



# FINANCIAL REQUIREMENTS

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2019-2020

**SAGRADO**

Universidad del Sagrado Corazón

# CHARGES AND FEES

The charges and fees for the programs offered by USC during the 2019-2020 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 session

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

Only for Online Nursing Students

\$50 per semester  
(Effective as of January 2020)



## 6. DORMITORIES (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 each
- d. Transcript Application \$10 each
- e. Charge for Placement Test, Challenge Test, Art Portfolio \$25 each
- f. Charge for course when the test for validation or challenge/portfolio is passed ½ the cost of the course
- g. Identification Card \$10
- h. Identification Card Duplicate \$20
- i. Finance Charge for pending monthly balance 1.95%
- j. Admission Application - Undergraduate Programs \$15
- k. Admission Application - Graduate Programs \$25
- l. Readmission Application (Undergraduate and Graduate) \$25
- m. Graduation Fee (applies to all graduates whether present or not at the official ceremony or graduation activities) \$175
- n. Additional copies of class schedule, payment receipts, or other official documents \$1 each
- o. Diploma Duplicate \$75
- p. Returned Check Fee \$30 each
- q. Fee for Stop Payment Request \$15 each
- r. Study Abroad (Sagrado Corazón students) \$200
- s. Study Abroad (Non-Residents) \$500
- t. Graduation Certification or verification of Academic Degree \$8
- u. Change of Major Fee \$10
- v. Transfer Application to another university \$30



## 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

## 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 COSTS

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 online at [www.mi.sagrado.edu](http://www.mi.sagrado.edu) on the dates indicated for each academic session. Students who do not process their registration online may be asked to complete the late registration process. This may result in additional charges and 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. The student will also 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 fees, and the financial aid 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 class does not release the student from the debt entered into during enrollment.



## 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) enrolled by signing a Promissory Note (Pagaré) at the Student Aid Office (ASI).

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 (Pagaré) will specify the dates for making payments; student will only be allowed to do the payments on the 15th or 30th of each month. 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.

Any outstanding balance at the end of the month incurs a financing fee of 1.95% 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.

For summer sessions, full payment is required 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 shall be responsible for those fees.

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## 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.

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## ENROLLMENT RESTRICTION

Each student must have permission from the Student Aid Office (ASI) to proceed with their enrollment for the next semester or academic term. To obtain this permission, student must comply with one of the following:

- a. The student does not have an outstanding balance on his/her account.
- b. The student has an official Promissory Note (Pagaré) 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, 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.

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## VETERANS EDUCATIONAL ASSISTANCE PROGRAMS

In accordance with the requirements of the Veterans Benefits and Transition Act of 2018, section 3679(e), 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 or participate in the course of education 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 under 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 the following dates:
  - a. The date on which payment from VA is made to the institution
  - 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 any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.



# REIMBURSEMENTS

## 1. ENROLLMENT CANCELLATION

An enrollment cancellation without penalty must be made before the start of classes of each session.

The request for a cancellation must be processed in writing to the Student Aid Office before the start of classes of each session.

## 2. OFFICIAL WITHDRAWALS

An official withdrawal, for refund purposes, 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. Refunds of tuition fees and special fees (laboratory fees, workshops, teaching practicum, etc.), infrastructure and library will 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%**

After the second week of classes, no refund will be awarded. During the 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.

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.

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## 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:

**ASI Director**

Universidad del Sagrado Corazón

P.O. Box 12383

San Juan, Puerto Rico 00914-0383





# SAGRADO

Universidad del Sagrado Corazón

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