

Excerpt from Cox College Handbook AY 2022-2023 on tuition, fees, and refunds:

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## FINANCIAL INFORMATION

### BURSAR

Questions about student billing should be directed to the Office of the Bursar. The Office of the Bursar is located on the third floor of Cox College. You may reach the Bursar at (417) 269-3440 or [bursar@coxcollege.edu](mailto:bursar@coxcollege.edu).

### Tuition and Fees

Tuition and fees are evaluated each year and based on the operating costs of providing quality programs for the students of Cox College.

Pre-registered students are mailed an itemized billing statement along with payment information prior to the semester/term or session start. Students are expected to track the status of their student account via the Cox College student portal. (Fees may be subject to change.)

<b>Tuition</b>	<b>Per Credit Hour</b>
Associate of Science in Radiography	\$355.00
Associate of Science in Medical Assisting	\$405.00
Associate of Science in Nursing	\$435.00
General Education	\$415.00
Bachelor of Science in Nursing	\$420.00
Bachelor of Science in Nursing (RN-BSN)	\$415.00
Bachelor of Science in Diagnostic Imaging	\$415.00
Master of Science in Nutrition Diagnostic	\$605.00
Master of Science in Occupational Therapy	\$610.00
Master of Science in Nursing	\$600.00

  

<b>Fees</b>	
Application	\$50.00
Acceptance/Drug Test/Criminal Background	\$175.00
Student Services Fees	\$5.00 Per Credit Hour
Graduation Fees (non-negotiable)	
Undergraduate	\$125.00
Graduate	\$150.00
Lab Fee	\$160.00
Technology Fee	\$160.00 Per Semester

  

<b>Other Fees</b>	
ATI Complete Package (UG Nursing)	\$795.00
Skills Kit/Note Packet (Course Dependent)	\$5.00-200.00
Past Due Balance	\$50.00
TEAS Exam (UG Nursing)	\$80.00

ACE Exam (LPN Bridge Only)	\$35.00 each
Return Check Fee	\$25.00
Parking Fine	\$25.00
Official Transcript	\$15.00
Exaat Fee (MSOT)	\$120.00
Rad Review Fee (ASR)	\$115.00
Dietetic Internship	\$10,000.00
Trajecsys (Program Track Dependent)	\$75-200.00
ZoTero (MND)	\$30.00 Per Year
RD Exam Prep (MND/DI)	\$160.00
OT Advocacy Fields Trips (MSOT)	\$50.00
NBCOT Exam Prep (MSOT)	\$300.00
Transfer Evaluation (Program Course)	\$50.00
URR (BSDI)	\$150.00

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### **Financial Arrangements**

Students are expected to have made necessary financial arrangements for tuition and fee balances per the financial arrangements and obligation policy as published on the Cox College’s website. Students should: (1) have enough financial assistance to cover their entire account balance (pending aid); (2) enroll in the Automatic Payment Plan during the scheduled enrollment period; or (3) pay the required tuition and fees in full with personal funds. Failure to do so will result in a hold being placed on the student’s account until the account is paid in full.

Students will be assessed a past due balance fee each month a balance remains unpaid after the due date. This fee will be charged to the students account and added to the balance due.

Cox College works in cooperation with Nelnet Business Solutions (NBS) to offer an interest-free monthly payment plan to our students. Students who prefer to make monthly payments can sign up with Nelnet Business Solutions for the Automatic Payment Plan during the scheduled enrollment period. For more information regarding this payment option please visit [www.nbspayments.com](http://www.nbspayments.com) or contact the Bursar at 417-269-3440.

### **Financial Obligation Policy**

Students are not entitled to register for upcoming semesters/terms or sessions, receive recommendations, degrees, honors, certificates, or official transcripts until all financial obligations to the college are fulfilled. In the event of default of any amount due and the account is placed for collection, student is responsible to pay collection fees, plus any court and/or attorney fees resulting from the enforcement of the financial obligation to the college. Any collection costs stated above are in addition to the principal, fees and interest due on the account.

### **Refund Policy for Drops and Withdrawals**

Failure to attend classes does not constitute a schedule change or withdrawal and does not entitle the student to a refund/credit. A verbal intent to withdraw from a course or the college is considered unofficial and insufficient. It is the student’s responsibility to submit the Change of Schedule Form. The date the

Office of the Registrar receives the completed form is the date used to calculate the amount of refund/credit, if applicable.

**The percentage of refund/credit is calculated based upon the following schedule (the refund schedule varies for the summer session):**

Course Length	100% Refund of Tuition & Fees*	50% Refund of Tuition & Fees*	No Refund
Full Semester	Days 1-6 of semester	Days 7-11 of semester	After Day 11 of the semester
First 8-Week Session	Days 1-3 of session	Days 4-6 of session	After Day 6 of session
Second 8-Week Session	Days 1-3 of session	Days 4-6 of session	After Day 6 of session
Intersession & Courses Scheduled Outside of Above Semester/Sessions	Day 1 of session	Day 2 of session	After Day 2 of session

**\*Any fee described as non-refundable will not be refunded, no exceptions. Tuition and fees associated with courses that are cancelled by Cox College will be refunded at 100%. The refund procedure varies for the summer session/terms.**

#### **Return of Military Assistance**

Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend school for the period for which the assistance is awarded. If a student withdraws, the student may not be eligible for the full amount of TA funds awarded.

In order to be in compliance with the new Department of Defense policy, Cox College will return any unearned TA funds on a proportional basis through the 60% portion of the period for which the funds were provided. Unearned funds will be returned based upon when a student stops attending during an enrollment period.

When service members are required to stop attending due to a military service obligation, Cox College will work with the service member to identify solutions that will not result in a student debt for the returned portion.

**Calculation:** The date the student “officially” withdraws from a course is considered the last date of attendance for return of tuition assistance. If a student is reported by faculty as not attending a course for the equivalent of three consecutive weeks without notifying the faculty, the student will be administratively withdrawn. Cox College will determine the last date of attendance (LDA) by determining the last date of activity within a course. Online courses LDA will be based upon the last date a student

contributed to the class or submitted an assignment. Cox College will reach out to faculty to determine the LDA for face-to-face courses.

Cox College will recalculate TA eligibility based on the following formula:

$$\text{Number of weeks completed} / \text{Total weeks of the course (start to end date)} = \text{Percent Earned}$$

**Return of Funds:** Determining eligibility for TA is course specific. The course start and end date will be used for each class to determine eligibility. Using the formula above, Cox College will determine the amount of TA awarded that must be returned when a service member does not complete at least 60% of each course; which could result in creating a balance on the Cox College student account.

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## Billing Appeals Process

A completed Request for Billing Appeal form must be submitted to the Cox College Bursar to contest paid or outstanding billing charges due to the College no later than ninety (90) days after the end of the semester/term that is being contested. Any student who fails to submit a billing appeal within the ninety (90) day timeframe, by default may waive all rights to an appeal. Serious consideration will only be given to those with extenuating circumstances outside the control of the student. Non-attendance of classes and/or not completing an official withdrawal from the College does not constitute as extenuating circumstances.

Appeals are reviewed by the Billing Appeals Committee which meets within the first full business week of each month to review appeals submitted by the last business day of the prior month. After the committee meets, the student will be notified in writing by certified mail within fourteen (14) calendar days of the committee's decision.

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## FINANCIAL AID

### Financial Aid Office

Questions regarding Title IV financial aid should be directed to the Financial Aid Office.

- The Financial Aid Office is located on the third floor of Cox College.
- Personnel are available Monday - Friday 7:30 a.m. - 4:00 p.m.
  - Appointments are encouraged, but not necessary.
- **Telephone:**
  - 417-299-8238 (Verification/Scholarships/Access Missouri)
  - 417-299-5147 (Federal Loans/Private Loans/Awards)
  - 417-299-5185 (Pell Grants/Withdrawals/Work Study)
  - Toll Free 866-898-5355
- **Address:** Financial Aid Office, Cox College  
1423 North Jefferson Avenue, Springfield, MO 65802
- **E-mail:** Financialaid@coxcollege.edu