



Part-Time MBA Program Payment, Late Fee and Refund Policy

Program Fees for AY 2015-16: \$825 per credit or \$2,475 per 3-credit course

Important Dates

AUGUST 31, 2015:	First Day of Semester Payments due Direct Billing Paperwork due
SEPTEMBER 14, 2015:	Last Day to Add/Drop Courses without penalty

Payment Options: The University of Connecticut offers a variety of payment options. Please visit <http://bursar.uconn.edu/payment-options/> for more information. **Please Note:** The Part-Time MBA Office does not accept any payments.

Company Direct Billing: Please provide an authorized, signed document from your employer that indicates that we can invoice them for a particular course(s). The document should clearly state the name and contact details of the person who should receive these invoices. Please email this document to HartMBA@business.uconn.edu if you are a Hartford student, including if you decide to take classes in Waterbury or Stamford.

Company Tuition Reimbursement: Students are responsible for paying their course fees in full by the first day of the semester. Your reimbursement is decided between you and your company, and any non-payments will accrue late fees per the late fee policy below.

Our office can assist you in getting an Itemized Grade Letter Invoice from the Registrar's office for your submission to your company. We do not issue any grades from our office. Requests for Grade Letter Invoices can be requested by emailing HartMBA@business.uconn.edu from **your UConn email address** and a staff member will assist you with the process. It takes 3-4 weeks for the whole process, so please be proactive with your requests.

Financial Aid: For Financial Aid information please visit <http://www.financialaid.uconn.edu/>.
Please Note: Non-matriculated students are not eligible for financial aid.

UConn Employees: Please visit <http://hr.uconn.edu/tuition-benefits/> to complete your tuition waiver application. Please email HartMBA@business.uconn.edu and let us know that you have completed this requirement. If the waiver is processed on time, the balance on your account is due by the above due dates. If you expect any delays in processing, please inform us by the first day of the semester to avoid accruing a late fee.

Veterans: To see if you qualify for Veteran's Tuition Waivers and/or benefits please contact Rob Passmore at (860)486-1973 or email veterans@uconn.edu.

Please Note: If you are Non-Degree student, please specify that to your Veteran Officer. This may impact your eligibility for benefits.

Late Fee Policy

Any payments, company direct billing documents or UConn Employee wavier notices received after 5:00pm on the first day of the semester will be considered **LATE** and subject to late fees in the amount of \$6 per day to the max of \$60. **The payment deadline for Fall 2015 is August 31, 2015.**

If you have questions concerning any fees posted to your account, please email HartMBA@business.uconn.edu

Refund Policy

For Dropping a Course

Before add/drop date: If you drop a course prior to Day 10 (Sept 14, 2015) of the semester, your fees will adjust accordingly and you *may* be eligible for a refund. To check your eligibility, please email HartMBA@business.uconn.edu

After add/drop date: NO REFUNDS WILL BE ISSUED IF YOU DECIDE TO DROP A COURSE AFTER DAY 10. YOU WILL BE CHARGED THE FULL COURSE FEES.

* Please note that dropping courses may adjust your financial aid package as well.

For Withdrawal from the program

In order to be eligible for a refund or cancellation of charges a student must officially drop **ALL** courses currently being taken and officially withdraw from the program. When a class drop notice is received prior to the first day of a semester, a full refund (less nonrefundable fees) will be made if the fees have been paid in full. Thereafter, refunds or cancellations of refundable charges will be made according to the following schedule:

1st week *- 90%

2nd week *- 60%

3rd and 4th week* - 50%

5th week through 8th week *- 25%

**Calendar weeks run Monday through Sunday. Regardless of the day of the week that the semester begins, the following Sunday ends the first calendar week.*

*** All graduate students who withdraw from the University for any reason must contact the MBA program for acknowledgement of their withdrawal. No refunds are made unless this procedure is followed.**

Semester Openings

At the start of a semester, refund checks for excess financial aid are available on the first day of classes provided your financial aid and loans have disbursed to your account. All regional campus refunds are mailed to the address on file unless the student has signed up for direct deposit. For more information on this, please contact Storrs Bursars office at 860-486-4830 or Financial Aid Office at 860-486-2819.