

STUDENT ACCOUNTS OFFICE

TUITION INFORMATION

Tuition and fees for the 2025–26 academic year are available on the website; <https://www.alverno.edu/tuition> (<https://www.alverno.edu/tuition/>)

Full-time enrollment is 12–18 credits per semester. Semesters exceeding 18 credits are billed at an additional \$1,426 per overload credit.

\$17,106 per semester

\$34,212 per year

\$1,426 per credit

2025 Summer Term = \$675 per credit

Fees for Undergraduate Students:

- Comprehensive fee (use of library, technology resources, etc.): \$450 per semester
- BSN student non-refundable ATI fee: \$720 per semester (consecutively, for a maximum of six semesters)
- Commuter dining fee (available to be used at on-campus dining locations): \$150

Business Students

- Students majoring in Business are not charged the overload fee until they exceed 20 (21 or greater) credits.
- Business classes are marked as a 1 credit class and billing for 0 credits.
- Students still pay the full-time rate.

EDUCATIONAL LOAN AGREEMENT

Completion of the Educational Loan Agreement ("Agreement") is required every semester prior to access to course registration.

Read the Agreement carefully, as it outlines financial obligations.

The Agreement is due each semester and is assigned to all students regardless of payment method (e.g., financial aid, scholarships, self-pay).

Paper copies are not mailed. The Agreement is accessible in Self Service under User Options - Required Agreements.

BOOK ADVANCES

To be eligible for a book advance, all required financial aid forms must be submitted to the Financial Aid Office, and the amount of financial aid must exceed the balance due. The Educational Loan Agreement (ELA) must be completed in Self Service.

Once eligibility is established, instructions for book advance usage are sent via email.

PAYMENT POLICIES

The Student Accounts Department is dedicated to providing students with the necessary services to fulfill their financial obligations to the college while maintaining the college's commitment to an affordable education. We do this primarily through educating students on financial responsibilities, coordinating collection activities, and facilitating interdepartmental communications. We approach each situation with flexibility and creativity to address the needs of each individual student while maintaining an environment of mutual trust and respect. We promote the college's mission by consistently serving students in

a courteous and respectful manner, resulting in a positive effect on recruitment and retention.

A student account is considered delinquent when payment is not received by the due date. Delinquent accounts result in the withholding of progress reports and diplomas. Registration for future semesters or Residence Hall occupancy is restricted until full payment is made or the account is current under the monthly payment plan (excluding extended plans). Restrictions are applied to accounts with balances exceeding \$200 into a new academic year.

To resolve restrictions and regain registration eligibility, contact the Student Accounts department for payment arrangements.

Email is the primary communication method. Regular checking of email is expected.

ACCOUNT STATEMENTS

Student Accounts sends out semester billing statements at the end of April for the summer term, end of July for the fall term, and end of November for the spring term.

Accounts must be checked online or contact Student Accounts if no billing statement is received. Responsibility for account charges applies regardless of receipt of a billing statement.

Schedule changes after the initial billing trigger an email notification. Updated statements can be reviewed in Self Service in real-time. If charges increase under a payment plan, it is the student's responsibility to pay the adjusted amount. Financial aid adjustments may require separate notification to the Financial Aid Office.

Statements can be accessed by logging into Self Service - Student Finance - Account Activity.

Changes in academic program before the official start date result in tuition adjustments for the same semester. Changes after the start date are reflected in the subsequent semester.

PAYMENT OPTIONS

Traditional Semester Payment

Full payment is due by the date listed in Self Service. Acceptable methods:

- In person at the Student Accounts office.
- Drop box outside of the Student Accounts office.
- Mail check/money order to Alverno College, Attn: Student Accounts.
- Online using Self Service and use a checking account, Visa, MasterCard, Discover, or American Express.
- Phone Student Accounts (414-382-6262) to use a checking account, Visa, MasterCard, Discover, or American Express. (<https://iol.alverno.edu/WebAdvisor/WebAdvisor/?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=751504083>)

Monthly Payment Plan

Payment Plans are available for completion on Self Service once billing statements are available. There are two payment plan options:

- Monthly payments by cash/check/credit card (subject to \$50 fee).
- Monthly ACH payments (no fee; bank documentation required each semester). Authorization is required for payments from non-student accounts.

PLEASE NOTE: Written notice is required five business days before scheduled withdrawal to cancel or alter a plan.

Payment by a Third Party Sponsor

Invoices may be sent directly to third parties if authorization is received before the payment due date.

Employer Reimbursement

Forms available in the Registrar's Office must be completed each semester. Students using employer reimbursement must comply with all published payment deadlines. Proof of payment for employer reimbursement can be downloaded from Self Service under "Student Finance."

REFUNDS

Refunds from financial aid credit balances are processed after the start of classes and disbursement of aid, in compliance with federal and institutional policies.

To receive a refund:

- A credit balance must exist.
- Enrolled hours must align with financial aid hours.

Refunds are issued within 14 days of the appearance of a credit balance. Direct deposit setup is available through Self Service under "Banking Information."

Refunds from Parent PLUS loans are mailed. No exceptions.

DROPPING OR WITHDRAWING

In the event it becomes necessary to drop courses (<https://catalog.alverno.edu/acadpol/drop/>) or to withdraw (<https://catalog.alverno.edu/acadpol/solow/>) from the College, contact the program director or the Registrar's Office to complete the necessary forms. The date on this initial contact determines the amount of tuition adjustment, if any. Students must officially drop all courses when not attending. Complete nonattendance before enrollment deadlines may result in withdrawal from courses or cohorts.

Responsibility for all tuition and fees remains after the adjustment deadline.

Students who register and subsequently drop their courses are subject to the tuition adjustment schedule below.

TRADITIONAL WEEKDAY & GRADUATE TUITION ADJUSTMENT SCHEDULE

When a course is dropped, the following adjustment schedule is used:

Student drops	Student pays
Before Course Begins	0%
Day 1 - Day 7	0%
Day 8 - Day 14	35%
Day 15 - Day 21	55%
Day 22 - Day 28	75%
Day 29 and after	100%

PARAPROFESSIONAL, AA, BA, DNP TUITION ADJUSTMENT SCHEDULE

When a course is dropped, the following adjustment schedule is used:

Student drops	Student pays
Before Courses Begin	0%
Before Second Week of Class Begins	0%
After Second Week of Class Begins, But Before Third Week Begins	50%
After the Third Week of Class Begins	100%

DEMSN, EDD & ACCELERATE TUITION ADJUSTMENT SCHEDULE When a course is dropped, the following adjustment schedule is used:

Student drops	Student pays
Before course begins and Day 1 - Day 14	0%
Day 15 and after	100%

Students receiving Financial Aid:

Financial aid is based on the total of registered credits for an entire semester. Failure to start a second course in a semester or withdrawing from a course (officially or unofficially) requires recalculation of financial aid received. This may require a repayment of all or part of a refund, if received. Contact Financial Aid before making changes to enrollment.

Students completely withdrawing:

Financial aid recipients will be subject to federal, state and institutional refund policies (different than the adjustment schedule above). Aid is not considered earned until 60% of the semester has passed. Withdrawals (<https://catalog.alverno.edu/acadpol/solow/>) prior to this point will require a portion of financial aid funds to be returned to their original funding source and a potential account balances due. Prior to withdrawal, consultation with an advisor and Student Accounts is recommended.

View Full Withdrawal Policy Here. (<https://www.alverno.edu/Student-Accounts-Dropping-or-Withdrawal/>)

CONTACT INFORMATION

Student Accounts is located in F0134.

Regular Business Hours:

- Hours: 8:30am - 5 p.m. Monday - Friday.
- Walk-ins: 11:30am - 1:00, Monday - Thursday.
- Drop-box, voice mail, and college mail drawers are available after hours.

Mailing Address, Phone, Fax:

Alverno College
Attn: Student Accounts
3400 South 43rd Street
PO Box 343922
Milwaukee, WI
53234-3922

Phone: 414-382-6262

Fax: 414-382-6479 (Attn: Student Accounts)

Email: student.accounts@alverno.edu