

Invoicing Package Spring 2012 Semester

The following is
information for Spring 2012 Semester

- Invoicing & QuikPAY™ Notification
- Student Loan instructions
- CWRU Medical Plan and Waiver instructions
- Schedule of Room and Board Charges
- Schedule of Tuition and Fees

Invoicing & QuikPAY™ Notification

YOU WILL NOT RECEIVE A PAPER BILL IN THE MAIL! CWRU has an electronic billing service entitled QuikPAY™. QuikPAY™ will notify all students via their CWRU e-mail account that their bill is available to be viewed on line. Students no longer need to wait for a bill in the mail, just log into SIS (Student Information System), look under the finance section, and click view/pay bill. This will allow you to view your current or previous invoices as well as pay your balance due. If you do not pay your bill by yourself, just set up the responsible person as an authorized user of your account giving them their own log in ID and password. This is done through the new Student Information System (SIS). If you want your billing notifications sent to an alternative email and/or an authorized person, type in the various email addresses in SIS under “personal information”, “authorized user” and the notifications will be sent to those email addresses as well. You will also have to set up the authorized e-mail addresses in QuikPay/user preferences. A student or authorized payer can pay via an e-check or with a Discover® card online. The Discover® card carries a 1.77% convenience fee. (See Cashier’s section for further instructions). If you want to mail in your payment, just print out a copy of the PDF version of your bill, tear off the bottom portion and mail your payment to the printed address. Your Spring 2012 invoice will be available for viewing online the week of January 9, 2012 through QuikPAY™. Your spring 2012 invoice reflects information available as of January 9, 2012. Scholarships and grants awarded by the University are reflected on this invoice. This aid is **pending** and not guaranteed **until all necessary forms are on file in the Office of Financial Aid**. This invoice may not reflect all awarded financial aid. Any loans, which have been awarded, must be accepted and signed **before** they may be credited to your account. See “Student Loan Disbursement” section for further directions.

Spring 2012 charges* are listed in detail on the invoice and in SIS, **under the Finance Section/Account Activity** and may be paid in two installments. One half of the Spring 2012 charges must be covered, either by payments or credits, by January 17, 2012. The remainder must be paid **by March 9, 2012**. If a source of financial aid is not available for disbursement by January 17, 2012, but is expected to be distributed during the semester, this amount may be deducted from the “amount due” as long as all the required forms are **on file** with the Office of Financial Aid. Fall charges are due by March 9, 2012. Accounts not paid by the due date, will be assessed a late payment fee of 1.5% per month. **It is the student’s responsibility to make sure that the parents and/or legal guardians are set up in the billing system to receive e-mail notices of the invoices.** Please email us at Bursar@case.edu, if you need assistance setting up your authorized users.

Student Loan Disbursement/Credit Balance Refunds

If you are expecting student loan funds through the Federal Direct Loan Program and/or loans administered by the University (i.e., Perkins, HPSL), your funds will be automatically credited to your account once you have completed the financial aid application process, **submitted a promissory note to the Office of Financial Aid**, and the guarantor has approved the loan. Federal Direct Loans include a 0.5% processing and origination fee deducted from the gross amount of the loan. **This 0.5% fee does not appear on the bill and should be taken into account when determining the total amount due to the university.** For example, if your loan amount states \$2,750, the actual amount applied will be less than this by 0.5%: \$2,750 - \$13 = \$2,737. **New students borrowing under a Federal Direct Loan and/or University loan must complete Entrance Counseling.**

Refunds due to overpayment will be issued only after **all** charges are paid in full. **The refund process will not begin until the add/drop period has concluded (please plan accordingly).** Refunds will be mailed to the “current” address in the SIS system. **It is your obligation to make sure this address is correct.**

CWRU Medical Plan

The CASE Medical Plan fee of \$726.00 is **automatically charged**, on a semester basis, to students registered for one or more credit hours.

If you have health coverage comparable to the CWRU Medical Plan, you are eligible to waive the Medical Plan fee. Students may waive the fee in SIS, under academics section by clicking the yellow **Waive button**. **The deadline to waive the Medical Plan fee is January 27, 2012.** If you missed the deadline, you may file an appeal. All students are eligible for care at University Health Service regardless of your CWRU Medical Plan status or health plan coverage; but, if you have the CWRU Medical Plan, University Health Service should be utilized as your primary health care facility.

Special Billing to Third Parties

A written authorization is required for special billing arrangements. If a third party is to pay all or part of your tuition and fees, the Bursar's Office will bill your sponsor directly. A copy of your sponsor agreement must be forwarded to the Bursar's Office **before** Registration. The deadline to submit your sponsorship agreements is January 27, 2012.

Upon presentation of an official employer letter, students who receive tuition reimbursement may register for Spring 2012. **The student is responsible, however, for all late fees that accrue on the account until payment is received.**

Withdrawal and Refund

Once you have selected courses, you may drop and add courses until January 27, 2012. After January 27th, you may withdraw from a course with proper approval, but tuition for the course will not be refunded. If you completely withdraw from the University and have executed the required withdrawal forms, you will be refunded at the following rates. *

January 17 – January 27	100%
January 28 – February 3	75%
February 4 – February 10	50%
February 11 – February 17	25%
February 18	0%

***Financial aid may be adjusted upon complete withdrawal.**

Pending changes in federal refund regulations may necessitate a change to this schedule.

Cashier Services

University Payment

One-half of all charges (tuition, room, board, and fees) are due by January 17, 2012. All remaining unpaid charges are due by **March 9, 2012**. We accept cash, checks, money orders, e-checks, wire transfer of funds, and payments by your Discover® card only.

Checks and Money Orders should be in U.S. dollars, drawn on a U.S. bank, and made payable to "CWRU". Please include your 7 digit student I.D. number and name on the check or money order.

E-Checks can be made on our QuikPAY™ site. To access this site, please login to your SIS account. Under the finance section in SIS, select make payment/view online bill, view account, and make payment.

Discover® card payments can be made on our QuikPAY™ site. This transaction carries a 1.77% transaction fee that will be added to your transaction. (See above for the web locator)

Domestic Wire Transfers of Funds for payment on account at CWRU may be handled through any full service bank in your area. For further information please contact the Bursar's Office at (216) 368-2226, or e-mail us at: bursar@case.edu.

International Wire Transfer of Funds for payment on account. To access this site, please login to your SIS account, click link on right under other financial links for International wire transfer and follow the instructions.

Tuition Made E-Z Payment Plan

Tuition made E-Z Payment Plan is an ACH process for automatically debiting your checking or savings account. Your payments can be made electronically monthly without the hassle or cost of writing checks or paying postage. For more information please call 216-368-2226 or visit our website at <http://www.cwru.edu/finadmin/controller/bursar.html>.

Returned Checks

It is University practice to deposit returned checks automatically and without notice. Penalties may be charged for checks returned by the bank for non-sufficient funds (NSF checks). Any penalties assessed will be charged to the student's account. When a check is returned, the University reserves the right to require payment by cash or certified funds.

Banking Facilities

Checking Accounts may be opened at a local bank to handle your financial needs. When opening an account, we suggest that you deposit cash, traveler's checks, or a money order. Most banks will clear checks drawn on a local bank in three business days, and non-local checks will generally take seven business days to clear.

Automated Teller Machines (ATMs)

Various ATMs are available on and near the campus to provide you with banking services twenty-four hours a day. Locations of the ATMs can be obtained by contacting one of the local banks listed below.

Local Banks

Key Bank
Chester E 105th
1942 E 105th Street
Cleveland, Ohio 44106
Phone Number: 216-229-2244
Hours of operation: M-TH 9:00 a.m. to 4:30 p.m.,
F 9:00 a.m. to 6:00 p.m.

PNC BANK
10700 Euclid Avenue
Cleveland, Ohio 44106
Phone Number: 216-791-9696
Hours of operation: M-TH 9:30 a.m. to 4:00 p.m.,
F 9:30 a.m. to 6:00 p.m.

Schedule of Room Charges: 2011–2012

First- Year Experience	Per Semester
Double Room	\$3,435
Single Room	\$3,875
Single Room with Bath	\$3,950
Large Single Room with Bath	\$4,165
Second-Year Experience	
Clark Tower Suite Double	\$3,565
Clark Tower Suite Single	\$4,010
South Residential Village Suite Single	\$3,930
Upper-Class Experience	
Staley House Suite	\$4,160
Tippit House Suite	
The Village at 115 Apartments (1)	\$5,075
2-3 unit	\$4,860
4-5 unit	\$4,735
6-7 unit	\$4,580
9 unit	\$4,485
East 116 th Place	\$4,185
East 117 th Street	
East 115 th (Twin Gables)	\$4,320
Fairchild Avenue (3)	\$4,485
2-4 unit	\$4,735
4 unit	\$4,860
Glenwood Avenue	\$4,735
Greek Housing	
Single Room	\$3,930
Large Single Room	\$4,105
Double Room	\$3,435
Small Double	\$3,330
Double w/fireplace	\$3,600
Large Double w/bath	\$3,795
Triple Room	\$3,435
Triple w/bath	\$3,690
Quad Room	\$3,435
Recovery House	
Double Room	\$3,565
Small Double	\$3,330
Single Room	\$4,010

Schedule of Board Charges: 2011–2012

	Per Semester
Block plan (200 meals/semester)	\$2,519.00
19 Plan plus \$75.00 CASECASH dollars**	\$2,534.00
17 Plan plus \$150.00 CASECASH dollars**	\$2,519.00
14 Plan plus \$200.00 CASECASH dollars	\$2,419.00
14 Plan Kosher	\$2,733.00
10 Plan plus \$250.00 CASECASH dollars	\$2,362.00
10 Plan Kosher	\$2,430.00
7 Plan for Apartments only	\$1,526.00

**Freshmen are required to take either the 19 meal, 17 meal-plan, or the 200 meal block plan.

For additional Housing and meal plan information, please visit: <http://studentaffairs.case.edu/living/resources/documents/1112/rates.html>

Entrance Deposit

Undergraduate students enrolling at CWRU for the first time are required to pay a \$500.00 non-refundable entrance deposit. The \$500.00 deposit will be credited to the first semester's tuition charges directly on the student's account. **(Please note: This credit will not appear second semester.)**

Schedule of Tuition and Fees (Per Semester): 2011–2012

School	Credit Hrs. Full Time	Full Time Tuition Rate	Credit Hrs. Part Time	Part Time Tuition Per Cr. Hr.	Health Ins.	Activity Fee Full Time	Type	Special Fees Amount
Undergraduate	12 or more	\$19,380.00	1-11	\$1,615.00	\$726.00	\$155.00	RTA Fee	25.00
Graduate	12 to 17	\$17,845.00	1-11	\$1,487.00	\$726.00	\$13.00(A) \$15.00(B)		
M.S Anesthesia	12 to 17	\$18,550.00	1-11	\$1,546.00	\$726.00	\$13.00(A)		
Masters of Science	12 - 20	\$19,380.00	1-11	\$1,615.00	\$726.00	\$13.00(A)		
Engineering Mgmt.								
D/M Phd	9 or more	\$25,000.00	1-8	\$2,778.00	\$726.00			
Dentistry	9 or more	\$27,050.00	1-8	\$1,350.00	\$726.00	\$122.50	*Lab fee	295.00
							*Dental PC	95.00
Dentistry-Graduate	9 or more	\$22,505.00	1-8	\$1,665.00	\$726.00		*Dental PC	95.00
Law	10 or more	\$21,225.00	1-9	\$1,769.00	\$726.00	\$57.00		
Law–Taxation	–	No flat rate	–	\$1,769.00	\$726.00	-0-		
Management/	12-20	\$21,250.00	1-11	\$1,771.00	\$726.00			
MBA 1ST year	12-18	\$21,250.00	1-11	\$1,771.00	\$726.00			
Continuing MBA	12-15	\$19,980.00	1-11	\$1,665.00	\$726.00			
Part- time MBA/©		no flat rate		\$1,800.00	\$726.00			
Cleveland Clinic- Cohort 1st year		no flat rate		\$1,800.00	\$726.00			
Continuing-©	-	no flat rate		\$1,620.00	\$726.00			
Part-time MBA Cohort		no flat rate		\$1,620.00	\$726.00			
MSM-OR/SC	9-13.5	\$16,000.00	1-8	\$1,771.00	\$726.00			
Continuing	-	no flat rate		\$1,665.00				
MSM-Finance	9-16.5	\$16,000.00	1-8	\$1,771.00	\$726.00			
Continuing	-	no flat rate		\$1,665.00				
MAcct - Accelerated Prog.	12-18	\$21,250.00	1-11	\$1,771.00	\$726.00			
	12-18	\$19,980.00	1-11	\$1,665.00	\$726.00			
Executive MBA-	14.5	\$21,250.00	1-11	\$1,771.00	\$726.00			
Continuing EMBA	13.5	\$20,700.00	1-11	\$1,665.00	\$726.00			
DM	9 or more	\$25,000.00	1-8	\$2,778.00	\$726.00			
Continuing DM	9 or more	\$22,500.00	1-8	\$2,500.00	\$726.00			
MPOD	8 or more	\$13,500.00	1-7	\$1,771.00	\$726.00			
Continuing	9 or more	\$12,920.00	1-8	\$1,620.00	\$726.00			
MNO/	12 or more	\$17,845.00	1-11	\$1,487.00	\$726.00			
Continuing								
Medicine		\$24,785.00			\$726.00	\$20.00		
Nursing								
Graduate	–	No flat rate	–	\$1,615.00	\$726.00	\$15.00(B)		
Nursing								
Doctorate	12 to 18	\$19,380.00	1-11	\$1,615.00	\$726.00	\$15.00(B)		
Nursing								
Undergraduate	12 or more	\$19,380.00	1-11	\$1,615.00	\$726.00	\$162.50	RTA Fee	25.00
							** Misc. Fees	260.00
							**Lab fee	195.00
MSASS	12 to 16	\$17,845.00	1-11	\$1,190.00 over 16(C)	\$726.00			

(A) All degree seeking Graduate students taking one or more credit hours are charged a 13.00 activity fee.

(B) All Nursing Ph.D. and Grad students taking more than 4 credit hours are assessed an additional \$15.00 nursing activity fee.

(C) MSASS students taking more than 16 credit hours per semester are assessed an additional \$1,144.00 per credit hour.

*These fees are charged to all Dental students.

**These fees are charged to all undergraduate nursing students

Questions?

If you have any questions, please contact one of the following offices (Area Code 216):

- **Scholarships, grants, loans** Financial Aid 368-4530
- **Billing questions** Bursar's Office 368-2226
- **CWRU Medical Plan** University Health Service 368-2450
- **Room charges** University Housing 368-3780
- **Meal plan, campus points** Auxiliary Services 368-5844
- **Registration questions** Registrar's Office 368-4310
- **Bursar's Office Web Page** <http://www.cwru.edu/finadmin/controller/bursar.html>