



St. John's College Policies and Procedures

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SYSTEM: HSHS	MANUAL(S): HSHS St. John's College Policies
TITLE: Tuition, Fees, and Student Billing Policy	ORIGINATING DEPARTMENT: St. John's College
EFFECTIVE DATE: 06/01/2024	REVISION DATE(S):
SUPERCEDES: Local ministry handbooks/catalogs/policies adopted prior to the effective date of this policy.	

Purpose:

This policy is to outline the tuition and fee structure, billing processes, payment expectations, and consequences for non-payment at St. John's College.

Policy:

1. Tuition and Fees

- Tuition and fee rates are established annually by the St. John's College administration in consultation with the St. John's College Board.
- These rates include applicable special fees, which may vary depending on the academic program.

2. Special (Direct Billed) Fees

- Student billing may include direct billed expenses, wherein the College pays a third-party vendor on behalf of the student.
- These expenses are then billed directly to the student. Examples of direct billed fees may include, but are not limited to:
 - Textbooks
 - ATI or other learning resources
 - Clinical scrubs

3. Accepted Payment Methods

- St. John's College accepts the following payment methods for tuition, fees, and other billed charges:
 - Online Payment:
 - Secure electronic funds transfer (EFT) or credit card payment via the College's online billing portal.
 - Mail or In-Person Payment:
 - Check or money order made payable to St. John's College.
 - These may be:
 - Mailed to the Bursar's Office, or
 - Delivered in person during regular business hours.
- Important: Cash payments are not accepted under any circumstances.
- Students are responsible for ensuring that all payments are made in advance of published deadlines to avoid late fees or administrative withdrawal for non-payment.



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4. Payment Plans

- a. Students may opt into a payment plan to manage their tuition and fee obligations.
- b. Students must sign up for the payment plan within the first ten (10) days of the semester/term.
- c. Payment plans divide the total balance due for the semester into four equal payments and the summer term into three equal payments.
- d. Payment Dates:
 - i. Fall Semester: July, September, October, November
 1. The first payment (one-fourth [$\frac{1}{4}$] of the total balance) must be received by the tenth business day of the fall semester.
 - ii. Spring Semester: December, February, March, April
 1. The first payment (one-fourth [$\frac{1}{4}$] of the total balance) must be received by the tenth business day of the spring semester.
 - iii. Summer Term: May, June, July
 1. The first payment (one-third [$\frac{1}{3}$] of the total balance) must be received by the tenth business day of the summer term.
- e. Failure to make this first payment by the deadline will result in administrative withdrawal from the College (see Drop for Non-Payment).

5. Late Payment

- a. The College may charge a late fee for tuition payments not made by the date published in the College academic calendar.
- b. The fee is non-refundable.
- c. Checks offered in payment of tuition that are not honored by the bank shall constitute unpaid tuition and will be subject to the late fee.

6. No Balance Carry-Over Between Semesters/Terms

- a. Students must satisfy all financial obligations for the current semester or term before enrolling in subsequent coursework.
- b. No outstanding balance may carry over into future semesters/terms.
- c. Registration for a new semester or term will not be permitted until the student's account is paid in full.

7. Drop for Non-Payment

- a. St. John's College reserves the right to administratively withdraw students from their courses due to non-payment, under the following conditions:
 - i. Initial Drop for Non-Payment:
 1. If the first payment as detailed in Section 3. above has not been paid by the tenth business day of the semester/term; the student will be dropped from all classes.
 2. This date is typically the Friday at the end of the second week of the semester/term and is published in the academic calendar.
 - ii. Ongoing Risk of Drop:
 1. Students may also be administratively withdrawn at any time during the semester/term if a balance remains unpaid, even after initial enrollment is secured.
 - iii. Consequences of Being Dropped:
 1. Students who are dropped for non-payment:
 - a. Lose access to the Learning Management System (LMS) and course content



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- b. Lose access to the Student Information System (SIS), including grades and registration services
- c. May not attend class, lab, simulation, or clinical experiences
- d. Are no longer considered enrolled, and may become ineligible for financial aid or face loan repayment obligations
- e. May be required to return institutional materials such as identification badges or equipment

8. Reinstatement After Drop for Non-Payment

- a. A student who has been dropped for non-payment may request reinstatement within three (3) business days of the drop.
- b. To be eligible for reinstatement:
 - i. The entire outstanding balance must be paid in full (payment plans will not be accepted at this stage).
 - ii. The student must notify the Bursar's Office and Registrar immediately upon payment.
- c. Reinstatement is contingent on available space in the student's original courses and approval by the Chancellor.

9. Process Oversight:

- a. The Bursar, Financial Aid Director, and Registrar collaborate to carry out and monitor the drop for non-payment process and any reinstatement requests.