

**Policy Revision Approval Date: January 11, 2007****Policy Revision Effective Date: April 1, 2007****Procedure Approval Date: July 25, 2017****Procedure Effective Date: August 1, 2017****POLICY STATEMENT**

Capella University's executive leadership is authorized to establish a tuition and fees structure for all university programs and activities. Tuition and fees are listed in the tuition and fees schedule published in Capella's *University Catalog* and on the university website. Learners are responsible for payment of their tuition and fees according to the schedule and this policy and its related procedures.

**RATIONALE**

The purpose of this policy is to name those groups or individuals within the university who have the authority to determine tuition and fees and the manner in which they are charged for courses, residencies, admission, transcripts, prior learning assessment petition review, and graduation.

**DEFINITIONS**

None

**PROCEDURES**

- I. Tuition Structure
  - A. Course Tuition

Tuition charges are structured in multiple ways, including flat-rate quarterly, flat-rate per-session, and per-credit tuition as outlined in the tuition and fees table. Learners in all programs pay tuition based on the program and/or courses in which they are registered and according to the [tuition and fees table](#).
  - B. Residency Tuition
    1. Residency tuition and fees
      - a. Learners pay tuition for each residency they attend.
      - b. Learners are responsible for the cost of their travel, accommodations, food, and other expenses associated with residencies.
    2. Residency cancellation fee
      - a. Learners canceling their non-credit-bearing residency registration may be charged a cancellation fee for the full tuition of the residency, depending on when the cancellation is made. See the Residencies section of [Campus](#) for details on registration and cancellation fees.
      - b. Learners canceling their credit-bearing residency registration, as described in section IV of university policy *2.02.02 Course Registration*, should refer to university policy *4.03.02 Tuition and Fee Refunds* to determine the financial implications of their actions.

C. Payment of Tuition and Fees

1. American Express, Discover, MasterCard, Visa, wire transfer, paper check, and e-check payments are accepted.
2. Payment is due prior to the start of the quarter or prior to the start of the course or residency for those courses or residencies beginning mid-quarter.
3. Payments received will be counted toward learners' current and outstanding tuition and fees. Non-financial aid refunds will only be issued to learners whose accounts do not have current and outstanding tuition and fee balances.

II. Other Fees

A. All fees are due upon assessment.

B. Admission Application Fees

1. A credit card or U.S. bank account (e-check) payment is required with the online admission application.
2. The amount of the admission application fee is automatically determined based on the information provided during the admission process.
3. Refer to the tuition and fees schedule on the Capella University website for application and international transcript evaluation fees.

C. Resource Kit and Technology Fee

Either a resource kit fee or a technology fee will be assessed for select programs at the start of each quarter or session following standard tuition due dates.

D. Official Transcript Fee

1. Capella University charges for official transcripts.
2. The university also reserves the right to withhold the official transcripts of learners who are not in good financial standing with the institution.

E. Diploma Fee

1. Capella University charges for duplicate diplomas.
2. The university also reserves the right to withhold original or duplicate diplomas of learners who are not in good financial standing with the institution.

F. Prior Learning Assessment Evaluation Fee

1. Capella University requires learners seeking credit for prior learning to pay an evaluation fee for each evaluation.
2. Refer to the tuition and fees schedule on the Capella University website for the prior learning assessment evaluation fee.
3. Prior learning assessment evaluation fees are nonrefundable, regardless of outcome.

G. Non-Sufficient Funds (NSF)

1. If a check or e-check is returned to Capella due to non-sufficient funds, closed accounts, or any other reason, an NSF fee will be charged to the learner's account.
2. A fee will be charged for each check or e-check that is returned, reversed, or stopped payment.

H. For California Learners Only: Student Tuition Recovery Fund (STRF) Fee

California residents should refer to the following language provided by the state of California regarding the student tuition recovery fund fee:

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss.

Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if you are not a California resident, or are not enrolled in a residency program

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

### III. Reimbursements and Discounts

#### A. Employer Reimbursements

1. Learners receiving employer tuition assistance must arrange for payment to Capella prior to the start of their course(s).
2. This policy does not affect learners receiving veterans or vocational rehabilitation assistance, active armed forces learners, or learners whose employers arrange to receive an invoice directly from Capella.

#### B. Direct Bills

1. Direct bills and tuition assistance vouchers are only an option when no specific grade is required by the learner's employer or third party as a condition of reimbursement. Learners must complete and submit direct bills or tuition assistance vouchers prior to the start of the course.
2. Direct bill invoices are created and sent after census.
3. The learner will be responsible for paying any amount remaining from refusal or inability of employer or third party to pay.

#### C. Employer, Military, or Educational Institution Affiliation Discounts

1. Learners may be eligible for an affiliation tuition discount due to an arrangement between Capella University and the learner's employer or a military or educational institution.
2. Affiliation discounts are contingent on an ongoing agreement between Capella University and the employer or military or educational institution.
3. It is the eligible learner's responsibility to request the applicable discount.
4. Capella University will not retroactively apply a discount.
5. Capella University reserves the right to validate the affiliation status of all learners offered a tuition discount prior to and after applying the discount.
6. Learners must maintain the applicable affiliation in order to continue to receive the discount. Learners may be subject to yearly verification of their affiliation.
7. If a learner qualifies for more than one affiliation discount, the most favorable discount to the learner applies.
8. If the learner provides evidence of the affiliation status after the requested time frame, the discount will be applied to future quarters only.
9. Tuition discounts do not apply to residency tuition.

### IV. Capella University Scholarships

- A. Learners may be considered for Capella University scholarships by completing an application and any requested documents. Scholarship application and fulfillment of requirements does not guarantee that a scholarship will be awarded.
- B. Scholarships may be used for tuition and fees for courses, residencies, or other academic requirements as stated in the description and details for each scholarship.
- C. Award of a scholarship may impact financial aid, employer tuition, and Veterans Affairs benefits.

### V. Special Business Office Hold (SBOH)

- A. All learners with an outstanding balance may be placed on SBOH.

- B. FlexPath learners who are removed from their course(s) for SBOH after the last day to drop will be assigned a Withdrawal (“W”) grade.
  - C. While on SBOH, learners are not granted access to university activities or academic personnel or services, including advisors, mentors, courses, or the library.
  - D. Access to the courseroom may be regained upon resolution of the account balance within the time lines communicated to affected learners.
  - E. Learners who do not pay their outstanding account balance while on SBOH may be administratively withdrawn from the university.
  - F. Learners who are administratively withdrawn for SBOH will be sent to a third party collection agency and/or reported to a credit bureau.
- VI. Three-Day Cancellation  
Learners providing written notice of cancellation within three days (excluding Saturday, Sunday, and federal and state holidays) of paying any fee will receive a 100 percent refund.
- VII. Collection Agency/Credit Reporting  
Learners who refuse or are unable to pay an outstanding past-due balance may have their account sent to a collection agency and/or reported to a credit bureau.
- VIII. Resources for Communicating Tuition and Fees Information
- A. Tuition and fees are posted in Capella’s *University Catalog* and on Campus.
  - B. Tuition and fees are subject to change.
  - C. Tuition and fees schedule can be found at:  
[http://www.capella.edu/content/dam/capella/PDF/tuition\\_chart.pdf](http://www.capella.edu/content/dam/capella/PDF/tuition_chart.pdf)
- IX. All procedures with this policy apply to learners in GuidedPath and FlexPath programs.

## **POLICY OWNERS**

Academic Owner: University Finance Leader  
Operations Owner: University Finance Leader

## **RELATED DOCUMENTS**

University policy 2.02.02 Course Registration  
University policy 4.03.02 Tuition and Fee Refunds

## **REVISION HISTORY**

Original Policy Approval Date: January 31, 2005  
Revision Dates: 6-12-07; 6-21-12; 6-6-13; 5-13-14; 10-31-14; 5-4-15; 8-11-16; 6-7-17; 7-25-17  
Administrative edits as result of ongoing review: 12-20-07; 10-1-08; 1-20-09; 5-27-09; 7-29-09; 11-19-09; 1-13-10; 5-13-10; 7-27-10; 8-11-10; 12-20-10; 2-14-11; 7-28-14; 11-19-15; 12-11-15; 4-11-16; 11-1-16; 12-14-16; 12-15-17; 4-1-18; 6-1-18; 7-1-18; 3-26-21; 1-4-22