2011–2012 Graduate Fee Schedule

Graduate Degree and Certificate Programs

- Master of Arts Degree in Liberal Studies
- Master of Business Administration
- Master of Science in Criminal Justice
- Master of Science in Nursing
- Certificate in Health Care Informatics
- Certificate in Nursing Management
- Post-Master's Certificate Program in Nursing Education

Graduate Degree Application Fee.....$100

This fee covers the cost of evaluating your application. Payment must be submitted with the application. Your application will not be considered until the fee is paid. If you withdraw from a program and wish to reenter it, you must reapply and pay the Graduate Degree Application Fee.

Tuition .....$480/per credit

Military Active Duty/National Guard/ Reservists.....$250/per credit

A tuition payment of $480 per credit is required for registration in any Excelsior College graduate-level course. Most Excelsior College graduate-level courses are 3 credits each, for a total of $1440 per 3-credit course. In addition, each course requires the purchase of required text(s), and the cost will vary by course. Information on required textbooks is available at the Excelsior College Bookstore (www.excelsior.edu/bookstore).

Non-matriculated ..... add $20

All Master of Arts in Liberal Studies courses:

3 credit hours

Independent Learning Contracts

1 to 6 credit hours. The thesis is 6 credit hours.

Master of Science in nursing degree:

37–39 credits, depending on specialization, for a total of..... $17,760 – $18,720

Certificate in Health Care Informatics:

17 credits for a total of $8,160

Graduate Student Services Fee.....$245

This fee is paid upon **enrollment** and annually thereafter while you are enrolled. It covers the costs of an additional 12 months of evaluation of academic records, academic advisement, program planning services, and maintenance of your student records. It also covers library, writing, and electronic services.

Program Completion and Graduation Fee $130

This fee covers the costs associated with awarding your degree. It includes a final staff and faculty evaluation and verification of your total academic record. It also covers the costs of processing your records for graduation, diploma preparation, one student copy of the transcript, one official or additional student copy of the transcript, a diploma cover, and other related products and services. This fee is due regardless of whether you attend Commencement.

Degree Completion Plan Fee.....$135

This fee applies to the Master of Arts in Liberal Studies program and covers the cost of administrative and faculty review of your Degree Completion Plan. You should submit this fee with your Degree Completion Plan.

Transcript Fee $12

This fee covers the cost of preparing and mailing an Excelsior College transcript. All requests for transcripts must be made in writing or through our Web site. Your request should specify whether you want an unofficial (student) or an official transcript. The fee for each type of transcript is the same.

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Transcript Rush Fee.....$30

If you request that a transcript be sent via United States Postal Service first-class mail within 2–3 business days of the College's receipt of your request, a Transcript Rush Fee will apply in addition to the regular transcript fee of $12, for a total of $42. We can meet the 2–3 business-day turnaround if the evaluation of your records is up to date and complete. **The turnaround time does not include the number of days needed for delivery by the Postal Service.** If you would like your transcript sent by overnight service, please contact the Office of Registration and Records at 888-647-2388 (ext. 141).

Transcript Update Fee $25

This fee is assessed if, after graduation, you wish to have new or additional credits added to your transcript. It is a per-evaluation fee and is incurred when you submit one or more transcripts of official score reports for evaluation.

Late Fee.....$55

This fee applies to past-due payments of the Program Completion and Graduation Fee or the Graduate Student Services Fee.

Returned Check Fee.....$35

This fee is assessed each time a check you issue to us is returned for any reason.

Graduate Certificate Programs

Certificate Application Fee.....$50

This fee covers the cost of evaluating your application and must be submitted with the application. (Your application will not be considered unless this fee is paid.)

Tuition .....$480/per credit

Certificate Technology Fee $95

This yearly fee covers the costs associated with electronic services and support provided to graduate students including access to an information management system, library services, electronic reserve room for required readings, online writing service, and software support.

Credentials

If you submit credentials from universities located outside the United States, you may be required to pay an additional fee to an independent credential evaluation service to have those documents classified for equivalency to U.S. degrees and courses. Contact your program Advising Team to determine if this requirement applies to you.

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Payment and Refund Policies

All payments should be made payable to "Excelsior College" and are due on the dates indicated on your invoice. All payments must be in U.S. dollars drawn on a U.S. bank. (International money orders drawn in U.S. dollars will also be accepted. Foreign checks drawn on a U.S. bank must include bank routing and account numbers.) All fees may be charged to Visa, MasterCard, Discover Card, or American Express upon receipt of signed authorization.

Fees are subject to change without notice. You may also pay by phone using any of the charge cards listed above. Contact our Bursar's Office toll free at 888-647-2388 (ext. 1422) to speak with one of our representatives.

Course Withdrawal Policy/Procedure

Students who wish to withdraw from a course must do so within the first 19 calendar days of the beginning of the term. There is no academic penalty to withdraw within the first 19 calendar days. **Be sure to review the *Student Policy Handbook* at www.excelsior.edu/StudentPolicyHandbook for complete details.** Tuition is refundable, after deducting a $50 processing fee for each course, according to the following schedule:

- 100% refund prior to the start of the course minus a $50 processing fee
- 80% refund up to 7 calendar days minus a $50 processing fee
- 60% refund up to 14 calendar days minus a $50 processing fee
- 40% refund up to 19 calendar days minus a $50 processing fee
- No refund after 19 calendar days

Excelsior College reserves the right to make changes to this fee schedule at any time.

Graduate Programs Contact Information

Master of Arts Degree in Liberal Studies Office
Call toll free 888-647-2388 (ext. 1323).

Master of Business Administration Team
Call toll free at 888-647-2388 (ext. 22).

Master of Science in Nursing/Certificate in Nursing Management Advising Team
Call toll free at 888-647-2388 (ext. 1317).

Certificate in Health Care Informatics Office
Call toll free at 888-647-2388 (ext. 137).

Post-Master's Certificate Program in Nursing Education Office
Call toll free at 888-647-2388 (ext. 1314).