

# Tuition and Fees

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## Payment of Tuition

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Registration for courses is not optional, and students must not attend courses for which they are not registered. Once a student registers for a course--or is registered by an advisor at the student's request--the student remains financially obligated for the course unless and until he or she drops the course by the prescribed deadlines for dropping and adding courses. Prior to registering for the first time each semester, students are required to accept Temple University's Financial Responsibility Agreement, which outlines the financial terms and conditions associated with course registration.

Students may drop courses and otherwise modify their registrations in Self-Service Banner (SSB) or by working with an academic advisor. Please see the Academic Calendars (<http://www.temple.edu/registrar/documents/calendars>) on the Office of the University Registrar's web site for add/drop and withdrawal deadlines for each semester and summer session.

Once registered, students must pay tuition and fees according to the Bursar's Office billing schedule (<https://bursar.temple.edu/billing/billing-schedule>). Failure to satisfy billing and financial obligations may result in withholding of official transcripts and diplomas; denial of the right to register for future sessions; and the assessment of late fees and collection costs.

Students who are not planning to attend the semester must drop their course registration. **Students who do not drop classes by the end of the official drop/add period (See Academic Calendar for specific dates) remain financially obligated for the balance due.** Instructors are advised to issue letter grades (typically "F") for students who have not been attending but are on their roster of registered students.

Students who drop classes by the end of the drop/add period of a semester or summer session will have their courses dropped. This will relieve them of academic responsibility and in most instances financial responsibility associated with the course.

Students who withdraw from classes after the drop/add period are responsible for full payment of all tuition and fee charges, along with any payment plan fees, and late payment charges. These courses will be recorded on the transcript with the notation of "W," indicating that the student withdrew. Unpaid tuition balances may be referred for collection, and students may be held liable for paying all associated collection costs and/or legal fees.

Students who do not withdraw by the published deadline are responsible for payment of all tuition and fee and/or collection costs. Temple University will first apply all payments received to the oldest outstanding balance, if applicable, then to the current semester charges.

Temple University notifies students via their TUEmail account to view their electronic bills in TUEpay. Students are required to pay at least the minimum amount due on their bills on or before the due date on their bill.

Acceptable forms of payment include: tuition remission forms, checks (paper and electronic), cash, credit cards, and money orders. Checks or money orders should be made payable to Temple University. Credit cards accepted for online payment only through TUEpay include: MasterCard, American Express, Discover and Visa. Please note that credit card payments are subject to a 2.75% convenience fee by the university's processor.

Payment must be **received** by the billing due date to assure proper crediting and to remain in good financial standing.

## Payment Plans

Students are encouraged to pay the total account balance by the bill due date. In doing so, students avoid any payment plan fees and late payment fees. However, if students are unable to do so, Temple University offers two payment plans to assist students and their families.

Please note that payment plans are offered for the fall and spring semesters only. Payment plans are not offered in the summer semesters.

For the first bill of the fall and spring semester, students are billed with a minimum amount due that represents 50% of current term charges. Students who elect this payment option and do not pay the total account balance will be automatically enrolled in the University's Deferred Payment Plan and assessed a \$25 non-refundable payment plan fee.

For the second bill of the fall and spring semester, students are billed for the remaining balance. Students who do not pay the total account balance in full by the due date are indicating that they wish to remain in the University's Deferred Payment Plan and will be assessed a \$20 non-refundable payment plan fee.

The University also offers the Temple Installment Payment Plan (TIPP) for those students who need an extended payment option. The plan allows students to make up to ten regularly scheduled monthly payments starting in May towards their future charges (five payments for fall and five payments

for spring). The application fee for this payment plan is \$50 for the year. For more information about this plan, offered through Higher Education Services (HES), go to [bursar.temple.edu](http://bursar.temple.edu).

## Financial Counseling

Students who need assistance in financing their education should see a Financial Counselor in the Department of Student Financial Services (Ground Floor, Conwell/Carnell Hall) or call 215-204-2244 for an appointment. For more information on financing your education, visit the MONEY MATTERS (<http://slmm.temple.edu>) web site.

## Student Loan Counseling

All students who receive federal student loans are required by federal regulations to receive loan counseling when first receiving a loan and prior to leaving the university.

The Credit and Collections unit in the Bursar's Office is responsible for completing loan counseling for all students who are receiving federal student loans for the first time (entrance interviews). In addition, this staff can assist students with related financial planning that would help them in completing their education at Temple. Students can complete the online entrance interview (<http://www.fc.campusoncall.com/cgi-bin/home.pl?FromAdmin=1&campus=temple>) or call 215-204-5549 for additional information.

Students who are graduating must complete an online exit interview (<http://www.fc.campusoncall.com/cgi-bin/home.pl?FromAdmin=1&campus=temple>) or contact the Credit and Collections unit in the Bursar's Office, Second Floor, Carnell Hall, at 215-204-5549.

## Assessing Tuition Charges

Tuition assessment at Temple University is based on full-time or part-time status; student college; student level status (undergraduate, graduate, or professional); student class level for undergraduates; and in-state/out-of-state residency status. The level of the courses is not a factor in how students are assessed.

All students are placed into one of the University's schools or colleges, based on their major or program.

## Full-Time Status

Undergraduate students are considered full-time students when carrying between 12-18 semester hours (s.h.). Credits in excess of 18 s.h. are additionally assessed at the per semester credit hour tuition rate.

International students, holders of non-immigrant visas, are required to pay out-of-state tuition fees and register as full-time students.

There is no distinction between full-time and part-time graduate tuition rates. All graduate students are assessed at a credit hour rate, regardless of the number of credit hours they are taking.

## Part-Time Status

Undergraduates are considered part-time students when taking fewer than 12 s.h. per semester. Tuition is charged by the semester credit hour for part-time undergraduates.

## In-State/Out-of-State Residency Status

A student is classified as a Pennsylvania resident for tuition purposes if his or her permanent, legal residence is in Pennsylvania. In-state residency is generally established within the context of the following overall guidelines:

- An individual who has not lived in Pennsylvania for a continuous 12-month period immediately prior to registration as a student at a Pennsylvania college or university is presumed not to be a Pennsylvania resident. A student may rebut this presumption with convincing evidence.
- A student under 22 years of age is presumed to have the residency of his or her parents or legal guardians. A student may rebut this presumption by presenting convincing evidence of emancipation and independent domicile.
- A student who receives financial aid based on residence in a state other than Pennsylvania will not be considered a resident of Pennsylvania.
- A student who is not a United States citizen or does not have an immigrant visa is presumed not to be a resident of Pennsylvania for tuition purposes; however, a student may rebut this presumption with clear and convincing evidence.

Visit the Office of the University Registrar's web site for more information about residency (<http://www.temple.edu/registrar/students/registration/residency>) and a copy of the Resident Tuition Eligibility Guidelines. Specific questions pertaining to Pennsylvania residency status should be directed to the Office of the University Registrar at 215-204-1131 or [resident.tuition@temple.edu](mailto:resident.tuition@temple.edu).

## Tuition Schedule

The Bursar's Office's web site contains the latest tuition schedule (<https://bursar.temple.edu/tuition-and-fees>). It also contains a tuition calculator (<https://bursar.temple.edu/tuition-and-fees/tuition-rates>), which provides an estimate of your tuition rate by selecting your specific student characteristics, such as school or college, student level, residency, etc.

## University-Wide Fees

The Bursar's Office's web site contains the latest copy of the fee schedule ([https://bursar.temple.edu/sites/bursar.temple.edu/files/documents/Tuition\\_Rates.pdf](https://bursar.temple.edu/sites/bursar.temple.edu/files/documents/Tuition_Rates.pdf)).

Please note that Tuition and Fees are subject to change by action of the university's Board of Trustees.

### Temple University 2016-2017 Tuition Rate Schedule by School/College:

	Pennsylvania Residents	Out-of-State Residents
<b>Center for the Performing and Cinematic Arts</b>		
<b>Boyer College of Music and Dance</b>		
Full-time Undergraduate Semester Rate <sup>1</sup>	\$8,880	\$14,832
Full-time Undergraduate Annual Rate <sup>2</sup>	\$17,760	\$29,664
Full-time Undergraduate Overload Rate (per credit hour) <sup>3</sup>	\$493	\$824
Part-time Undergraduate Rate (per credit hour) <sup>4</sup>	\$740	\$1,236
Part-time Graduate Rate (per credit hour)	\$994	\$1,318
<b>School of Theater, Film and Media Arts</b>		
Full-time Undergraduate Semester Rate <sup>1</sup>	\$8,448	\$13,944
Full-time Undergraduate Annual Rate <sup>2</sup>	\$16,896	\$27,888
Full-time Undergraduate Overload Rate (per credit hour) <sup>3</sup>	\$469	\$775
Part-time Undergraduate Rate (per credit hour) <sup>4</sup>	\$704	\$1,162
Part-time Graduate Rate (per credit hour)	\$977	\$1,302
<b>College of Education</b>		
Full-time Undergraduate Semester Rate <sup>1</sup>	\$7,692	\$13,188
Full-time Undergraduate Annual Rate <sup>2</sup>	\$15,384	\$26,376
Full-time Undergraduate Overload Rate (per credit hour) <sup>3</sup>	\$427	\$733
Part-time Undergraduate Rate (per credit hour) <sup>4</sup>	\$641	\$1,099
Part-time Graduate Rate (per credit hour)	\$877	\$1,202
Program in Jamaica Doctoral 2012 Cohort Part-time Graduate Rate (per credit hour)	\$1,074	\$1,074
Program in Jamaica Master's 2015 Cohort Part-time Graduate Rate (per credit hour)	\$1,191	\$1,191
<b>College of Engineering</b>		
Full-time Undergraduate Semester Rate <sup>1</sup>	\$8,856	\$14,328
Full-time Undergraduate Annual Rate <sup>2</sup>	\$17,712	\$28,656
Full-time Undergraduate Overload Rate (per credit hour) <sup>3</sup>	\$492	\$796
Part-time Undergraduate Rate (per credit hour) <sup>4</sup>	\$738	\$1,194
Part-time Graduate Rate (per credit hour)	\$995	\$1,319
<b>College of Liberal Arts</b>		
Full-time Undergraduate Semester Rate <sup>1</sup>	\$7,692	\$13,188
Full-time Undergraduate Annual Rate <sup>2</sup>	\$15,384	\$26,376
Full-time Undergraduate Overload Rate (per credit hour) <sup>3</sup>	\$427	\$733
Part-time Undergraduate Rate (per credit hour) <sup>4</sup>	\$641	\$1,099
Part-time Graduate Rate (per credit hour)	\$877	\$1,202
<b>College of Public Health</b>		

Full-time Undergraduate Semester Rate <sup>1</sup>	\$9,120	\$15,360
Full-time Undergraduate Annual Rate <sup>2</sup>	\$18,240	\$30,720
Full-time Undergraduate Overload Rate (per credit hour) <sup>3</sup>	\$507	\$853
Part-time Undergraduate Rate (per credit hour) <sup>4</sup>	\$760	\$1,280
Part-time Graduate Rate (per credit hour)	\$906	\$1,246
<b>School of Social Work</b>		
Full-time Undergraduate Semester Rate <sup>1</sup>	\$7,692	\$13,188
Full-time Undergraduate Annual Rate <sup>2</sup>	\$15,384	\$26,376
Full-time Undergraduate Overload Rate (per credit hour) <sup>3</sup>	\$427	\$733
Part-time Undergraduate Rate (per credit hour) <sup>4</sup>	\$641	\$1,099
Part-time Graduate Rate (per credit hour)	\$877	\$1,202
<b>College of Science and Technology</b>		
Full-time Undergraduate Semester Rate <sup>1</sup>	\$8,964	\$14,484
Full-time Undergraduate Annual Rate <sup>2</sup>	\$17,928	\$28,968
Full-time Undergraduate Overload Rate (per credit hour) <sup>3</sup>	\$498	\$805
Part-time Undergraduate Rate (per credit hour) <sup>4</sup>	\$747	\$1,207
Part-time Graduate Rate (per credit hour)	\$1,019	\$1,343
<b>Fox School of Business and Management</b>		
Full-time Undergraduate Semester Rate <sup>1</sup>	\$9,852	\$17,112
Full-time Undergraduate Annual Rate <sup>2</sup>	\$19,704	\$34,224
Full-time Undergraduate Overload Rate (per credit hour) <sup>3</sup>	\$547	\$951
Part-time Undergraduate Rate (per credit hour) <sup>4</sup>	\$821	\$1,426
Online Bachelor of Business Administration (OBBA) Part-time Rate (per credit hour) <sup>4</sup>	\$821	\$821
Master of Business Administration (GMBA) Part-time Rate (per credit hour) <sup>5</sup>	\$1,159	\$1,624
Master of Business Administration (PMBA) Part-time Rate (per credit hour) <sup>5</sup>	\$1,159	\$1,159
Executive Master of Business Administration (EMBA) Class of 2017 (per credit hour)	\$1,979	\$1,979
Executive Master of Business Administration (EMBA) Class of 2018 (per credit hour)	\$1,999	\$1,999
Online Master of Business Administration (OMBA) Part-time Rate (per credit hour)	\$1,245	\$1,245
Master of Accountancy (MAcc) Part-time Rate (per credit hour) <sup>5</sup>	\$1,114	\$1,114
Master of Science - Professional Finance Suite (MS-FARM, MSFE, MSIM) Part-time Rate (per credit hour) <sup>5</sup>	\$1,114	\$1,114
Master of Science in IT Auditing and Cyber Security (MS-ITACS) Part-time Rate (per credit hour) <sup>5</sup>	\$1,114	\$1,114
Master of Science in Digital Innovation in Marketing (MS-DIM) Part-time Rate (per credit hour) <sup>5</sup>	\$1,114	\$1,114
Online Master of Science in Human Resource Management Part-time Rate (per credit hour) <sup>5</sup>	\$1,114	\$1,114

Master of Science in Business Analytics Part-time Rate (per credit hour) <sup>5</sup>	\$1,114	\$1,114
Master of Science (all other MS programs not listed above) Part-time Rate (per credit hour) <sup>5</sup>	\$1,114	\$1,360
Doctor of Philosophy (PhD) Part-time Rate (per credit hour)	\$1,114	\$1,360
Executive Doctor of Business Administration Program (EDBA) Part-time Rate (per credit hour)	\$2,300	\$2,300
<b>School of Media and Communication</b>		
Full-time Undergraduate Semester Rate <sup>1</sup>	\$8,448	\$13,944
Full-time Undergraduate Annual Rate <sup>2</sup>	\$16,896	\$27,888
Full-time Undergraduate Overload Rate (per credit hour) <sup>3</sup>	\$469	\$775
Part-time Undergraduate Rate (per credit hour) <sup>4</sup>	\$704	\$1,162
Part-time Graduate Rate (per credit hour)	\$977	\$1,302
<b>School of Sport, Tourism and Hospitality Management</b>		
Full-time Undergraduate Semester Rate <sup>1</sup>	\$9,852	\$17,112
Full-time Undergraduate Annual Rate <sup>2</sup>	\$19,704	\$34,224
Full-time Undergraduate Overload Rate (per credit hour) <sup>3</sup>	\$547	\$951
Part-time Undergraduate Rate (per credit hour) <sup>4</sup>	\$821	\$1,426
Part-time Graduate Rate (per credit hour)	\$933	\$1,082
<b>Tyler School of Art</b>		
Fine Arts:		
Full-time Undergraduate (BFA) Semester Rate <sup>1</sup>	\$10,824	\$17,088
Full-time Undergraduate (BFA) Annual Rate <sup>2</sup>	\$21,648	\$34,176
Full-time Undergraduate (BFA) Overload Rate (per credit hour) <sup>3</sup>	\$601	\$949
Part-time Undergraduate (BFA) Rate (per credit hour) <sup>4</sup>	\$902	\$1,424
Part-time Graduate (MFA) Rate (per credit hour)	\$1,062	\$1,405
Architecture:		
Full-time Undergraduate Semester Rate <sup>1</sup>	\$9,756	\$15,480
Full-time Undergraduate Annual Rate <sup>2</sup>	\$19,512	\$30,960
Full-time Undergraduate Overload Rate (per credit hour) <sup>3</sup>	\$542	\$860
Part-time Undergraduate Rate (per credit hour) <sup>4</sup>	\$813	\$1,290
Part-time Graduate Rate (per credit hour)	\$1,057	\$1,382
All Other Programs:		
Full-time Undergraduate Semester Rate <sup>1</sup>	\$7,692	\$13,188
Full-time Undergraduate Annual Rate <sup>2</sup>	\$15,384	\$26,376
Full-time Undergraduate Overload Rate (per credit hour) <sup>3</sup>	\$427	\$733
Part-time Undergraduate Rate (per credit hour) <sup>4</sup>	\$641	\$1,099
Part-time Graduate Rate (per credit hour)	\$877	\$1,202
<b>University Studies</b>		
Full-time Undergraduate Semester Rate <sup>1</sup>	\$7,692	\$13,188

Full-time Undergraduate Annual Rate <sup>2</sup>	\$15,384	\$26,376
Full-time Undergraduate Overload Rate (per credit hour) <sup>3</sup>	\$427	\$733
Part-time Undergraduate Rate (per credit hour) <sup>4</sup>	\$641	\$1,099
<b>Non-Matriculated Students (Continuing Studies)</b>		
Full-time Undergraduate Semester Rate <sup>1</sup>	\$7,692	\$13,188
Full-time Undergraduate Annual Rate <sup>2</sup>	\$15,384	\$26,376
Full-time Undergraduate Overload Rate (per credit hour) <sup>3</sup>	\$427	\$733
Part-time Undergraduate Rate (per credit hour) <sup>4</sup>	\$641	\$1,099
<b>Beasley School of Law</b>		
Day Juris Doctor Full-Time Rate	\$23,846	\$36,560
Evening Juris Doctor Full-Time Rate	\$19,078	\$29,256
Part-Time Juris Doctor (per credit hour)	\$922	\$1,495
Note: In addition to any University wide fees, Juris Doctor students, full- and part-time, are assessed a Student Bar Association fee of \$50.		
S.J.D. Program Part-time Rate (per credit hour)	\$922	\$1,495
International Masters of Law (LL.M.) Full-Time Rate	\$27,374	\$27,374
International Masters of Law (LL.M.) Part-Time Rate (per credit hour)	\$1,277	\$1,277
Master of Law in Trial Advocacy (LL.M.) Full-time Rate	\$25,000	\$25,000
Graduate Tax Program Part-time Rate (per credit hour)	\$840	\$1,084
Summer Abroad: Rome Full-time Rate (Tuition includes an assessed \$300 Program Fee)	\$3,650	\$3,650
Temple Summer Professional Experience Curriculum (T-Spec) Full-time Rate (Tuition includes an assessed \$250 Program Fee)	\$3,750	\$3,750
Law Summer Washington DC Full-time Rate (Tuition includes an assessed \$500 Program Fee)	\$4,750	\$4,750
Temple - China (15 months tuition)	\$22,880	\$22,880
<b>Kornberg School of Dentistry</b>		
DMD Program Full-time Rate	\$53,044	\$60,190
Graduate Part-time Rate (per credit hour)	\$776	\$1,042
Advanced DMD Program Full-time Rate	\$60,000	\$60,000
Advanced Standing DMD Program for Faculty who are Graduates of Non-US/Canadian Dental Schools Part-time Rate (per credit hour)	\$899	\$899
<b>Lewis Katz School of Medicine</b>		
MD Program Full-time Rate	\$49,568	\$53,468
Graduate Programs:		
Urban Bioethics Part-time Rate (per credit hour)	\$1,754	\$2,070
Biomedical Sciences - MS Degree Part-time Rate (per credit hour)	\$877	\$1,202
Biomedical Sciences - PhD Degree Part-time Rate (per credit hour)	\$877	\$1,202

Physician Assistant - MMSPA Degree Part-time Rate (per credit hour)	\$684	\$718
Post-baccalaureate Programs:		
Basic Core Medical Science Full-time Rate (rate assumes fall, spring and two summer sessions)	\$26,790	\$33,048
Advanced Core Medical Science Full-time Rate (rate assumes fall and spring semesters)	\$26,790	\$33,048
<b>School of Pharmacy</b>		
Doctor of Pharmacy Full-time Rate	\$31,806	\$35,486
Doctor of Pharmacy Part-time Rate (per credit hour)	\$864	\$1,026
Graduate (including M.S. in Quality Assurance) Part-time Rate (per credit hour)	\$1,011	\$1,280
<b>School of Podiatric Medicine</b>		
D.P.M. Program Full-time Rate	\$37,364	\$39,038

- 1 The full-time semester tuition is assessed to students who register for 12-18 credit hours per academic semester.
- 2 The full-time annual tuition consists of the fall and spring semesters. There are additional charges associated with summer registration.
- 3 The full-time overload is assessed to full-time students who register for credit hours exceeding 18 per academic semester. Each credit hour over 18 is assessed at this per credit hour rate.
- 4 The part-time rate is assessed to students who register for less than 12 credit hours per academic semester. Each credit hour registered is assessed at the part-time rate.
- 5 Additional fees apply - please consult the Fox School of Business & Management web site.

All students are assessed the University Services Fee during each academic semester based upon the number of credit hours they register for. The fee breakdown can be found under the "University Services Fee" heading below.

## Description of Special Charges and Fees

Students may be required to pay some or all of the following (subject to change):

### Application Fee

\$50.00 for online or paper application for admission, \$20.00 for students applying for readmission.

### Matriculation Fee

A one-time charge is assessed of all first-year students who are degree-seeking candidates in their initial semester after admittance. This fee includes the student orientation program. The rate for undergraduate students is \$218.00 and the rate for graduate students is \$73.00. Professional students should check with their respective college as the rates vary per school.

### University Services Fee

All students are assessed the non-refundable University Services Fee every semester. The University Services Fee is a single, comprehensive fee that helps fund a number of university services, including:

- Funding for state-of-the art computer equipment and technologies to provide support for the students' academic experiences, including e-mail access and modern lab facilities;
- Access to all student activities, events and recreational facilities;
- Expansion and maintenance of recreational and academic facilities to enhance and improve student life;
- Availability of basic student health and treatment services provided by nurses and physicians on campus.

**The fee structure for the fall and spring semesters is:**

- Enrolled for 9 or more credits: \$445.00
- Enrolled for 5.0 to 8.9 credits: \$319.00
- Enrolled for 1.0 to 4.9 credits: \$163.00

**The fee structure for each summer semester is:**

- Enrolled for 9 or more credits: \$224.00

- Enrolled for 5.0 to 8.9 credits: \$170.00
- Enrolled for 1.0 to 4.9 credits: \$102.00

Please direct all questions about the University Services Fee to the Office of Student Financial Services at 215-204-2244 or [sfs@temple.edu](mailto:sfs@temple.edu).

## Course Fees

Certain courses charge additional fees such as lab fees, etc. The charge is assessed at the time of registration for that particular course.

## Late Registration Fee Policy

All students will be assessed a \$100.00 late registration fee for initial registrations beginning the first day of the term. No new registrations or registration revisions will be processed after the end of the twelfth week of classes during the fall and spring semesters and after the end of the fourth week of summer sessions.

## Late Payment Fee

Tuition payments not received by the final semester due date will be subject to a \$100.00 late payment fee. Students who fail to pay their initial semester bills by the due date will automatically be enrolled in the University's Deferred Payment Plan and assessed the appropriate payment plan fees as noted above in the "Payment Plans" section.

## Returned Check Penalty

If a paper or electronic check payment is returned by the bank because of insufficient funds, a closed account, an invalid account number or other reasons, a \$25.00 returned check fee will be assessed. If an account indicates a history of returned checks, the University reserves the right to suspend a student's check payment privileges. Returned checks that remain unpaid and/or cases where there are multiple returned checks may be referred to the University Disciplinary Committee and/or Temple University Campus Safety Services for further action.

## Transcript Fee

Consult the Office of the University Registrar's web site (<http://www.temple.edu/registrar>) for ordering instructions.

## Health Insurance

Group medical insurance to defray certain medical expenses at hospitals is offered to full-time students during a limited period of time at the start of each semester. Students should consult the Human Resources Benefits Department (<http://www.temple.edu/hr/students>) or call Velda Fletcher-Jones at 215-926-2270 for details concerning costs and application procedures. International students are required to buy medical insurance or show proof of comparable coverage to the Human Resources Benefits Department.

## Tuition and Fees Policy

### I. Policy

**A.** Tuition charges and fees are based upon the student's enrollment status in the respective schools or colleges. Refunds are made in accordance with the student's academic records.

**B.** Students will be charged 100% of their semester bill unless a course drop form is processed by a registration office of the university or the student successfully drops courses through Self Service Banner by the Drop/Add deadline date. See [www.temple.edu/registrar/documents/calendars/](http://www.temple.edu/registrar/documents/calendars/) for add/drop and withdrawal deadlines for each semester and summer session. Students who process their course drops by the deadline date will be issued a 100% refund.

**C.** No complete financial credit will be made if a student does not process course drops for all registered classes.

**D.** Students who are still registered for classes after the Drop/Add deadline date are responsible for paying all related tuition and fees.

### II. Exceptions

#### A. Failure to Process Withdrawal Form by Deadline

Under extreme, extenuating circumstances, an appeal may be made to the Office of the University Registrar and the Tuition Review Committee if the drop transaction is not completed by the deadline, and the student did not attend classes after the deadline date. All appeals must be accompanied by the following information:

1. A letter explaining the extenuating circumstances of the appeal.
2. A properly-signed schedule revision or official withdrawal form available from the Dean's Office.
3. Supporting documentation that will establish that the student never attended the semester in question or that he/she did not attend beyond the official refund period.



4. Appeals for retroactive course deletions must be filed within one (1) year from the end date of the semester for refunds to be considered. If the above conditions are met, the Office of the University Registrar will direct the removal of the semester's records from the academic history. This automatically results in a 100% refund of tuition and fee charges for the semester.

#### B. Death of a Student

In the event of death during a semester, the student's account will be credited with a 100% refund of tuition and fee charges for the semester.

#### C. Serious Illness Which Prevents a Student from Attending All Classes

In the event of a serious personal or family member's illness, the following steps can be taken:

1. The student should provide the Office of the University Registrar with:
  - a. A letter from the student listing the reason(s) for their refund request (i.e., personal or family illness, etc.).
  - b. Certification from a licensed physician verifying that the student or family member was ill. In the case of the student's illness, the certification should indicate that the illness prevented the student from attending all classes, and
  - c. Letter(s) from the student's instructor(s) or department chairperson(s) that, based on the actual or anticipated length of the student's leave, the course work cannot be completed within the current term and the last day of attendance.
  - d. The student must withdraw from all registered courses. NOTE: For purposes of this policy, a family member is defined as the student's parents, spouse, child(ren), or any other family member noted under the federal Family Leave Act.
2. When the above criteria in C.1 are met, the student's bill will reflect an adjusted tuition charge in accordance with the attached schedule. A credit will be issued on a pro-rated basis after:
  - a. Confirming that the student has no other outstanding balances, and
  - b. Having the Department of Student Financial Services adjust any financial aid awards, where applicable, in accordance with state and federal regulations. NOTE: Student refunds will be issued as a credit towards tuition and fees for future registrations up to one (1) year after the end of the semester in which the withdrawal took place. Unused credits will be forfeited after that time.
3. The effective date for all medical credits will be based on the earlier of either:
  - a. The official date of withdrawal, as established by the Office of the University Registrar, or
  - b. The physician's date of certification, if the student is physically unable to complete a withdrawal by the end of the semester.
4. Refunds or credits resulting from the death or serious illness of the student will not require the deletion of courses from the student's academic records. The student's record will reflect excused withdrawals ('WE').

#### D. Employment Change/Relocation

1. If a student must withdraw from classes because of a job change or shift in work hours that prevents the student from attending classes, the student may request a pro-rata credit, based on the actual withdrawal date and in accordance with the Fee Schedule of Adjusted Tuition Charges, if documentation from the employer is provided showing that the individual is no longer able to take classes because of a change in job scheduling or relocation.
2. This provision applies solely for the student and only after the student has totally withdrawn from all registered courses.

### III. Authority

- A. The Office of the University Registrar will have authority for determining the student's academic records.  
 B. The Office of the University Registrar will have authority for approving financial exceptions to the policy.  
 C. Appeals of any decision outlined under this policy will be made to the Office of the University Registrar, whose decision is final.

### Tuition and Fees Refund Policy

Fee Schedule of Adjusted Tuition Charges in the Event of an Exception to the General Policy

Date of Official Withdrawal	Adjusted Tuition/ Charges You Pay
<b>Fall and Spring Semesters</b>	
1st through 7th calendar day after the end of the Drop/Add deadline date	30%
8th through 14th calendar day after the end of the Drop/Add deadline date	40%
15th through 21st calendar day after the end of the Drop/Add deadline date	50%
22nd through 28th calendar day after the end of the Drop/Add deadline date	60%
29th through 35th calendar day after the end of the Drop/Add deadline date	70%
36th through 42nd calendar day after the end of the Drop/Add deadline date	80%
43rd through 49th calendar day after the end of the Drop/Add deadline date	90%
Thereafter	100%
<b>1st and 2nd Summer Semesters</b>	

1st through 3rd calendar day after the end of the Drop/Add deadline date	30%
4th through 7th calendar day after the end of the Drop/Add deadline date	40%
8th through 10th calendar day after the end of the Drop/Add deadline date	50%
11th through 14th calendar day after the end of the Drop/Add deadline date	60%
15th through 17th calendar day after the end of the Drop/Add deadline date	70%
18th through 21st calendar day after the end of the Drop/Add deadline date	80%
22nd through 24th calendar day after the end of the Drop/Add deadline date	90%
Thereafter	100%