

# AQUINAS COLLEGE

## Continuing Education Programs 2022-2023

*Effective Fall 2022*

Tuition per credit hour.....\$569\*

### **FINANCIAL ASSISTANCE**

Complete a free application for Federal Student Aid (FAFSA) at [fafsa.gov](http://fafsa.gov). (The school code for Aquinas is 002239.) It is best to complete this process as early as possible.

#### ***Welcome Discount for New Continuing Education Students***

New Continuing Education (adult undergraduate) students receive a Welcome discount for reduced tuition (50%) for their first three Aquinas College credits.\*\* This includes students accepted as Continuing Education students who have never taken classes at Aquinas College or previous Continuing Education students who have been re-admitted after an Aquinas enrollment gap of at least two years.\*\*\* The scholarships and discounts listed below do not apply to courses that already have a reduced tuition rate, such as the Welcome discount for new Continuing students. The Welcome discount is applied by the academic advisor at the time of registration.

*\*\*Limited to one Welcome discount ever per person.*

*\*\*\*Recipients must have a program type of CE and may not be merely enrolled in CE classes.*

#### ***Scholarships and Discounts for Post-Traditional Learners***

The scholarships and discounts listed below can be used to start or finish an associate's, bachelor's or master's degree, earn an additional degree or to take classes for personal or professional enrichment. Scholarship/discount renewal requires that the student remain in good academic standing. Information is available from the Financial Aid Office and on their website. To learn more about the scholarships and discounts listed below, visit [aquinas.edu/financial-aid](http://aquinas.edu/financial-aid), click on "Continuing Education," and then click on "Scholarships and Discounts for Post-Traditional Learners." These particular scholarships and discounts may be combined with privately-funded scholarships; however, they may not be combined with one another or with athletic aid.

#### ***Ada Business Association (ABA) Discount***

Partial tuition discounts are available for eligible part-time and full-time employees of organizations who are current members of the Ada Business Association. Awards are made throughout the year.

#### ***John F. Donnelly Scholarship***

Applicants who will be new students at Aquinas College, those who have experienced a two-year break since last attending Aquinas, alumni changing program type from undergraduate to graduate and graduate education alumni returning for additional endorsements are eligible to apply for this partial tuition scholarship. Awards are made throughout the year. For a list of participating corporations and school districts, visit [aquinas.edu/donnelly-scholarship](http://aquinas.edu/donnelly-scholarship).

#### ***Norbert J. Hruby Scholarship***

Applicants who will be new students at Aquinas College, those who have experienced a two-year break since last attending Aquinas, alumni changing program type from undergraduate to graduate and graduate education alumni returning for additional endorsements are eligible to apply for this partial tuition scholarship, if they have a strong background in community service/volunteerism. Up to ten scholarships are awarded each year. Applications are due in mid-June for the following Fall semester and are due in late November for the following Spring semester.

#### ***West Michigan Hispanic Chamber of Commerce (WMHCC) Discount***

Partial tuition discounts are available for eligible student members of the West Michigan Hispanic Chamber of Commerce. Awards are made throughout the year.

#### ***Wyoming-Kentwood Area Chamber of Commerce (WKACC) Discount***

Partial tuition discounts are available for eligible part-time and full-time employees of organizations who are current members of the Wyoming-Kentwood Area Chamber of Commerce. Awards are made throughout the year.

#### ***Aquinas' Endowed Scholarships***

There is a separate process to apply for endowed scholarships each spring for the following academic year. These scholarships may be combined with the scholarships and discounts listed above.

#### ***Outside Scholarships***

Outside scholarships are non-Aquinas scholarships available from other entities, such as organizations and foundations. Visit the Aquinas Financial Aid website at [aquinas.edu/financial-aid](http://aquinas.edu/financial-aid) and click on "Continuing Education" for information regarding outside scholarships.

#### ***Grants***

Federal and state grants are available to those that qualify and are based on a completed FAFSA. Priority deadline for the State of Michigan is March 1st.

#### ***Federal Direct Loans***

Visit the Aquinas Financial Aid website at [aquinas.edu/financial-aid](http://aquinas.edu/financial-aid) and click on "William D Ford Direct Loan Borrowers" for directions on how to apply for loans.

*\*Not Including Fees*

(OVER)

## VETERANS BENEFITS

To determine possible eligibility, contact the Veteran Certification Officer in the Registrar/Academic Advising Center at Aquinas College. (616-632-2871)

## PAYMENT PLANS

Tuition is due in full by the first day of the semester/quadmester unless a payment plan has been arranged with the Student Accounts Office. There are three payment plans available. Please contact Student Accounts (Hruby Hall 131) or visit [aquinas.edu/studentaccounts](http://aquinas.edu/studentaccounts) for more details on these plans.

### *Aquinas College*

#### ***Employer Tuition Reimbursement Plan***

The Employer Tuition Reimbursement Payment Plan allows students who are eligible for tuition reimbursement from their employer to apply for deferred payment of tuition. A non-refundable processing charge of \$35 per semester is due with the application for this plan. A student must reapply each semester. Once the application is approved by Student Accounts, the student may defer payment of the tuition up to six weeks following the last class of the course. Student Accounts does not bill the employer. It is the student's responsibility to see the employer has the information they need to pay the bill. If your employer wishes to be directly billed by Aquinas, please contact Student Accounts for the appropriate form.

### *Aquinas College*

#### ***AQ Agreement Plan (No Automatic Payments)***

This payment plan allows students to budget monthly payments throughout the semester directly to the Student Accounts Office. Balances must be paid in full by the end of the semester. Cash or check is preferred. Any credit card transaction will include additional fees. A promissory note/payment plan will need to be signed. Students set this up in their MYAQ accounts each semester.

### *Aquinas College*

#### ***Automatic Withdrawal Plan (Official Payments)***

This payment plan allows students to budget monthly payments throughout the semester or annually (including the cost for both semesters) through a third-party site. There is an auto-withdraw each month on a scheduled date, and there is an enrollment cost associated with this program. Please contact Student Accounts for more details; or visit "Payment Options" at [aquinas.edu/studentaccounts](http://aquinas.edu/studentaccounts).

## BILLING

All bills are online and can be accessed at any time by logging into the student's ELM account. Choose "Student Portal" then "MyAQ" at the bottom of the page, log in to "MyAQ," choose "Student," scroll to "Financial Information" and view your account.

Paper bills are NOT sent out. The student will receive an email around the 15th of each month if they have a balance. It is the student's responsibility to view their bill on a regular basis and pay by the due date to avoid the 1% monthly finance charge.

## REFUNDS FROM YOUR STUDENT ACCOUNT

Students will receive email communications each semester from Aquinas when aid disbursements and refunds have been paid. Excess funds will be issued after the drop/add period of the

semester, within 14 days of the actual disbursement. All refunds will be issued via electronic deposit. Instructions to set this up can be found on the Student Accounts website or update your bank information in MyAQ. Please make sure we have correct information on file.

## DROPPING A CLASS

Registration deadlines, including the deadlines to drop a class, are found in the course schedule for each semester and in the Registrar's Office section of the Aquinas College website. Students must drop by the stated financial drop deadline in order to receive a full refund. Courses dropped after the financial drop deadline will incur full charges. Students who do not officially drop a class within the initial add/drop period, and are administratively dropped from a class because of non-attendance, will be assessed a fee of \$150.00 per class. Students who are full-time after the second week of the semester and who are administratively dropped from a course which begins in the second or fourth quadmester will be financially responsible for full-time charges, even if the administrative drop results in the student being enrolled less than full-time. For students officially dropping a class, either before the class starts or within the add/drop period, there will be no charge. Responsibility for registration, add, and drop rests with the student. Instructors and advisors are not able to make changes to a student's registration and are not responsible for notifying the Registrar's Office of student registration changes.

## PAST DUE OBLIGATIONS

Payment is due in full the first day of each semester unless the student is involved in a payment plan through the Student Accounts Office. Unpaid accounts will receive accounts receivable holds barring further registration until charges are paid in full and will result in the application of interest charges of 1% per month. For further information, please contact the Student Accounts Office or visit [aquinas.edu/studentaccounts](http://aquinas.edu/studentaccounts).

## STUDENT EMAIL ACCOUNT POLICY

Every Aquinas College student is assigned an email account. It is, therefore, the policy of the College when disseminating official college business information electronically to use College-assigned accounts.

Further, it is the responsibility of students to check their College-assigned email accounts regularly. If a student uses another account as his/her primary account, then mail sent to the College-assigned address should be forwarded to that primary account. Faculty and staff are encouraged to direct all electronic messages to a student's College-assigned email account.

## HELPFUL AQUINAS NUMBERS:

Adult Student Recruitment . . . . .	616-632-2923
Financial Aid . . . . .	616-632-2893
ITS Help Desk . . . . .	616-632-2050
Registrar/Academic Advising . . . . .	616-632-2871
Student Accounts. . . . .	616-632-2864
Veteran Certification Officer . . . . .	616-632-2871
Aquinas College Switchboard . . . . .	616-632-8900
	1-800-678-9593