

# FINANCIAL REGULATIONS

FOR NORTHWESTERN UNIVERSITY  
STUDENTS

2017–18



Northwestern

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## WE'RE HERE TO HELP

Responsible for the billing and collection of tuition, fees, and residence and board charges, Northwestern University'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 financial regulations described in this booklet and on the Student Financial Services website, [www.northwestern.edu/sfs](http://www.northwestern.edu/sfs). Feel free to contact us at either of our two locations:

### *Chicago Campus*

[studentaccounts-chicago@northwestern.edu](mailto:studentaccounts-chicago@northwestern.edu)

710 North Lake Shore Drive, Room 120

Chicago, Illinois 60611-3078

312-503-8503 (phone)

312-503-0342 (fax)

### *Evanston Campus*

[studentaccounts-ev@northwestern.edu](mailto:studentaccounts-ev@northwestern.edu)

555 Clark Street, First Floor

Evanston, Illinois 60208-1132

847-491-5224 (phone)

847-467-2451 (fax)

## ABOUT THIS BOOKLET

The financial regulations in this booklet pertain to the 2017-18 academic year and replace those of all previous years. The information applies in general to students enrolled in Northwestern University undergraduate and graduate education programs, except Summer Session, special programs, and Northwestern University in Qatar; financial regulations for students in these programs may be found at [www.sps.northwestern.edu/program-areas/summer](http://www.sps.northwestern.edu/program-areas/summer) and [my.qatar.northwestern.edu/finance](http://my.qatar.northwestern.edu/finance).

Please read this booklet carefully. Failure to do so does not exempt you from compliance with the rules and regulations it contains.

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 meeting your financial obligations to the University. If your account becomes overdue, you will incur a late payment fee (see “Common Fees” in this booklet). In addition, you will be liable for any costs associated with collecting 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 with unpaid bills may not receive their diplomas or transcripts, or have their enrollment or degrees confirmed, until all financial obligations are met in full.

### **Email Communication**

The University has the right to use email to send you official communication—including any pertaining to tuition, billing, and financial aid—and to expect students to receive and read such messages in a timely manner. Official University email is always sent to your Northwestern student email address; the University is not responsible for email forwarded to an alternate address. Failure to receive or read official University email does not exempt you from knowing and complying with the message content.

## BILLING AND PAYMENTS

### **Accessing Bills**

Northwestern uses an electronic billing system that sends notification to your Northwestern student email address whenever a bill is posted to your account and viewable on CAESAR at [www.northwestern.edu/caesar](http://www.northwestern.edu/caesar). Instructions for opting to set up paper billing and granting parent/guest access to your account are provided on the “Guest Access” page at [www.northwestern.edu/sfs](http://www.northwestern.edu/sfs). We recommend saving bills as itemized records of all charges and credits.

### **Payment Due Dates**

Billing schedules vary across the University, with payment due dates corresponding to the academic term systems in use by different schools and programs. Typically, payment is due before the start of the academic term—i.e., before each quarter, trimester, or semester—depending on the program. Please note that failure to receive a bill is not sufficient cause for extending the payment due date.

## **Payment due dates each quarter\***

*All Northwestern programs except the Feinberg School of Medicine and Pritzker School of Law programs noted below*

Fall	September 1, 2017
Winter	January 1, 2018
Spring	April 1, 2018

\* *Fall-quarter payment for some programs may be due October 1 or November 1, depending on enrollment deadlines. New students in School of Professional Studies undergraduate programs pay at least 60 percent of their total tuition and 100 percent of all fees prior to or at the time of registration. Northwestern employees and their eligible dependents who register as new SPS undergraduates pay at least 15 percent of their total tuition and 100 percent of all fees prior to or at the time of registration.*

## **Payment due dates each trimester**

*Feinberg School of Medicine Physician Assistant Program*

Fall	October 1, 2017
Spring	February 1, 2018
Summer	June 1, 2018

## **Payment due dates each semester**

*Pritzker School of Law degree programs*

Fall	September 1, 2017
Spring	January 1, 2018
Summer	June 1, 2018 (Accelerated JD and LLM) July 1, 2018 (all other programs)

## **Payment due dates: Other schedules**

*Feinberg School of Medicine Doctor of Medicine and Master's of Prosthetics and Orthotics degree programs*

*First- and second-year MD students:*

First payment	September 1, 2017
Second payment	January 1, 2018

*Third- and fourth-year MD students:*

First payment	July 1, 2017
Second payment	January 1, 2018

*MPO students (any year):*

First payment	July 1, 2017
Second payment	January 1, 2018

## **Making Payments**

Northwestern accepts online payments through CAESAR. You may pay by electronic check or, for a small fee, by credit card. If paying by mail, please allow five working days for delivery. For more information, see "Payment Methods" and "CAESAR How-To Guides" on the SFS website.

## **Adjustments**

If you intend to contest a portion of your bill, be sure to pay the uncontested portion by the due date and immediately contact the office responsible for the contested portion to request an adjustment. Delaying payment of the uncontested portion may result in a hold on your registration.

## **9PAY Prepayment Plan**

The University offers a tuition and fee prepayment plan that allows you to divide educational costs for the entire academic year into nine monthly payments. For information about the 9PAY plan, including terms and eligibility requirements, see “Payment Methods” and “CAESAR How-To Guides” on the SFS website.

## **Third-Party Payments**

If a third party such as an employer or other sponsor has agreed to pay your tuition, the Office of Student Accounts may be able to facilitate the billing and payment process for you. Please note, however, that even with a third-party payment arrangement in place, you, the student, are ultimately liable for all charges on your account. For more information, see “Payment Methods” on the SFS website.

## **Employer Reimbursement Plan**

Northwestern’s employer reimbursement plan is designed for students in the School of Professional Studies and the Kellogg School of Management’s Evening and Weekend MBA Programs whose employers offer reimbursement for tuition charges. ERP participants are allowed to defer their tuition payments until after the term is completed. For more information, see “Employer Reimbursement Plan” on the SFS website.

## **Late Payments**

If payment is not received by the due date, you will be charged a late payment fee (see “Common Fees” in this booklet). Failure to pay bills on time may result in a hold on your registration.

## **Returned Payments**

If your payment by electronic check, paper check, or credit card is returned by the bank for any reason, you will incur a returned payment fee (see “Common Fees” in this booklet). Please note that this fee may be assessed in addition to a late payment fee if your payment is both returned and late.

## **Inactive Accounts**

A monthly account maintenance fee will be charged for each month that your tuition and fees account remains open after your last term of registration has ended (see “Common Fees” in this booklet).

## Financial Aid Payments

Financial aid credits will not be reflected on your student account until you have registered for the term and tuition has been charged. Additionally, credits may be removed from your account if you do not meet the requirements set by the aid source(s). It is your responsibility to contact the appropriate financial aid office if problems or delays occur. To find out which financial aid office at Northwestern serves your school or program, see [www.northwestern.edu/sfs/about/contact/offices.html](http://www.northwestern.edu/sfs/about/contact/offices.html).

Federal Title IV financial aid, excluding federal work-study, is applied directly to your tuition and fees account. This account may include other charges such as library fines, parking fines, room damage charges, health service fees, etc. You may authorize Northwestern to apply your Title IV aid to such charges, and you may rescind authorization at any time through the Office of Student Accounts.

University-appropriated financial aid, outside scholarships, and state assistance are applied directly to bills for tuition and fees. Students are required to forward scholarship checks to their financial aid office for proper disbursement of the funds. Student loan funds that are transferred electronically from the lender to the University are applied directly to your tuition account. Loan checks made copayable to you and the University must be applied to your tuition account and require your signature (with valid Wildcard) at the Office of Student Accounts; such checks cannot be endorsed by the University and then returned to you. You will be notified by email when a check is ready for your endorsement.

Graduate student tuition grants and loans are also applied directly to tuition bills. Graduate students receiving stipends should consult their home departments regarding payroll options.

If the aid applied to your bill exceeds the charges, you may request a refund of the balance at the beginning of the term through CAESAR or by contacting the Office of Student Accounts. If you have given prior authorization through CAESAR, you may receive your refund by direct deposit to your financial institution; otherwise, a refund check will be mailed to your current address.

First-time federal student loan recipients must meet specific requirements—such as completing entrance counseling, promissory notes, and other tasks outlined on their “To Do Item History” on CAESAR—before the loan funds can be disbursed. Upon leaving the University for any reason, including graduation, student loan recipients must complete exit counseling; Student Financial Services will notify you at the appropriate time.

### **Notice of right to cancel**

You have the right to cancel all or a portion of your Federal Direct Loan(s) within 14 days of the date of the disbursement notice. If you wish to cancel your loan, contact the Office of Financial Aid.

### **Tax liability**

If your grant or scholarship funds exceed qualified tuition and related expenses, they 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, as well as fees, books, supplies, and equipment required for courses and instruction. Questions concerning the taxability of grants or scholarships should be directed to the IRS or a tax professional.

## **REGISTRATION CHANGES, WITHDRAWALS, AND REFUNDS**

### **Registration Changes**

Changes in registration must be completed through CAESAR or through the process established by your school; ceasing to attend classes is not an official means of dropping a course. Please note that registering less than full- or half-time in any given term may have implications beyond your student account; consult the appropriate offices (e.g., your academic department, financial aid office, International Office) before making such changes. You may not add, drop, or change course sections after the drop/add deadline. As a rule, the University cannot give refunds or reduce tuition bills for any course dropped after the drop/add deadline. (School of Professional Studies undergraduate programs are an exception; for more information, see the SPS website.)

For more information about University registration policies and procedures, including the Undergraduate Registration Requirement that applies to degree-seeking undergraduate students, see [www.registrar.northwestern.edu](http://www.registrar.northwestern.edu).

### **Withdrawal from the University**

If you decide to withdraw from the University after registering for classes, you must immediately file a withdrawal form, with the proper signatures, at the appropriate registrar's office. If you do not notify the registrar of your intent to withdraw, the midpoint of the term will be recorded as the official withdrawal date. Ceasing to attend classes is not an official means of withdrawing from the University.

Tuition deposits are not refundable under any circumstances. However, tuition (less the deposit) and refundable fees may be refunded if you withdraw from Northwestern during a given term. A term is inclusive of the official first day of the term through the official last day of the term.



## General Institutional Refund Policy

In most Northwestern programs, the percentage of tuition refunded depends on how long you were enrolled in the term.\*

<i>Time of withdrawal</i>	<i>Tuition refund</i>
When or before the first 10 percent of the term has elapsed	100 percent (less tuition deposit)
After 10 percent but not more than 25 percent of the term has elapsed	75 percent
After 25 percent but not more than 50 percent of the term has elapsed	50 percent
After 50 percent of the term has elapsed	0 percent

\* *Programs that do not follow the general refund policy include School of Professional Studies undergraduate programs, the Kellogg School of Management Executive MBA Program, Pritzker School of Law programs, and the following Feinberg School of Medicine programs: Doctor of Medicine, Doctor of Physical Therapy, Master's in Prosthetics and Orthotics, and Physician Assistant. See "Withdrawing from the University" on the Student Financial Services website for each program's refund policies.*

## Return of Financial Aid If You Withdraw

### Title IV funds

Federal programs that issue grants and loans authorized under Title IV of the US Higher Education Act require a calculation to determine how much, if any, of the Title IV aid you received for the term must be returned if you withdraw from the University.

If the withdrawal date occurs *before* the first 60 percent of the term has elapsed, the amount of Title IV aid retained is based on the amount of the term that elapsed (or the number of days of attendance) prior to the withdrawal date divided by the total number of days in the term. This Return of Title IV Funds Calculation determines the amount of Title IV aid "earned" for the period of enrollment. Any "unearned" Title IV funds must be returned in the following order, as prescribed by federal regulations:

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

If the withdrawal date occurs *after* the first 60 percent of the term has elapsed, the amount of Title IV aid retained is 100 percent, and no return of Title IV funds is required.

However, a portion of the non-Title IV funds (i.e., state assistance, outside scholarships, private loans, and/or University-appropriated financial aid) may have to be returned; see below and contact your school's financial aid office for more information.

### **Non-Title IV funds**

State assistance, outside scholarships, private loans, and University-appropriated financial aid for the term must be reviewed if you withdraw from the University. Special requirements may apply to state sources of assistance and donor-funded scholarships.

If you retain University-appropriated assistance for unpaid institutional charges as a result of a withdrawal, please consult your financial aid office to determine the impact on future eligibility.

Any financial aid funds that remain after all necessary adjustments have been made will be released to you. However, if refund calculations result in a balance due on your tuition account, you will be required to make the appropriate payments.

### **Repayment of refunds**

If you receive a refund for the term, you may be required to repay a portion of that refund once the Title IV aid has been returned to the Department of Education. Your school's financial aid office will contact you with specific details. The Office of Student Accounts will also notify you of the amount owed and bill your student account accordingly.

### **Student repayment of aid**

In rare instances, as a result of the Return of Title IV Funds Calculation, a student who received federal aid and then withdraws from the University may have to repay a portion of the aid directly to the Department of Education. Until the repayment is collected in full, the student will be ineligible to receive further Title IV funds, and subsequent financial aid transcripts received by the Office of Financial Aid will show that the student owes repayment.

For more information about withdrawals and refunds, see "Withdrawals and Financial Aid" on the SFS website.

### **Housing Contract Adjustments**

Withdrawal from the University may affect your residence and board contract; see "Residential Services" in this booklet as well as the Residential Services website.

### **Military Service**

If you are ordered to active duty in the military during an academic term and are thus unable to complete coursework, you are entitled to a full refund of tuition and fees for the term. However, if you arrange with your instructor(s) and

school to receive credit for one or more courses, the refund will be prorated based on the credit received. In order to receive your refund, you must provide proof of active-duty orders to the Office of Student Accounts.

## TUITION AND FEES

Tuition and fees listed in this booklet are for the 2017–18 academic year, excluding Summer Session 2018. Increases should be expected in subsequent years. University fees applicable across schools are grouped in the “Common Fees” section of this booklet. For application fee and tuition deposit information, see your school or program’s website.

### Undergraduate Programs

#### **Bachelor’s degree and nondegree programs in all six undergraduate schools**

*(Weinberg College of Arts and Sciences; School of Communication; School of Education and Social Policy; McCormick School of Engineering and Applied Science; Medill School of Journalism, Media, Integrated Marketing Communications; Bienen School of Music)*

Full-time (3–5.5 units) tuition	\$17,413/quarter
Part-time (under 3 units) tuition*	\$6,195/unit
Excess course (over 5.5 units) tuition	\$6,195/unit
Associated Student Government activity fee (fall, winter, spring)**	\$62/quarter
Athletic events fee (fall only)	\$53/quarter
Health fee (fall, winter, spring)	\$67/quarter

\* Aid eligibility may be affected for students who drop below half-time status.

\*\* Applies to all full-time undergraduates except during quarters of study abroad or Journalism Residency.

#### **Undergraduate programs in the School of Professional Studies**

Tuition	\$1,850/unit
Audit course tuition	\$926/unit
Lab fee (microbiology only)	\$104/course
Online technology fee	\$120/online course

### Graduate Programs

#### **The Graduate School**

##### *Doctoral degree programs*

Tuition for quarters 1–8 (all but medical programs)	\$17,413/quarter
Tuition after 8th quarter (all but medical programs)	\$4,353/quarter
Tuition after 8th quarter (medical programs only)	\$17,413/quarter
PhD/AuD tuition	\$11,780/quarter
512 Continuous Registration	\$100/quarter
Student activity fee	\$110/quarter

### ***Master's degree programs***

Full-time (3–4 units) tuition	\$17,413/quarter
Part-time (under 3 units) tuition	\$6,195/unit
Online MA in Counseling (part-time only)	\$4,353/unit
512 Continuous Registration	\$100/quarter
588 Resident Master's Study	\$5,805/quarter
Student activity fee	\$110/quarter

### **School of Communication**

#### ***Doctoral degree programs***

Doctor of Audiology (AuD)	
Full-time (3–4 units) tuition	\$13,341/quarter
Part-time (under 3 units) tuition	\$4,448/unit
580 Audiology PhD externship	\$4,448/unit
Doctor of Speech-Language Pathology (SLP-D)	
Tuition	\$4,944/unit

#### ***Master's degree programs***

Communication (MS)	
Tuition	\$5,741/unit
Health Communication (MS)	
Tuition	\$5,741/unit
Leadership for Creative Enterprises (MS)	
Full-time (3–4 units) tuition	\$15,614/quarter
Part-time (under 3 units) tuition	\$5,570/unit
Nonclinical Communication Science (MA)	
Full-time (3–4 units) tuition	\$13,341/quarter
Part-time (fewer than 3 units) tuition	\$4,448/unit
Sound Arts and Industries (MA)	
Full-time (3–4 units) tuition	\$15,141/quarter
Part-time (under 3 units) tuition	\$5,047/unit
Speech, Language, and Learning (MS)	
Full-time (3–4 units) tuition	\$15,804/quarter
Part-time (under 3 units) tuition	\$5,623/unit

### **School of Education and Social Policy**

Higher Education Administration and Policy	
Tuition	\$3,995/unit
Learning and Organizational Change	
Tuition	\$4,599/unit
All other SESP graduate degrees and certificates	
Tuition	\$3,494/unit

### **McCormick School of Engineering and Applied Science**

#### ***Master's degree programs***

Engineering Management (MEM)	
Full-time (4 units) tuition	\$17,063/quarter
Part-time (under 4 units) tuition	\$4,997/unit
Student activity fee	\$100/quarter

Analytics (MS)	
Full-time (3–6 units) tuition	\$17,413/quarter
Part-time (under 3 units) tuition	\$6,195/unit
Student activity fee	\$100/quarter

Biotechnology (MS)	
Full-time (2.51–5.5 units) tuition	\$15,355/quarter
Part-time (under 2.51 units) tuition	\$4,321/unit
Student activity fee	\$100/quarter

Design Innovation (MS)  
See Kellogg School of Management MBA/MS  
in Design Innovation.

Information Technology (MS)	
Full-time (3–4 units) tuition	\$16,385/quarter
Part-time (under 3 units) tuition	\$5,889/unit
Student activity fee	\$100/quarter

Product Design and Development Management (MS)	
Tuition	\$5,272/unit

Project Management (MS)	
Tuition	\$4,353/unit

Robotics (MS)	
Full-time (3–4 units) tuition	\$17,413/quarter
Part-time (under 3 units) tuition	\$6,195/unit

*McCormick graduate degree programs: Other fees*

512 Continuous Registration	\$100/quarter
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**Medill School of Journalism, Media, Integrated  
Marketing Communications**

*Master of Science in Integrated Marketing Communications*

Full-Time Master's Program

Full-time (3–4 units) tuition	\$17,413/quarter
Part-time (under 3 units) tuition	\$6,195/unit
Excess course (over 4 units) tuition	\$6,195/unit
Audit course tuition*	\$4,809/unit

Part-Time Master's Program

Tuition	\$5,686/unit
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Online Master's Program

Tuition	\$4,334/unit
Student activity fee	\$52/quarter

*Master of Science in Journalism*

Full-time (3–4 units) tuition	\$15,309/quarter
Excess course (over 4 units) tuition	\$6,195/unit
Audit course tuition*	\$4,809/unit
Student activity fee**	\$130/quarter

\* With the dean's approval, full-time Medill graduate students may register for 1 audit course in addition to their 3–4 units of coursework at no extra charge. Any additional audit courses will be charged at the audit course rate.

\*\* Effective summer 2017

## **Pritzker School of Law**

### *Juris doctor programs*

#### Accelerated JD

Full-time tuition	\$37,071/semester
Student activity fee	\$150/semester

#### JD

Full-time (10 or more units) tuition	\$30,892/semester
Part-time (under 10 units) tuition	\$3,090/unit
Audit course tuition	\$3,090/unit
900 Resident in Research Registration	\$9,003/unit
Student activity fee	\$150/semester
Absentia fee*	Varies

\* *Students who visit away at a domestic institution pay tuition directly to the institution they will attend. Additionally, Northwestern charges an absentia fee equal to the greater of either 10 percent of its tuition for the term away or the difference between its tuition and that of the institution the student attends. Students forfeit Northwestern grant and scholarship funding during terms in which they visit away; thus, students receiving financial aid from Northwestern may not apply these funds to either the absentia fee or the other institution's tuition charges.*

#### JD-MBA

Full-time (10 or more units) tuition	\$44,060/semester
Student activity fee	\$150/semester

### *Master's degree programs*

#### Executive LLM Program

Single summer tuition*	\$64,642/semester
Double summer tuition*	\$32,321/semester
Nondegree summer tuition	\$2,279/unit

\* *Effective summer 2017*

#### LLM in Taxation

Full-time (10 or more units) tuition	\$31,779/semester
Student activity fee	\$150/semester

#### LLM-Kellogg Management Certificate Program

Summer 2017 tuition	\$16,591
Fall 2017 and spring 2018 tuition	\$32,321/semester
Student activity fee	\$150/semester

#### Other LLM programs

Full-time (10 or more units) tuition	\$32,321/semester
Student activity fee	\$150/semester

#### Master of Science in Law

Full-time (14 or more units) tuition	\$25,438/semester
Part-time (under 14 units) tuition	\$1,817/unit
Full-time student activity fee	\$150/semester

## **Kellogg School of Management**

### Evening and Weekend MBA Programs

Tuition	\$6,683/unit
Student activity fee (one-time)	\$1,500

Executive MBA	
Tuition	\$33,520/quarter
Executive MBA Guanghua	
Tuition (second year)	\$50,000/year
One-Year MBA	
Full-time (3–5 units) tuition*	\$23,789/quarter
Part-time (under 3 units) tuition*	\$5,948/unit
KSM Student Association fee	\$110/quarter
Student activity and experience fee	\$1,150/year
* <i>Effective summer 2017</i>	
Two-Year MBA	
Full-time (3–5 units) tuition	\$22,985/quarter
Part-time (under 3 units) tuition	\$5,746/unit
First-year fee	\$1,500
KSM Student Association fee	\$110/quarter
Student activity and experience fee	\$1,150/year
MBA/MS in Design Innovation (MMM)	
Full-time (3–5 units) tuition	\$22,985/quarter
Part-time (under 3 units) tuition	\$5,746/unit
First-year fee	\$1,500
Student activity and experience fee	\$1,150/year
Student activity fee	\$110/quarter
MD/MBA	
Tuition	\$25,000/quarter
KSM Student Association fee	\$75/quarter
Student activity and experience fee	\$1,150/year
Master of Science in Management Studies (MSMS)	
Full-time tuition	\$13,466/quarter
Global Initiatives in Management trip fee	\$2,500/year
Student activity and experience fee	\$250/year

## **Feinberg School of Medicine**

Doctor of Medicine (MD)*	
Tuition	\$57,957/year
Tuition surcharge (dual MD/master's programs):	
Healthcare Quality and Patient Safety	\$8,595/year
Humanities and Bioethics	\$8,595/year
Public Health	\$8,595/year
Disability insurance fee	\$250–600/year
Student activity and U-Pass fee	\$734/year

\* *Students in the MD program who fail part of their curriculum are assessed an additional charge when repeating the coursework. For repeats of an academic year due to failure, the student is charged an additional 25 percent of the annual tuition for the year in which the repeat occurs. For each clerkship repeated, the charge is a percentage of the annual tuition based on the number of weeks in the clerkship.*

Doctor of Physical Therapy (DPT)	
Tuition	\$14,697/trimester
Student activity and U-Pass fee	\$200/trimester
Technology fee (first year only)	\$890

Master's in Prosthetics and Orthotics Program (MPO)	
Tuition*	\$33,900/year
Lab fee	\$3,695/year

\* Effective summer 2017

Physician Assistant Program (MMS)	
Tuition*	\$14,913/trimester
U-Pass fee	\$129/trimester

\* Effective summer 2017

### **Bienen School of Music**

Full-time (3–5 units) tuition	\$17,413/quarter
Part-time (under 3 units) tuition	\$6,195/unit
Excess course (over 5 units) tuition	\$6,195/unit
Special course tuition:	
480 Master's Recital Continuation	\$1,348/unit
507, 508, 509 Continuous Registration	\$428/unit
510, 511, 512 Continuous Registration	\$856/unit
513, 514, 515 Continuous Registration	\$1,283/unit
516, 517, 518 Continuous Registration	\$1,710/unit
519, 520, 521 Continuous Registration	\$2,138/unit

### **School of Professional Studies**

#### *Master's degree programs*

Clinical Research and Regulatory Administration (MS)	
Tuition	\$3,664/unit
Creative Writing (MA and MFA)	
Tuition	\$3,351/unit
Global Health (MS)	
Tuition	\$3,181/unit
Online technology fee	\$120/unit
Health Informatics (MS)	
Tuition	\$4,291/unit
Online technology fee	\$120/unit
Information Design and Strategy (MS)	
Tuition	\$3,411/unit
Online technology fee	\$120/unit
Information Systems (MS)	
Tuition	\$4,494/unit
Online technology fee	\$120/unit
Liberal Studies (MA)	
Tuition	\$3,153/unit
Literature (MA)	
Tuition	\$3,153/unit
Predictive Analytics (MS)	
Tuition	\$4,225/unit
Online technology fee	\$120/unit
Public Policy and Administration (MA)	
Tuition	\$3,383/unit
Online technology fee (online MA only)	\$120/unit



Quality Assurance and Regulatory Science (MS)	
Tuition	\$3,664/unit
Regulatory Compliance (MS)	
Tuition	\$3,664/unit
Sports Administration (MA)	
Tuition	\$3,622/unit
<i>Certificate programs</i>	
Health Informatics	
Tuition	\$3,002/unit
Online technology fee	\$120/unit
Information Design and Strategy	
Tuition	\$2,388/unit
Online technology fee	\$120/unit
Information Systems	
Tuition	\$3,146/unit
Online technology fee	\$120/unit
Liberal Studies	
Tuition	\$2,206/unit
Literature	
Tuition	\$2,206/unit
Predictive Analytics	
Tuition	\$2,956/unit
Online technology fee	\$120/unit
Public Policy and Administration	
Tuition	\$2,369/unit
Online technology fee (online certificate only)	\$120/unit
Regulatory Compliance	
Tuition	\$2,565/unit
Sports Administration	
Tuition	\$2,535/unit
<i>Professional Studies graduate programs: Other fees</i>	
588 Resident Master's Study	\$1,602/unit

## COMMON FEES

Listed below are many of the fees that may apply to Northwestern students regardless of their school or program. Fees pertain to the 2017–18 academic year. Other types of fees, such as those for field trips, study abroad, room and board, fines, etc., may also be incurred.

9PAY application fee	\$50
9PAY late payment fee	\$10/month
Employer reimbursement application fees:	
Undergraduate programs	\$275/year or \$100/term
Graduate programs	\$550/year or \$200/term

## Health insurance

See “Health Insurance Coverage Requirement” in this booklet.

## Late payment penalty fees:

Feinberg MD degree program	\$400/month
Pritzker degree programs	\$400/term
SPS undergraduate programs	\$100/term
Other schools/programs	\$200/term

## Late registration fees:

Professional Studies graduate programs	\$75
Other programs/schools (\$5 surcharge if billed)	\$25

Monthly account maintenance fee\* \$5/month

## Readmission fees:

Professional Studies graduate programs	\$75
Other graduate programs**	\$250

## Residential Services (including housing and meal plans)

See “Residential Services” in this booklet.

Retroactive registration fee \$225

Returned payment fee \$35

*Syllabus* yearbook \$50

Technology fee (online courses) Set by school or program

Transcript fee See school registrar’s website

Wildcard replacement fee \$25

\* Charged only for inactive tuition and fee accounts carrying a balance.

\*\* Graduate School readmission fees vary; see the school’s website for information.

## RESIDENTIAL SERVICES

For detailed information about policies, procedures, and costs associated with residing in University housing, see the Residential Services website, [www.northwestern.edu/living](http://www.northwestern.edu/living), or contact Residential Services at [housing@northwestern.edu](mailto:housing@northwestern.edu) or 847-467-4663. The Residential Services Office is located at 2122 Sheridan Road, Suite 150, Evanston, Illinois 60208-1350.

### Undergraduate Housing

#### Residence contracts

Only students who are regularly enrolled full-time at Northwestern as degree candidates are eligible to reside in University-owned housing. Eligibility is forfeited if your student status is terminated for any reason.

Students are required to sign residence and board contracts before they may take up occupancy in student residences. Contracts detail eligibility requirements, the duration of the contract, and rules and regulations for undergraduate student residences, including the following stipulations:

- Residence and board contracts are signed for the entire academic year; unless formally released from your contract, you are responsible for charges for the duration of the contract.
- If you 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, you will be formally released from your residence and board contract effective the last week of your residence.
- If you graduate, voluntarily withdraw from Northwestern, or transfer to another university, you will be formally released from your residence and board contract effective the end of the last academic term in which you are enrolled for any portion of the term.
- If you wish to move off campus or to fraternity or sorority housing, you will be formally released from your residence and board contract only if another student new to University housing can fill the resulting vacancy.

### **Residence rates**

Room rates vary by student residence and room type/occupancy. Below are rates for the 2017–18 academic year. Certain student residences may charge social fees ranging from \$20 to \$75 per quarter. For rate information specific to each residence, see the Residential Services website.

<i>Room type</i>	<i>Annual rate</i>	<i>Rate per quarter</i>
Triple	\$8,239	\$2,746
Double	\$8,611 to \$9,759	\$2,870 to \$3,253
Single	\$10,322 to \$10,925	\$3,441 to \$3,642
Single with bath	\$11,599	\$3,866

### **Room reservation deposit**

A \$200 nonrefundable housing prepayment is required of all newly admitted undergraduate students before their housing assignment can be made. (It is not required for returning students.) The prepayment serves as a housing application fee and is applied against room charges for the academic quarter.

### **Cancellations**

If you wish to cancel your housing assignment, you must notify Residential Services immediately. If you have already signed your residence contract, you may be held liable for all or a portion of the residence charges unless a formal release is granted. Please note that requesting cancellation does not guarantee release from your housing contract. Each release request is reviewed on a case-by-case basis. Cancellation fees apply; see [www.northwestern.edu/living/housing-assignments/cancellation](http://www.northwestern.edu/living/housing-assignments/cancellation).

## Meal contracts

Except for residents of the suites of single-occupancy rooms at Kemper Hall, all students living in University student residences are required to sign up for a minimum of 14 meals per week. Some plans offer a fixed number of meals per quarter, while others permit unlimited meals. First-year students are automatically assigned the Open Access plan. Plans are valid for meals at all or selected residential dining halls on the Evanston campus; a valid Wildcard is needed for entry. Plans also vary in their allocation of Dining Dollars, which may be used for guest meals in the dining halls as well as for purchases at à la carte food service facilities campuswide. Dining Dollars in \$25 increments may be added to any plan at any time. You may request only one change of meal plan per quarter, before the sixth week of the quarter has elapsed. For complete meal plan information, see [sodexomyway.northwestern.edu](http://sodexomyway.northwestern.edu).

## Meal plan rates

	<i>Annual rate</i>	<i>Rate per quarter</i>
Open Access (unlimited)	\$6,300	\$2,100
Base 14 (14 meals/week)	\$6,201	\$2,067
Flex Pack 330 (110 meals/quarter + 275 Dining Dollars)	\$5,802	\$1,934
Commuter 50/50 (50 meals/quarter + 50 Dining Dollars)	\$1,725	\$575

## Fraternity and Sorority Housing

Each sorority and fraternity sets its own residence and board rates; for information, see the Office of Fraternity and Sorority Life's website, [www.northwestern.edu/fsl](http://www.northwestern.edu/fsl), or contact the fraternity or sorority directly.

## Graduate Housing

Only students regularly enrolled in Northwestern University as full-time graduate degree candidates or as postdoctoral 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.

University-owned graduate housing is available only on the Evanston campus. If offered accommodations, you must sign a contract before you may occupy the unit. The contract details eligibility requirements, the duration of the contract, and rules and regulations for graduate housing facilities, including the following stipulations:

- You will be considered in default of the contract for violation of any of its terms or conditions, including the payment of

rent. In the event of default, the University may reenter and repossess the unit or may require you to vacate the unit no later than 30 days after written notice of default.

- You will be released from the 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.

### **Residence rates**

For 2017–18 rates, see the Residential Services website.

### **Housing deposit**

A \$300 nonrefundable housing deposit is required of all graduate students who are offered a contract for University housing. This prepayment, which is due before a signed housing contract can be accepted, is applied against the residence charges for the academic year.

### **Cancellations**

Residents of graduate housing who leave the University and wish to terminate their housing contracts must submit the Graduate Housing Cancellation Request form to Residential Services. For residents leaving the University for other than academic or medical reasons, existing contracts may not be cancelled before the termination date on the contract. A unit is not considered vacated until the resident has removed all possessions, surrendered the unit's keys, and checked out at the residence's main office.

## HEALTH INSURANCE COVERAGE REQUIREMENT

### **NU-SHIP (Student Health Insurance Plan)**

All Northwestern degree-seeking students—except those in the School of Professional Studies and the Kellogg School of Management's Executive MBA Program—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](http://www.northwestern.edu/student-insurance) and [www.aetnastudenthealth.com/northwestern](http://www.aetnastudenthealth.com/northwestern).

During each year's open enrollment period, students are expected to confirm or waive NU-SHIP enrollment via CAESAR. 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. For most programs, open enrollment begins July 1 and ends October 1 of each year; however, enrollment periods may vary based on your program's start date. You are strongly encouraged to complete this process as early as possible.

If you have questions, see [www.northwestern.edu/student-insurance](http://www.northwestern.edu/student-insurance) or email [student.insurance@northwestern.edu](mailto:student.insurance@northwestern.edu). You may also contact the Student Health Insurance Office on either campus:

#### *Chicago Campus*

357 East Chicago Avenue, Room 131  
Chicago, Illinois 60611  
312-503-1242

#### *Evanston Campus*

633 Emerson Street  
Evanston, Illinois 60201  
847-491-2113

### **NU-SHIP premium\***

Student	\$3,856/year
Spouse/same-sex partner	\$3,856/year
Dependent child under 18 (residing with student)	\$3,856/year
Two or more children under 18 (residing with student)	\$7,712/year

\* Premiums may vary by coverage start date and other factors; see [www.northwestern.edu/student-insurance](http://www.northwestern.edu/student-insurance) for more information.

### **Confirming or waiving NU-SHIP enrollment**

For detailed information and step-by-step instructions for enrolling in or waiving out of NU-SHIP, see [www.northwestern.edu/student-insurance/insurance-requirements/annual-enrollment-waiver-process](http://www.northwestern.edu/student-insurance/insurance-requirements/annual-enrollment-waiver-process).

### **Dependents**

Application and payment for enrolling eligible dependents in NU-SHIP must be completed at [www.aetnastudenthealth.com/northwestern](http://www.aetnastudenthealth.com/northwestern). Applications are accepted from August 1 through October 31 of each year. 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 cards 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 educational assistance plans to full-time, benefits-eligible employees. The Employee Reduced Tuition Plan is for employees taking undergraduate or graduate courses at Northwestern. You must be full-time and benefits-eligible prior to the start of the term to be eligible for this benefit. The Dependent Reduced Tuition Plan is for employee's spouse/civil union partner and dependent child(ren) taking undergraduate courses at Northwestern. In general, you must have completed five years of full-time, benefits-eligible service to be eligible for the Dependent Reduced Tuition Plan; however, only six months of full-time, benefits-eligible service is required for courses pursued in the School of Professional Studies.

It is recommended that you complete the online application at [www.northwestern.edu/myhr](http://www.northwestern.edu/myhr) prior to registration. Only one application is needed per student per calendar year. Forms must be received online by December 31 of the calendar year in which the benefit is requested. Late fees may accrue on accounts where the form has not been submitted in a timely manner. Payment of the student 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 or [educational-assistance@northwestern.edu](mailto:educational-assistance@northwestern.edu) and see [www.northwestern.edu/hr/benefits/educational-assistance](http://www.northwestern.edu/hr/benefits/educational-assistance).

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/equalopp-access/equal-employment-opportunity](http://northwestern.edu/hr/equalopp-access/equal-employment-opportunity), and for crime and safety data, see [northwestern.edu/up/safety/annual-report](http://northwestern.edu/up/safety/annual-report).

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Office of Student Accounts

[www.northwestern.edu/sfs](http://www.northwestern.edu/sfs)

710 North Lake Shore Drive, Room 120 • Chicago

[studentaccounts-ch@northwestern.edu](mailto:studentaccounts-ch@northwestern.edu)

312-503-8503

555 Clark Street, First Floor • Evanston

[studentaccounts-ev@northwestern.edu](mailto:studentaccounts-ev@northwestern.edu)

847-491-5224

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*