School of Education - Site Based Education Centers
Tuition and Fees Information for
Summer 2015, Fall 2015, or Spring 2016 Semesters

All registered students will pay for tuition at the beginning of the semester OR apply for a monthly payment plan. If students apply to the center after the payment plan deadline, they may apply for the monthly plan within two weeks from the day they submitted their graduate school application to the School of Education.

Tuition Rates for Summer 2015, Fall 2015 or Spring 2016 Cohort Starts (in United States Funds)

<table>
<thead>
<tr>
<th>Program</th>
<th>Credits</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master of Education in Leadership &amp; Administration (MELA) - Canada</td>
<td>34</td>
<td>$615</td>
<td>$20,910.00</td>
</tr>
<tr>
<td>Master of Education in School Administration (MESA) - Canada</td>
<td>34</td>
<td>$615</td>
<td>$20,910.00</td>
</tr>
<tr>
<td>Master of Counselling – Canada</td>
<td>43</td>
<td>$740</td>
<td>$31,820.00</td>
</tr>
</tbody>
</table>

FEES

- **3-Month Payment Plan**
  - Participation Fee: $25 per semester
- **24-Month Payment Plan**
  - Application for Admission Fee: $50
  - Degree Application Fee: $75
  - Late Add/Drop/Withdrawal Fee: $50
  - Late Degree Application Fee: $100
  - No payment/no arrangement Fee: 3% of the Unpaid Student Account Balance Due
  - Parking fee: $50-75
  - Rebilling fee: 1% or $2.00
  - Replacement GU ID Card: $30
  - Returned check fine: $25
  - Rudolph Fitness Center Fee: $30-150
  - Technology Fee: $43-85
  - Transcript Fee: $5-10
  - Tuition Deposit: $100-200

COURSE SPECIFIC FEES

- Counselor Education EDCE 567: $60
  - Career Development & Assessment in Counselling
- Counselor Education EDCE 685: $260
  - Counselling Pre-Practicum - Canadian Students
- Counselor Education EDCE 686: $260
  - Practicum for Canada
- Counselor Education EDCE 699: $105
  - Comprehensive Oral Examination
- Leadership & Administration EDLA 610: $200
  - Program Administrator Internship
- Leadership & Administration EDLA 620: $200
  - Principal Internship
- Leadership & Administration EDLA 689: $125
  - Professional Seminar
Please note: Gonzaga University reserves the right to change any costs and/or provisions without notice. It further reserves the right to withhold student information, including transcripts of record and diplomas, until said student’s account has been paid in full. No student will be allowed to register for an ensuing semester if a balance is owed for a prior semester. A finance charge of 12% per annum pro rata (365 days) or a rebilling fee of 1% of the total amount due or $ 3, whichever is greater, will be added to a student’s account on any amount more than thirty days past due.

Students will be charged the reduced cohort tuition rate when taking courses listed in the cycle of courses for the Site Based Education Center. Students enrolling for courses not listed in the cycle of courses for their center OR for courses taken on the Main Gonzaga University campus will be charged the on-campus tuition rate of $925.00 per credit hour for Summer Session 2015, Fall Semester 2015 and/or Spring Semester 2016. All fee information is given in United States funds. Acceptable forms of payment are personal check, money order, cashier’s check, or bank draft. All checks must be payable to Gonzaga University in United States funds. Post-dated checks will not be accepted and will be returned to sender. If you wish to make payment by credit card, there is an opportunity to pay Gonzaga University through our third party vendor, via Zagweb. A service fee of 2.75% per transaction is charged. American Express, Diner’s Club, Discover, MasterCard and VISA are accepted.

Student Accounts asks that students and their families become familiar with the electronic billing process. When an electronic billing statement is sent, students and authorized payers receive an e-mail notification that their online bill is available. This email provides a link to Zagweb and then to CASHNet where the bill can be viewed, printed and/or paid. It is imperative that students set up any authorized payers through CASHNet. Step by step instructions for setting up a parent or other third party as an Authorized Payer can be found at www.gonzaga.edu/studentaccounts on the Billing and Payment link or by clicking on the “Help” button in CASHNet. Once set up, the Authorized Payer will also receive email notifications when a bill is ready to view and will have unlimited access to view, print and/or pay the bill.

Electronic billing notification is sent to the students at their Gonzaga email address and it is the responsibility of the student to read their Gonzaga email in a timely fashion. The obligation to pay the Gonzaga Student Account bill by the due date is not altered or modified in any way by the electronic billing process. It will remain the responsibility of the student to ensure their amount due is paid on or before the due date. Tuition, room & board, fees and/or other charges will be due and payable when incurred by the student. The electronic billing statement is printable. If you do not wish to pay online by American Express, Diner’s Club, Discover or MasterCard, you may print out the electronic bill and send the billing statement along with your check to Student Accounts. Please remember that your check must be payable in United States Funds. Electronic bills can also be saved as an attachment and sent by email. Students whose parents do not have access to email will be able to print the PDF copy of their bill and deliver it to them.

Books and Supplies
Books and supplies are not included on a Student Accounts statement; therefore those charges will not be included in a payment plan. The School of Education will give you additional information regarding obtaining your text books and materials.

Computer Access
Gonzaga email address (Zagmail) and Zagweb login information will be delivered to students from the Gonzaga University, School of Education Admissions department. Client Support Services or Help Desk assistance is also available.

Dropped Courses or Course Withdrawal
Please contact the Office of the Registrar for assistance with procedures for drops and/or withdrawals. Contact Student Accounts for tuition adjustment or refund information. Please remember that for United States financial aid purposes, awards may be adjusted if your course load drops below full time status.

Students failing to formally notify the Office of the Registrar of drops or withdrawals from class/classes will be responsible for all tuition and fee charges shown on the account. Notice to instructors of a drop or withdrawal does not cancel registration or financial obligations. Tuition adjustments are based upon the date of the completion of the drop/withdrawal process.
Complete Withdrawal from All Courses
It is the responsibility of the student withdrawing from all courses to inform the Office of the Registrar. Students failing to formally notify the University in this manner will be responsible for all tuition and fee charges shown on the account once the withdrawal is processed. As with the dropping of courses, notice to instructors of withdrawal does not cancel registration or financial obligations. Tuition adjustments are based upon the date of the completion of the withdrawal process. Please contact the Office of the Registrar for assistance with procedures for drops and/or withdrawals. Contact Student Accounts for tuition adjustment or refund information. United States Federal Financial Aid funds will be refunded in accordance with government and Gonzaga University regulations.

Tuition Adjustment Policy
Graduate level students completely withdrawing from the University must obtain a Complete Withdrawal form from the Registrar’s Office. Tuition adjustments are calculated in Student Accounts. Final adjustments are based on the effective dates of withdrawals and exclude non-refundable fees. Room and Board is prorated throughout the semester. Laboratory fees are not refunded after the first full week of classes. United States federal or state financial aid funds are refunded in accordance with governmental and University regulations. The withdrawal refund schedule and the refund schedule for dropped classes are available through the Student Accounts Office.

Canadian Tax Eligibility
Gonzaga University issues tuition and education amounts certificates before the last day of February for the prior calendar year to eligible students. Please notify Student Accounts or the Office of the Registrar of address changes to ensure timely receipt of your tax documents. Students must be fully admitted to a degree seeking program and be registered full-time for each academic session or term in order to receive tax documents from Gonzaga University. For more information, see pamphlet P105, Student and Income Tax, provided by Canada Customs and Revenue Agency or consult a Canadian tax accountant.

Contacts
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Student Accounts
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Email: charleboix@gonzaga.edu

Carol Huston or Ryan Forim
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