

## Student Financial Policies

The university offers the following options for payment of accounts.

- Payment in full—Checks and cash are accepted in the Student Business Office. Checks may be mailed to the Student Business Office at 5601 19th St, Lubbock, TX 79407. Online payment using e-checks or major credit cards is available through the Student Account Center at [www.lcu.afford.com](http://www.lcu.afford.com). Service fees will vary based on card presented for payment.
- Payment with financial aid—Students should apply for financial aid in time for the process to be completed and the financial aid awarded by the first day of the term.
- Monthly Payment Plan—The university uses Tuition Management Systems (TMS) for monthly payment plans. Students should calculate their expenses for the semester, subtract their financial aid and contact TMS at 1-800-339-5579 or online at [www.lcu.afford.com](http://www.lcu.afford.com).
- The Student Account Center offers real-time information on student accounts. FERPA prohibits the university from providing access to anyone other than the student.

Other services provided by the business office include the following.

- Check cashing—students may cash personal checks with their student identification card. A fee will be assessed.
- Printing account—students wanting to add money to their campus printing account.
- Meal plans—students may purchase a variety of meal plans.

### Payment of Account

Undergraduate student account balances are payable in full on or before September 30 for the fall and February 15 for the spring. Graduate student account balances for Fall A and B sessions must be paid on or before September 30 and C sessions by November 15, and balances for Spring A and B sessions must be paid on or before February 15 and C sessions by April 15. Payment arrangements for summer courses must be made by the first day of class. Accounts not complying with the above policy may be subject to a late payment charge of \$200 and the account will be placed on hold. Late fees will not be assessed to students current in their monthly payments to TMS. The university does not release student academic records if educational costs are not paid. Students will not be allowed to register for classes if there is a hold on the account.

Tuition and room and board refunds are computed on a declining scale based on when students withdraw from the university or drop a course. Fees are not refundable. Request for withdrawals or drops must be made by completing a withdrawal or drop form which is available from the registrar. Refunds of tuition and room and board will be made according to the following refund schedule. Students must pay drop/add fees when schedule changes occur.

#### Sixteen Week Terms

- 1st through 5th day of term-100%
- 6th through 10th day of term-80%
- 11th through 15th day of term-60%
- 16th through final day of term-0%

#### Eight Week Sessions

- 1st through 3rd day of session-100%
- 4th through 5th day of session-80%
- 6th through 8th day of session-60%
- 9th through final day of session-0%

#### Less than Eight Week Sessions

- 1st day of session-100%
- 2nd day of session-80%
- 3rd day of session-60%
- 4th through final day of session-0%

### Tuition Refund Insurance

Tuition refund insurance is available through GradGuard to protect educational investments. The insurance refunds tuition, fees, and room & board charges up to the annual policy limit of \$10,000, if the policy holder is unable to complete the semester

due to a covered medical reason. Annual payments are due to GradGuard for students who select this insurance.

**Cancellations**

Cancellations occur when registration is cancelled prior to the first day of the term. Requests for cancellations must be communicated to the registrar. Requests for cancellations received after classes begin will only be granted when the requestor never attended class or used university resources. Pre-booked travel/trip expenses are not refundable for cancellations.

**Tuition and Fees for Campus Programs**

<b>Undergraduate Fall and Spring</b>	<b>Tuition</b>	<b>Health Service Fee</b>
1-5 hours	\$588 per hour	\$35 per semester
6-8 hours	\$588 per hour	\$60 per semester
9-11 hours	\$705 per hour	\$60 per semester
12-18 hours	\$10,797 per semester	\$100 per semester
19+ hours	\$705 per hour	

**Other Programs**

Undergraduate Nursing	\$438 per hour	
Graduate Theology/Biblical Studies	\$316 per hour	
Graduate Leadership	\$438 per hour	
Graduate Counseling/School Counseling	\$438 per hour	
Graduate Education	\$438 per hour	
Graduate Human Services	\$438 per hour	
Graduate Nursing (Ed/Lead Track)	\$438 per hour	
Graduate Nursing (FNP Track)	\$509 per hour	
Audit	\$130 per hour	
Lubbock Christian School	\$90 per hour	
Undergraduate Summer	\$505 per hour	
Drop Fee		\$25
Add Fee		\$25
Online/Hybrid Course Fee		\$100 per course
Ring Installment		\$90 per term for first four terms

**Tuition and Fees for Online Programs**

Organizational Leadership	\$517 per hour
Organizational Management	\$517 per hour
Graduate Clinical Mental Health Counseling	\$557 per hour
Graduate Human Services	\$482 per hour