

Pontifical Catholic University of Puerto Rico



REGISTRATION COST AND FEES

BACHELOR'S AND ASSOCIATE

ACADEMIC YEAR 2017-2018

**REGISTRATION COST AND FEES
BACHELOR'S AND ASSOCIATE PROGRAMS**

I. TUITION (PER CREDIT HOUR)

Bachelor's and Associate Programs	\$200.00
Extra Hours	75% credit charge
Special	\$200.00
Auditor	50% credit charge
Bachelor on Architecture	\$315.00
Bachelor on Architecture Foreign Students	\$490.00

II. UNIVERSITY FEES

Semester	Ponce	Branch's
Bachelor (9.5 credit hours or over)	\$255.00	\$204.00
Bachelor (less than 9 credit hours)	\$217.00	\$166.00
Summer ¹	\$114.50	\$93.00
Special	50% of the current fee	
Auditor	50% of the current fee	
Bachelor on Architecture	\$505.00	
Bachelor on Architecture Summer	\$255.00	

University Fees Coverage

Includes: use of library, social, cultural and athletic activities, identification card, medical services, psychosocial service, construction, improvement and maintenance, graduation, student's accident insurance, students services among others

III. INFORMATION AND TECHNOLOGY FEES

Semester	Summer¹
\$30.00	\$30.00

IV. SPECIAL FEES (ITEMIZED ON THE CLASS PROGRAM SCHEDULE)

Laboratory and/or practicum fees may vary according to the course and concentration.

¹Each session

V. INCIDENTAL FEES

Parking Permit Annual (Semester \$25, Summer \$12)	\$50.00
Duplicate Parking Permit	\$5.00
Parking Fine	\$15.00
Change in Concentration and College	each \$2.00
Duplicate Class Program	\$2.00
Duplicate Identification Card	\$5.00
Duplicate of Diploma	\$45.00
Nursing Placement Exams	\$25.00
Late Final Fee (removal of incomplete exam)	each \$20.00
Challenge Exams	each \$25.00
Copy of Catalog Courses Description	\$10.00
Official Transcript and Certification	each \$3.00
Translation of Transcript	\$5.00
Check Stop Payment	\$15.00
Insufficient Funds Check Fee	\$10.00

VI. UNIVERSITY HOUSING (PONCE CAMPUS ONLY)

	Women		Men	
	Semester	Summer ²	Semester	Summer ²
Private Room (limited spaces)	\$800.00	\$225.00	\$725.00	\$200.00
Semiprivate Room	\$600.00	\$175.00	\$525.00	\$150.00
Admission Fee (non-refundable) *	\$25.00	\$25.00	\$25.00	\$25.00
Maintenance Fee (non-refundable)**	\$25.00	\$25.00	\$25.00	\$25.00
Property Damage Fee (refundable)*	\$75.00	\$75.00	\$75.00	\$75.00

* Apply to newly admitted student on Housing

** Payment is required each semester

VII. CHANGES IN FEES

The Institution reserves the right to make changes in tuition and fees, without previous notice.

VIII. VALIDATION OF TUITION

Students are considered duly registered when registration is completed and copy validated and stamped with the official signature of the Bursar or the authorized personnel from the Branch Campus of Arecibo and Mayaguez. This means that the student confirms and accepts the courses and the cost of the same for the corresponding period.

² Each session

Requirements for validating

1. Have made a reservation of courses for the relevant period.
2. Does not have outstanding debts greater than \$50.
3. Pay or having financial aid covering at least 25% of the total number of its registration, during a regular semester or 50% of the total number of its registration, if it is summer session.
4. Not have "Hold" (restrictions in the Banner system) that keep you from enrolling
5. Have a satisfactory academic status or a status of probation that allows you to continue studying.

Validation options

The students may complete the process of validation, during dates and places appointed in the class program as follows:

- Validation of registration by Web (Acceso Pionero)
- Validation of registration in presence mode
- Students who do not meet the requirements to validate 2 and 3 will have the option of applying for extension or agreement of payment to the Treasurer or designated official.

When the validation is complete, the student will be duly registered for the corresponding period and will assume responsibility for the payment of tuition. If you decide not to attend classes, for the enrolled period, you must process an official withdraw in the Registrar's Office before the first day of classes for no charge. The official withdraws carried out since the first day of classes, are subject to the relevant institutional rules. See Section "Refund or charge by official drop of University".

If the student does not complete the validation process, courses reserved will be cancelled and you will not be authorized to attend classes. Students, who attend any course without having validated the tuition, are not entitled to receive class credit.

IX. PAYMENT OPTIONS

Students, who do not qualify for financial aid and do not have debts of previous periods, can choose a payment option according to the following criteria:

- **Students registered on semester session; (4) installments:** requires the first payment on the day of registration equal to 25% of the total amount and 3 monthly payments subject to 1% finance charge
- **Students registered on summer session; (2) installments:** requires the first payment on the day of registration equal to 50% of the total amount and *one* remaining payment subject to 1% finance charge before the last day of classes for that specific session.

X. FACILITIES AND METHODS OF PAYMENT

The institution offers the following facilities and methods of payment:

Facilities to make payments: by Web (Acceso Pionero), Branches of Banco Popular or Banco Santander, by mail (money order, check), and Bursar Office Ponce campus or the Branch Campus of Arecibo and Mayaguez.

Method of payments: cash, credit card (VISA, MasterCard, Discover, and American Express), debit card (ATH), postal money order, bank money order, certified check and personal check.

XI. COMPLIANCE WITH DEBTS

Student should pay their debts before the end of each study period. The amount due will be subject to a monthly interest charge of 1% for active students and 2% for inactive students.

To students who have met all their financial and documentary commitments, will be awarded diplomas, certifications of degree or graduation, transcripts and other official documents.

Students who do not meet their debts may be referred to the Credit Bureau. If the institution is obliged to use the services of lawyers or collection agencies, to collect a debt, costs and fees for these services are the responsibility of the debtor student.

DEBTORS OF FEDERAL FINANCIAL AID PROGRAM

Students will not be eligible to receive Federal Financial Aid for the following reasons:

- Regular and transferred students with outstanding debts product of an overpayment in any Federal Financial Aid Program.
- Students with default according to the promise of repaying a student loan.

XII. REFUND OR CHARGE FOR TOTAL WITHDRAW OF THE UNIVERSITY

Refund policy: Students who have paid their registration shall be entitled to reimbursement of:

Regular Semester:

75% during first week* of classes according to the academic calendar

50% during the second week* of classes according to the academic calendar

No reimbursement after second week of classes.

*The week consists of 6 consecutive days excluding Sunday and holidays according to the academic calendar. During the indicated dates for repayment, is exempt the University fee and the health Insurance charge.

Summer session (June and July):

Only refund: 75% of the tuition and 100% of the University fee during the first 3 days of classes, excluding Sundays and holidays, according to the academic calendar. There is no refund after the third day of classes

Charges policy: To those Students who have not made payments, charges of registration will be adjusted following the same institutional rule.

XIII. RULES APPLICABLE TO STUDENTS WHO RECEIVE FEDERAL AID- TITLE IV

The amount of refund for students eligible for financial aid after withdrawal (total or partial) during the period of reimbursement shall be determined according to Title IV Refund Policy ("Higher Education Amendments" of 1998, Public Law 105-244 ") the calculation of the aid process tells the institution where a student makes a total drop. The University has to calculate the amount to which the student is not entitled and the amount that must be returned to the Federal Government. The student is only entitled to receive a percentage of federal aid, based on the days that attended classes (assisted day's ÷ days in the semester). The institution and the student are responsible for returning the amount not corresponding to the Federal Government. The student must pass through the financial aid office for guidance on the process that was used for the reimbursement of Title IV Aid (Return of Title IV).

IMPORTANT: If the student does not attend during the first two weeks of classes it will be reported for an administrative drop classified as W3 and not be disbursing any assistance under Title IV. If the student stops attending or does not meet the standard of class attendance, applies administrative drop classified as WU. If these classification makes the case a total withdraw, the student will be responsible for covering the tuition balance after applying the calculation of aid for assistance according to the federal regulation time.

XIV. AUTHORIZATION OF CHARGE TO THE EXCESS OF TITLE IV

The federal regulations of Title IV (Pell grant, loan, SEOG, etc.) and the Commonwealth legislation for state aid, establish that institutions of higher education can deduct the financial aid credits, fees and lodging costs. So the PCUPR to collect other charges such as: share health plan, registration late fee, for additions and changes courses, interest, parking and library fines, returned check fee and books, among others, has to mediate a student authorization. This provides the form "Authorization of Charge to the excess of Title IV", which also allows to collect past due debts up to \$200.00 of previous academic periods.

XV. STUDENT HEALTH INSURANCE

Student Health Insurance [SHI] service is provided to comply with the institutional policy. It requires that all students (undergraduate and graduate) enrolled in the PCUPR, has active health insurance coverage. Students must show evidence of it to be able to cancel the student health insurance. Those who do not have a cover should welcome to service the health plan that provides the institution.

The service is coordinated by the special Billing and Student Health Insurance office, affiliated to the Bursar's Office in Ponce Campus.

Coverage, the insurance company, the cost, any procedure or date related to the student health plan, are subject to change. The PCUPR is not responsible for any situation that could arise from not having health insurance coverage.

Pontifical Catholic University of Puerto Rico Notice of Non-Discrimination

The Pontifical Catholic University of Puerto Rico does not discriminate against any person on the basis of race, color, ethnicity, national origin, sex, sexual orientation, disability, medical condition, religion, military status, veteran status or age in admission or access to, or treatment or employment in its educational opportunities, programs and activities as required by applicable laws and regulations. Inquiries concerning the application of regulations prohibiting discrimination may be referred to the designated Section 504 Coordinator or the Office for Civil Rights. The following person has been designated to handle inquiries:

1. *Section 504 Coordinator – Prof. Myriam D. López*
Assistant Vice-President of Student Affairs
Student Center, González Pató Bldg., GP-212, Ponce Campus
Phone: 787-841-2000, exts. 1460, 1461, 1462
E-mail: 504coordinator@pucpr.edu
2. *Institutional Compliance Office*
Los Fundadores Building, 4th Floor
Phone: 787-841-2000, ext. 1232
E-mail: 504hotline@pucpr.edu

(Rev. December 2016)

Jorge Iván Vélez Arocho
President

June 20, 2017