
ADMISSION

Requirements for Admission

An applicant to any graduate program at Rockhurst University must satisfy the *specific* requirements of the individual program before full admission will be considered. The prospective student should refer to the sections of this Catalog which state the admission policies and procedures for the specific program of interest. Rockhurst welcomes students from diverse backgrounds and strives to maintain an atmosphere of respect and sensitivity toward the ultimate dignity of every person. Therefore, acceptance into a program will be made without regard to religion, race, sex, age, disability or national origin.

Requirements for Admission

1. Completion of a baccalaureate degree at an accredited institution OR for 3+3 programs only (e.g. occupational therapy and physical therapy), the ability to complete a Rockhurst bachelor's degree concurrent with enrollment in the first year of graduate studies.
2. Minimum cumulative undergraduate GPA of 2.5 on a 4.0 grading scale. Individual programs may require a higher GPA.
3. Completion of all required application materials.
4. Official transcripts from each college and/or university attended.
5. TOEFL scores of at least 550 (paper-based test) or 213 (computer-based test) must be submitted by international students whose first language is not English.

International Students: Qualified international students (holding F-1 visas or other appropriate visa) are encouraged to apply for admission to Rockhurst University graduate programs. In addition to submitting regular application materials, international students must submit the following:

1. English translations of official transcripts from all high schools and institutions of higher learning. These official transcripts must be evaluated by an agency specializing in the evaluation of academic institutions outside the United States. An official report must be submitted to the Graduate Admission Office from this agency.
2. TOEFL Scores. Proficiency in both written and spoken English is a requirement for students participating in Rockhurst University graduate programs. Those students whose first language is not English are required to take the Test of English as a Foreign Language (TOEFL) before being considered for admission. A minimum TOEFL score of 550 on the paper-based test or a score of 213 on the computer-based test is required for admission into a graduate program. This requirement is waived upon demonstration of English language proficiency by successful completion of a U.S. undergraduate degree. Students should submit TOEFL scores to the Graduate Admissions Office at Rockhurst University as part of their application for a program.
3. An affidavit of financial support must be submitted with the application.
4. An I-20 form must be issued to the student by the Rockhurst University International Student Adviser.
5. Health and accident insurance must be purchased through a University-approved arrangement at the time of registration.

International students are encouraged to submit applications and documentation prior to regular application dates due to the additional time that may be required to review foreign credentials and to prepare visa documentation.

TUITION AND FEES

The payment of tuition and fees constitutes and completes registration. Selection of classes is pre-registration. Failure to complete registration will result in a cancellation of classes and will require a reselection of classes through the Dean's office and payment in the Business Office before attending class. Students who do not satisfy their financial obligations before the first day of class may not attend class. Students who do attend class and have not satisfied their financial obligations will be removed from class.

The University currently offers students several tuition and fee payment plans. Under the first plan, tuition, fees, and (if applicable) room and board are due in full at registration. Students must pay the appropriate amount in order to be enrolled and attend class. Under the alternative plans, the University allows students to pay tuition, fees, and (if applicable) room and board costs over an installment period depending on the plan selected. (See the current year *Tuition, Fees and Policies* booklet from the Office of Business and Financial Affairs.) In order to qualify for any plan the student must have no history of account delinquency. Students who qualify for an alternative plan may register by having met the terms of their plan. Budgets for the alternative plans are computed using total costs less any financial aid, scholarships, or grants.

No alternative payment plan is available for summer school. Tuition, fees, room and board are due in full at registration.

Students whose accounts show unpaid balances from prior semesters will not be permitted to register for current or future semesters until all unpaid balances are cleared, including applicable penalty charges.

Students attending the University under an employer-reimbursement plan must pay all costs at registration or, if the student is eligible, under the Deferred Payment Plan. The reimbursement of the student is the responsibility of the employer.

Transcripts of academic records will not be issued by the Registrar's Office for any student or former student whose student account is delinquent or for any student or former student whose NDSL/Perkins Loan repayments are delinquent. Delinquent balances must be paid in full or repayment plans brought current prior to the issuance of academic transcripts and/or grades. *Collection costs and fees for unpaid balances forwarded to outside agencies for collection will be born by the student.*

Refunds and Reduction in Charges

If a student withdraws or is dismissed from the University during the first week of a semester, the student will receive in refund the total amount of tuition and fees paid, less a withdrawal fee. Resident students will receive a pro rata refund of the total amount of room and board paid if they withdraw or are dismissed during the first week of scheduled instruction. Students withdrawing or being dismissed after the end of the first week of scheduled instruction are eligible for refunds and/or reduction in charges in accordance with the schedule published in the *Course Schedule/Registration Guide* for that semester. Students should note that, depending on the amount of money paid to the University at registration, withdrawal or dismissal may or may not result in an actual refund of money to the student. Circumstances may occur in which the student still owes money to the University even after appropriate reduction in tuition, fees and/or room charges.

Beginning with the second scheduled week of instruction, resident students who withdraw or are dismissed will receive a pro rata reduction in room charges for each full week of service not received as a result of withdrawal or dismissal. Students who withdraw or are dismissed after the twelfth scheduled week of instruction are not eligible for a reduction.

Health and Accident Insurance

An accident and sickness insurance plan is available to all students of Rockhurst. Benefits under this plan are described in detail in a brochure available in the Office of Residence Life. The Rockhurst plan is in effect at all times during the year, protecting students 24 hours a day whether on or off campus, or at home during interim vacation periods. The plan is not obligatory, except for international students. International students who can provide proof of adequate insurance coverage will not be required to purchase the school plan. Those students who do not wish participation are to sign a waiver card to that effect.

Tuition and Fees Per Semester 2002-2003

Graduate Programs

Tuition per semester credit hour

M.B.A., M.S., M.O.T, M.P.T. \$440

M.Ed. \$280

Alumni Discount Program
(one course limit, if eligible)
per credit hour \$220

Online M.B.A. per credit hour \$540

Course and Program Fees

Anatomy fee (BL 5401) \$150

CSD/OT/PT lab fees per course \$15-\$100

Special Fees

Application fee for Arts and Sciences
Graduate Programs \$25

CSD/OT/PT personal liability
insurance (estimate) \$45

Deferred Payment Plan fee (per semester) \$55

Electronic Technology Fee \$15

Late filing of degree candidacy application \$50

Late registration fee \$100

Late semester examination (each exam) \$20

Matriculation fee (non-refundable)
(all first-time enrolling students) \$50

Replacement fee for lost I.D. \$25

Returned check fee \$25

Student medical insurance (optional, estimate) \$250

(Required for international students*) \$300

* International students who can provide proof of adequate insurance coverage will not be required to purchase the school plan.

For special program fees, consult the particular program announcement.

(The University reserves the right to change tuition and fees at any time.)

2002-2003 Payment Policy

Tuition, fees, board and room, where applicable, are payable by the tuition payment deadline as shown in the *Course Schedule/Registration Guide*. No one will be permitted to register for any subsequent session if there is an unpaid balance.

The payment of tuition and fees, or agreement to a tuition and fee payment plan, constitutes and completes registration. Selection of classes will require a reselection of classes through the Dean's office and payment in the Business Office before attending class. Students who do not satisfy their financial obligations before the first day of class may not attend class. Students who do attend class and have not satisfied their financial obligations will be removed from class.

The University maintains the following options for payment:

Regular Plan: Full payment any time prior to, but no later than, the time of registration.

Alternative Payment Plans: Students who are unable to pay in full may choose our Interest-Free Monthly Payment Option offered in partnership with Tuition Management Systems, Inc. (TMS). This allows paying full year costs in 10 payments beginning in June prior to the August term. There is an annual fee of \$55 for the plan, which includes life insurance for the plan payor for the unpaid portion of the tuition and fees. For more information or to enroll, visit the TMS website, www.afford.com or call 1-800-722-4867, or contact the Rockhurst University Business Office or Financial Aid Office.

The University also offers a Deferred Payment plan for eligible students in which one-third of the semester's costs are due at registration, with the remaining balance due in two equal payments in October and November (Fall), and March and April (Spring). This plan is not available for the summer sessions. There is a \$55 fee for this plan for **each semester**.

The University suggests using an ACH (Automatic Clearing House) notification for payments on the University Deferred Payment Plan. Please contact the Business Office for assistance with this process.

The total amount of tuition and fees due under the above payment plans is reduced by the amount of approved scholarships, grants and loans which the student has obtained through the Rockhurst Office of Admission and Financial Aid.

Monthly charges of 1-1/2 percent will be added to delinquent accounts. Overdue accounts will be sent to an agency for collection. The University will not refund credit balances created by a Missouri Grant award until the actual funds are received from the State. Students using a payment plan will be required to sign a statement of financial responsibility.

Non-Credit Course Option

Rockhurst University offers a non-credit enrollment option that allows individuals over the age of 18 to participate in selected undergraduate or graduate course offerings on a non-credit basis at a tuition rate of \$120 per semester hour. Students participating in this program should contact the Office of Lifelong Learning in Van Ackeren Hall, Room 212, or call (816) 501-4164 to register.

Individuals selecting the non-credit option will be required to file a form in the Office of Lifelong Learning indicating their understanding that the course is not for credit, that no academic record will be maintained in regards to their participation, and that they will be allowed to participate on a space-available basis. (Therefore, final confirmation of one's ability to participate may not occur until the start of classes.)

Furthermore, please note that it is not possible to change from a non-credit to a credit status after registration. Since the University will not maintain an academic record for non-credit students, withdrawals need no formal processing. Out of courtesy, however, students should notify the instructor and the Office of Lifelong Learning of his or her intent to withdraw. Non-credit students will receive a full refund if they contact the Office of Lifelong Learning indicating their desire to withdraw from a course by the full refund date as published in the *Course Schedule/Registration Guide*, but will receive no refund thereafter.

The Office of Lifelong Learning will complete the registration and billing process. Students participating in the non-credit option for undergraduate courses are not subject to any of the University's regular admission criteria, nor do they need to process any paperwork in the Office of Admission. Individuals opting to take a graduate course as a non-credit option may have to present documentation that they have completed appropriate prerequisite work. The appropriate corresponding Dean's Office will be responsible for assessing materials related to graduate courses.

The University reserves the right to restrict courses offered as a non-credit option. A list of courses available as non-credit offerings is maintained by the Office of Lifelong Learning. Requirements for class participation are the prerogative of the individual faculty member.

Alumni Discount Program

In an effort to give more opportunities for Rockhurst graduates to reassociate themselves with the University, and to encourage continuing education opportunities, Rockhurst offers a discount program for alumni.

Participating students must have earned a degree from Rockhurst University. Students holding a Rockhurst baccalaureate degree may take only undergraduate classes through the alumni discount program. Persons holding Rockhurst graduate degrees are eligible to take graduate courses or undergraduate courses through the alumni discount program.

Students participating in the alumni discount program will be subject to the same academic requirements (e.g., prerequisites, admission qualification, etc.) as regular students. Students should complete an application for admission in the appropriate graduate office. The student must meet the regular readmission standards of the University.

Enrollment through the alumni discount program will be on a space available basis only, and students are limited to *one* course per semester and a total of *one* course in the summer. The University reserves the right to exempt certain courses or programs from this discounted registration policy (e.g., nursing, physical therapy, independent studies, etc.). The registration for students participating in the alumni program will be held after regular students have completed registration. Although students are encouraged to seek information and readmission early, students may not register or pre-register for classes under this program prior to the first day of classes. Registration or pre-registration in a class prior to this time will invalidate the discount program.

The tuition for the alumni discount program is to be one-half of the regular tuition for the particular course plus any special fee (e.g., lab fees). The tuition for the discounted course must be paid in full at the time of registration for the course in order for the discount to apply. Tuition for a discounted course will not be applied to any other payment plan.

Refund Policy

No refunds, either for withdrawal from single classes or for entire withdrawal from the University, are made unless the student has withdrawn properly in writing through the appropriate Dean's office. Notification of the individual instructor does not constitute an official withdrawal. Until the Business Office is informed by an official withdrawal notice, the student is billed as though he/she were still attending classes. A \$35 fee will be assessed for complete withdrawals.

To begin the withdrawal process, the student must notify Rockhurst University as noted in the Withdrawing from Courses section of the catalog.

The return of federal funds formula provides for a return of Title IV aid if the student received federal financial assistance in the form of a Federal Loan: Unsubsidized Stafford, Perkins, and Parent; Federal Pell Grant, Federal Supplemental Educational Opportunity-Grant (SEOG), other Title IV programs, and withdrew on or before completing 60% of the semester/term. *If funds were released to a student because of a credit balance on the student's account, then the student may be required to repay some of the federal grants or loans released to the student.*

Students receiving federal financial aid who withdraw from anything less than 100 percent of their courses will have tuition refunded using the following schedule. All other students not receiving federal financial aid who withdraw from one or all of their courses (both officially and administratively), will also have tuition refunded according to the following schedule.

Refunds for First-time Rockhurst Students

First-time students to Rockhurst University, either freshmen or transfers, processing a complete withdrawal from the University will follow Federal pro-rata refund procedures which provide for adjustments up through the first 60 percent of the term as calculated by weeks. After the 60 percent period there will be no reduction of the original charges and they are due and payable in full. The calculation is made using weeks remaining divided by the total number of weeks in the term and rounding the result downward to the nearest whole 10 percent. A comparison will be done with the refund a student would receive from the policy for continuing students. The policy that is most advantageous to the student will be used.

Refunds for all other students

Students will receive the following refund if proper written withdrawal is made before the following weeks:

	% Refund of total charges (tuition, charges, room)
The end of the first week of classes <i>(Total charges less withdrawal fee)</i>	100% - \$25.00
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2nd week	75%
3rd week	50%
4th week	25%
5th week and thereafter balance due is payable in full.	0%

Students with financial assistance awards who withdraw from Rockhurst University will have financial assistance refunded in compliance with federal regulations as stated in the Federal Register. Rockhurst University distributes funds back to federal programs in the following order: Federal Loans: Unsubsidized, Stafford, Perkins, and Parent; Federal Pell Grants: Federal Supplemental Educational Opportunity Grants (SEOG); other Title IV programs. Institutional awards are redistributed after the federal programs.

Questions of payment or refund policy involving unusual circumstances should be addressed to the Chief Financial Officer.

FINANCIAL AID

Financial need is determined by the United States Department of Education approved needs analysis application: the Free Application for Federal Student Aid (FAFSA). The University makes available employment opportunities and loans based on merit and demonstrated financial need.

All students must submit the Rockhurst Institutional Application for Financial Aid to maximize their eligibility for all awards. It is recommended that students apply as early as possible for financial aid as funding is limited.

Application Process

Students who wish to be considered for financial assistance at Rockhurst should:

1. apply for admission to the University (new and former students only);
2. complete the Free Application for Federal Student Aid (FAFSA); and,
3. complete a free Rockhurst University Institutional Aid Application.