

Tuition Installment Plan by that time. Either if there can be done in the Finance Office.

Students whose payments have not been received or payment plan established in the Student Finance Office by the end of the 6th week of the semester will be withdrawn from registered courses, and lose access to CDU resources such as Blackboard and the Health Sciences library. You will also be unable to register for the next academic term.

Non-matriculated students must make full payment at the time of registration. Non-matriculated students, whose payments have not been received in the Student Finance Office prior to the end of the Add/Drop period, will be dropped from registered courses.

Financial Aid is normally disbursed in the 4th week of classes. Disbursement of aid will only take place once your financial file is complete.

Students with unpaid account balances will have a hold placed upon their University records until the balances are resolved. Students with account holds will not be able to register for future courses. They will also not be certified for graduation or for exams.

Failure to pay the account balance or default on the Tuition Installment Plan will result in a financial hold that will prevent registration in subsequent terms.

### Payment and Financial Aid

Students are solely responsible for payment of University Tuition and Fees by the due dates described above and are encouraged to make arrangements for Financial Aid loans and awards early in order to ensure those payments are available prior to the due dates. Students experiencing delays in Financial Aid awards must pay out of pocket or (if eligible) apply to the Installment Payment Plan prior to the close of the Add/Drop period.

Should subsequent Financial Aid awards exceed the current balance on a student's account, the University will promptly refund the excess in accordance with the requirements of the award source.

The University's Office of Financial Aid and Scholarships recommends application and documentation be submitted 60 days prior to the start of instruction.

For calculation purposes only, the University will apply certain estimated financial aid to student accounts in advance of actual receipt of those funds. Students remain responsible for these payments

should the actual aid be cancelled or received in an amount less than expected.

### Federal Direct Subsidized & Unsubsidized Loans

Anticipated Loan amounts will be applied to student accounts for calculation prior to the first day of instruction, provided all applications and supporting documentation have been received and reviewed by the Office of Financial Aid and Scholarships.

#### Federal Grad Plus and Parent Plus Loans

Anticipated Loan amounts will be applied to student accounts for calculation prior to the first day of instruction, provided confirmation of the award has been received by the funding agency and the student has signed the Master Promissory Note.

### Other Financial Aid Programs

Actual loan or award amounts will be applied when funds are disbursed to student accounts.

### Payment of Tuition and Fees

Charles R. Drew University currently accepts the following forms of payment directly from students:

- Cash
- Checks (with appropriate identification)
- Cashiers' Checks
- Credit Cards (Visa, MasterCard, American Express)
- Financial Aid Awards
- Bank Wire Transfers can be accepted in some cases. Please contact the Finance Office for assistance at (323) 563-5820.

### Refund Policy and Procedure

**Courses Withdrawal:** Tuition refunds are based on the number of days attended. Certain fees charged to students require pre-payment by the university and cannot be refunded after courses begin. Students who drop course(s) during the add/drop period will receive a 100 percent refund. Any student that withdraws from any course(s) or the university after the add/drop deadline will receive a prorated refund based on days of attendance. After the withdrawal deadline (60% mark) no refunds are given. Please refer to the appropriate academic calendar for specific deadline dates.

**Refunds and Repayment:** Students who drop below half-time enrollment may be expected to repay a portion of their financial aid. According to a formula prescribed by state and federal regulations, any refundable amount used to pay tuition and fees is returned to the appropriate financial aid sources. Students also may be required to pay the unjustified portion of assistance that was directly disbursed to them.

Students who completely withdraw from the University must give written notification to the Registrar, Program Advisor and Office of Financial Aid and Scholarships, and must complete all withdrawal procedures to be eligible for any refunds. A refund, if applicable, will be calculated based upon the Federal refund methodology also known as the Return to Title IV (R2T4). Financial aid refunds are calculated on a per diem basis (days attended at time of withdrawal) for withdrawals up through the 60% point in time for each semester. After 60% of the semester has elapsed, there is no refund calculation for federal aid programs. Non-refundable fees are excluded from the refund calculation. Calculated refunds are returned to the appropriate aid programs. Students should contact the Office of Financial Aid and Scholarships to discuss the impact of withdrawing from courses on their financial aid eligibility.

If a student has been awarded financial aid, the financial aid programs from which the funds are disbursed will be refunded in accordance with federal regulations.

Refunds will be mailed to the student's permanent home address as soon as the required withdrawal forms have been processed. It is the student's responsibility to ensure that the University has a current address on file for them at all times.

The refund amount is apportioned back to the individual financial aid programs in a priority sequence, paying back all that was disbursed from one program before paying back the next program.

**Tuition Installment Plan**

Students with a current term balance of greater than \$500 and in good financial standing may request to pay the current term's Tuition and Fees over the course of that term by applying to the University's Tuition Installment Plan. Under this plan, students may divide the current term's financial obligation over three pre-determined payments. Students carrying any past due balance are ineligible to participate in this program.

Students participating in the University's Tuition Installment Plan will be assessed an Installment Financing Fee of \$150 for each term of participation. The Installment Fee plus the first payment (1/3 of student's account balance) is due upon application to the installment program. There is no interest charge for this program provided all payments are made as scheduled.

The Tuition Installment Plan may be used concurrently with external Financial Aid programs, provided all Plan requirements are met. Incoming Financial Aid funds must be used to retire the installment agreement prior to disbursing payment to the student.

CDU Tuition Installment Plan must be received in the Finance Office prior to the Add/Drop deadline to avoid removal from class rosters. Please contact the Student Finance Office for application and full details.

**Military Tuition Assistance (TA)**

Military Tuition Assistance is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded.

To comply with the Department of Defense policy, CDU will return an unearned TA funds on a proportional basis through at least the 60% portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending.

**Tuition Assistance Calculation**

CDU will calculate TA eligibility for student who fail to attend, drop out, withdraw (official or unofficially), or are dismiss prior to completing more than 60 percent of the enrollment period. The enrollment period encompasses the semester start and end dates for applicable courses.

Your TA eligibility is determined based on the following formula:

$$\frac{\text{Number of Days Completed Before Withdrawal}}{\text{Total Number of Days in the Enrollment Period}} = \% \text{ of TA Earned}$$

Students who withdraw due to a military service obligation may be entitled to receive a full refund of tuition and fees. All refunds are subject to the presentation of official documentation.

<u>16 Week Course Withdraw</u>	<u>Submitted</u>
Before or during weeks 1-2	100%
Week 3	95%
Week 4	90%
Week 5	80%
Week 6	70%
Week 7	60%
Week 8	50%
Week 9	40%
Week 10-16	No Return
<u>13 Week Course Withdraw</u>	<u>Submitted</u>



Before or during weeks 1-2	100%
Week 3	90%
Week 4	80%
Week 5	70%
Week 6	60%
Week 7	50%
Week 8.6	40%

## UNIVERSITY SERVICES

### Campus Alert System

Charles R. Drew University’s alert system enables emergency response team members to communicate with students, staff and faculty in minutes by sending a message via a number of contact methods—including email, text messaging and cell phones. Everbridge Aware for Campus Alerts will only be used during emergencies and for system testing. This is a free service to members of the Charles R. Drew University’s community. Standard rates apply for cell phone and SMS messages. To receive emergency alerts from the University’s Everbridge Aware for Campus Alerts system, students are required to sign up.

Charles R. Drew University of Science and Medicine subscribes to a campus alert system known as the Everbridge Notification System. During an emergency (i.e., fire, or evacuation, etc.), this service will notify students, staff, and faculty through email, text messaging, cell phones and other devices within minutes.

Users must register their contact information with the Everbridge Notification System in order to be active in the Everbridge Notification System. Your personal information data will not be shared with anyone unless the user grants permission when signing up. There is no cost for this service.

### Crime Statistics - Clery Report

Under the Federal “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act,” the Charles R. Drew University Campus Safety Unit must distribute statistics annually on the reported occurrences of the following offenses:

- Murder
- Sex Offenses
- Non – Forcible (incest and statutory rape)
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Hate Crimes, including larceny, theft, simple

assault, intimidation and destruction of property (where there is evidence of victim selection based on actual or perceived race, gender, sexual orientation, ethnicity or disability)

- Arrests or persons referred for campus disciplinary action for liquor violations, drug abuse violations and weapon possession

## Clery Crime Statistics

ON CAMPUS	2017	2018	2019
<b>Criminal Offenses</b>			
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses/Forcible	0	0	0
Sex Offenses/Non-Forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	1	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
<b>Special Category Arrests</b>			
Liquor Laws	0	0	0
Drug Violations	0	0	0
Weapons Laws	0	0	0
Hate Crimes	0	0	0
<b>Disciplinary Actions</b>			
Liquor Laws	0	0	0
Drug Violations	0	0	0
Weapons Laws	0	0	0
<b>PUBLIC PROPERTY AREAS CONTINGENT TO CAMPUS</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
<b>Criminal Offenses</b>			
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses/Forcible	0	0	0
Sex Offenses/Non-Forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
<b>Special Category Arrests</b>			
Liquor Laws	0	0	0
Drug Violations	1	0	1
Weapons Laws	0	0	0
<b>Disciplinary Actions</b>			
Liquor Laws	0	0	0
Drug Violations	0	0	0
Weapons Laws	0	0	0
<b>NON-CAMPUS BUILDINGS</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
<b>Criminal Offenses</b>			
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses/Forcible	0	0	0
Sex Offenses/Non-Forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

