# Costs

Lewis & Clark, as a private institution, receives only modest support from federal and state funds. Revenues from tuition and fees cover approximately two-thirds the cost of services provided by Lewis & Clark. Income from endowment and gifts from trustees, alumni, and other friends of the institution meet the balance of these costs. Lewis & Clark reserves the right to change the charges for tuition, fees, and residence costs at any time and at the discretion of its Board of Trustees.

#### SUMMARY OF CHARGES

The annual tuition charge for the typical full-time undergraduate student is \$36,394. This is based on enrollment for two semesters. Students registered for fewer than 10 semester credits are charged tuition at the rate of \$1,819.70 per semester credit. In order for the per credit rate to be in effect, students who are registered for fewer than 10 credits must notify the registrar before the end of the semester add/drop period. Please refer to the course load policies in Policies and Procedures for details.

The annual Associated Students of Lewis & Clark (ASLC) Student Body Fee for the typical full-time undergraduate student is \$238. This is based on enrollment for two semesters. Students registered for fewer than 10 semester credits are charged the ASLC Student Body Fee at the rate of \$11.90 per semester credit.

The residence costs for students who live on campus are determined according to the room the student resides in and the meal plan he or she selects. Detailed information regarding room and meal plan charges can be found in the 2010-11 Costs chart, which appears later in this section.

The annual cost of Lewis & Clark's student insurance plan is \$1,528. This is based on enrollment for two semesters. Lewis & Clark requires that all degree-seeking and visiting undergraduate students have medical insurance coverage comparable to that offered through the school's comprehensive Student Health Insurance Plan. Students are afforded one opportunity each academic year to waive the school's coverage. The waiver deadline is the 15th day of the semester in which a student is eligible to complete a waiver. Eligible students who wish to decline the school's coverage must complete the insurance waiver online through the Aetna Student Health website (aetnastudenthealth.com). Students who do not submit an annual health insurance waiver will be automatically enrolled in coverage through the Student Health Insurance Plan.

The annual Green Energy Fee is \$85 and is used to support Lewis & Clark's green energy purchasing initiative. This fee is charged in the fall semester. Students are afforded one opportunity each academic year to opt out of participating in the green energy purchasing initiative. Those who wish to do so must complete the Opt Out form, available at go.lclark.edu/greenenergy. The form applies to the current academic year only.

All vehicles parked on campus must display a valid Lewis & Clark parking permit. Annual permits are sold at a rate of \$330 for individual commuters. Semester permits are sold at a rate of \$165 for individual commuters.

For information about summer session costs, refer to Summer Sessions, which appears later in this section.

## SPECIAL COURSE FEES

Certain courses carry additional lab, studio, or other special fees. Using WebAdvisor (webadvisor.lclark.edu), students can view their class sections to verify which, if any, fees apply.

## OVERSEAS AND OFF-CAMPUS PROGRAM FEE

Except for the Munich Program, the semester cost of overseas and off-campus programs is \$24,990. The annual (two-semester) cost of the Munich Program is \$30,368. Detailed information regarding what is included in the comprehensive fee for overseas and off-campus programs is listed in Overseas and Off-Campus Programs. Additional information regarding costs can be obtained from the Office of Overseas and Off-Campus Programs.

## ACADEMIC ENGLISH STUDIES PROGRAM FEES

Students who have been admitted to the Academic English Studies (AES) Program and who are not enrolled in the College of Arts and Sciences are assessed the AES semester charge. This charge is \$5,533. Those AES students registered for fewer than 12 credit hours are charged at the rate of \$461 per semester credit.

AES students are subject to the same charges as other College of Arts and Sciences students for the Associated Students of Lewis & Clark (ASLC) Student Body Fee, residence costs, student insurance plan, Green Energy Fee, and parking permits. The Costs chart that appears later in this section details these charges.

## **BOOKS AND SUPPLIES**

Each student provides, at his or her own expense, the necessary textbooks, equipment, and instructional supplies. The cost of books and supplies is estimated at \$1,050 per year. Costs will vary depending on the curriculum and whether the student purchases new or used books. Payments for books and supplies are made directly to the bookstore, which is located on the first floor of Templeton Campus Center. The bookstore is also accessible online through the Lewis & Clark website.

# FLEX POINTS

Flex points allow a student's ID card to be used like a debit card for Bon Appétit purchases. As a student spends points, his or her flex point total is reduced by the amount of the purchase. One point equals \$1 in value. Any student (resident or commuter) may add flex points to his or her ID card at any time by visiting the Bon Appétit office located near the Fields Dining Room in Templeton Campus Center. Points carry over from fall semester to spring semester. At the end of the academic year, any unused points are lost. Residential students may not purchase flex points in lieu of a required meal plan.

#### ADVANCE DEPOSITS

A nonrefundable deposit of \$300 is required from all students who intend to enroll at Lewis & Clark's College of Arts and Sciences. The postmark deadline for receipt of this deposit is May 1. This deposit will be applied against the first semester charges on the student's account.

Students accepted for overseas or off-campus study must pay a nonrefundable deposit of \$300 within 30 days of acceptance to a program. This deposit will be applied against the charges for the overseas or off-campus program of study.

#### SPECIAL RATE FOR ADDITIONAL DEPENDENTS

Lewis & Clark offers a 10-percent reduction in tuition charges for a second dependent and a 15-percent reduction for additional dependents attending the College of Arts and Sciences at the same time. To qualify for this tuition reduction, the dependents must be enrolled as full-time students and not be receiving institutionally funded need-based or merit-based financial aid. Students who qualify for this tuition reduction may apply the discount to Lewis & Clark's overseas and off-campus programs. The reduction will be calculated and applied based on the current rate of tuition for on-campus study.

## STATEMENT OF STUDENT ACCOUNT

The Office of Student and Departmental Account Services produces statements itemizing the activity on student accounts. The first statement of each semester is generated well before the beginning of the semester. Fall semester statements are available in July and spring semester statements are available in November. The fall deadline to settle student accounts typically is in mid-August. The spring deadline to settle student accounts typically is in mid-December. Thereafter, monthly statements will be generated if, for one reason or another, a student's account is carrying a balance due to the school.

As soon as they receive their statements, students should verify all charges and credits listed. Certain forms of financial aid, such as Federal Direct PLUS Loans for parents, Federal Direct Subsidized and Unsubsidized Loans, and Federal Perkins Loans, are scheduled for disbursement at the beginning of each semester. Students who have been awarded any of these forms of aid and have completed the additional steps outlined in the award packet to secure loan funding can consider their aid to be fully processed. Fully processed financial aid will appear as "Estimated Financial Aid" on the statement of student account. Only balances not covered by the net proceeds of fully processed financial aid are required to be paid by the due date.

The student account belongs to the student and is in his or her name. The student bears financial responsibility for his or her account, and any consequences resulting from an outstanding balance must be resolved by the student rather than the parent or guardian. Accordingly, Lewis & Clark will send notification to the student's Lewis & Clark e-mail address when a new statement is available for viewing. Once a statement is available, the student may log in to the E-Bill system and set up shared access to allow a designee or designees to view statements, as well as make payments. E-Bill is accessible through the Office of Student and Departmental Account Services' website at go.lclark.edu/student accounts.

## LATE REGISTRATION AND PAYMENT

If a student's initial class registration occurs after the semester due date has passed, it is considered to be a late registration. In such cases, the student is required to settle anticipated semester charges, including any special course fees, at the time of class registration. Student and Departmental Account Services will work with the student to determine the anticipated semester charges in order to ensure that registration and payment occur simultaneously.

## NONPAYMENT OF CHARGES

Students owing Lewis & Clark and/or students who have not settled their charges will not be allowed to register or attend classes for future semesters. For an explanation of what it means to settle a student's account, please refer to Student and Departmental Account Services' website at go.lclark.edu/student\_accounts. Lewis & Clark reserves the right to withhold grade reports, transcripts, and diplomas. Registration for future terms may be canceled as a result of an outstanding student account balance. Full payment of any balance due is required to facilitate the release of these documents and/or to clear a student for class re-registration. Additionally, past due balances not covered by fully processed financial aid are subject to late fees. Lewis & Clark reserves the right to assess late fees to all past due student accounts. Balances of \$999 and below are subject to a per semester \$10 late fee. Balances of \$1,000 and above are subject to a per semester \$100 late fee.

#### DISHONORED PAYMENTS

A \$15 fee will be charged to the student's account for any payment returned to Lewis & Clark or its payment processing partner, Tuition Management Systems,

by the bank. This fee may not be reversed. Student and Departmental Account Services will send notice to the student of the dishonored payment. The student must make restitution and remit payment of the returned payment fee within 10 days following this notification. Lewis & Clark reserves the right to refuse a personal check for payment in certain circumstances.

## MONTHLY PAYMENT OPTION

To help students meet their educational expenses, Lewis & Clark has partnered with Tuition Management Systems (TMS) to administer a monthly payment plan. This plan allows students to pay their fall and spring semester costs in 10 interest-free installments, beginning July 15 and ending April 15. There is no payment plan available for summer expenses. To learn more about TMS or to set up a payment plan, visit www.afford.com.

Students who have established a TMS monthly payment plan will receive conditional credit on their student account each semester for that semester's portion of the contract. Payment plans terminated by TMS for nonpayment are returned to Lewis & Clark. Payment of the full balance outstanding for the semester is due to the school immediately upon termination. Refunds for credit balances covered under the monthly payment plan cannot be processed until the last payment has been credited to the student's TMS account. Refunds are made payable to the student.

Lewis & Clark reserves the right to refuse a student a monthly payment plan in certain circumstances.

#### WITHDRAWAL

Lewis & Clark plans its operations on the basis of projected income for the full academic year. We assume that students will remain enrolled until the end of the semester unless unforeseen circumstances necessitate their withdrawal.

If it becomes necessary for a student to withdraw from Lewis & Clark, the student must follow the withdrawal procedures outlined in Policies and Procedures. Lewis & Clark's policies allow for charges to be prorated based on the date of notification appearing on the completed Withdrawal form. Students are liable for charges in accordance with the adjustment policies below.

# POLICY OF CHARGE ADJUSTMENT

Students who withdraw from Lewis & Clark must follow the withdrawal procedures explained in the Policies and Procedures section of this catalog. The date of notification appearing on the completed Withdrawal form is the date used for adjusting charges (excluding residence costs). In addition, students who receive financial aid are subject to the separate Financial Aid Withdrawal Policy detailed in Student Financial Services.

Tuition and the ASLC Student Body Fee are prorated on a per-day basis, based on the academic calendar, up to the 60-percent point in the semester. After the 60-percent point in the term, the charges for tuition and the ASLC Student Body Fee are not adjusted.

Room and board charges are prorated on a per-day basis through the date the student formally checks out of campus housing. The student is financially responsible for the condition of his or her vacated room.

If a student withdraws from Lewis & Clark on or before the 15th day of the semester, the fee for the Student Health Insurance Plan and the Green Energy Fee will be reversed in full. If a student withdraws after the 15th day of the semester, the fee for the Student Health Insurance Plan and the Green Energy Fee will not be adjusted.

Miscellaneous charges such as library fines and Student Health Services charges will not be adjusted if a student withdraws from Lewis & Clark.

If a student drops or withdraws from a course that has an associated fee, the course fee is handled as follows: If the student drops the course before the end of the add/drop period as defined on the academic calendar, then the course fee is reversed in full. If the student withdraws from the course after the end of the add/drop period as defined on the academic calendar, then the course fee is not adjusted.

In the case of a student's death during the term, all of his or her semester charges will be reversed in full. If this reversal of charges results in a credit balance on the student's account, a refund will be made to the student's estate.

#### REFUND OF CREDIT BALANCES

Lewis & Clark will process a student account refund only in cases where a credit appears on the student's account. Refunds are issued after the first day of classes each semester.

If the credit is the result of a reduction in a student's charges, the refund will be issued after all necessary adjustments are completed. If the credit is the result of financial aid, the refund will be issued only after the disbursement of funds is posted to the student's account. Financial aid still pending does not qualify for a refund. Summer financial aid cannot be released to student accounts and financial aid refunds will not be available prior to June 1.

Students are expected to apply any refunds resulting from financial aid to education-related costs such as off-campus living expenses, transportation, and/or books and supplies.

Credit balances will be refunded either via electronic payment or via paper check. If the refund is a paper check payable to the student, the check will be mailed immediately to the student's preferred mailing address on file with the school. Refunds delivered via electronic payment will be deposited into the bank account designated by the student through WebAdvisor (webadvisor. lclark.edu).

Federal regulations require that credit balances resulting from a Federal Direct PLUS Loan for parents be refunded to the parent borrower unless a written authorization is on file allowing the credit balance to be released to the student. Such an authorization must be on file for each Federal Direct PLUS Loan borrowed. If the student's expenses are covered by a formal billing arrangement between Lewis & Clark and the student's employer, a government agency, or other sponsor, any credit balance will be refunded to the third-party sponsor. In all other cases, student account credit balances will be refunded to the student.

## 2010-11 Costs

Lewis & Clark reserves the right to change the charges for tuition, fees, and residence costs at any time and at the discretion of its Board of Trustees. The following charges are for a two-semester academic year.

Tuition and Fees<sup>3</sup>

Tuition <sup>4</sup>
Associated Students of Lewis & Clark (ASLC) Student Body Fee <sup>5</sup> \$238
Health Insurance (compulsory) <sup>6</sup> \$1,528
Green Energy Fee (fall semester only)

- 3 Tuition and fees do not reflect any special course fees, such as studio or lab fees, associated with individual classes. To see if any fees apply, view the appropriate class sections on WebAdvisor (webadvisor.lclark.edu).
- 4 Students registered for fewer than 10 semester credits will be charged tuition at the rate of \$1,819.70 per semester credit.
- 5 Students registered for fewer than 10 semester credits will be charged the ASLC Student Body Fee at the rate of \$11.90 per semester credit.
- 6 Students are given one opportunity each academic year to waive the school's coverage. For information about waiving the health insurance fee, please refer to Costs, Summary of Charges in the General Information section of this catalog.

Residence Costs <sup>7</sup>
Double Room
Single Room
Campus Apartment
Board, 19 Meal Plan
Board, 14 Meal Plan
Board, 14 Flex
Board, 10 Flex
Board, 7 Flex
Flex Only

Please visit the Transportation and Parking website (go.lclark.edu/parking) for a listing of parking permit costs and regulations.

#### SUMMER SESSIONS

Tuition for summer sessions is charged on a per-credit-hour basis and is discounted from regular semester rates. Summer 2010 tuition is \$780 per credit. Please visit the Summer Sessions website (go.lclark.edu/college/summer) for the latest information about summer tuition and campus housing costs.

As with fall and spring offerings, some summer courses are subject to additional fees to help cover laboratory supplies, field trips, and other incidental expenses. To see if a fee applies, view the appropriate class section on WebAdvisor.

Payment of summer session tuition and fees is due on the first day of the summer session the student is attending. Lewis & Clark does not mail bills for summer sessions in advance of the payment due date. The consequences of carrying an outstanding balance are detailed under Nonpayment of Charges in this section.

Students who wish to withdraw from a summer session must follow the withdrawal procedures outlined in Policies and Procedures. Lewis & Clark's policies allow for summer charges to be adjusted based on the date of notification on the completed Withdrawal form. Students who withdraw on or before the second day of the applicable summer session are eligible for a full reversal of their tuition charge and any applicable class fee. Students who withdraw after the second day are not eligible for any adjustment to their charges.

# Student Financial Services

#### **DIRECTOR: GLENDI GADDIS**

Lewis & Clark recognizes the significant financial commitment required of students and their families in pursuit of higher education, as well as the challenges faced by some in meeting that commitment. While the primary responsibility for financing education lies with each student and his or her family, Lewis & Clark is committed to working in partnership with students and their families to make a Lewis & Clark education an attainable goal. Financial assistance in the form of gift aid (grants and scholarships) and self-help aid (workstudy and loans) is offered through the Office of Student Financial Services.

Approximately 72 percent of Lewis & Clark's undergraduate students receive some form of financial assistance, with individual aid packages ranging from

<sup>7</sup> A meal plan is obligatory for all students who live on campus. Flex is value placed on a student's ID card, which a student uses like a declining balance. One flex point equals \$1 in value. Points carry over from fall semester to spring semester. At the end of the academic year, any unused points are lost.

<sup>8</sup> To be eligible for an adjustment to charges, the student must submit his or her withdrawal by 4 p.m. on the day following the first scheduled course meeting.