

CASE Registration Invoicing Package Spring 2010 Semester

Following are the registration materials and
information for Spring 2010 semester

- Registration Invoicing & QuikPAY™ Notification
- Student loan instructions
- CASE medical plan and health insurance waiver instructions
- Schedule of room and board charges
- Schedule of tuition and fees

Registration Invoicing & QuikPAY™ Notification

YOU WILL NOT RECEIVE A PAPER BILL IN THE MAIL! Case has an electronic billing service entitled QuikPAY™. QuikPAY™ will notify all students via their CASE e-mail account that their bill is available to be viewed on line. Students no longer need to wait for a bill in the mail, just log into SIS (Student Information System), finance section, view online bill, click view account, student accounts, and current statement and simply view your statement. If you do not pay your bill by yourself, no problem just set up the responsible person as an authorized user of your account giving them their own log in ID and password. This is done through the new Student Information System (SIS). If you want your billing notifications sent to an alternative email and/or an authorized person, simply type in the various email addresses in SIS under "personal information", "authorized user" and the notifications will be sent to those email addresses as well. A student or authorized payer can pay via an e-check or with a Discover® card on-line. The Discover® card carries a 1.77% convenience fee. (See Cashier's section for further instructions) If you want to mail in your payment, great, just print out a copy of the PDF version of your bill, tear off the bottom portion and mail your payment to the printed address. Your Spring 2010 invoice will be available for viewing online the week of December 21, 2009, through QuikPAY™.

Your Spring 2010 invoice reflects information available as of December 15, 2009. Scholarships and grants awarded by the University as of December 15, 2009, are reflected on this invoice. This aid is **pending** and not guaranteed **until all necessary forms are on file in the Office of Financial Aid**. This invoice may not reflect all awarded financial aid. Any loans, which have been awarded, must be accepted and signed **before** they may be credited to your account. See "Student Loan Disbursement" section for further directions.

Spring 2010 charges* are listed in detail on the invoice and may be paid in two installments. One half of the Spring 2010 charges must be covered, either by payments or credits, by January 11, 2010. The remainder must be paid by March 5, 2010. If a source of financial aid is not available for disbursement by January 11, 2010, but is expected to be distributed during the semester, this amount may be deducted from the "amount due" as long as all the required forms are on file with the Office of Financial Aid. Spring charges **not paid by March 5, 2010**, will be considered delinquent and will be assessed a late payment charge of 1.5% per month. **It is the student's responsibility to make sure that their parents and/or legal guardians are set up in the billing system to receive the invoices.** Please email us at Bursar@case.edu if you need assistance setting up your authorized users.

Please make checks and money orders payable to Case Western Reserve University. To ensure proper credit, **write the student I.D. #** on the check and return it with the bottom portion of the invoice in the enclosed envelope.

*Please review these charges to verify their accuracy.

Student Loan Disbursement/Credit Balance Refunds

If you are expecting student loan funds through the Federal Loan Program and/or loans administered by the University (i.e., Perkins, HPSL), your funds will be automatically credited to your account once you have completed the financial aid application process, **submitted a promissory note to the Office of Financial Aid**, and the guarantor has approved the loan. Federal Stafford Loans include a 1.5% processing and origination fee deducted from the gross amount of the loan. **This 1.5% fee does not appear on the attached bill and should be taken into account when determining the total amount due to the university.** For example, if your bill amount states \$1,312, the actual amount applied will be less than this by 1.5%: \$1,312 - \$20 = \$1,292. **New students borrowing under a Federal Stafford Loan and/or University loan must attend an Entrance Interview.**

If you are expecting a student loan check, this check must be endorsed in the Bursar's Office, Yost Hall, Room 115, between **9:00 a.m. - 4:00 p.m.** You must have a valid picture I.D.

Refunds due to overpayment will be issued only after **all** charges are paid in full. **The refund process will not begin until the add/drop period has concluded (please plan accordingly).** Refunds will be mailed to the "current" address in the Registrar's system. **It is your obligation to make sure this address is correct.**

CASE Medical Plan

The CASE Medical Plan fee of \$660.00 is **automatically charged**, on a per semester basis, to students registered for one or more credit hours.

If you have health coverage comparable to the CASE Medical Plan, you are eligible to waive the Medical Plan fee. If you do not wish to be covered by the CASE Medical Plan, you must waive the fee each semester. Students may waive the fee in **SIS**, under academics, this week's schedule, there will be a yellow **Waive button**. **The deadline to waive the Medical Plan fee is January 22, 2010.** Waivers will not be processed after that date. All students are eligible for care at University Health Service regardless of your CASE Medical Plan status or health plan coverage; but, if you have the CASE Medical Plan, University Health Service should be utilized as your primary health care facility. Medical Plan cards are available at University Health Service, (216) 368-3050.

Special Billing to Third Parties

A written authorization is required for special billing arrangements. If a third party is to pay all or part of your tuition and fees, the Bursar's Office will bill your sponsor directly. A copy of your sponsor agreement must be forwarded to the Bursar's Office **before** Registration. The deadline to submit your sponsorship agreements is January 22, 2010.

Upon presentation of an official employer letter, students who receive tuition reimbursement may register for Spring 2010. **The student is responsible, however, for all late fees that accrue on the account until payment is received.**

Withdrawal and Refund

Once you have selected courses, you may drop and add courses until January 22, 2010. After January 22nd, you may withdraw from a course with proper approval, but tuition for the course will not be refunded. If you completely withdraw from the University and have executed the required withdrawal forms, you will be refunded at the following rates. *

January 11 – January 15	100%
January 18 – January 22	75%
January 25 – January 29	50%
February 1 – February 5	25%
After February 5	0%

*Financial aid may be adjusted upon complete withdrawal.

Pending changes in federal refund regulations may necessitate a change to this schedule.

Cashier Services

University Payment

One-half of all charges (tuition, room, board, and fees) are due by January 11, 2010. All remaining unpaid charges are due by March 5, 2010. We accept cash, checks, money orders, e-checks, wire transfer of funds and payments by your Discover® card only.

Checks and Money Orders should be in U.S. dollars, drawn on a U.S. bank, and made payable to "CWRU". Please include your student I.D. number and name on the check or money order.

E-Checks can be made on our QuikPAY™ site. To access this site, please login to your SIS account. Under the finance section in SIS, select view online bill, review account/make payment. This is the university's on-line billing and payment system that allows you to view your bill and submit payments through a checking or savings account on line.

Discover® card payments can be made on our QuikPAY™ site. This transaction carries a 1.77% transaction fee that will be added to your transaction. (See above for the web locator)

Wire Transfers of Funds for payment on account at CASE may be handled through any full service bank in your area. For further information please contact the Bursar's Office at (216) 368-2226, or e-mail us at: bursar@case.edu.

Tuition Made E-Z Payment Plan

Tuition made E-Z Payment Plan is an ACH process for automatically debiting your checking account. Your payments can be made electronically monthly without the hassle or cost of writing checks or paying postage. For more information please call 216-368-2226 or visit our website at <http://www.cwru.edu/finadmin/controller/bursar.htm>. The deadline to sign up for the E-Z pay plan is December 16, 2009.

Returned Checks

It is University practice to deposit returned checks automatically and without notice. Penalties may be charged for checks returned by the bank for non-sufficient funds (NSF checks). Any penalties assessed will be charged to the student's account. When a check is returned, the University reserves the right to require payment by cash or certified funds.

Banking Facilities

Checking Accounts may be opened at a local bank to handle your financial needs. When opening an account, we suggest that you deposit cash, traveler's checks, or a money order. Most banks will clear checks drawn on a local bank in three business days, and non-local checks will generally take seven business days to clear.

Automated Teller Machines (ATMs)

Various ATMs are available on and near the campus to provide you with banking services twenty-four hours a day. Locations of the ATMs can be obtained by contacting one of the local banks listed below.

Local Banks

Key Bank

Cleveland Clinic Plaza

9411 Euclid Avenue

Cleveland, Ohio 44195

Phone Number: 216-229-2244

Hours of operation: M-TH 9:00 a.m. to 4:30 p.m.,
F 9:00 a.m. to 6:00 p.m.

National City Bank (NCB)

10700 Euclid Avenue

Cleveland, Ohio 44106

Phone Number: 216-791-9696

Hours of operation: M-TH 9:30 a.m. to 4:00 p.m.,
F 9:30 a.m. to 6:00 p.m.

Other banks in the area include:

- Key Bank, Cleveland Clinic, 9500 Euclid Avenue, 216-229-2189
- Key Bank, Coventry, 1836 Coventry Road, 216-321-7060

- Bank One, Cleveland Heights, 12388 Cedar Road, 216-421-2800
- Ohio Savings, Cleveland Heights, 2066 Lee Road, 216-923-0095
- Huntington Bank, Cleveland Heights, 1865 Coventry Road, 216-371-2000
- Huntington, University Circle, 11417 Mayfield Road, 216-515-0039
- U S Bank, Cleveland Clinic, 9701 Euclid Avenue, 216-791-2041

Schedule of Room Charges: 2009–2010

	Residence Hall	Room Type Available	Room Charge Per Semester
South Residential Village:	All Dorms	Small Single	\$3,585.00
North Residential Village:	Clarke Tower	Clarke Single	\$3,660.00
		Clarke Double	\$3,255.00
	Cutler	Clarke Large Single	\$3,870.00
	Hitchcock		
	Pierce		
	Storrs		
	Norton (Women Only)	Single	\$3,430.00
	Raymond	Single with bath	\$3,605.00
	Smith	Double & Triple	\$3,135.00
	Sherman	Large Single	\$3,745.00
	Taft	Large Single with bath	\$3,800.00
	Tyler		
	Scholars House	Single	\$3,530.00
		Double	\$3,040.00
		Double with bath	\$3,465.00
		Double with fireplace	\$3,280.00
		Triple with bath	\$3,370.00
Village at 115 Apartment:		1 Bedroom	\$4,630.00
		2 & 3 Bedrooms	\$4,435.00
		4 & 5 Bedrooms	\$4,320.00
		6 & 7 Bedrooms	\$4,175.00
		9 Bedrooms	\$4,090.00
Single in Tippit Apartment & Univ owned apartments:		Single	\$3,795.00
Fraternity/Sorority Houses:		Single	\$3,585.00
		Double	\$3,135.00

Schedule of Board Charges: 2009–2010

Board Plans	Board Charge Per Semester
Block plan (200 meals/semester).....	\$2,295.00
19 Plan plus \$75.00 CASECASH dollars**.....	\$2,310.00
17 Plan plus \$150.00 CASECASH dollars**.....	\$2,295.00
14 Plan plus \$200.00 CASECASH dollars.....	\$2,205.00
14 Plan Kosher	\$2,494.00
10 Plan plus \$250.00 CASECASH dollars.....	\$2,153.00
10 Plan Kosher	\$2,215.00
7 Plan for Apartments only.....	\$1,391.00

**Freshmen are required to take either the 19 meal, 17 meal plan, or the 200 meal block plan.

For additional Housing and meal plan information, please visit:

<http://studentaffairs.case.edu/living/resources/documents/0607/rates.htm>.

Entrance Deposit

Undergraduate students enrolling at CASE for the first time are required to pay a \$500.00 non-refundable entrance deposit. The \$500.00 deposit will be credited to the first semester's tuition charges directly on the student's account. **(Please note: This credit will not appear second semester.)**

Schedule of Tuition and Fees (Per Semester): 2009–2010

School	Credit Hrs. Full Time	Full Time Tuition Rate	Credit Hrs. Part Time	Part Time Tuition Per Cr. Hr.	Health Ins.	Activity Fee Full Time	Special Fees	
							Type	Amount
Undergraduate	5 th (yr) (12 or more)	\$17,475.00	1-11	\$1,456.00	\$660.00	\$140.00(A)	RTA Fee	25.00
	1 st - 4 th year	\$17,950.00	1-11	\$1,496.00	\$660.00	\$143.50(A)	RTA Fee	25.00
Graduate	12 to 17	\$16,500.00	1-11	\$1,375.00	\$660.00	\$12.00(A) \$15.00(B)		
Dentistry	1 st - 3 rd Year	\$24,890.00		\$1233.00	\$660.00	\$110.00	*Lab fee	295.00
	4 th Year	\$24,743.00	PT	\$1233.00	\$660.00	\$110.00	* Dental PC	90.00

Law 1st year	10 or more	\$19,288.00	1-9	\$1,607.00	\$660.00	\$52.00		
Continuing Stud.	10 or more	\$19,025.00	1-9	\$1,585.00	\$660.00	\$52.00		
Law-Taxation	–	No flat rate	–	\$1,607.00	\$660.00	-0-		
Masters of Science	12 to 20	\$17,950.00	1 - 11	\$1,496.00	\$660.00	\$12.00		
Engineering Mgmt								
Management 1st year	12-20	\$18,500.00	1-11	\$1,542.00	\$660.00			
Full time©	MBA	\$17,667.00		\$1,434.00	\$660.00			
Part time©		no flat rate		\$1542.00				
MSM-BA	12 to 20	\$18,500.00	1-11	\$1542.00	\$660.00			
MAcct, MSM-SC								
MSM-OR								
MSM-Finance								
Executive MBA	1 st year	\$20,700.00	1-9	\$1542.00	\$660.00			
	2 nd year	\$20,160.00	1-10	\$1434.00	\$660.00			
EDM	1 st year	\$22,500.00	1-8	\$2500.00	\$660.00			
	2 nd year	\$18,650.00	1-8	\$2072.00	\$660.00			
	3 rd year	\$18,650.00	1-8	\$2072.00	\$660.00			
MPOD	1 st year	\$12,336.00	1-7	\$1542.00	\$660.00			
	2 nd year	\$11,781.00	1-9	\$1434.00	\$660.00			
MNO	12 - 20	\$16,500.00	1-11	\$1375.00	\$660.00			
Medicine		\$22,965.00	–	–	\$660.00	\$20.00		
Nursing								
Graduate	–	No flat rate	–	\$1,456.00	\$660.00	\$15.00(D)		
Nursing Doctorate	12 to 18	\$17,475.00	1-11	\$1,456.00	\$660.00	\$15.00(D)		
Nursing Undergraduate	1 st –4 th year	\$17,950.00	1-11	\$1,496.00	\$660.00	\$151.00	**RTA Fee	25.00
	5 th year	\$17,475.00	1-11	\$1456.00	\$660.00	\$147.50		
MSASS	12 to 16	\$16,500.00	1-11	\$1100.00	\$660.00	-0-		
				over 16(D)				

(A) Graduate degree-seeking students taking 1 credit hour or more are assessed an activity fee of \$12.00.

(B) All Nursing Ph.D. students are assessed an additional \$15.00 nursing activity fee.

(C) Students in the part-time MBA program will pay the credit hour rate of \$1,542.00 for up to 12 hours during a semester, if enrolled for more than 12 hours they will pay \$18,500.00 plus \$1,542.00 for each credit hour in excess of 12. Continuing students in the full-time MBA program enrolling in more than 20 credit hours will pay \$1,434.00 per credit hour for hours in excess of 20 in addition to the full-time rate of \$17,667/semester. New full-time students enrolling in more than 20 credit hours will pay \$1,542.00 per credit hour for hours in excess of 20 in addition to the full-time rate of \$18,500/semester. Law/Management dual degree students are charged an activity fee.

(D) MSASS students taking more than 16 credit hours per semester are assessed an additional \$1100.00 per credit hour.

* These fees are charged to all Dental students.

** These fees are charged to all undergraduate nursing students.

Questions?

If you have any questions, please contact one of the following offices (Area Code 216):

- **Scholarships, grants, loans** Financial Aid 368-4530
- **Billing questions** Bursar's Office 368-2226
- **CASE Medical Plan** University Health Service 368-2450
- **Room charges** University Housing 368-3780
- **Meal plan, campus points** Auxiliary Services 368-1666
- **Registration questions** Registrar's Office 368-4310
- **Bursar's Office Web Page** <http://www.cwru.edu/finadmin/controller/bursar.html>