

88

UPMC Jameson
School of Radiography
 Policy & Procedure

Policy (RT-8):	Tuition and Costs for Students/Refund Policy/Collections				
Standard:	The Program's assurance that the tuition and costs process is fair and consistent with the mission and philosophy of the school and the sponsoring institution.				
Purpose:	Program's educational tuition and cost is equitable for its students				
Effective Date:	January 1995				
Revised Dates:	<u>July 1997</u>	<u>July 1998</u>	<u>July 1999</u>	<u>July 2000</u>	<u>July 2002</u>
	<u>July 2005</u>	<u>June 2006</u>	<u>Sept 2007</u>	<u>June 2011</u>	<u>Jan 2015</u>
	<u>Jan 2016</u>	<u>June 2018</u>	<u>June 2019</u>	<u>July 2020</u>	<u>March 2021</u>
	<u>June 2021</u>	<u>June 2022</u>	<u>May 2023</u>		
Responsibility:	Rad Tech Program Coordinator, Applicants & Students				

PROCEDURE:

RESPONSIBILITY	ACTIONS:
Applicants	<p>Pre- entrance fees</p> <p>Candidate must have application filled out properly and completely</p> <ul style="list-style-type: none"> • Application must be received by during enrollment/application period. • A \$50.00 non-refundable application fee must be included • Registration Fee of \$250.00 is due upon acceptance to the program within the time frame spelled out in the acceptance letter. Registration fee will be applied to first semester tuition. If the fee is not received within that time frame, the offer of admission is withdrawn • Pre-Entrance Fees are Non-Refundable
Student	<p>Student fees</p> <p>Books, Trajecsys, Uniforms, Clearances, Computers and Registry Review Program are Non-Refundable</p> <p>Student must:</p> <ol style="list-style-type: none"> 1. Purchase required uniforms and shoes- average cost of approximately \$200.00. 2. Pay for books- List of required books will be provided. Average cost is approximately \$1,200. 3. Student must purchase Trajecsys average cost of approximately \$150.00 4. Will be charged a fee for a Registry Review Program in their 3rd

	<p>semester. Average cost approximately \$200.00</p> <p>5. Apply for required criminal history and child abuse clearances cost estimated at \$40.00-\$50.00</p> <p>6. If the contingency plan for a catastrophic event goes into effect students will need to have a computer capable of running required programs and Wi-Fi connectivity for online education to occur. Cost is subjective according to type of computer and internet provider chosen.</p>
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RESPONSIBILITY	ACTIONS:									
Student	<p>Tuition Payment Schedule</p> <ol style="list-style-type: none"> 1. Jul. 17, 2023- 1st semester Class of 2025 tuition billed \$2250.00 2. Jan. 2, 2024- 2nd semester Class of 2025 tuition billed \$2500.00 3. Jul. 17, 2023- 3rd semester Class of 2024 tuition billed \$2500.00 and the estimated registry review fee of \$200.00 4. Jan. 2, 2024- 4th semester Class of 2024 tuition billed \$2500.00 <p>Students will be billed for tuition and any associated fees at the beginning of each semester. A payment plan may be set up between the student and the program to make payments easier on the student. However, all billed tuition and fees must be paid in full to the program before the due date stated on their invoice to continue in the program.</p> <p>A student who is getting ready to graduate must have all accounts paid in full prior to April 15th of the year graduating.</p>									
Program Coordinator & Students	<p>Institutional Tuition Refund</p> <p>The UPMC Jameson School of Radiography Institutional Refund Policy determines required adjustments to a student’s tuition based on their date of withdrawal each semester.</p> <p>An institutional refund policy has been established for those students who decides to withdraw from the program. Adjustments are for tuition only; non-refundable deposits and fees are not adjusted or refunded. To be entitled to a refund, a student must give the program an official written date of resignation. The official date of resignation will be considered the date the program receives the official written notice. Institutional refund adjustments follow the schedule listed below:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Withdrawal</th> <th style="text-align: center;">Institutional Refund</th> <th style="text-align: center;">Student’s Remaining Financial Responsibility</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Calendar days 1-7</td> <td style="text-align: center;">100 %</td> <td style="text-align: center;">0%</td> </tr> <tr> <td style="text-align: center;">Calendar days 8+</td> <td style="text-align: center;">0%</td> <td style="text-align: center;">100%</td> </tr> </tbody> </table>	Withdrawal	Institutional Refund	Student’s Remaining Financial Responsibility	Calendar days 1-7	100 %	0%	Calendar days 8+	0%	100%
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Calendar days 1-7	100 %	0%								
Calendar days 8+	0%	100%								

Collections on Student Account Balances

It is the policy of UPMC Jameson School of Radiography to establish guidelines for the collection of outstanding balances on student accounts.

Students will be billed for tuition and any associated fees at the beginning of each semester. A payment plan may be set up between the student and the program to make payments easier on the student. However, all billed tuition and fees must be paid in full to the program by the date stated on the invoice.

Any student who fails to pay their tuition and fees in full by the end of the semester will not be allowed to continue in the program and their account would be submitted to a collection agency.

Any student who withdrew, was dismissed or terminated after 8 calendar days and has an outstanding balance will be offered a payment plan if the full balance cannot be paid at one time. The payment plan must be determined within 30 days of withdrawal, dismissal or termination from the program. The payment plan will consist of the student making a payment each month to remain in compliance. Failure to make regular payments on the payment plan may result in the account being submitted to a collection agency.

A student who is getting ready to graduate must have all accounts paid in full prior to April 15th of the year graduating. Failure to pay in full by this date will result in the certificate and verification for the boards being held until payment in full is made. After 30 days the account may be submitted to a collection agency.

No transcripts are released until all balances are paid in full.

Tuition and fee are subject to change without notice.