

FINANCE

NEW STUDENT ORIENTATION



FINANCE INFORMATION

The Finance Office is located in room 122.
Office Extensions are: 3109, 3196, 3112, or 3110

Office hours:

Mondays – Thursday: 10: 00 am to 7:00 pm

Friday 10:00 am to 6:00 pm

MISSION

- To safeguard the financial resources and to promote the fiscal health of the Institution in the provision of academic training and community services while providing quality service and guidance to students and other departments.

REGISTRATION

- **Financial aid certified**

Financial aid covers payment of tuition, global fees and other related fees such as late payments, prior learning credits and Spanish proficiency exam.

- **Uncertified financial aid applicants**

Must sign a short term loan for tuition amount

Payment of global fees due during registration.

REGISTRATION

- Out of pocket

Payment due during registration

Promissory notes up to three installments for tuition amount only.

Global fees due during registration

Balance due prior to the next registration

REGISTRATION

- Employer Tuition Assistance Plans

Letter of eligibility from employer (every session)

Payment of global fees plus deferment fee during registration

Complete balance due 5 weeks after session ended

Check from Employer must be made payable to Carlos Albizu University

REGISTRATION

- Request a copy of your registration after any changes made.
- Registration is not complete until payment or payment arrangements are made at the Finance Office
- All balances due from a prior term must be paid in full before registering for a new session
- Remember to register on time (before the registration deadline each semester), this way you don't end up with a late fee.

REFUND POLICY

All regular programs

■ Date of Drop Refund

During the first week 100%

During and after third week of classes NO REFUND

- Our refund policy provides for cancellation of any obligation within three working days from the registration. Any applicable refund will be made within thirty days of the date that the University determines that the student has withdrawn or cancelled their contract.

FINANCIAL AID DISBURSEMENTS

- Funds arrived – 14 days for processing
- Aid will be credited to the student's account within three days of receipt
- Refund checks are issued for funds in excess of the balance owed
- Refund checks are mailed to the home address on file
- Maintain an accurate information at the Registrar's Office

ACCEPTABLE PAYMENT METHODS

- Credit cards (Visa, Master Card, American Express, Discover card)
- Personal checks not to exceed \$500
- Money orders, Cashier Checks or Travelers Checks
- Payment arrangements up to three installments for current semester
- Financial Aid Federal Loans and Grants
- **FOR SECURITY REASONS WE DO NOT ACCEPT CASH PAYMENTS**