

STUDENT ACCOUNT SERVICES

Billing Policies

Tuition and fees are based on enrollment status (<https://catalog.ketchum.edu/university-catalog/university-policies-procedures/academic-policies/enrollment-status/>) as defined by the Registrar under Academic Policies. Full-time students are charged the flat rate tuition, plus fees.

The exceptions are for Pharmacy 4th year students, Summer Quarter for Pharmacy 2nd year students, and Pharmacy 3rd year students, where students are charged the flat rate tuition, per quarter, plus fees, when enrolled in at least half-time (at least 5 credits).

Part-time students are charged tuition on a per-credit basis when they fall below the full-time enrollment status, plus fees.

A fee to remediate deficiencies and for makeup examination may be charged.

Please refer to the Student Accounts (https://my.ketchum.edu/ICS/Student_Accounts/Tuition_and_Fees.jnz) page on the portal for a listing of current academic year tuition and fees.

The MBKU Board of Trustees reserves the right to change tuition and fees or to establish additional fees for special features or services if deemed necessary.

Repeated Courses Tuition Charges

A student who is not registered full-time in the term that the repeated course is given will be charged on a per-credit basis for the repeated course in addition to any other course as applicable.

Extended Program Tuition Charges

A student whose program is extended or is required to complete clinical courses following the date of original graduation will be subject to applicable tuition and fee charges.

Payment Policies

Full tuition and fees are due and payable by the start date of each quarter. A ten-day grace period follows. Payments received after the grace period will incur a late fee of \$50. Interest will be charged on past-due balances.

A student may not proceed from one academic year to the next without having fully paid the previous year's tuition and fees. A student with a past due balance after April 30 may be prevented from registering for classes or receiving their diploma. Any exceptions must have prior approval by University Administration.

Tuition Refund Policy

Tuition refunds are prorated according to the schedule below for students who take an extended absence or withdraw after the quarter has begun. The effective date of an extended absence or withdrawal is determined by the Registration and Records Office after the review of all submitted paperwork. The last day to drop courses without any obligation is before the first day of the quarter.

Refund Schedule for Tuition in effect at the time a leave of absence or withdrawal is approved:

- Before the first day of the quarter: 100%
- During the 1st week of instruction: 90%
- During the 2nd to 3rd week of instruction: 75%
- During the 4th to 6th week of instruction: 50%
- During the 7th week of instruction: 25%
- After week 7: 0%

Adjustment of Charges

If a student withdraws prior to the first day of classes, the student will receive a 100 percent refund of tuition.

If a student withdraws on or after the first day of classes, the student will have their tuition adjusted based on the Refund Schedule for Tuition.

Student Association/Class Fee

This fee is charged each Fall quarter and will be refunded according to the Refund Schedule for Tuition, if the student withdraws in the Fall. There is no refund or recharge when students leave in other quarters. The fee is established and managed by the Student Government Association (SGA) ([https://my.ketchum.edu/ICS/Students/MBKU_Student_Government_Association_\(MBKUSGA\).jnz](https://my.ketchum.edu/ICS/Students/MBKU_Student_Government_Association_(MBKUSGA).jnz)) University Student Executive Council (USEC).

Mandatory Equipment and Materials Fee (COP, SCCO, and SPAS)

- Extended Absence/Withdrawal with an Intent to Return – If equipment or materials have been distributed to the student, there will be no refund in the current quarter. The balance due on distributed equipment will be held by MBKU, if a promissory note is signed prior to the withdrawal or leave of absence.
 - When the student returns, quarterly fees will be reset to the current class year.
 - Quarterly fees may change from class to class, due to increases in costs year over year.
- Withdrawal (not returning)/Dismissed – The balance due on equipment that has been distributed will be charged to the student. Payment is due on or before the exit interview.

Mandatory Equipment Fee (PharmD)

There is no refund after the first day of P1 Fall Quarter.

Clinic Fee (SPAS Program)

The refund is based on the Refund Schedule for Tuition.

Parking Fee

The refund is based on the Refund Schedule for Tuition.

Other Charges

Other charges, such as library or parking fines are not adjusted upon withdrawal and must still be paid.

If a student reduces their number of credits below the full-time level or completely withdraws from the University after the first day of the quarter, they will be responsible for paying tuition and fees according to the Student Withdrawal and Refund Policy.

Important: Please also be aware of the other financial implications of withdrawing from the University (including taking an Extended

Absence) that may impact financial aid. Visit the Financial Aid (https://my.ketchum.edu/ICS/Financial_Aid/) tab on the portal.

Further Information

The first day of classes is determined by the University academic calendar.

Students who enroll for courses after the quarter start date and then drop/withdraw from courses are still responsible for paying tuition and fees in accordance with the tuition and fee schedule.

Students who take an Extended Absence may pay a higher tuition and fees rate upon return to the University.

Tuition Prepayment Policy

Any student requesting to prepay their tuition for one or more years beyond the current year's tuition may prepay their future tuition at the current year's tuition rate provided the full payment for the current year and for each subsequent year(s) is received by MBKU Student Accounts Services no later than thirty (30) days following the first day of the current year Fall Quarter. Future annual tuition increases will not be charged to those students who have elected to fully prepay their future tuition.

Any student who is dismissed or officially withdraws from the program, as per the requirements stated in the MBKU catalog, will have their prepaid tuition returned, except for the current year's tuition, which will be refunded as per the policy stated in the current MBKU catalog.