

## FINANCIAL INFORMATION

### GENERAL FINANCIAL POLICIES

- All fees should be paid upon enrollment or before the beginning of each semester unless special arrangement has been made with the Administration Manager
- Grade report would be on hold for a student with outstanding fees
- A student may not register for the new semester if he/she owes any amount from the previous semester

### WITHDRAWAL / REFUND POLICIES

- Request for Module Withdrawal received by the Registrar at least one week before the commencement of class may be granted 100% refund of tuition fee
- Request for Module Withdrawal received by the Registrar within one week before commencement of class or within the first six hours of the class may be granted 80% refund of tuition fee
- No refund of tuition fees for Module Withdrawal received by Registrar after first six hours of class
- Withdrawal and refund are subject to the approval of the Academic Dean. \$30 administrative fee applies.

FEES					
	Undergraduate		Graduate		Audit
	Matriculated	Non Matriculated	Matriculated	Non Matriculated	
<b>Module Fees<sup>1</sup></b>					
<b>Tuition</b> (per module)	<b>\$200</b>	<b>\$240</b>	<b>\$265</b>	<b>\$315</b>	<b>\$160</b>
<b>Miscellaneous</b> (per module) <sup>2</sup>	<b>\$75</b>	<b>\$75</b>	<b>\$75</b>	<b>\$75</b>	<b>\$75</b>
<b>Others:</b>					
Spiritual Formation (per session)	<b>\$50</b>	-	<b>\$50</b>	-	-
Practicum (per credit)	<b>\$75</b>	-	<b>\$95</b>	-	-

**Notes:**

<sup>1</sup> Tuition Fees are subject to annual increment of 3% - 5%

<sup>2</sup> Miscellaneous Fees include: Library, Media, Facilities and Student Activities Fees

Administrative Fees:	Rebates:
Registration	\$30
Late Registration (within 1 week before start of class)	\$50
Matriculation Application	\$20
Add/Change/Withdrawal	\$30
Special Exam	\$10
Graduation	\$120
Transcript	\$25
Replacement of Certificate	\$50
Annual Retreat (Estimated)	\$350
	<p><b>Academic Counselling</b></p> <ul style="list-style-type: none"> <li>• \$10 off per module for registration during academic counselling</li> </ul> <p><b>Spouses of matriculated students</b></p> <ul style="list-style-type: none"> <li>• 100% tuition fee rebate for one module, provided that the matriculated student is taking at least 3 modules for credit in the same semester</li> <li>• Spouses would only need to pay registration &amp; miscellaneous fees</li> <li>• Full module fees would be payable for any additional module(s) taken</li> </ul> <p><b>Alumni</b></p> <ul style="list-style-type: none"> <li>• One free module per semester</li> <li>• Alumni would only need to pay registration fee</li> <li>• Full module fees would be payable for any additional module(s) taken</li> </ul>