement	\$55
Late Payment	\$25 - \$50

Additional fees may apply for clinical pastoral education (CPE) and field education internships. Contact the [Field Education Office](#) at 510/849-8261 for more information.

Payment Policy for Student Accounts

1. Students with outstanding balances on their PSR account (tuition, fees, emergency loans, etc.) who are not on an *approved* payment plan at the time of Early Registration in a given term will not be permitted to pre-register for the upcoming term.
2. Students with any outstanding balance from prior terms at the time of General Registration will not be permitted to register for courses and a Hold will be placed on their account. A Hold prevents a student from registering, or receiving any other service, until the past due balance is paid.
3. Graduating Students: If the account is not paid in full by May 15th, students will be blocked from participating in the Commencement Ceremony. Further, their transcripts and diplomas will not be released until the balance is completely settled.

Students with concerns about the effect of their unpaid account on their registration or graduation eligibility should see Lyndsey Reed, Assistant Dean and Registrar.

Payment Methods

E-Check, Credit Card, Check, Cash, and Money Order Payments:

- On-line through Sonis by E-Check or Credit Card
- By mailing check or money order to

**Pacific School of Religion,
c/o Reuben Shank
1798 Scenic Ave
Berkeley, CA 94709**

- In person by check, cash or money order at the Business Office.

Any returned checks will be charged a minimum of either \$10 or the bank fees incurred by the PSR, whichever is greater.

Failure to make timely payment as described below may be cause for termination of enrollment for the semester and will result in PSR withholding transcripts and placing a hold on future registration until such amounts are paid in full, including late payment fees.

If an account is not paid in full by the end of the term, the student shall pay any and all actual and reasonable costs of collection incurred by PSR. In the event that an action is brought by PSR to enforce the terms of this payment plan, the student shall pay all costs of this action including reasonable attorney's fees.

Payment Plans

Pacific School of Religion (PSR) offers three payment plans to assist the students in meeting the costs of education. An approved payment plan, covering all changes for tuition and fees, is due by the end of the second week of the semester.

Plan A: Full Payment

Payment is due, in full, by the last day of the second week of the semester.

Plan B: Payment Plan

25% down and 3 monthly installments.

Payment plan application along with 25% of the balance due must be received in the PSR Business Office by the end of the late registration period.

Student must not have any outstanding balances with PSR, nor have more than 2 late payments in past semesters, to qualify for Plan B.

Monthly installments are due by the 15th of each month beginning the first month after the late registration period. The student is responsible for making such payments; reminder statements will not be sent by PSR. A \$10 fee is incurred for any payments made after the 15th as they are considered late.

If the student makes adjustments to registration after the late registration period which result in additional tuition and/or fees, the payment plan installments will be adjusted to include such additional tuition and fees.

Plan C: Financial Aid, Scholarships and/or Stipends

This option is available only to financial aid, scholarships and/or stipends for the applicable semester.

All financial aid, scholarships and/or stipends will be applied first to any outstanding balances due to PSR.

Students who do not file financial aid applications by the deadlines imposed by the Financial Aid office, and therefore do not have aid available by the end of the late registration period, must use either Plan A or Plan B.

Once aid is received, it will either be refunded to the student if all accounts are paid in full or will be applied to Plan B amounts due. Funds received in excess of amounts due for tuition and fees will be deemed to be used for living expenses and will be refunded to the student if there are no other account balances due.

If funds have been refunded to the student and the student subsequently makes changes to their registration that results in additional tuition and/or fees, the student is responsible for payment to PSR when such additional amounts are incurred.

Late Payments

Pacific School of Religion imposes late fees on any outstanding balances. Failure to pay fees in full, have sufficient accepted financial aid, or have an approved payment plan in place will result in late fees. Late fees run from \$25 to \$50 per month. The \$50 late fee is generally the first late fee at the beginning of each semester and \$25 for every additional month you are late (or late on an approved monthly payment plan). PSR reserves the right to demand payment, in full, for subsequent terms of enrollment prior to the beginning of each term

Collection Agency Fees

Students understand and accept if they fail to pay their bill or any monies due and owing to Pacific School of Religion by the due date and fail to make acceptable payment arrangements to bring their account current may have their delinquent account referred to a collection agency. The student is responsible for paying the collection agency fee which may be based on a percentage at a maximum of 33% together with all costs and expenses, including reasonable attorney's fees, necessary for the collection of their delinquent account. Interest will also accrue at 10% per annum based on California Statute.

Furthermore, delinquent accounts may be reported to one or more of the national credit bureaus.

Tuition Refund Policy

1. Before end of third week: full tuition
2. Before end of sixth week: 50% of tuition
3. After the sixth week: no refund

Federal direct loan recipients who drop below half-time enrollment or withdraw completely from all coursework at PSR are subject to a Return to Title IV (R2T4) calculation, and if the student has completed less than 60% of the term, they must return a portion of the “unearned” federal funds that are determined from the calculation procedure. PSR Financial Aid will also immediately send loan borrowers a link to complete Exit Counseling via studentloans.gov. For more information on R2T4, please contact PSR Financial Aid (financialaid@psr.edu) or view the R2T4 policy in-depth [by going here](#).

Please note that most fees are likely to increase by 1.5% to 3% each July.

Updated 08/08/2018