

## **FINANCIAL REQUIREMENTS**

### **CHARGES AND FEES**

The charges and fees for the programs offered by USC during the **2017-2018** academic year are listed below:

#### **1. Enrollment**

##### **UNDERGRADUATE PROGRAM**

- |  |                  |
|--|------------------|
| a. Regular and non-regular student, including Basic Skills courses | \$200 per credit |
| b. Transitory students   | \$215 per credit |

##### **GRADUATE PROGRAM**

- |                        |                  |
|------------------------|------------------|
| a. Regular students    | \$225 per credit |
| b. Transitory students | \$250 per credit |

#### **2. General Fees (NONREFUNDABLE)**

##### **UNDERGRADUATE PROGRAM**

- |                            |                    |
|----------------------------|--------------------|
| a. Semesters-academic year | \$300 per semester |
| b. Summer session          | \$125 per session  |

##### **GRADUATE PROGRAM**

- |                           |                   |
|---------------------------|-------------------|
| a. Sessions-academic year | \$220 per session |
|---------------------------|-------------------|

#### **3. Infrastructure Fee (NONREFUNDABLE)**

- |                          |                   |
|--------------------------|-------------------|
| a. UNDERGRADUATE PROGRAM | \$250 per session |
| b. GRADUATE PROGRAM      | \$178 per session |

#### **4. Library fee (NONREFUNDABLE)**

- |                          |                   |
|--------------------------|-------------------|
| a. UNDERGRADUATE PROGRAM | \$50 per semester |
| b. GRADUATE PROGRAM      | \$33 per session  |

## 5. Special Fees per Course

(Specific charges in the class schedule;  
Labs, workshops, practicum, web course, etc.)

## 6. Dormitories (meals not included)

### UNDERGRADUATE AND GRADUATE PROGRAMS

a. Per semester or academic session	\$1,550
b. Per summer session	\$400
c. Admission fee (Nonrefundable)	\$25

## 7. Other Fees (NONREFUNDABLE)

a. Registration Surcharge / Late Payment Fee	\$75
b. Late Registration Fee	\$100
c. Reactivation Fee for Cancelled Enrollment	\$300
d. Add a Course Fee (after the set period)	\$35 each
e. Late Tests (removal of incompletes)	\$30 each
f. Transcript Application	\$5 each
g. Charge for Placement Test, Challenge Test, Art Portfolio	\$25 each
h. Charge for course when the test for validation or challenge/portfolio is passed	½ the cost of the course
i. Identification Card	\$10
j. Finance Charge for pending monthly balance	1.95%
k. Admission Application-Undergraduate Programs	\$15
l. Admission Application-Graduate Programs	\$25
m. Readmission Application (Undergraduate and Graduate)	\$25
n. Graduation Fee (applies to all graduates whether present or not at the official ceremony or graduation activities)	\$175
o. Additional copies of class schedule, payment receipts, or other official documents	\$1 each
p. Comprehensive Exam	\$50
q. Application for maintaining status (Graduate Program)	\$15
r. Diploma Duplicate	\$75
s. Returned Check Fee	\$30 each
t. Fee for Stop Payment Request	\$15 each
u. Computer Laboratory Charge (\$50 per semester)	\$5 daily
v. Study Abroad (Sagrado Corazón students)	\$200
w. Study Abroad (Non-Residents)	\$500
x. Graduation Certification or verification of Academic Degree	\$8
y. Change of Major Fee	\$10
z. Transfer Application to another university	\$30
aa. Enrollment Certification	\$4

## 8. Campus access permit:

### Undergraduate

From August through May (academic year)	\$60
Per academic semester	\$35
Per summer session	\$15

### Graduate

Three sessions	\$75
One session	\$30

## 9. Fines and Penalties

Charges for infractions of traffic, library, and educational technology rules will be made according to the rules established for those purposes.

### CHANGES IN COST

The Institution reserves the right to make changes in its charges and fees. No change will be made retroactive.

### ENROLLMENT

Students should process their registration by WEB on the dates indicated for each academic session. Students who do not process their registration by the WEB may be asked to complete the late registration process, which includes an additional charge. No exceptions will be made.

**Only officially enrolled students who have made the corresponding payment for each enrollment period are authorized to attend classes.** Failure to comply with this rule will result in additional charges and penalties.

**Not attending class does not release the student from the debt entered into during enrollment.**

### MEDICAL INSURANCE

The student must pay in advance the charges for the medical insurance premium for each semester and/or summer session.

Students will be exempted from this charge if they present evidence through the WEB or at the time of enrollment of their medical insurance subscription.

## **PAYMENT PLANS**

USC offers the option of paying the enrollment fees in four (4) installments, for the undergraduate program and in three (3) installments, for the graduate program.

The first installment is due **before** class starts, at the time of enrollment. Subsequent installments shall be due on the date indicated on the Statement, but never later than the due date stated in the academic calendar. At the end of the month, any pending balance is subject to a finance charge.

If the Institution has to contract the services of an attorney or a collection agency to collect any amounts owed, the student shall be responsible for those fees.

## **PAYMENT PLANS SHALL NOT BE AWARDED DURING VUHO OR SUMMER SESSIONS.**

## **OFFICIAL DOCUMENTS**

Diplomas, certifications, recommendation letters, transcripts, and other official documents shall only be given to students who are up-to-date on their payment plans and other commitments with the University.

Furthermore, the University may deny enrollment in its programs to any student who is in arrears until said student settles the account with the Institution.

## **REIMBURSEMENTS**

### **1. Enrollment Cancellation:**

Enrollment cancellation is considered as a full withdrawal if it is done during the regular registration period right until the day before the beginning of classes. In these cases 100% of the enrollment charges and special fees will be reimbursed (laboratory, workshops, teaching practicum fees, etc.). The fees for infrastructure, technology, late enrollment, the general fee, and any other fees will be paid by the student.

The request for enrollment cancellation must be submitted in writing as a complete withdrawal in the Offices of the Registrar and the Treasurer during the period previously indicated.

**Students with Financial Aid will have all the benefits cancelled and will be responsible for all charges and fees.**

## **2. Official Withdrawals:**

Reimbursement for registration charges and special fees (laboratory, workshops, teaching practicum, etc.) shall be awarded for official withdrawals within the first two (2) weeks of classes of a regular semester and for the graduate program, as established in the academic calendar, in accordance with the following:

During the first week of classes: 100%

During the second week of classes: 40%

**NOTE: After the second week of classes, NO reimbursements will be awarded.** During the summer and “VUHO” sessions, a 75% reimbursement will be awarded during the first three (3) days of class, as established in the academic calendar.

**NOTE: No reimbursements will be awarded when Enrollment is paid with student aid. The financial aid received will be adjusted in accordance with the reimbursement policies for students receiving Title IV Federal Student Aid.**

## **3. Withdrawal from Dormitory**

The amount to be reimbursed when students withdraw from the dormitory shall be determined on a prorata basis of the total charge for the days comprised from the first day of classes to the eight week of the semester. Reimbursements shall not be awarded for withdraws from the dormitory after this date.

During summer sessions, the amount to be reimbursed shall be determined on a prorata basis of the total charge from the first fifteen (15) days of classes. Reimbursements shall not be awarded for withdrawals from the dormitory after this date.

## **4. Reimbursement for students in the United States Army Reserves or the National Guard of Puerto Rico**

When a student is called to active service by the Army Reserves or the National Guard of Puerto Rico, he/she will have the right to:

- Credit for the courses being taken at the time of activation. This credit will be valid for two years from the time the student is discharged from duty.
- Space in the courses in which the student was enrolled in one of the next two academic periods after being discharged from duty. This is contingent on whether the courses are offered during the first or second semester. The student shall have priority to enroll in the course within the regular enrollment period.

- A note on the official academic transcript stating that the reason for the withdrawal or the incomplete received was due to an activation order from the United States Army Reserve or from the National Guard of Puerto Rico.

## **CLAIMS**

Any individual who believes to have meritorious reasons for an exemption from the published standards should present a written statement with the necessary evidence **NO LATER THAN THE LAST DAY OF CLASSES OF THE ACADEMIC SEMESTER IN ORDER TO REQUEST THE EXCEPTION.** If necessary, the student may request reconsideration of his/her case by presenting evidence and necessary justification and mail it to:

ASI Director  
Universidad del Sagrado Corazón  
P.O. Box 12383  
San Juan, Puerto Rico 00914-0383