



# **FINANCIAL REQUIREMENTS**

## 2023-2024

**SAGRADO**  
Universidad del Sagrado Corazón

# CHARGES AND FEES

The charges and fees for programs offered by Universidad del Sagrado Corazón during the 2023-2024 academic year are listed below:

## 1. ENROLLMENT

### Undergraduate Programs: Bachelor's and Associate Degrees

- Regular and Non-regular Students \$210 per credit
- Transitory or Non-degree Seeking Students \$240 per credit

### Graduate Programs

- Regular Students \$260 per credit
- Transitory Students \$285 per credit

## 2. GENERAL FEES: Nonrefundable

### Undergraduate Programs: Bachelor's and Associate Degrees

- Semesters of the Academic Year \$660 per semester
- Summer Sessions \$145 per session

### Graduate Programs

- Quarters of the Academic Year \$475 per quarter

## 3. SPECIAL FEES PER COURSE

### Specific Charges in the Class Schedule

(Labs, Workshops, Practicum, etc.)

## 4. DORMITORIES (Meals not included)

### Bachelor's, Associate, and Graduate Degree Programs

- Per Semester or Academic Session \$1,600 per academic session
- Per Summer Session \$450 per summer session

### Online Nursing Students

\$115 per week

To reserve, it is required to be enrolled in the corresponding term and a non-refundable deposit of \$ 100 (semester) or \$ 50 (summer) which will be applied to the balance. These charges apply to active students enrolled.



## 5. OTHER FEES (Nonrefundable)

### a. Charges related to the Registration Process

- New Student or Readmission Registration Fee for an Undergraduate Program: Bachelor's and Associate Degrees \$25
- New Student or Readmission Registration Fee for a Graduate Program \$45
- Late Registration \$100
- Application for Transfer to Another University \$50

### b. Charges related to ID Cards Costs

- ID Physical Card \$10
- ID Card Duplicate \$20

### c. Charges related to Academic Affairs Processes

- Charge for Course after Passing Challenge Test/Portfolio ½ the Cost of the Course
- Specific charges for visiting groups or nonresident students will be coordinated through of Professional e International Experience Center.

### d. Charges related to Graduation or Credit Transcript Processes

- Application for Student Academic File closure process \$150
- Credit Transcript Request \$13 c/u
- Duplicate of a Diploma \$75
- Commencement Dress Fee (cap, gown, and accessories) \$75

### e. Charges related to Student Account Processes

- Returned Check Charge \$30 each time
- Stop Payment Request Charge \$30 each time
- Pending Balance Finance Charge per Month \$10
- Payment Plan Agreement Charge \$35

## 6. PERMIT FOR VEHICULAR ACCESS TO CAMPUS\*:

### Undergraduate: Bachelor's and Associate Degrees:

- August to May (Academic Year) \$65
- Per Academic Semester \$40
- Per Summer Session \$15

### Graduate:

- Three sessions \$75
- One session \$30

## FINES AND PENALTIES

Fines and penalties for the violation of on-campus traffic regulations, library regulations, and the regulations of any other unit of the University will be imposed pursuant to said regulations. A hold will be placed on the account of any student who has not paid a fine for a traffic violation, delivered books, equipment or materials loaned by the library or any other unit on time, or paid any fine or penalty to the library or any other unit. Until it is removed, this hold on an account will affect a student's ability to process his/her enrollment or receive or request certain services such as requesting credit transcripts, among others.

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## CHANGES IN COSTS

Universidad de Sagrado Corazón reserves the right to make changes to charges, fees, and other items in these Financial Requirements. No changes will be made retroactively.

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## PAYMENT

Every student who completes the registration process for an academic year or program accepts and agrees to comply with these Financial Requirements and with all the policies and procedures of Universidad de Sagrado Corazón.

Every student who receives federal, state, institutional and/or private financial aid accepts and agrees to comply with the terms and conditions applicable to such federal, institutional, private and/or state aid. Every student who receives financial aid from the University accepts and agrees to comply with the terms and conditions applicable to said institutional aid.

All enrollment and other fees, after the financial aid, related to an academic session are due and payable in full on the first day of class of said academic session. The term "academic session" includes the semesters of a bachelor's degree program and the sub-terms within each semester, such as the sub-terms of the Online Nursing Program and VUHO (Variety of Courses in Flexible Schedules, Spanish acronym) course program, quarters of graduate programs, and summer sessions.

Each student will access, through institutional portal MiSAGRADO (<https://mi.sagrado.edu/>), an account statement indicating the total amount due for enrollment and other charges related to the academic session for which they have enrolled; federal, state, institutional, or private financial aid applied (if any); and the pending balance of payment (if any).

The student will not be able to have outstanding balances of previous academic sessions to enroll in subsequent academic sessions.

Any pending balance, for each current academic session, is due and payable in full on the first day of class of the academic session. If a student cannot pay the entire pending balance on that date, he/she must request and enter into to a Payment Plan Agreement in accordance with these Financial Requirements.

The Academic Calendar establishes the deadlines for the payment of enrollment and other charges related to each academic session, and to request and enter into a Payment Plan Agreement. It is the responsibility of the student to ensure that the cost of enrollment and other charges for an academic session are paid on time; or to request a Payment Plan Agreement in a timely manner and comply with its terms and conditions.

Payments for enrollment and other charges for an academic session can be made electronically by credit card or bank account transfer through the MiSAGRADO institutional portal (<https://mi.sagrado.edu/>): click on the Student Services section and then on the Online Payment icon (CASHNet).

The University reserves the right to suspend or limit any services to students or individuals who have an unpaid debt, even cancel the enrollment. Diplomas, degree certifications, letters of recommendation, credit transcripts, and other official documents will be delivered only to students who do not have pending debts with the University.

The University may deny enrollment in its programs to any student with pending debt until he/she pays such debt in accordance with these Financial Requirements.

Universidad de Sagrado Corazón may share information about a student's account with his/her father, mother and/or legal guardian if they (or one of them) claim the student as a dependent for state or federal tax purposes, if the student is an unemancipated minor, or if the student voluntarily consents to the sharing of said information, through institutional portal MiSAGRADO (<https://mi.sagrado.edu/>).

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## ENROLLMENT

### 1. ENROLLMENT PROCESS

All students must be officially enrolled in a course on or before the deadline established in the Academic Calendar to participate and receive academic credit for said course. All students are responsible for knowing and complying with all the policies, procedures, and deadlines applicable to enrollment, and for verifying that their enrollment and academic record for each academic session are correct.

Students must process their enrollment through the MiSAGRADO institutional portal ([mi.sagrado.edu](https://mi.sagrado.edu/)) on the dates indicated in the Academic Calendar for each academic session. Students who process their enrollment during the late enrollment period will be charged the corresponding fee. Failure to process enrollment within the indicated dates may result in not securing a space in the courses necessary to fulfill a study plan.

The University will limit access to the enrollment process by placing a hold in the account of those students who:

- have not submitted all the documentation required for the admission process,
- have a pending balance greater than \$600<sup>1</sup> at the time of enrollment in a regular bachelor's, associate, and graduate degree program, that is not up to date on their payment plan, or \$1,000<sup>1</sup> in the Online Nursing Program; and
- have yet to pay a fine or penalty with a unit of the University and/or failed to return books, equipment, or materials to the library or any other unit of the University.

Students who, on the date indicated in the Academic Calendar, still have a pending balance from previous academic years will have their enrollment canceled.

When processing their enrollment, students must ensure to register their bank account by completing the Direct Deposit Authorization Form found on the MiSagrado institutional portal ([mi.sagrado.edu](https://mi.sagrado.edu/)).

It is the responsibility of each student to keep their street address, mailing address, telephone numbers, and any other additional information required by the University up to date. Underage students and/or dependents of their parents or guardians, as well as students with third parties responsible for paying their bills, are also responsible for providing

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<sup>1</sup> The University may review the maximum allowable debt balance at any time.

and keeping the mailing address, telephone numbers, and other information required of such persons up to date. These changes must be requested through the MiSagrado institutional portal ([mi.sagrado.edu/Student Services/Forms and Requests](https://mi.sagrado.edu/Student_Services/Forms_and_Requests)).

All official communication from the University will be sent to the official email address (\_\_\_\_@sagrado.edu) of the student.

## 2. FIRST DAY OF CLASS AND APPLICATION FOR FINANCIAL AID

As indicated in the Payment section, enrollment costs and charges related to courses for an academic session (semester, sub-terms or quarter) are due on the first day of class for that academic session. Only enrolled students who have made said payment in full and on time, or who have entered into a Payment Plan Agreement for the outstanding balance in a timely manner, are authorized to attend class.

To enroll, the student:	To be authorized to attend class, the student:
<ul style="list-style-type: none"> <li>a. Must NOT have a pending balance greater than \$600 (undergraduate or graduate), or \$1,000 (Online Nursing Program).</li> <li>b. Must NOT owe any documentation required during the admissions process, or to the library or another unit.</li> <li>c. Must NOT have pending debts related to fines or penalties in the library or any other unit on campus.</li> </ul>	<ul style="list-style-type: none"> <li>a. Must have fully paid the pending balance of prior academic sessions.</li> <li>b. Must have fully paid the pending balance on his/her account statement regarding enrollment costs and other charges for the academic session; or</li> <li>c. Must have entered into a Payment Plan Agreement for the pending balance on his/her account statement.</li> </ul>

Students will have until the week prior to the first day of class of the academic session, as it is established in the Academic Calendar, to complete the processing of their state, federal, institutional or private financial aid, so that the same can be applied to their account before the start of the academic session and be reflected as credit(s) on their statement.

It is the responsibility of each student to pay the balance on their account statement on time regarding enrollment costs and other charges related to an academic session, or to enter into a Payment Plan Agreement for said balance on a timely manner, so that their enrollment is not canceled. Failure to comply with this requirement carries additional charges and penalties. This requirement does not apply to students participating in the Veterans Benefit Program, as detailed below in that section.

Any student who does not attend the courses he/she is enrolled in during the census period at the beginning of each academic session, as stipulated in the Academic Calendar, will have their enrollment canceled if he/she has outstanding balance. Failure to attend class or the cancellation of courses due to lack of payment does not relieve the student from paying the total cost incurred during enrollment.

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## PAYMENT PLAN AGREEMENT

Universidad de Sagrado Corazón offers the option of deferring, by entering into a Payment Plan Agreement, all or part of the enrollment costs and other related charges of an academic session. The Payment Plan Agreement is the document that establishes the terms and conditions of the payment plan and guarantees the collection of the debt incurred with the University. To be eligible, the student must have paid off any debt from previous academic sessions.

The Payment Plan Agreement consists of:

- An initial payment of 25% for undergraduate student or 33% for graduate student; of the total cost of enrollment and other charges for the academic session at the time of entering into the Plan;
- The deferral of remaining cost of enrollment and other charges for the academic session (semester or quarter);
- The payment of a \$35 fee to cover the administrative expenses of the payment plan service; and
- Payment of the balance in three (3) equal installments for semester programs and two (2) equal installments for quarterly programs. The Payment Plan Agreement will specify payment dates.

The payment plan option will not be offered for summer sessions, nor to students on the Online Nursing Program. Students under the age of 21 must sign the Solidary Co-debt Agreement together with their parent or legal guardian.

The Academic Calendar establishes the deadlines to request Payment Plan Agreements. The student is responsible for being aware of such deadlines, completing the process to request and sign a Payment Plan Agreement on time, and taking the pertinent measures to comply with the terms and conditions of the Payment Plan Agreement.

The deferred balance must be paid on time on the dates established in the Payment Plan Agreement. It is the responsibility of each student to be aware of his/her payment due dates and to make such payments on or before the corresponding dates.

Any balance pending after its due date will incur a finance charge of \$10 per month to cover the administrative costs of the payment plan. Failure to comply with payment plans may result in cancellation of enrolled courses, suspend access to student system, a restriction from enrollment in subsequent academic sessions, and ineligibility for other campus services until all financial commitments are up to date.

If the University is forced to use the services of collection agencies or lawyers with regards to a debt, the costs and fees for these services will be the responsibility of the student owing such debt.

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## CANCELLATIONS OR OFFICIAL WITHDRAWALS

### 1. CANCELLATION OF ENROLLMENT:

Total cancellation of enrollment for an academic session must be carried out on the date indicated in the Academic Calendar, before the first day of class of the academic session, in order to avoid penalties. A request for cancellation of enrollment must be submitted in writing to the Enrollment Management Office before the first day of class of the academic session through the MiSagrado institutional portal ([mi.sagrado.edu/Student\\_Services/Request\\_for\\_Enrollment\\_Management\\_Service](https://mi.sagrado.edu/Student_Services/Request_for_Enrollment_Management_Service)).

If a request for total cancellation of enrollment is submitted within the period established in the Academic Calendar for regular bachelor's degree and graduate programs, or during the first day of class of the session in the case of the Online Nursing Program, summer session, and VUHO students, enrollment fees and special fees for courses (labs, workshops, teaching practice, etc.) will be credited to the student's account, but the general fee is nonrefundable.

Students can make changes to the courses they are enrolled in, without totally canceling their enrollment, during the first three calendar days after the start of classes for regular bachelor's degree semesters and quarters of graduate programs; during the first day of class of sub-terms for students in the Online Nursing Program; and the first day of class of summer sessions and VUHO.



## 2. OFFICIAL WITHDRAWAL

For purposes of crediting the costs and fees of enrollment to the student's account, an official withdrawal happens when the student cancels his/her enrollment after the first day of class. For Online Nursing courses, summer sessions, and VUHO, an official withdrawal happens when the cancellation occurs after the first day of class.

The charge for enrollment and special fees for courses (labs, workshops, teaching practice, etc.) will be credited to the student's account until the first day of class for regular semesters and sessions of graduate programs. The general fee is nonrefundable.

NO reimbursement will be granted, nor will enrollment costs and other related charges be credited to accounts for official withdrawals occurring after the period stipulated in the Academic Calendar.

Enrollments paid through financial aid will not be eligible for cash reimbursements but will be adjusted according to the Refund Policy for Federal Financial Aid Programs for students with Title IV federal financial aid.

## 3. WITHDRAWAL FROM DORMITORIES

The amount reimbursed for withdrawals from the Student Dormitories will be determined by prorating the total charge for the days starting from the first day of class to the eighth week of the semester. Refunds will not be granted for dormitory cancellations after this date.

During summer sessions, the amount reimbursed for withdrawals from the Dormitories will be determined by prorating the total charge for the first 15 days of school. No refunds will be granted after this date.

## 4. STUDENTS WHO ARE MEMBERS OF THE UNITED STATES ARMED FORCES RESERVE AND THE PUERTO RICO NATIONAL GUARD

When a student is activated for service in the Armed Forces Reserve or the Puerto Rico National Guard, they will have the right to:

- a space in the courses in which he/she was enrolled in one of the next two academic sessions following deactivation, depending on whether they are first or second semester courses. The student will have priority to enroll in the course within the regular enrollment period.

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## HEALTH INSURANCE

All undergraduate students enrolled in the University are required to have health insurance coverage. If, at the time of enrollment, a student does not have his/her own health insurance, the student must register in the health insurance plan provided by the University and pay the corresponding premium for such plan. This premium is paid in advance for each academic session, including sub-terms and summer sessions.

The student will only be exempted from paying the premium of the University-provided health plan if, at the time of enrollment, he/she completes the required information for his/her individual health insurance coverage in the MiSagrado institutional portal.

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## VETERANS BENEFIT PROGRAMS

In accordance with the requirements of Title 38 USC 3679(e) – Veterans Benefits related to Chapter 31 or 33, the following applies to any covered individual as defined under Chapter 31 (Vocational Rehabilitation and Employment) or Chapter 33 (Post- 9/11 GI Bill® benefits) (GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA)):



1. The covered individual may attend classes and participate in educational courses during the period beginning on the date the individual provides the institution with the certificate of eligibility for entitlement to educational assistance) under Chapters 31 or 33 (a certificate of eligibility may also include a statement of benefits obtained through the Department of Veterans Affairs (VA) website – eBenefits or VAF form 28 -1905 for authorization under chapter 31, and ending on whichever of the following happens first:
  - a. The date the institution receives the VA payment; or
  - b. 90 days after the date the institution certified the corresponding charges, credits, and fees subsequent to the receipt of the certificate of eligibility.
2. The institution will not impose the following: (a) any penalty, including finance charges, (b) restriction of access to class, the library, or other institutional facilities, (c) requiring the person covered under this benefit to borrow additional funds due to the student’s inability to meet his/her financial obligations to the institution because of a delay in disbursement by the Veterans Administration (VA) under Chapters 31 or 33.

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## REFUNDS

As a general rule, refunds will be issued by electronic transfer to the bank account designated by the student on the Direct Deposit Authorization Form. This form can be accessed through the MiSagrado institutional portal. Certain restrictions apply. It is the students’ responsibility to keep his/her bank account information up to date. If any change occurs, the student must notify the University by filling out a new Form. In the event of an incorrect payment, the University may debit the bank account to correct the error or carry out the required collection procedures according to University regulations. Electronic fund transfers to an account could take 2-3 business days for the bank to process.

Refunds issued by check will be sent by mail. Checks expire after 180 days. Expired checks or checks that have not been cashed during such period will have their funds returned to the source fund.

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## CLAIMS

Any person who believes that they have reasons that warrant an exception to the published requirements must present their situation in writing, along with all necessary evidence, **no later than the last day of class of the semester or academic session for which the exception is requested**. If necessary, you can request reconsideration of your case by sending the necessary evidence and justification in writing and addressed to the Dean of Student Affairs either by email to [decanatoestudiantil@sagrado.edu](mailto:decanatoestudiantil@sagrado.edu) or by regular mail to the following address:

Dean of Student Affairs  
Universidad de Sagrado Corazón  
P.O. Box 12383  
San Juan, Puerto Rico 00914-0383



# SAGRADO

Universidad del Sagrado Corazón

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