



Fall 2019
August 26, 2019 to December 6, 2019

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

Program Fees for AY 2019-20: \$975 per credit or \$2925 per 3-credit course

Fall Payment Plan will open when fee bills are issued, for questions please contact Office of the Bursar at 860-486-4830 or bursar@uconn.edu

Important Dates

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|--------------------------|---|
| August 23, 2019 | - Payment due |
| | - Third Party documents due |
| August 26, 2019 | - First day of semester |
| September 9, 2019 | - Last day to Add/Drop courses in Student Admin System without a penalty. |
| | - Courses dropped after this date will have a “W” for withdrawal recorded on the academic record. |
| | - More information in the Refund Policy section. |

- Note:**
- 1. Payment for Flex Courses are due on August 23, 2019.**
 - 2. If you enroll in any courses after the due date, payments will be due in 10 calendar days.**

Payment Options: The University of Connecticut offers a variety of payment options. Please visit the Office of the Bursar [Payment website](#) for more information.

Please Note: The Part-Time MBA Office does not accept any payments.

Third Party Invoicing: If a student is expecting their fee bill to be paid **directly** to UConn by a third party (i.e. employer, sponsor, state agency, etc.) the student must submit a third party financial guarantee letter, on company letterhead, to HartMBA@uconn.edu **before the payment due date**. Once the financial guarantee has been submitted, we will defer the fee bill based on the value and terms listed on the financial guarantee for that given semester. Any remaining balance due on the account will be the financial responsibility of the student and must be paid by the published due dates. Failure to pay any remaining balance after the deferral and/or failure to submit a financial guarantee by the fee bill due date may result in accrual of late fees and a financial hold being placed on the students account.



In the event the third party does not submit full or any portion of the payment for any reason, the balance due will be the sole financial responsibility of the student.

Company Tuition Reimbursement: If you get reimbursed by your employer, it is your responsibility to pay by the due date. We cannot defer your account. Any non-payments will accrue late fees.

If required, our office can assist you in getting an Itemized Grade Letter Invoice from the Registrar's office for submission to your employer. Grade Letter Invoice can be requested by emailing us at HartMBA@uconn.edu from **your UConn email address** and a staff member will assist you with the process. It takes 2-3 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.

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.

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

UConn Employees: Please visit <http://hr.uconn.edu/tuition-benefits/> to complete your tuition waiver application. Please contact Bursar student billing at studentbilling@uconn.edu if you have questions.

UConn Health Employee: please contact your HR Dept.

Placeholders (GRAD 5998) and Reinstatement fees

If a Part-time MBA Student does not enroll in courses in the Fall or Spring semester, they must enroll in GRAD 5998 (Fee: \$100) to maintain their *continuous registration* with the university. If a student fails to do this, they will be *discontinued* from the university. If discontinued, the program office will have **to reinstate** (Fee: \$65) the student and the student will be responsible for additional fees associated with back enrollment in GRAD 5998. Please note, students are not required to enroll in GRAD 5998 if they choose to not enroll in the Summer Term (May, Alt Sum1 and Alt Sum2).



Late Fee Policy

Any payments, direct billing documents or UConn employee waiver notices received after the above published due dates, will be considered **LATE** and will be subject to late fees in the amount of \$150. If after Day 10 of the semester, your bill remains unpaid you will be assessed a second \$150 late fee. **(That is a total of up to \$300 in late fees)**

Note: Checks returned by the bank for any reason are considered a late payment. A returned check fee of \$25 will also apply.

Additionally, students will have services such as class registration denied if all fees have not been paid by the due date. Students enrolled in the payment plan will receive a \$50 late fee for each late installment.

Refund Policy

For Dropping a Course

Before add/drop date: If you drop a course on or before September 9, 2019 your fees will be refunded in full (if you paid them) or fee bill will get adjusted.

After add/drop date: NO REFUNDS WILL BE ISSUED IF YOU DECIDE TO DROP A COURSE AFTER SEPTEMBER 9, 2019. YOU WILL BE CHARGED THE FULL COURSE FEES. Courses dropped after add/drop date will have a **W** for withdrawal recorded on the academic record.

Add/Drop for PMBA Flex Courses: If a student wishes to drop a course that begins after the standard add/drop period (flex course) they must complete a schedule revision request and submit that schedule revision request to their program office before the first day of their flex class. A student who drops a flex class before the start of the course will receive a full refund for that course (sans any non-refundable university fees) and will not receive a **W** on their transcript. There will be no refund given to a student who drops a flex course after the start of the course.

*** 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 wish to withdraw from the University for any reason must contact the MBA Associate Director, Mia Hawk, for acknowledgement of their withdrawal. No refunds are made unless this procedure is followed.



How to make a refund request

*Beginning July 1, 2017, the Student Disbursement Office will only process paper refunds on **Wednesdays**. The office will process direct deposit refunds **Monday through Friday**. We strongly encourage students to [enroll in direct deposit online](#) through student administration system to avoid any delays.*

Refunds for excess financial aid are processed automatically but only after your financial aid has disbursed to your account. If your refund is not due to excess financial aid, please log into the Student Administration System and complete the steps in the following link

<https://studentadmin.uconn.edu/sf-refund-request/>

We highly encourage our students to sign up for Direct Deposit by logging into your [Student Administration account](#). Once you're logged in follow these [steps](#), click on "Enroll or Edit Direct Deposit Information" under the Finances section of the Student Center.

ALL NON-DEGREE STUDENTS PLEASE REFER TO THE EMAIL SENT BY THE PMBA PROGRAM OFFICE.