

FINANCIAL REGULATIONS
FOR STUDENTS ON THE
EVANSTON CAMPUS

2016–17



Northwestern

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WE'RE HERE TO HELP

Responsible for the billing and collection of tuition, fees, and room and board charges, Northwestern's Office of Student Accounts handles more than 24,000 student accounts each year. We're here to answer your questions and resolve any problems concerning the University's financial regulations.

Please contact us at

Office of Student Accounts

555 Clark Street, first floor

Evanston, Illinois 60208-1132

847-491-5224

847-467-2451 (fax)

studentaccounts-ev@northwestern.edu

www.northwestern.edu/sfs

ABOUT THIS BOOKLET

This booklet provides information on financial regulations for the 2016–17 academic year that apply to students on the Evanston campus. It replaces all listings of fees and financial regulations published before September 1, 2016. The information in this booklet does not apply to students on the Chicago campus or in Summer Session or special programs.

Please read this booklet carefully. Failure to read *Financial Regulations for Students on the Evanston Campus* does not excuse you from compliance with the rules and regulations included here.

Northwestern University reserves the right to change without notice any statement in this booklet concerning, but not limited to, rules, policies, tuition, fees, curricula, and courses.

YOUR FINANCIAL OBLIGATIONS

As a Northwestern student, you are responsible for fulfilling your financial obligations to the University. If your account becomes overdue, you must pay a late payment fee of \$200. In addition, you are liable for any costs associated with collection of your unpaid bills, including, but not limited to, collection agency costs, court costs, and legal fees.

The director of student accounts may cancel or prevent the registration of students whose accounts are overdue. Students whose University bills are unpaid when due may not be issued their diplomas or transcripts or have their enrollment or degrees confirmed until all financial obligations are paid in full.

BILLS AND PAYMENTS

Billing Address

Northwestern sends bills electronically and will notify you at your Northwestern email address when a bill is ready for viewing on eBill/ePay (via CAESAR). Your account will be available 24 hours a day. Instructions on eBill/ePay guide you through setting up a password to allow your parents to see and pay your bills. For those who opt to have a paper bill, invoices will be sent to the designated billing address or, if none is designated, the current address. It is your responsibility to keep all your addresses (including email) up to date. *Failure to receive bills is not sufficient cause for extending payment due dates.*

Your billing address is maintained separately by the Office of Student Accounts and is not affected by address changes you make through any other University office. You may update your billing address online at www.northwestern.edu/caesar. If you have concerns or questions, please contact the Office of Student Accounts.

Billing Schedule

Fall-quarter bills are sent out during the last half of August. Bills for winter and spring quarters are sent shortly after completion of advance registration for those terms (mid-December and mid-March, respectively). Payments for 2016–17 are due on the following dates:

Fall quarter	September 1, 2016
Winter quarter	January 1, 2017
Spring quarter	April 1, 2017

If you do not receive your bill for fall or any subsequent quarter, contact the Office of Student Accounts one week before the payment deadline to find out the amount due. For estimates of what you owe, refer to your school's rate schedule in this booklet as well as your housing contract.

Failure to receive bills is not sufficient cause for extending payment due dates.

Billing Information

The first bill for each quarter is based on information available before the beginning of the term, and additional charges or adjustments may appear on subsequent bills. Please read each invoice carefully, including the two spaces for special messages. Details of your account may be viewed online at www.northwestern.edu/caesar.

Financial aid credits will not be reflected on your account until the tuition charges for that quarter appear. Aid credits also may be removed from your account if you do not comply with necessary procedures. It is your responsibility to contact the appropriate financial aid officer if problems or delays occur.

Adjustments

We strongly recommend keeping each bill as an itemized record of charges and credits. *If you wish to contest a portion of the bill, you should pay the uncontested portion by the due date and immediately contact the appropriate office to request an adjustment.* A list of the offices responsible for various billing items appears on each invoice. To avoid a hold on your registration for the next quarter, pursue adjustments promptly.

Payments

Payments must include your name and Wildcard (Northwestern ID card) number. Checks and money orders should be made payable to Northwestern University. All checks must be payable in US dollars and drawn from US banks; your cancelled checks will serve as receipts. Loan checks used as payment must be properly endorsed. You may pay in person and receive a receipt by presenting your payment and the top portion of your invoice to the Depository Services Office, located at 619 Clark Street, 8:30 a.m.–4 p.m., Monday–Friday. To avoid waiting in line, you may pay by electronic check at www.northwestern.edu/caesar. Because payments are cashed on receipt, postdated checks will not be honored.

QuikPAY

Northwestern's preferred means of transmitting bills for tuition and fees is QuikPAY, an electronic billing and payment service that provides email notification of each new bill, allows payments to be made online, and offers the option (under "User Preferences") to receive paper bills. QuikPAY is free of charge to students and authorized payers such as their parents. Additional information about QuikPAY is available at www.northwestern.edu/sfs.

9PAY Payment Plan

The University provides a tuition and fee installment payment plan called 9PAY that allows participants to divide educational costs for the entire academic year into nine monthly payments. Additional information about 9PAY is available at www.northwestern.edu/sfs.

Third-Party Payments

If a third party such as your employer or other sponsor pays your tuition at the beginning of the term without stipulations, the Office of Student Accounts is able to facilitate the billing and payment process for you.

First, your employer or sponsor must agree to pay your tuition regardless of the courses taken or the grades received. A written statement of this agreement, which is renewable annually, must reach the Office of Student Accounts no later than one month before classes begin. It should specify the appropriate contact person's name and telephone number, the address to which invoices should be sent, the period covered by the authorization, and the charges to which it applies (tuition, fees, books, University housing, etc.). It is expected that payment will be made within 30 days of the invoice date.

If your employer or sponsor does not agree to these terms, you may be able to negotiate alternative arrangements in which the Office of Student Accounts does not work directly with the third party. For example, some employers are unwilling to pay unless students receive passing grades. In these cases, students pay their tuition and fees on their own and later apply for reimbursement from their employer.

If your employer or sponsor fails to make payments on time, the University will cease to facilitate the third-party payment process for you, and it becomes your responsibility to make payments when expected.

Because you as a student are responsible for your account at all times, you will receive invoices even while a third party is receiving invoices. In the event that the third party fails to pay, responsibility for paying the invoice and any applicable late payment fees reverts to you. The third party may or may not reimburse you for these charges.

Returned Payment Items

If your payment item (electronic ACH, check, or credit card payment) is returned by the bank for any reason, you will be assessed a \$35 fee. If the item was made in payment of a University charge, you may also be assessed a late payment fee of \$200 and have your advance registration for the next quarter cancelled.

Late Payments

A late payment fee of \$200 is assessed once each quarter on amounts remaining unpaid, in whole or in part, after the due date.

Inactive Accounts

An inactive account maintenance fee of \$5 will be charged in each month your tuition and fee account remains open after your last term of registration has ended.

Financial Aid Payments

Federal Title IV financial aid, excluding federal work-study, is applied directly to your tuition and fees account. This account may include charges other than tuition, allowable fees, and room and board, e.g., library fines, parking fines, room damage charges, and health service fees. You may authorize the University to use your Title IV aid to pay for such charges, and you may rescind this authorization at any time through the Office of Student Accounts.

Institutional financial assistance, outside scholarships, and state assistance are applied directly to bills for tuition and fees. Therefore, students are required to forward scholarship checks to the Office of Financial Aid for appropriate application of the funds.

Graduate student tuition grants and loans are also applied directly to tuition bills. Graduate stipends are usually disbursed as monthly checks mailed to departmental offices.

Student loan funds that are transferred electronically from the lender to the University will be applied to your account. Likewise, student loan checks made copayable to you and the University must be applied to your account; they cannot be endorsed and returned to you. To endorse a student loan check at the Office of Student Accounts, you must present a valid Wildcard.

If the aid award applied to your bill exceeds the charges, after classes begin you may request the balance of the award for the quarter by contacting the Office of Student Accounts or using CAESAR's self-service feature. The refund will be made by check or, if you provide prior authorization via self-service in CAESAR, by direct deposit to your financial institution.

First-time student loan recipients must complete student loan entrance counseling before Federal Stafford Loan (subsidized, unsubsidized, and Grad PLUS) and Federal Perkins Loan proceeds can be applied to their accounts. FSL entrance counseling should be completed online at www.studentloans.gov. A link for Perkins Loan entrance counseling information will be provided in an email during the

application process. Students must complete loan exit counseling upon leaving the University for any reason, including graduation. Contact Student Financial Services at 847-491-8950 to schedule exit counseling.

Notice of Right to Cancel. You have the right to cancel all or a portion of your FSL within 14 days of the date of the disbursement notice. If you decide to cancel your loan, contact the Office of Financial Aid.

Tax Liability. If your grant or scholarship exceeds qualified tuition and related expenses, it may be taxable and therefore reportable to the Internal Revenue Service. Qualified tuition and related expenses are defined as tuition and fees required for enrollment or attendance and fees, books, supplies, and equipment required for courses and instruction. Questions concerning the taxability of a grant or scholarship should be directed to the IRS or a qualified tax consultant.

Additional information. Financial aid information is available in the University's catalogs for undergraduate and graduate study and from the appropriate financial aid office.

Email Communication

Email is a valid mode of official communication with students at Northwestern. The University has the right to send official communication to you by email and to expect that you will receive and read your messages in a timely manner.

The University provides a convenient mechanism for forwarding email from your official University email address to the alternate email address of your choice. Students who choose to have email forwarded do so at their own risk; Northwestern is not responsible for email forwarded to any address other than the student's University email address.

Failure to receive or read in a timely manner official University communications sent to your Northwestern email address does not absolve you from knowing and complying with the content of the communication.

REFUND POLICY

Change of Registration

You may not add a course or change a section after the fifth day of classes. To change your original registration (i.e., drop or add courses or change sections), you must obtain a Change of Registration form from the Registrar's Office and return it within the first five days of classes. *The University cannot give refunds or reduce tuition bills for any course dropped after the fifth day of classes.*

Students registered less than half-time are usually not eligible to receive institutional and federal financial assistance. Please contact the Office of Financial Aid for more information.

Withdrawal from the University and Refunds

If you withdraw from the University after registering for classes, you must immediately file a Withdrawal form, bearing the proper signatures, at the Office of the Registrar. The Offices of Student Accounts and Financial Aid consider the date the completed form is received at the Registrar's Office as the official date governing financial adjustments. If you do not notify the Office of the Registrar of your intent to withdraw, the midpoint of the quarter will be recorded as the official withdrawal date.

Tuition deposits are not refundable under any circumstances. Tuition, less the tuition deposit, and refundable fees may be fully refunded. The percentage of tuition refunded depends on the percentage of time you were enrolled in the quarter.

The following policy applies: *If you withdraw*

- when or before the first 10 percent of the quarter has elapsed, 100 percent of tuition (less the tuition deposit) is refunded
- after 10 percent but not more than 25 percent of the quarter has elapsed, 75 percent of tuition is refunded
- after 25 percent but not more than 50 percent of the quarter has elapsed, 50 percent of tuition is refunded
- after 50 percent of the quarter has elapsed, no refunds are given

The refund period for the quarter is defined as the official first day of the quarter to the official last day of the quarter. Final exam weeks are not considered part of the refund period.

Financial aid recipients who withdraw from the University may be required to return a portion of their Title IV funds to the federal programs as well as some of their state assistance, outside scholarships, and/or institutional financial aid. Three different calculations—the Institutional Refund, Return of Title IV Funds, and Return of Non-Title IV Funds—are used to determine such repayments.

Institutional Refund. The Institutional Refund calculation determines the amount of tuition to be refunded if you withdraw from the University as outlined above.

Example

You enroll in the fall quarter as an undergraduate. The University's tuition charges total \$16,808. You receive a University Grant of \$10,820 along with the following

federal (Title IV) financial aid for fall quarter: a \$1,132 Federal Stafford Loan, a \$1,450 Federal Perkins Loan, a \$1,100 Federal Pell Grant, a \$1,300 National Smart Grant, and a \$1,334 Federal SEOG. You pay \$804 of the FSL toward University charges and retain the remaining \$328. You then withdraw from the University when 20 percent of the fall quarter has elapsed. In this case, University policy mandates a 75 percent refund of the tuition for the quarter, and the University retains the remaining 25 percent.

Example, Part A: Institutional Refund Amount

Institutional charges retained by school:

(25% x \$16,808) \$4,202

Institutional Refund amount:

\$16,808 (*total institutional charges*)

- 4,202 (*amount retained by school*)

\$12,606 (*amount of institutional refund*)

The Institutional Refund calculation reflects only the adjusted tuition amount. If you are a financial aid recipient, the Return of Title IV Funds calculation also applies.

Return of Title IV Funds. The Return of Title IV Funds calculation determines how much of your Title IV aid for the quarter must be returned to the federal programs as a result of your withdrawal from the University.

If your withdrawal date is after the first 60 percent of the quarter has elapsed, the amount of federal aid you retain is 100 percent, and no return of Title IV funds is required. However, a portion of your non-Title IV funds—i.e., state assistance, outside scholarships, and/or institutional financial aid—may have to be returned. (Refer to Example, Part C.)

If your withdrawal date is before the first 60 percent of the quarter has elapsed, the amount of Title IV aid you retain is based on the number of days that elapsed in the quarter prior to your withdrawal divided by the total number of days in that quarter.

Example, Part B: Return of Title IV Funds

Total Title IV funds disbursed: \$6,316.00

Title IV funds retained by student:

(20% x \$6,316) \$1,263.20*

Title IV funds to be returned:

\$6,316.00 (*total Title IV funds disbursed*)

- 1,263.20 (*amount retained by student*)

\$5,052.80 (*amount to be returned*)

* Based on withdrawal when 20 percent of the quarter has elapsed.

In this case, the amount of Title IV funds to be returned is due entirely from the University. Other situations may require the student to make repayments.

Any Title IV funds to be returned will be due and distributed in the order prescribed by federal regulations:

- (1) Unsubsidized Federal Stafford Loan (FSL)
- (2) Subsidized FSL
- (3) Federal Perkins Loan
- (4) Federal PLUS Loan
- (5) Federal Pell Grant
- (6) National Smart Grant
- (7) Federal SEOG
- (8) Other Title IV assistance programs

In terms of the example, reimbursement is distributed as follows:

Subsidized FSL	\$1,132.00*
Federal Perkins Loan	1,450.00
Federal Pell Grant	1,100.00
National Smart Grant	1,300.00
Federal SEOG	70.80**
Total amount to be returned	\$5,052.80

* Although \$804 of the \$1,132 Subsidized FSL was applied toward University charges, the University must refund as much of the Stafford Loan as the refund calculation permits.

** Because of its place in the order of distribution, the Federal SEOG was not reimbursed for the full amount of its contribution.

Return of Non–Title IV Funds. State assistance, outside scholarships, and University-appropriated grants for the quarter must be reviewed as a result of your withdrawal from the University. State assistance and outside scholarships are also subject to the requirements of their respective sources/donors.

Example, Part C: Return of Non–Title IV Funds

Institutional charges retained by school (per Example, Part A):

(25% x \$16,808) \$4,202.00

Title IV funds retained by student: \$1,263.20*

Unpaid institutional charges:

\$4,202.00 (institutional charges retained
by school)

– 1,263.20 (Title IV funds retained by student)

\$2,938.80 (unpaid institutional charges)

* This amount is the initial Federal SEOG of \$1,334 less the \$70.80 returned to Title IV.

In this case, the amount of non–Title IV funds—i.e., the University Grant of \$10,220—exceeds the unpaid institutional charges; therefore, a portion of the grant must be returned.

Non–Title IV funds to be returned:

\$10,220.00 (amount of University Grant)

– 2,938.80 (unpaid institutional charges)

\$7,281.20 (amount of grant to be returned)

Any University-appropriated assistance you retain and use for unpaid institutional charges can be counted toward your 12 quarters of institutional grant eligibility. Any other assistance retained may also be counted toward your maximum quarters of eligibility.

As shown here, financial aid repayments may be distributed among several different programs, but the amount returned to any given program cannot exceed the amount of its original award.

If any funds remain after all necessary adjustments have been made, they will be released to you. However, if the refund calculations cause a balance due on your tuition account, you will be required to make the appropriate payments.

Student Repayment of Title IV Funds. If you withdraw from the University, you may be required to immediately repay some of the Title IV financial aid that was given directly to you as a cash disbursement (excluding federal work-study) to cover living expenses. Living expenses are defined as educational costs above and beyond the amount the University charges for tuition and fees. Living expenses include estimated costs for room and board (not contracted with the University), books, supplies, transportation, and personal expenses.

The University must determine whether you need to repay a portion of the cash disbursement you received prior to your withdrawal. If the cash disbursement is greater than the amount of Title IV aid to be returned by the school, you are required to repay the excess amount.

Until the repayment is collected in full, you will be ineligible for further Title IV funds and will be reported on subsequent financial aid transcripts received by the Office of Financial Aid as owing a repayment. The Office of Student Accounts will notify you of the amount owed and bill you accordingly.

Housing Contract Adjustments

Residence and meal contracts are signed for the full school year. If you leave your residence before the end of the year, you may be liable for the entire year's rent or for charges to the date you are replaced in University housing. Meal charges are assessed through the end of the week in which your withdrawal takes effect. Adjustments may be made at the discretion of the Housing Office for students who, for financial reasons, make room and board arrangements other than those for which they first contracted. For more information about withdrawals and University housing agreements, see page 18 as well as your housing contract.

Military Service

If you are ordered to report for active duty in a military service during an academic term and thus are unable to complete coursework that term, you will receive a full refund of tuition and fees for the term. However, if you make arrangements with the instructor and school to receive credit for one or more courses, the refund will be prorated according to the credit received. You must present proof of induction or recall to active duty to the Office of Student Accounts.

UNDERGRADUATE REGISTRATION REQUIREMENT

The Undergraduate Registration Requirement applies to undergraduate students seeking a bachelor's degree and must be completed in addition to the degree requirements established by the various school faculties. Each school specifies a minimum number of units of credit needed for a bachelor's degree (45 or more, depending on the degree). The URR specifies the number of quarters a student must be registered at Northwestern and how much credit must be earned at Northwestern. It is predicated on the principle that when a student receives a bachelor's degree from Northwestern University, the majority of the student's academic work is completed at the University.

For purposes of the URR, the following definitions apply:

- Being "registered at Northwestern" for a quarter means that during that quarter the student is registered for and completes Northwestern coursework worth at least 2 full units of credit under the supervision of Northwestern faculty members. Eligible coursework includes, for instance, the practicum in the School of Education and Social Policy and the Journalism Residency in the Medill School of Journalism, Media, Integrated Marketing Communications. It does not include the Walter P. Murphy Cooperative Engineering Education Program or most study abroad credits.
- For counting number of quarters, a credit-bearing course is considered completed if a student receives any of the following grades: A, B, C (including pluses and minuses), D, F, P, N, X, Y, K, or W.
- Only credits earned (not just attempted) count toward the minimum units of credit needed. Thus, only courses in which the student receives an A, B, C (including pluses and minuses), D, or P are included.

The provisions of the URR are as follows:

- A student entering as a freshman in a four-year degree program must be registered at Northwestern for at least 9 quarters and earn credit for courses worth at least 32 units at the University.

- A student entering as a freshman in a dual bachelor's degree program must be registered at Northwestern for at least 12 quarters and earn credit for courses worth at least 42 units at the University.
- A student entering as a transfer student in a four-year degree program must be registered at the University for at least 6 quarters and earn credit for courses worth at least 23 units at the University.
- A student entering as a transfer student in a dual bachelor's degree program must be registered at Northwestern for at least 9 quarters and earn credit for courses worth at least 32 units at the University.
- Students in Northwestern's Honors Program in Medical Education and Integrated Science Program are subject to special URR regulations; refer to the programs' and the registrar's websites for details.
- As noted above, most study abroad credit does not count toward the URR. There is one exception: Some Northwestern study abroad programs offer courses with Northwestern course numbers and the "SA" course designation. A student who completes at least 2 full units of credit in such courses during a quarter is considered to be registered at Northwestern for that quarter, and these credits will count toward the minimum needed to satisfy the URR. Transfer credit for study abroad courses that do not carry Northwestern course numbers and the SA designation will not be counted toward the URR.

A student may appeal for a URR variance to the Registration Requirement Appeals Committee, which consists of the associate provost for University enrollment, the associate provost for undergraduate education, the University registrar, and two associate or assistant deans from different undergraduate schools. The deans serve three-year terms on a rotating basis. The student should submit a written petition to the degree auditor in the Office of the Registrar. The petition must be specific and document any unusual or mitigating circumstances, such as illness, family hardship, or a death in the family. The student should also submit a letter from an academic adviser who is familiar with the situation. The Registration Requirement Appeals Committee convenes on a regular basis to review petitions.

For additional information, interpretation, or application of the URR, contact the Office of the Registrar, 633 Clark Street, Evanston, Illinois 60208-1118, 847-491-5234, or nu-registrar@northwestern.edu.

Returning Students

Students who withdraw from the University and wish to return must submit a Returning Student Application Form to the Office of the Registrar six weeks before the desired date of reentry. Students who want credit for coursework taken at another institution must submit an official transcript to the Office of the Registrar.

TUITION AND FEES: UNDERGRADUATE AND GRADUATE DEGREE PROGRAMS

The cost of a Northwestern education is only partly covered by tuition charges; the balance is met by income from invested funds and by gifts from alumni and other supporters of the University. Tuition and fees listed here are for the academic year 2016–17, excluding Summer Session 2017. Increases should be expected in subsequent years.

For tuition purposes the term *course* refers to course credit. Some course offerings carry more than one course credit.

Undergraduate Tuition

Full-time (3–5.5 units): each quarter	\$16,808
Part-time (fewer than 3 units): each course, each quarter	\$5,980*

Overload Charges and Nondegree Special Students

All undergraduate students in degree programs must conform to the Undergraduate Registration Requirement. Per the URR, an undergraduate degree-seeking student who takes more than 5.5 units of credit in a quarter will be subject to a per-course overload charge. These rates also apply to nondegree special students.

Full-time nondegree (3–5.5 units): each quarter	\$16,808
Part-time nondegree (fewer than 3 units): each course, each quarter	\$5,980*
Excess courses (more than 5.5 units): each course	\$5,980

* *Financial aid programs typically require at least half-time enrollment. Aid eligibility may be affected for students being charged part-time tuition.*

Bienen School of Music Graduate Division Tuition

Full-time (3–5 courses): each quarter	\$16,808
Excess courses (more than 5): each course	\$5,980
Part-time: each course, each quarter	\$5,980
Resident or Nonresident Continuation: each year	
480 Master's Recital Continuation	\$1,301
507, 508, 509 registration in DMA program: each course, each quarter	\$413

510, 511, 512 registration in DMA program: each course, each quarter	\$826
513, 514, 515 registration in DMA program: each course, each quarter	\$1,238
516, 517, 518 registration in DMA program: each course, each quarter	\$1,651
519, 520, 521 registration in DMA program: each course, each quarter	\$2,064

School of Communication Graduate Division Tuition

Doctorate in Audiology

Full-time (3–4 courses): each quarter	\$12,952
Each course, each quarter	\$4,318

MA in Nonclinical Communication Science

Full-time (3–4 courses): each quarter	\$12,952
Each course, each quarter	\$4,318

MS in Health Communication

Each course, each quarter	\$5,574
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MS in Leadership for Creative Enterprises

Full-time (3–4 courses): each quarter	\$15,159
Each course, each quarter	\$5,408

MS in Managerial Communication

Each course, each quarter	\$5,574
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MS in Speech, Language, and Learning

Full-time (3–4 courses): each quarter	\$15,494
Each course, each quarter	\$5,513

School of Education and Social Policy

Graduate Division Tuition

Each course, each quarter	\$3,373
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MS in Higher Education Administration and Policy

Each course, each quarter	\$3,892
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MS in Learning and Organizational Change

Each course, each quarter	\$4,465
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The Graduate School Tuition

Full-time (3–4 courses): per quarter	\$16,808
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Part-time: each course, each quarter	\$5,980
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Doctoral study

8 or fewer quarters: per quarter	\$16,808
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9 or more quarters: per quarter	\$4,202
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512 Continuous Registration: per quarter	\$100
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513 Advanced Continuous Registration: per quarter	\$1,000
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588 Resident Master's Study: per quarter	\$5,603
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<i>Kellogg School of Management Tuition</i>	
Full-time (3–5 courses): each quarter	\$22,154
Part-time: each course, each quarter	\$5,538
Executive MBA (EMBA)	
Full-time: each quarter	\$32,386
EMBA Guanghua	
Annual for full-time:	\$50,000
One-Year MBA	
Full-time: each quarter	\$22,929
Part-time: each course, each quarter	\$5,733
Master of Management in Manufacturing (MMM)	
Full-time (3–5 courses): each quarter	\$22,154
Part-time: each course, each quarter	\$5,538
MS in Management Studies	
Full-time: each quarter	\$12,948

*McCormick School of Engineering and Applied Science
Graduate Division Tuition*

Master of Engineering Management (MEM)	
Full-time (4 courses): each quarter	\$16,470
Each course, each quarter	\$4,823
MS in Analytics	
Full-time (3–6 courses): each quarter	\$16,808
Each course, each quarter	\$5,980
MS in Biotechnology	
Full-time (2.51–5.5 courses): each quarter	\$14,821
Each course, each quarter	\$4,171
MS in Information Technology	
Full-time (3–4 courses): each quarter	\$15,816
Each course, each quarter	\$5,684
MS in Product Design and Development Management	
Each course, each quarter	\$5,180
MS in Project Management	
Each course, each quarter	\$4,202
MS in Robotics	
Full-time (3–4 courses): each quarter	\$16,808
Each course, each quarter	\$5,980

Medill School Graduate Division Tuition

Full-time (3–4 courses) Editorial: each quarter	\$14,777
Full-time (3–4 courses) Integrated Marketing Communications: each quarter	\$16,808
Excess courses (more than 4): each course	\$5,980
Part-time: each course, each quarter	\$5,980
Distance learning: each course, each quarter	\$4,183
MS in Integrated Marketing Communications	
Each course, each quarter	\$5,488

With the dean's approval, full-time Medill graduate students may register for 1 audit course in addition to their 3 to 4 credit courses at no extra charge.

Otherwise, each course audited, each quarter \$4,642

School of Professional Studies Graduate Division Tuition

MA in Creative Writing (part-time)	
Each course, each quarter	\$3,285
MA in Liberal Studies (part-time)	
Each course, each quarter	\$3,091
MA in Literature (part-time)	
Each course, each quarter	\$3,091
MS in Medical Informatics (part-time)	
Each course, each quarter	\$4,142
MA in Public Policy and Administration (part-time)	
Each course, each quarter	\$3,317
MA in Sports Administration (part-time)	
Each course, each quarter	\$3,496
MS in Clinical Research and Regulatory Administration	
Each course, each quarter	\$3,537
MS in Computer Information Systems	
Each course, each quarter	\$4,494
MS in Predictive Analytics	
Each course, each quarter	\$4,142
MS in Quality Assurance and Regulatory Science	
Each course, each quarter	\$3,537
MS in Regulatory Compliance	
Each course, each quarter	\$3,537

Application Fees (required; nonrefundable)

Undergraduate	\$75
Bienen School Graduate Division	\$75
Communication Graduate Division	\$50
Education and Social Policy Graduate Division	\$100
The Graduate School	\$95
Kellogg School	\$250
Medill School Graduate Division	\$75
MS in Management Studies	\$125

Tuition Deposit Fees

(applied on first tuition bill; nonrefundable)

Undergraduate	\$400
Bienen School Graduate Division and Education and Social Policy Graduate Division	\$200

Communication Graduate Division and Medill School Graduate Division	\$500
Kellogg School	\$2,000
McCormick School Graduate Division	
MSiA	\$2000
MSIT	\$300
MS in Management Studies	\$450
<i>Other Required Fees</i>	
Activity fee: each quarter (all full-time undergraduate students except during terms abroad or Journalism Residency)	\$60
Athletic events fee: once each fall	\$51
Field trip fee (if required for credit)	Variable
Graduate student activity fee: per term	
Editorial (Medill)	\$125
Graduate School	\$110
IMC (Medill)	\$50
Kellogg	\$110
MS in Analytics, Biotechnology, Engineering Management, Information Technology, or Product Development (McCormick)	\$100
Health insurance coverage	\$3,799
Health Service fee	\$67
Kellogg student life fee	\$1,000
Late payment penalty fee	\$200
Late registration fee (for registering at other than the scheduled time; \$5 surcharge applies if fee is billed)	\$25
Makeup lab time/lab breakage fees	Variable
Monthly account maintenance fee (for inactive tuition and fee accounts after the quarter has ended)	\$5
Readmission fee (graduate students only)	\$250
Replacement Wildcard	\$15
Retroactive registration fee (for registering after the quarter has ended)	\$225
Returned payment item fee	\$35
Study abroad enrollment fee (nonrefundable)	
Annual fee (per academic or calendar year)	\$4,275
Dual program fee (two programs in one year)	\$3,470
Term fee (per semester or quarter)	\$2,620
Transcript fee (varies by format/service requested)	\$8/10/25

Optional Fees (charged only if elected by student)

Copyright fee (PhD candidates)	\$55
Dependent health insurance coverage	
Spouse/same-sex partner	\$3,799
Dependent child under 18, residing with student	\$3799
Two or more children, maximum premium	\$7,598
Syllabus yearbook (if elected at fall registration)	\$50

UNDERGRADUATE RESIDENCE AND BOARD CONTRACTS

Residence Contracts and Rates

Only students who are regularly enrolled full-time at Northwestern as degree candidates are eligible for residence in University housing. If your student status is terminated for any reason, you are no longer eligible to live in University-owned housing.

All students assigned to residence halls must sign residence and board contracts before they may occupy their assigned spaces. This contract details the eligibility requirements for residence, the duration of the contract, and the rules and regulations pertaining to Northwestern University residence halls. The contract also makes two stipulations concerning withdrawal from University housing: room and board contracts are signed for the entire academic year, and unless formally released from this contract, you are responsible for the room rental charges for the entire term of the contract.

You will be released from your residence and board contract effective the last week of your residence if you are dismissed from the University for academic or disciplinary reasons, inducted into military service, marry, or withdraw from the University for medical reasons as certified by the Health Service. If you graduate, voluntarily withdraw from Northwestern, or transfer to another university, you will be released from your residence and board contract effective the end of the last academic quarter in which you are enrolled for any portion of the quarter. If you wish to move off campus or to a fraternity or sorority house, you will be released from your contract only if another student new to University housing can be found to fill the resulting vacancy.

All undergraduate housing arrangements are made with the Residential Services Office, 2122 Sheridan Road, Suite 150, Evanston, Illinois 60208-1350, phone 847-467-HOME.

Room Rates for Academic Year 2016–17

The annual and per-quarter room rates below are classified by residence location and room type/occupancy. Social fees are set by the individual residence hall governments and vary from \$20 to \$75 per quarter.

	<i>Annual rate*</i>	<i>Per quarter*</i>
Triple	\$7,953	\$2,651
Double	\$8,312–\$9,420	\$2,771–\$3,140
Single	\$9,963–\$10,545	\$3,321–\$3,515
Single with bath	\$11,196	\$3,732

* *Please confirm all rates and locations with the Residential Services Office.*

Room Reservation Deposit

A \$200 room reservation deposit is required of all newly admitted undergraduate students who wish to reserve a space in the residence halls. (No deposit is required for returning students.) The deposit serves as a housing application fee and must be paid before an application will be issued or considered. It will be applied against room charges for the academic quarter for which the housing application is filed.

The deposit will not be refunded to newly admitted students who cancel their room reservations or to any student who fails to take residence in a University residence hall for the academic quarter for which the deposit was paid.

Cancellations

If you wish to cancel your room reservation, you must notify the Residential Services Office immediately. If you leave University housing after signing a contract, you may be responsible for the room rental charges for the entire contract period, unless you are formally released from the contract by the Residential Services Office.

You may submit a request to cancel your housing contract. Submitting a cancellation request is not an automatic release from your contract, nor does it guarantee that you will be released from your housing contract. Each release request is reviewed on a case-by-case basis.

If approved, and depending upon the date you submit your cancellation request, you may be held to part or all of the contracted rates. The cancellation fees for the 2016–17 school year may be found at www.northwestern.edu/living/housing-assignments/cancellation/index.html.

Board Contracts and Rates

Several on-campus facilities offer à la carte dining options during both peak and off-peak meal times. You may make purchases with cash, Wildcat Points, or Cat Cash at all locations. Willie's Food Court and Willie's Too in Norris University Center are generally open seven days a week. In the Technological Institute, Tech Express serves continental breakfast items, lunch and dinner entrees, coffee, soft drinks, and snack foods. Lisa's Café in Slivka Hall, Plaza Café in the University Library, and Crowe Hall Café all serve hot and cold sandwiches, snack foods, coffee, and bottled drinks. Wildcat Points and Cat Cash are also accepted at Einstein Bros. Bagels in Cook Hall.

Except for residents of the suites of single-occupancy rooms at Kemper Hall, all students living in University residence halls are required to have a contract for a minimum of 14 meals per week. Meals may only be used at the five Evanston campus residential dining halls, and you may select whichever meals and meal times meet your individual needs and schedule. There are plans that offer a fixed number of meals per quarter (Block Plan) or unlimited dining with multiple-entry privileges at all residential dining halls. Plans also vary in their allocation of Wildcat Points, which may be used for guest meals in the dining halls as well as for purchases at à la carte food service facilities campuswide.

You may make only one change of meal plan per quarter, and not after the quarter's sixth week has elapsed. Wildcat Points in \$25 increments may be added to any plan at any time. Full details are at www.dining.northwestern.edu.

Board rates for Academic Year 2016–17

	<i>Annual rate</i>	<i>Per quarter</i>
6 meals a week*	\$3,210	\$1,070
14 meals a week	\$6,300	\$2,100
Block Plan	\$6,300	\$2,100
Unlimited Plan	\$6,600	\$2,200

* *Not available to students living in University residence halls; may only be used for meals in Allison, Elder, Foster-Walker, Sargent, Willard, and 1835 Hinman.*

As a Northwestern student, you will be issued a Wildcard, the University's identification card, which you must present prior to entering the food services. You may correct problems with the card free of charge at the Wildcard Office in the Norris University Center. There is a \$15 charge for replacing a lost Wildcard.

Sorority and Fraternity Charges

Room and board rates are established by each sorority and fraternity. Contact the individual organization for information on charges.

GRADUATE HOUSING AGREEMENTS

Only students regularly enrolled in Northwestern University as full-time graduate degree candidates or as post-doctoral students taking graduate-level courses are eligible for residence in graduate housing. If your student status is terminated for any reason, you are no longer eligible to live in University-owned housing.

If you are offered accommodations in a graduate housing facility, you must sign a contract before you may occupy the offered room or apartment. This contract details the eligibility requirements for residence, the duration of the contract, and the rules and regulations for Northwestern University graduate housing residences. The contract also contains the following statement concerning default: The resident shall be considered in default of the contract for violation of any term or condition thereof, including the payment of rent. In the event of such default, the University may reenter and repossess the apartment or room or may require the resident to vacate the apartment or room not later than 30 days following written notice of default.

You will be released from a contract effective the last day of your residence if you graduate, voluntarily withdraw from Northwestern, transfer to another university, are dismissed from the University for academic or disciplinary reasons, are inducted into military service, marry, or withdraw from the University for medical reasons as certified by the Health Service.

Rates are classified according to the facility and apartment size. For current rates and all other information concerning graduate housing, contact the Residential Services Office, 2122 Sheridan Road, Suite 150, Evanston, Illinois 60208-1350. You may also email housing@northwestern.edu or call 847-467-HOME.

Graduate Residence Deposits

A \$300 room reservation deposit is required of all graduate students who wish to reside in University housing. This deposit, which serves as a housing application fee that must be paid before an application will be considered, will be applied against the room rental charges for the academic quarter in which you are applying for housing.

Graduate Housing Cancellations

Residents leaving the University and requesting to terminate their housing contract are required to deliver written notification to the Housing Office. The request should be submitted through the Graduate Housing Cancellation Request form. For residents leaving the University for other than health or academic reasons, existing contracts may not be terminated before the termination date shown on the

contract. No apartment shall be considered vacated until a resident has removed all possessions, surrendered the unit's keys, and checked out at the main office.

HEALTH INSURANCE REQUIREMENT

All Northwestern degree-seeking students are required to maintain health insurance that meets University standards. To ensure that students have adequate health insurance, the University enrolls all eligible students in the NU Student Health Insurance Plan (NU-SHIP), provided by Aetna Student Health. Information about the Aetna plan is available at www.northwestern.edu/student-insurance and www.aetnastudenthealth.com/northwestern.

During each year's open enrollment period, students are expected to confirm or waive NU-SHIP enrollment via their CAESAR account. Students who take no action will remain enrolled in NU-SHIP and be charged the plan premium. Enrollment is in effect until the following year (unless you experience a qualifying life event). Open enrollment begins July 1 and ends October 1, 2016. You are strongly encouraged to complete this process as early as possible.

If you have questions, you may contact the Student Health Insurance Office on either campus:

633 Emerson Street, Evanston; 847-491-2113

357 East Chicago Avenue, Room 131, Chicago;

312-503-1242

student.insurance@northwestern.edu

NU-SHIP Annual Premiums for 2016–17

Student	\$3,799
Spouse/same-sex partner	\$3,799
Dependent child under 18, residing with student	\$3,799
Two or more children under 18, residing with student	\$7,598

NU-SHIP Enrollment Confirmation/Waiver Process

New and returning students in Evanston Campus programs except Kellogg

1. Log into CAESAR (www.northwestern.edu/caesar) and select "Update Student Health Insurance Selection" (found under "Update Information").

2. Indicate your choice either to confirm your NU-SHIP enrollment or to apply to waive your NU-SHIP enrollment.

- **If confirming:** Review the benefit summary, certify your selection, and submit your selection.
- **If applying to waive:** You will be asked to enter information about your existing insurance coverage (name on policy, insurance company name, type of plan, deductible, out-of-pocket maximum, etc.) and to affirm that it meets

all of Northwestern's comparable coverage requirements.

After certifying the information, submit your selection.

Please note that if your insurance policy does not meet the University's comparable coverage criteria, your application to waive will be denied and you will remain enrolled in NU-SHIP for the 2016–17 academic year.

New students in the Kellogg School

1. Log into CAESAR (www.northwestern.edu/caesar) and select "Health Coverage Plan" (found under "Quick Links"). After reviewing the information, select "NU Insurance Selection Form."

2. Choose one of three options:

- **1a:** Enroll in NU-SHIP.
- **1b:** Enroll in NU-SHIP in addition to continuing coverage under your current plan.
- **2:** Waive enrollment in NU-SHIP but continue coverage under your current plan.

Indicate your understanding of the option you selected, and submit your choice. You will be required to respond to two additional questions before completing the selection process. If you choose 1b or 2, you will be required to provide information about the insurance coverage under your current plan.

Returning students in the Kellogg School

To update your insurance selection for 2016–17, go to www.northwestern.edu/student-insurance to complete the Insurance Selection Form.

Dependents

Application and payment for enrolling eligible dependents in NU-SHIP must be completed at www.aetnastudenthealth.com/northwestern. Applications are accepted from August 1 through October 31, 2016. Dependent coverage is available only to students who are themselves enrolled in NU-SHIP.

International Students

International students are required to participate in NU-SHIP and are urged to complete the online enrollment process as early as possible to ensure timely access to their insurance card and coverage benefits.

EDUCATIONAL BENEFITS PROGRAMS

For Veterans

Veterans' educational benefits are administered by each school's registrar's office. At the time your studies begin, you should make sure that all necessary records and credentials are available and in order. You then need to notify your

registrar each time you register. Veterans who intend to use their Post-9/11 GI Bill benefits should also consult with a financial aid representative.

For Northwestern Employees

Northwestern provides an educational assistance plan to benefits-eligible full-time employees taking courses at Northwestern. Also available to benefits-eligible full-time employees are reduced-tuition benefits for undergraduate study for eligible spouses and/or dependent children. To receive the reduced-tuition benefit, the employee must meet a service requirement and submit the appropriate online application to the Office of Human Resources Benefits Division in a timely manner.

It is recommended that you complete the application for tuition benefits when updating other benefits during the open enrollment period for the next calendar year. No educational benefit is granted if the completed form is not received by the HR Benefits Division by December 31 of the calendar year in which the course is attempted. Late fees may accrue on accounts where the form is not received by HR one month prior to the tuition due date. Payments of the employee portion of the tuition charges must be made prior to, or at the time of, registration.

For further information, contact the Office of Human Resources Benefits Division at 847-491-7513. Applications are available at www.northwestern.edu/hr/benefits/educational-assistance. Completed applications must be submitted online to the Benefits Division prior to registration.

Northwestern University is committed to providing a safe environment free from discrimination, harassment, sexual misconduct, and retaliation. To view Northwestern's complete nondiscrimination statement, see northwestern.edu/hr/equopp-access/equal-employment-opportunity, and for crime and safety data, see northwestern.edu/up/safety/annual-report.

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studentaccounts-ev@northwestern.edu
www.northwestern.edu/sfs

Whatsoever things are true,
Whatsoever things are honest,
Whatsoever things are just,
Whatsoever things are pure,
Whatsoever things are lovely,
Whatsoever things are of good report;
If there be any virtue,
 and if there be any praise,
Think on these things.

Philippians 4:8