

# FINANCIAL POLICIES

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**Note:** Please contact your home school representative regarding rules for Graduate, Professional, LPS and other Special Programs.

## Payment of Tuition, Fees, and Other Charges

All amounts billed to students are due on the due date indicated on the bill. You will receive an email notification each month when a new billing statement is available on Penn.Pay (Penn's electronic billing service). Students whose parents or other payers are making payments are reminded that you (the student) must invite them to be an 'other payer' on Penn.Pay so that they can both view and pay your bill. Payments must be made on or before the due date. Payments can be made online, by check, wire transfer or in person. Please refer to the Student Financial Services web site at <http://www.sfs.upenn.edu/paymybill/index.htm>. Balances remaining beyond the due date are subject to a late payment penalty of 1.5% per month, which will appear on the next statement. A student could be placed on Financial Hold if bills remain unpaid which will jeopardize continuing enrollment and future registration.

## Failure to Pay

The University reserves the right to withhold registration, transcripts, diplomas and all other information regarding the record of any student who is in arrears in the payment of tuition, fees, or any other charges, including student loans. The enforcement of this policy shall not relieve the student of the obligation to pay any outstanding fees and charges.

## Withdrawal/Leave of Absence: Reduction of Tuition and Fees

A student who withdraws from the University (or who is requested to withdraw for failure to maintain a satisfactory scholastic standing) or who is granted a leave of absence from a full-time division of the University during either term of the academic year will be eligible for a reduction in tuition and fees in accordance with the conditions set forth below.

The effective date of separation from the University is the date the student files a written request for withdrawal or leave of absence.

A student who is required to withdraw because of a violation of University regulations shall receive no tuition refund.

For all other students, term charges will be adjusted as follows:

If you leave within the:	Percentage Reduction in Tuition and Fees
First two weeks of class	100%
Third and fourth weeks of class	50%
Thereafter	0%

In the case of students receiving financial aid, eligibility for the term will be determined based on actual charges and prorated allowances for living expenses.

For rules regarding reductions in residence and meal contract charges, see the current year's Residential Handbook (<http://www.business-services.upenn.edu/housing/assets/pdf/handbook0910.pdf>) and the terms and conditions of meal plans (<http://www.business-services.upenn.edu/dining>).