



FINANCIAL REQUIREMENTS

2020-2021

SAGRADO

Universidad del Sagrado Corazón

CHARGES AND FEES

The charges and fees for the programs offered by Universidad del Sagrado Corazón during the 2020-2021 academic year are listed below:

1. ENROLLMENT

Undergraduate Program

- Regular and non-regular student, including Basic Skills courses \$200 per credit
- Transitory students \$230 per credit

Graduate Program

- Regular students \$225 per credit
- Transitory students \$250 per credit

2. GENERAL FEES (nonrefundable)

Undergraduate Program

- Semesters-academic year \$300 per semester
- Summer session \$125 per session

Graduate Program

- Sessions - academic year \$220 per session

3. INFRASTRUCTURE FEE

Undergraduate Program

\$250 per semester

Graduate Program

\$178 per session

4. LIBRARY FEE

Undergraduate Program

\$50 per semester

Graduate Program

\$33 per session

5. SPECIAL FEES PER COURSE

Specific charges in the class schedule

(Labs, workshops, practicum, web course, etc.)

Technological Resources

\$50 per semester

Only for Online Nursing Students



6. DORMITORIES¹ (meals not included)

Undergraduate and Graduate Programs

- Per semester or academic session \$1,550
- Per summer session \$400
- Admission fee (Nonrefundable) \$25

7. OTHER FEES (nonrefundable)

- a. Registration Surcharge / Late Payment Fee \$75
- b. Late Registration Fee \$100
- c. Late Tests (removal of incompletes) \$30 ea.
- d. Transcript Request \$10 ea.
- e. Charge for Placement or Challenge Test, Art Portfolio \$25 ea.
- f. Charge for course when the test for validation or challenge/portfolio is passed 50% the cost of the course
- g. Identification Card \$10
- h. Identification Card Duplicate \$20
- i. Finance Charge for outstanding monthly balance \$10
- j. Admission Application - Undergraduate Programs \$15
- k. Admission Application - Graduate Programs \$25
- l. Readmission Application (Undergraduate and Graduate) \$25
- m. File Closing Fee and Degree Award \$140
The cost for clothing (gown and accessories) for the 2020-2021 degree collation ceremony is not included in the closing fee of the academic record. That cost will be notified.
- n. Additional copies of class schedule, payment receipts, or other official documents \$1 ea.
- o. Duplicate Diploma \$75
- p. Fee for returned check by the bank \$30 ea.
- q. Fee for Stop Payment Request \$15 ea.
- r. Fee for Installment Plan \$35
- s. Graduation Certification or verification of Academic Degree \$8
- t. Change of Major \$10
- u. Transfer Application to another university \$30
- v. Specific fees for visiting groups or non resident students, will be coordinated with the Internationalization and Interuniversity Relations Office.

¹ During academic year 2020-2021, the University doesn't offer this service.

8. CAMPUS ACCESS PERMIT*

Undergraduate

- From August through May (academic year) \$65
- Per academic semester \$40
- Per summer session \$15

Graduate

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

*No fees will be charged for permission to access the campus during the academic period 20-21

FINES AND PENALTIES

Charges for violation of traffic, library, and educational technology rules will be made according to the current regulations for those purposes.

CHANGES IN COSTS

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

ENROLLMENT

Students should process their enrollment online at www.mi.sagrado.edu on the dates indicated for each academic session. Students who do not process their enrollment within the dates indicated in the academic calendar, will be consider a late enrollment. This may result in additional charges and, result in not getting space on specific courses or desired sessions, due to space limitation.

Once the enrollment has been completed in the corresponding period in the academic calendar, the student is responsible for all of its costs and charges. Also, will be subject to the rules for reimbursement, as detailed below in the "REIMBURSEMENTS" section.

Tuition and other charges are payable in full at the time of enrollment. The difference between the total cost of tuition, including fees and other charges, and the financial aid that the student receives, is payable at the time of enrollment. Only officially enrolled students who have made the corresponding payment for each enrollment period, are authorized to attend classes. Failure to comply with this requirement may result in additional charges and penalties. This requirement does not apply to students participating in the Veterans Benefits program, as detailed below in the Veterans Educational Assistance Program section.

Not attending classes does not release the student from the debt incurred upon enrollment.



PAYMENT METHOD

Students must process their payments electronically by credit card, Pay Pal, or bank account. The available online payment methods are student portal (<https://mi.sagrado.edu/>) and www.sagrado.edu portal (Online services> Sagrado Pay). Cash payments are not accepted.

MEDICAL INSURANCE

All students are required to have a health insurance coverage. If at the moment of enrollment, the students do not have a health insurance coverage; they should have to register in the health insurance provided by the university. The student will be exempted from the related health insurance charge; if at the moment of enrollment, complete the required information of their individual health insurance coverage on the portal. In the case of students that do not have a health insurance coverage, these must pay in advance the corresponding premium charge of the health insurance of each term, subterm and/or summer session. The student will not be able to complete the enrollment process until completing the verification of their individual health insurance or having selected the health insurance provided by the university.

PAYMENT PLANS

The University of the Sacred Heart offers the option to defer up to 75% of the total cost of tuition and fees of the academic term (semester or quarter) and the balance due allowed from previous semesters (refer to Enrollment Restriction session) for which enrolled through the signature of the Payment Agreement (Promissory note) at the Integrated Assistance Office.

The student must make an initial payment of 25% or more of the tuition and fees and the remaining balance will be payable in three (3) equal terms for each semester and in two (2) equal terms in case of quarterly programs. The Promissory Note will specify the dates for making payments. Deferred balance must be fully paid before starting enrollment processes for subsequent terms. It is student's responsibility to know the expiration date of each payment and to make them on the corresponding dates. Payment Plans do not apply to students in the online Nursing Program.

Any outstanding balance at the end of the month incurs a financing fee of \$10 per month to cover the costs of managing the payment plan. Failure to comply with payment plans may result in student being cancelled from enrolled courses and not be allowed to enroll on subsequent academic terms.

The summer sessions require full payment of them before classes begin for each session. The option to defer and make a payment plan for summer sessions will not be offered.

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

OFFICIAL DOCUMENTS

Diplomas, certifications, recommendation letters, transcripts, and other official documents will be given only 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 debtor student until said student settles the account with the Institution.

ENROLLMENT RESTRICTION

Each student must comply with all required documents before processing their enrollment. To be able to process their enrollment, the student must comply with the following:

- a. The student does not have an outstanding balance on his/her account.
- b. The student has an official Promissory Note and, is up to date with payments.
- c. The student has requested federal financial aid to cover the balance due and has met all requirements for obtaining that aid.

Students with debt equal to or less than \$600, may enroll without restriction. Students enrolled in online Nursing Program, whose debt is equal to or less than \$1,000, may have no enrollment restriction. The institution will hold the enrollment by means of a hold in their account, to students whose enrollment debt exceeds \$600 or \$1,000, as applicable. Those students will need to make a payment to reduce the balance on their account to be equal to or less than \$600 or \$1,000, as applicable. Students can contact the Student Aid Office for assistance. The institution may review the maximum balance allowed at any time, according to the circumstances at the time.

VETERANS EDUCATIONAL ASSISTANCE PROGRAMS

In accordance with the requirements of Title 38 USC 3679(e) - Veterans Benefits related to Chapter 31 or 33, the following applies to all covered individuals as defined under Chapter 31 (Vocational Rehabilitation and Employment) or Chapter 33 (post-9/11 GI Bill benefits):

1. A covered individual is allowed to attend classes and, participate in the education courses of during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance (Certificate of Eligibility for entitlement to educational assistance) under the Chapter 31 or 33 (a certificate of eligibility can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for Chapter 31 authorization purposes and, ending on the earlier of:

- a. The date on which the institution receives the payment from VA
 - b. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.
2. The institution will not impose the following: (a) any penalty, including finance charge, (b) denial of access to classes, libraries, or other institutional facilities, (c) requirement that a covered individual borrow additional funds, because of the student inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under Chapter 31 or 33.

OFFICIAL CANCELLATIONS OR WITHDRAWAL

1. ENROLLENT CANCELLATIONS:

An enrollment cancellation without penalty must be made before the start of classes of each session. The request of an enrollment cancellation must be processed in writing to the Office of Integrated Assistance and Registrar before the start of classes of each session.

2. OFFICIAL WITHDRAWALS:

An official withdrawal, of the enrollment fees and charges accredited to the student account, is only considered if the student cancels his/her tuition during the days between the start of regular enrollment up to the second week of classes.

The tuition fee and the special fees of the courses will be credited to the student account (Refunds of tuition fees and special fees (laboratory fees, workshops, teaching practicum, etc.), infrastructure and library for official withdrawals within the first two (2) weeks of classes of the regular semesters, and Graduate Program sessions, 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%

After the second week of classes, no refund will be awarded. For the courses of the Online Nursing Program, summer sessions and VUHO, a 100% refund will be awarded on the first (1st) day of classes and a 75% refund will be awarded from the second (2nd) to the third (3rd) day of classes, as indicated in the academic calendar. If the second (2nd) or the third (3rd) day is a Sunday, will be transfer to Monday.

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 StudentAid.

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. 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.

REFUNDS

If a credit balance arises in the student's account, a refund of funds will be issued, by electronic transfer, to the bank account designated by the student in the Direct Deposit Authorization Form. You can access the form through the student portal (mi.sagrado.edu). Certain restrictions apply. It is the students' responsibility to keep their bank account information up to date. If any change occurs, the student must notify the university through a new form. In the event of a payment made incorrectly, the university may debit the bank account to correct the error or the required collection procedures may be carried out according to the University's regulations. Electronic transmissions of funds to the bank account may take 2-3 business days to process at the Bank.

CLAIMS

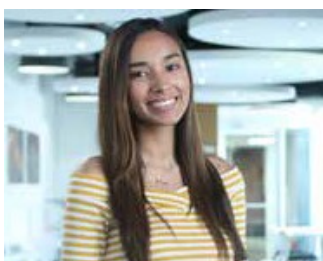
Any individual who believes to have meritorious reasons for an exception from the published standards should present a written statement with the necessary evidence no later than the last day of classes of the academic semester in order to request the exception. If necessary, the student may request reconsideration of his/her case by presenting evidence and necessary justification and mail it to:

Office of Student Affairs

Universidad del Sagrado Corazón

P.O. Box 12383

San Juan, Puerto Rico 00914-8505





SAGRADO

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Revised 04-18-2020