
UNDERGRADUATE ADMISSION

This section provides background information on admission procedures for undergraduate programs, as well as information on tuition, fees and financial aid. Students considering graduate programs should review specific admission and program requirements in the Graduate section of this Catalog.

Undergraduate Admission

The Admission Committee grants acceptance to students who have demonstrated their ability to benefit from the education offered at Rockhurst University, without regard to religion, race, sex, age, handicap or national origin. In most cases, this judgment will be based upon records of prior academic work. It is the responsibility of the applicant to see that all transcripts, records of tests and recommendations that give evidence of scholastic ability, character, and personality are forwarded to the Director of Admission of Rockhurst University. Interviews are encouraged and pre-admission counseling is available.

Rockhurst University welcomes students from diverse religious, racial and ethnic backgrounds and strives to maintain an atmosphere of respect and sensitivity toward the ultimate dignity of every person.

Admission from High School

To be considered for admission to the freshman class, an applicant should have forwarded the following materials:

1. An application form with recommendation completed by student's counselor;
2. An up-to-date, official transcript including three years of high school work and rank in class;
3. Results of the American College Testing Program examination (ACT) or the Scholastic Aptitude Test (SAT) of the College Board;
4. A \$25 non-refundable application fee. The fee may be waived based on written request from the student's secondary school counselor.

Enrolling freshmen will be required to present a final high school transcript to Rockhurst University. This transcript needs to show date and verification of graduation. Failure to provide proof of high school graduation can result in the loss of a student's admitted status.

To be considered for admission, an applicant's transcript must show not less than 15 academic units from an accredited four-year high school, or 12 academic units from an accredited three-year high school. Rockhurst recommends that students complete the following academic units: four English; three math; three history-social sciences; two units of science (including at least one lab science); four to five units of academic electives (at least two units of foreign language are recommended).

Early Admission from High School

Some students who have not yet graduated from secondary school are admitted to Rockhurst at the end of their junior year. Qualified candidates are evaluated for admission based on the judgments of the Director of Admission and a recommendation from either the high school principal or college adviser. An interview is almost always necessary. The regular admission process is used by students seeking early admission to Rockhurst.

Admission with Advanced Placement from High School

Rockhurst University will grant advanced placement and/or credit to high school graduates who have proved their competence by their scores on the Advanced Placement Tests administered by the College Entrance Examination Board. Scores of 4 or 5 may result in the granting of college credit and a score of 3 will allow consideration of advanced placement in the subject. A student wishing to have Advanced Placement test results evaluated for credit should submit official score reports to the Office of the Registrar if not previously submitted to Admissions. (See “Note.”)

Dual Credit

Students who were jointly enrolled in college courses (from regionally accredited institutions) while attending high school may receive college credit provided the work falls within the Rockhurst curriculum guidelines. There is no limit on the number of dual credit hours which may be counted toward the 128-hour graduation requirement for the undergraduate degree. There is no limit on the number of dual credit hours that may be earned through Rockhurst University Advanced College Credit Program (ACCP). However, a student may earn no more than 11 hours of ACCP credit in any given semester from Rockhurst University. Official college transcripts should be submitted with the application for admission for evaluation of this credit.

Admission with International Baccalaureate Credit from High School

Rockhurst University recognizes the rigorous course of studies undertaken by high school students enrolled in approved International Baccalaureate programs. Therefore, high school students enrolled in higher-level International Baccalaureate courses are entitled to consideration for the granting of college credit for these courses. A score of 5 to 7 on the higher-level examinations will result in the granting of college credit equivalent to the lower division courses published in this catalog. A score of 4 will allow the student consideration for advanced placement in a given subject, but will not warrant the granting of college credit. A student wishing to have International Baccalaureate test results evaluated for credit should submit official score reports to the Office of the Registrar if not previously submitted to Admissions. (See “Note.”)

College Level Examinations

Rockhurst University enables students who have had advanced courses in high school and have done well in them to proceed at a faster pace in college and to take advanced work more quickly. For this purpose, those who wish may take Subject Level Examinations in various areas of the College Level Examination Program (CLEP) administered at centers throughout the United States during the year. General CLEP Examinations are not accepted. A student wishing to have CLEP test results evaluated for credit should submit official score reports to the Office of the Registrar if not previously submitted to Admissions. (See “Note.”)

Note: Students who achieve acceptable scores may be granted exemption from requirements and/or credits up to a maximum of 32 semester hours from Advanced Placement, International Baccalaureate or CLEP. There is no limit on the number of hours accepted toward the degree for college credits earned during high school if taken from regionally accredited institutions.

Transfer Admission/Admission from Other Institutions

Applicants with a least 12 credit hours from an accredited college or university are eligible to apply as a “Transfer” student. To be considered for transfer admission, applicants should complete the following procedures:

1. File a completed application at the Admission Office or electronically through www.rockhurst.edu;
2. Submit a non-refundable \$25 application fee;
3. Request the following credentials sent to Rockhurst Admissions Office:
 - a. Current official transcripts from each college or university attended;
 - b. Applicants with less than 30 college credit hours must also submit high school transcripts and standardized test scores from ACT or SAT.

The application and credentials will be reviewed prior to making an admission decision. Generally, applicants must have a 2.25 cumulative grade point average from colleges or universities attended. Applicants with fewer than 30 college credit hours will be evaluated in a like manner as entering high school students.

Transfer Credit

Rockhurst University accepts transfer credit under the following guidelines:

1. Institutions must be accredited by a higher education regional accrediting association.
2. A maximum of 64 hours can be transferred from two-year junior or community colleges.
3. Coursework must have a minimum grade of “C-” achieved in order to be accepted. Coursework accepted with a minimum grade of “C-” may not be used to satisfy upper-division major or minor requirements.
4. Coursework with a grade of Pass, Credit, or Satisfactory will be accepted only with documented evidence that such grades are at least equivalent to a minimum “C-” grade.
5. Credit hours, not grade points, are counted toward Rockhurst degree programs.
6. Practicum, internship, field experience, directed research, directed reading, independent study, cooperative education are not accepted.
7. Correspondence work is accepted only under special circumstances, and with prior approval of the academic dean.
8. Transfer coursework attempted after enrolling at Rockhurst must be pre-approved in order to count toward the student’s Rockhurst degree program.

For institutional accreditation reasons, the University is required to have on file official transcripts from all institutions of higher education a degree-seeking student has attended, whether or not the credit is applied to their Rockhurst degree program.

If the student has fewer than 30 transfer credit hours, they must provide their official final high school transcript showing their graduation date or GED. If a student is seeking a certificate at Rockhurst, and they have received a degree from another university, they are required to provide only a transcript from that university. If they have not received a degree elsewhere, they must provide transcripts from all other colleges. If the certificate-seeking student has no college credit, they must provide their official final high school transcript showing their graduation date or GED.

Rockhurst University reserves the right to reject course work from institutions not accredited through North Central Association of Colleges and Schools or other accrediting associations as determined by the Registrar’s Office. Such course work is not accepted for transfer or satisfaction of degree requirements at Rockhurst University.

Advance-standing is entirely provisional and may be withdrawn in whole or in part if the subsequent record of the student in the college shows that the student's scholarship does not justify the credits given at the time of entrance.

The transfer student grade-point average for honors and highest rank purposes is computed on the basis of hours attempted at all colleges attended or at Rockhurst only, whichever is lower.

Interviews

As part of the application process, students are encouraged to visit the main campus and arrange personal interviews with an admission counselor and/or faculty advisor. The interview includes a full campus tour, explanation of the liberal arts core, unofficial evaluation of transcripts and a full discussion of individual degree requirements. Admission staff members are generally available and maintain flexible schedules for interview and tour requests. An appointment may be made by calling (816) 501-4100 or (800) 842-6776 or via email at www.rockhurst.edu.

International Student Admission

An international student is any student who is not a citizen or permanent resident of the United States and attends, or has attended, a school not located on U.S. Territory. Foreign students currently attending an American institution on a student visa are also considered international candidates for admission. International students are required to participate in the student health insurance program during their tenure at Rockhurst.

International applicants must submit the following materials:

1. An international application form with recommendation completed by the student's counselor;
2. Complete and official high school and, if appropriate, college academic credentials;
3. Results from the Test of English as a Foreign Language (TOEFL) with a minimum of 550 on the paper-based test or a score of 213 on the computer-based test. Students from English speaking countries need not submit TOEFL results;
4. Results from the Scholastic Aptitude Test (SAT) or the American College Testing Program (ACT) may be required;
5. Certification from a bank of the student's ability to pay for educational expenses at Rockhurst;
6. A \$50 application fee.

Unclassified, Audit, Visiting or Exchange Student Admission

Unclassified: Individuals are welcome to enroll for up to 18 hours as "unclassified," non-degree seeking students. Applicants seeking admission as unclassified students must have completed the requirements for a high school degree or equivalency program. Additionally, applicants must be in good standing at the last school, college or university attended. Generally, students entering Rockhurst as unclassified students are not eligible for institutional financial aid.

An Unclassified Application may be obtained through the Admissions Office or filed electronically through www.rockhurst.edu. A non-refundable \$25 application fee is required prior to processing. Acceptance is valid for one term and will need to be renewed each academic term. Rockhurst University reserves the right to limit the number of cumulative credits taken as an unclassified student to 18 hours.

Auditors: Auditors are those students taking courses for interest or development of their own skills and not with the intention of seeking credit or a degree. Audit students are not required to do course work or to take examinations, but are expected to attend class regularly. Students may not change audit status to credit status after registration. Course fees for credit and audit are the same. Audit students should follow the same application procedures as unclassified applicants. Generally, students entering Rockhurst as auditors are not eligible for institutional financial aid.

Visiting Students: Students visiting Rockhurst University from other institutions of higher education must certify that they are in good academic standing at their home institution. Generally, students entering Rockhurst as visiting students are not eligible for institutional financial aid.

Exchange Students: Rockhurst University participates in the Kansas City Area Student Exchange (KCASE) consortium program. Institutions participating in the consortium are Avila College, Kansas City Art Institute, Kansas City Metropolitan Community Colleges, University of Missouri-Kansas City, and Park University. Rockhurst has an independent agreement with William Jewell College as well.

Under the terms of the KCASE consortium agreement, full-time students (enrolled in at least 12 semester hours) from member institutions are eligible to take one course per fall or spring semesters only. Eligible students must provide appropriate documentation from their home institution indicating their qualification for KCASE. Additionally, KCASE students must complete an **Unclassified Application** and return it to the Admissions Office prior to registration. All application fees are waived for KCASE students unless the application is filed electronically. The electronic application fee is \$25. Unclassified applications are available at the Admissions Office or may be filed electronically at www.rockhurst.edu. For more information about the KCASE program, see Exchange Programs in the undergraduate Enrollment Policies section of this catalog.

Readmission to Rockhurst University

Rockhurst students who do not continue their studies in subsequent spring or fall terms must apply for readmission to Rockhurst. Previous unclassified, auditing, visiting or exchange students are not considered candidates for readmission, but must follow the guidelines for standard undergraduate admission or transfer admission or unclassified admission as appropriate.

To apply for readmission, complete a [Readmission Application](#) available at the Admissions Office or electronically at www.rockhurst.edu. Applicants who have attended other colleges or universities since last attending Rockhurst must provide official transcripts from those institutions. Transfer course work from other institutions is considered under the same guidelines as other transfer course work and the individual must provide evidence of good standing at the other institutions.

Return the completed [Readmission Application](#) form to the Admissions Office. The Admissions Office will determine if the applicant is in good standing at Rockhurst University prior to readmission. To be in good standing at Rockhurst University, the applicant must resolve any financial encumbrance, academic probation or disciplinary matters with the appropriate campus office prior to admission. All transcripts from other institutions should be sent to the Admission Office. There is no application fee unless filed electronically. The electronic application fee is \$25.

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 Associate Dean for Graduate Programs and Office of Lifelong Learning will be responsible for assessing materials related to any additional criteria for graduate programs in the College of Arts and Sciences, and the Dean's Office in the School of Management will be responsible for assessing materials related to graduate courses in the School of Management.

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.

Sixty-Plus Program

This program offers the opportunity for persons 60 years old or older to take undergraduate courses at a discounted tuition rate on a space available basis. The program offers credit options. The tuition rates are listed in the section on tuition and fees, and registration procedures can be found in the *Course Schedule/Registration Guide* each semester.

Sixty-Plus Credit Enrollment

Students must complete an application for admission. Regular Rockhurst admission policies are in effect and allow for:

1. Admission into an "unclassified" category in which the student can accumulate 18 semester hours before a full admissions evaluation is required.
2. Admission into a degree-seeking category that requires a full credentials review. Refunds for course withdrawals will be calculated according to the schedule published in the *Course Schedule/Registration Guide*. Refunds for students who change from credit to non-credit will be calculated by subtracting \$100 from the total amount paid and then figuring the refund on the balance according to the percentage of refund due at the time of the change (See *Course Schedule/Registration Guide*.) For more information, please call the College of Arts and Sciences Dean's Office at (816) 501-4075.

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. The alumni discount program enables persons holding Rockhurst baccalaureate degrees to take undergraduate courses only. 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 dean's 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, 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.

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. Student 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, 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, 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 a college-approved employer-paid plan must make arrangements for payment of tuition, fees, room and/or board prior to registration. Students whose employers pay partial costs are liable for those costs over and above that paid by the employer. Those costs paid by the student may be paid in full at registration or, if the student qualifies, tuition and fees may be paid under an alternative plan.

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. *Collection 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 not in residence 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 to participate are to sign a waiver card to that effect.

Tuition and Fees Per Semester 2002-2003

Undergraduate Programs

Tuition (12 to 18 hours inclusive)	\$7,990	60+ Program (credit) per semester (12-18 hours inclusive)	\$4,050
Tuition per semester hour for day classes (1-11 hours)	\$540	Alumni Discount Program (one-course limit) per credit hour day classes	\$270
Tuition per semester hour for evening classes (1-11 hours)	\$270	per credit hour evening classes	\$135
Tuition per semester hour for School of Professional Studies	\$270	Advance Program per semester hour	\$135
Tuition per semester hour for hours over 18	\$540	Advanced College Credit Program (ACCP) Tuition per credit hour	\$55
Tuition per semester hour for summer courses (effective Summer 2003)	\$270	Activity fee (full time students)	\$80
60+ Program (non-credit) per course	\$120	Comprehensive fee (full time students)	\$70
60+ Program (credit) per credit hour (1-11 credit hours)	\$270	Electronic Technology Fee (full time students)	\$50
		Electronic Technology Fee (part-time/ School of Professional Studies)	\$15

Room and Board 2002-2003

Including \$1,300 a la carte plan per semester

<ul style="list-style-type: none"> • Xavier and Loyola Halls 		All rooms include telephone service with voice mail, and cable access.
Double Occupancy Room & Board	\$2,600	
Single Occupancy Room & Board*	\$3,250	Other accommodations, such as suites, are available with varying rates.
<ul style="list-style-type: none"> • Corcoran (Men) 		
Double Occupancy Room & Board	\$2,600	
Single Occupancy Room & Board*	\$3,250	
<ul style="list-style-type: none"> • McGee (Women) 		
Double Occupancy Room & Board	\$2,600	
Single Occupancy Room & Board*	\$3,250	
<i>*if available</i>		
		Board per Semester:
		A la carte program minimum purchase of \$1,300*
		<i>*residential students</i>
		<ul style="list-style-type: none"> • Student Townhouse Village
		<i>(no meal plan included)</i>
		Four persons 2 bedrooms \$1,950
		Six persons 3 bedrooms \$1,815

Course and Program Fees

Applied music course fee	\$190	First Aid (PE 2440)	\$50
Cinema Critique fee	\$50	Photography laboratory fee	\$50
Communications & Fine Arts fee	\$50	Psychology laboratory fee	\$50
Computer laboratory fee	\$50	Science laboratory fee (each course)	\$50
Education Professional Semester fee	\$100		

Special Fees

Application fee for all undergraduate U.S. students (non-refundable)	\$25	Replacement fee for lost student I.D.	\$25
Application fee for international students	\$50	Returned check fee	\$25
Deferred Payment Plan fee (per semester)	\$55	Security Deposit (Resident Students only)	\$100
Electronic Technology Fee		Student Townhouse Village application fee	\$100
Full time undergraduate students	\$50	Student medical insurance (optional, estimate)	\$250
Part time undergraduate students	\$15	Student medical insurance international students (required, estimate*)	\$300
Freshman Incentive Program	\$250	Student dental insurance (optional)	\$65
Late filing of degree candidacy application	\$50	Transcript fee (same-day service)	\$5
Late registration fee	\$100	Tuition deposit for new U.S. full-time undergraduate students (non-refundable; applicable to tuition)	\$200
Late semester examination (each examination)	\$20	Tuition deposit for new international students	\$7,990
Matriculation fee (non-refundable) (all first-time enrolling students)	\$50	* International students who can provide proof of adequate insurance coverage will not be required to purchase the school plan.	
Nursing fee (spring of 2nd year)	\$200		
Orientation fee – Freshmen (non-refundable)			
Fall	\$60		
Spring	\$30		

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 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 maintains the following options regarding payment for undergraduate programs:

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 **except for student work awards**. Students may elect to apply up to 50% of their work award to their balance for tuition and fees. The student must have a signed Agreement for Direct Application of Work Study Funds to Student's Account on file to include these funds in their payment arrangements. These funds will be applied, as earned, directly to the student's account. Students are responsible for finding a place of employment on campus and working the hours required to earn their work award.

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.

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
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.

Meal Plan Refunds

Refunds are based on the unused portion of the a-la-carte meal plan less a 15% calculation charge.

FINANCIAL AID

Undergraduate Programs

The financial aid program at Rockhurst is intended to provide financial options so that no student who possesses the academic talents to enroll is unable to do so for financial reasons.

Rockhurst administers a comprehensive financial aid program based on merit and financial need. Merit awards are made in recognition of significant achievement and/or abilities. 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 grants, scholarships, 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. Total scholarships and awards received from Rockhurst will be limited to direct costs (tuition, fees, books, and contracted room and board.)

Application Process

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

1. be admitted 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.

Priority awarding consideration is given to all aid applications completed no later than February 15th of the year prior to fall enrollment. Students may apply for financial assistance anytime during the academic year.

All need-based, and many merit-based, programs must be reapplied for each year. Generally, new aid applications become available in December to apply for aid funds for enrollment during the following academic year. Federal aid applications may not be filed until after January 1.

Scholarships and Grants

The Admission and Financial Aid Scholarship Committee considers entering students for the following tuition scholarships, based solely on merit regardless of the student's financial need:

Trustees' Scholarship—renewable scholarships valued at full-tuition awarded to highly qualified entering freshman students. Students are selected based upon a competitive interview program. Students are selected to participate in the interview program based upon their academic credentials from high school including grades, class rank, standardized test scores and extracurricular activities. Recipients must maintain a cumulative grade point average of a 3.4 (A=4.0) after the freshman year, and 3.5 (A=4.0) at the end of each subsequent academic year in order to renew the Trustees' Scholarship. Recipients of this scholarship are required to live in campus housing. In order to be eligible for this scholarship, freshman students must file a completed application for admission PRIOR to January 15.

President's Scholarship—renewable scholarships valued at three-quarters tuition awarded to highly qualified entering freshman students. Students are selected based upon a competitive interview program. Students are selected to participate in the interview program based upon their academic credentials from high school including grades, class rank, standardized test scores and extracurricular activities. Recipients must maintain a cumulative grade point average of a 3.4 (A=4.0) at the end of each academic year in order to renew the President's Scholarship. Recipients of this scholarship are required to live in campus housing. In order to be eligible for this scholarship, freshman students must file a completed application for admission PRIOR to January 15.

Chancellor's Scholarship—renewable scholarships valued at \$5,000 per academic year awarded to highly qualified entering freshman students or transfer students. Recipients are selected based upon their academic credentials including grades, class rank, and standardized test scores. Recipients must maintain a cumulative grade point average of 3.2 (A=4.0) at the end of each academic year. In order to be considered for this scholarship, students must file a completed application for admission PRIOR to May 1.

Dean's Scholarship—renewable scholarships valued at \$4,000 per academic year awarded to highly qualified entering freshmen or transfer students. Students are selected based upon their academic

credentials including grades, class rank, and standardized test scores. Recipients must maintain a cumulative grade point average of a 3.0 (A=4.0) at the end of each academic year in order to renew the Dean's Scholarship. In order to be considered for this scholarship, students must file a completed application for admission PRIOR to May 1.

Academic Scholarship—renewable scholarships valued at \$3,500 per academic year awarded to highly qualified entering freshmen or transfer students. Students are selected based upon their academic credentials including grades, class rank, and standardized test scores. Recipients must maintain a cumulative grade point average of a 3.0 (A=4.0) at the end of each academic year in order to renew the Academic Scholarship. In order to be considered for this scholarship, students must file a completed application for admission PRIOR to May 1.

Achievement Award—renewable scholarships valued at \$2,000 per academic year awarded to highly qualified entering freshmen or transfer students. Students are selected based on their academic credentials including grades, class rank, and standardized test scores. Recipients must maintain a cumulative grade point average of a 3.0 (A=4.0) at the end of each academic year in order to renew the Achievement Award. In order to be considered for this award, students must file a completed application for admission PRIOR to May 1.

Finucane Service Award—renewable awards valued at \$4,500 per academic year, awarded to entering freshmen or transfer students who have, in addition to a sound academic record, demonstrated outstanding service in their communities. The award is renewable based on service participation documented by the Center of Service Learning, and maintenance of a cumulative grade point average of 2.5 (A=4.0) at the end of each academic year.

Van Ackeren Leadership Award—renewable awards valued at \$1,500 per academic year awarded to entering freshmen or transfer students who have, in addition to a sound academic record, exhibited extraordinary leadership in their schools and communities. The award is renewable based on participation in at least two officially recognized campus organizations each year, and maintenance of a cumulative grade point average of 2.5 (A=4.0) at the end of each academic year.

Fine and Performing Arts Award—renewable awards of variable amounts awarded to selected entering freshmen or transfer students. Audition, portfolio and/or interviews are required. Awards are renewable based on ability and participation as determined by the designated faculty in the College of Arts & Sciences, and maintenance of a cumulative grade point average of 2.0 (A=4.0) at the end of each academic year.

Athletic Awards—NCAA, Division II—awards of variable amount. Awarded by the Rockhurst Athletic Department based on athletic ability and sport.

Family Award—should more than one family member be simultaneously enrolled as full-time

undergraduate students at Rockhurst, each person may be given a Family Award equal to 10 percent of tuition.

Alumni Grant—sons and daughters of Rockhurst graduates may be eligible to receive \$1,000 Alumni Grants, assuming they are enrolled as full-time undergraduates.

Ignatian Award—renewable awards valued at \$1,000, awarded to entering freshmen from Jesuit high schools.

Loyola Award—renewable awards valued at \$500 awarded to entering freshmen from Catholic high schools.

Students demonstrating financial need will be considered for the following sources of assistance:

Rockhurst Need-Based Grant—these need-based grants funded by the University are awarded to students demonstrating financial need.

Endowed (Named) Scholarships—these need-based grants funded by interest earned on the University's endowment accounts are awarded to students demonstrating financial need. Restrictions apply on the scholarships as specified by the donors.

Matching Scholarships—Rockhurst University will award at least \$2,000 to any student receiving the Missouri Higher Education Academic (“Bright Flight”) Scholarship. And, the University will award at least \$1,000 to any student receiving a Missouri Teacher Education Scholarship. These monies are usually in the form of a merit-based scholarship like the Academic or Dean's. They may also be Rockhurst Need-Based Grant monies.

Government Aid

Rockhurst students who qualify may receive the following sources of federal and state financial assistance. In order to determine eligibility students must have completed a FAFSA application and the results sent to Rockhurst. After completion of the FAFSA students receive a Student Aid Report (SAR), which must be on file in the Office of Financial Aid so that eligibility for any of the programs below can be determined:

Federal Pell Grant—this federal grant is administered by the Department of Education to undergraduate students demonstrating a high level of financial need. The amount of these grants varies and is determined by the Department of Education.

Federal Supplemental Educational Opportunity Grant (SEOG)—these federal grants are awarded through the University to undergraduate students demonstrating a high financial need. The amount of these grants varies and awards are limited.

Federal College Work Study Program—these awards provide students who demonstrate financial need with an opportunity to work part-time during the academic year. CWS earnings are paid by check directly to the student. Funding is limited.

Charles Gallagher State Grant Program—these need-based grants are awarded to undergraduate students who are Missouri residents demonstrating financial need. Eligibility is determined by the state based upon data from the student's needs analysis form. Applications must be mailed no later than April 1 for consideration.

Federal Perkins Loan Program—these low interest loans (5 percent at time of printing) are available to undergraduate and graduate students who demonstrate need.

Federal Stafford Loan Program—these low interest loans are available to students who demonstrate financial need. Students may qualify for either a subsidized Stafford Loan (interest does not accrue until after graduation) or an unsubsidized Stafford Loan (interest begins accruing immediately). Interest rates on these loans are variable based on the 91-day Treasury Bill, but not higher than 8.25 percent (at time of printing). Loan amounts vary dependent upon year of enrollment in college, the level of demonstrated financial need, and previous loan history.

PLUS Loan for Undergraduate Students—these loans are not based on demonstrated financial need. Parents may borrow up to the cost of attending college less any other financial assistance their son or daughter is receiving. Credit history is taken into account by the lender when determining eligibility for a PLUS Loan.

Employment Opportunities

Career Services helps students define their job objectives and serves as a resource for locating part-time jobs, summer positions, and full-time post-graduate employment.

Hiring for on-campus positions (the University work-study program) is coordinated by the Career Center staff; eligibility for on-campus employment is determined by the Financial Aid Office. Students who do not qualify for the University work-study program can also seek jobs through the Career Center. All students are encouraged to use the Career Center to receive guidance with their job search. Special emphasis is placed on developing job opportunities for students near the Rockhurst campus.

Cooperative Education, a paid full-time and/or half-time internship program, offers another employment option. For more information on how this program can help defray tuition costs, please refer to a complete description under the section of this Catalog entitled "Special Academic and Co-Curricular Programs."

Reasonable Academic Progress for Continued Receipt of Financial Aid

Authority

The Higher Education Act of 1965 as amended and the final regulations set forth by the Department of Education in 34 CRT 668 requires institutions of higher education to establish reasonable standards of satisfactory progress. A student who does not meet these standards is not eligible to receive federally funded financial aid. Rockhurst University shall make these standards applicable to all federal, state and institutional programs for the purpose of maintaining a consistent and reasonable financial aid policy.

Satisfactory Progress Standards

A student is making satisfactory progress for a degree if successfully meeting two basic academic standards. First, a student must complete a reasonable number of credit hours toward a degree each academic year. Second, a student must maintain academic standing, derived from grades, that allows for continued enrollment at Rockhurst under current academic guidelines.

Each student's progress will be reviewed at the end of each term (Fall, Spring, Summer) to determine progress. Students not meeting the standard for a particular term will be placed on financial aid warning. Students on financial aid warning who fail to meet the standard by the end of the warning period will be placed on financial aid suspension.

Model for Full-time Attendance (based on 12 hours enrollment)

At end of Academic Year	Cumulative Credits Earned	Grade/Quality Point Average
1	30	2.0
2	60	2.0
3	90	2.0
4	114	2.0
5	128	2.0

A full-time eligible student is expected to complete a degree in five academic years. Students enrolled on a half-time basis will be expected to earn a minimum of one-half the credits and attain the same cumulative grade point average as stated for a full-time student and complete a degree in ten academic years.

Students may be considered for financial assistance as long as they have not attempted more than 150 credit hours. Transfer hours will be included in the cumulative number of hours completed.

Nothing in this policy shall be construed as a reduction of external requirements by other agencies that award financial aid (Examples: Veteran's Administration, Vocational Rehabilitation).

Definitions

Academic year includes the two regular semesters of enrollment beginning in August and ending at commencement exercises in May.

Credit hours completed are academic credit hours in which a student receives a grade of A, B, C, D, or P. Grades of F, I, X, W, WF, NP, which do not count toward a degree, shall not be considered as credit hours completed.

An eligible student is a student admitted to Rockhurst in a degree-seeking or certificate-seeking classification.

Students placed on financial aid warning will continue to be eligible for financial assistance, but must be meeting the standard by the end of the warning period.

Students placed on financial aid suspension are ineligible to receive financial assistance from all Title IV federal aid, state aid, as well as institutional aid.

Transfer Students

Transfer students must comply with the Rockhurst standards for satisfactory academic progress. Transfer hours will be included in the number of hours completed.

Notification

The Financial Aid Office will notify students in writing who are placed on financial aid warning or financial aid suspension. This notice will be sent to the student's current permanent address on file with Rockhurst. It is the responsibility of students to inform the Registrar's Office at Rockhurst of their correct address at all times.

Reinstatement

Students will have their eligibility to receive financial aid reinstated when they have reached the level of satisfactory progress required by this policy. Students may be reinstated by the completion of incomplete grades, correction of incorrect grades, by earning more than the required number of completed hours for a term or by approval through the appeal process. It is the student's responsibility to inform the Financial Aid Office of any changes or corrections.

Appeals

Students may appeal for reinstatement based on mitigating circumstances, such as personal injury, illness, accidents, death of a parent or spouse or other hardship circumstances supported by appropriate documentation. Appeals should also present evidence of academic improvement documented by grade reports, academic advisers, or special actions of the Rockhurst Academic Board.

Appeals from students must be made to the Financial Aid Office, in writing, prior to the next academic term. The Financial Aid Office will provide a written decision to the student within thirty working days after receipt of the appeal. The decision of the Financial Aid Office is final. Send appeals to:

Director of Financial Aid
Financial Aid Office
226 Massman Hall
Rockhurst University
1100 Rockhurst Road
Kansas City, MO 64110-2561

Return of Title IV Aid

The federal student financial aid refund and repayment requirements do not apply to a student who withdraws from some classes, but continues to be enrolled in other classes; they only apply when the student (1) fails to register for period of enrollment for which he or she was charged, or (2) withdraws, drops out, takes an unapproved leave of absence, fails to return from an approved leave of absence, is expelled, or otherwise fails to complete the period of enrollment for which he or she is charged. These rules do not apply to students who have not received federal student financial aid funds for the enrollment period in question.

Refund—the unearned amount of institutional charges that must be returned to the federal student financial aid accounts, other sources of aid, and the student, for a student who has received federal student financial aid and who has ceased to attend school. The refund is the difference between the amount paid towards institutional charges and the amount Rockhurst can retain.

Repayment—the unearned amount of a direct disbursement to a student, who has ceased attendance, which must be paid back. If Rockhurst determines that a student received a disbursement of financial aid in excess of the living expenses that could have been reasonably incurred while still enrolled, then a portion of the disbursement was not earned and must be repaid by the student to the student financial aid programs.

Federal Work Study funds are never included in the refund and repayment process; also, Federal Stafford Loans and Federal Perkins Loans are excluded in the repayment process, because the student is required to repay them to the lender.

Refund and repayment amounts must be distributed according to the specific priority prescribed in the law and regulations:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal PLUS Loan
4. Unsubsidized Federal Direct Stafford Loan
5. Subsidized Federal Direct Stafford Loan
6. Federal Direct PLUS Loan
7. Federal Perkins Loan
8. Federal Pell Grant
9. FSEOG
10. Other Student Financial Aid Programs
11. Other Federal, State, private, or institutional sources of aid
12. The student

Note: If you owe a repayment you will not be eligible to receive any federal financial aid at any school in the future until repayment has been made.

Repayments from student financial aid recipients must be distributed as follows:

1. Federal Perkins Loan
2. Federal Pell Grant
3. FSEOG
4. Other Student Financial Aid Programs
5. Other Federal, State, private, or institutional sources of aid

Funds returned to any student financial aid program may not exceed those received from that program. However, in some cases, the holder of the loan will pay off a portion of the loan balance.