

# Financial Registration

## Financial Registration Information

### STAR (Student Advance Registration)

Registration at North Central is easy. Prior to the beginning of a semester, each student will confer with an academic advisor who will assist in the appropriate selection of classes. This process is called academic registration.

Merging this class information with housing assignments, parking and meal plan preferences, NCU will send each student an invoice itemizing the next semester's financial costs and financial aid that has been awarded for the upcoming semester. This invoice will be sent to the student approximately eight weeks prior to the start of classes. A student is able to complete Financial Registration via mail, by following the step-by-step instructions and due dates included with the invoice.

Please note that payment due dates occur approximately two weeks prior to the first day of classes. Students who do not complete financial registration by the deadline printed on the invoice will be charged a late registration fee.

STAR registration hotlines are readily available to respond to registration questions prior to the beginning of each semester. The telephone number is: 1.888.353.STAR (7827) or email: star@northcentral.edu.

### Financing Options:

**Credit Card:** Approved VISA, MasterCard and Discover cards are accepted for payment of student accounts and bookstore purchases.

**Monthly Budget Plan:** Tuition Management Systems provides no-interest financing to help students manage the cost of education. This is a budgeting service that lets the student pay an entire year's education costs with monthly installments.

- Monthly payments begin in advance of the college year, based on a student's estimated costs for two semesters.
- There are no interest or finance charges to *non-delinquent* participants.
- An annual participation fee is required.

### Housing Deposit

A housing deposit of \$150 is required for NCU residence hall or apartment housing. The deposit is refundable to students who no longer reside in NCU housing if no residence hall or apartment damage occurs and proper move out procedure is followed. NCU housing will *not* be assigned until the deposit has been received.

### Refund of Tuition

If a student drops a course after classes begin, tuition is refunded in the following manner:

Through the first full week of classes	100%
Through the second full week of classes	75%
Through the third full week of classes	50%
Through the fourth full week of classes	25%

Please note: Refund schedules for evening and weekend classes differ from the above schedule. Please contact the Registrar's Office for evening/weekend refund schedules.

To withdraw from North Central University, a student should contact the Student Life Office to complete the withdrawal steps.

If a student withdraws from the University after classes begin, a refund will be calculated based on the North Central University refund policy. Withdrawing students will retain a portion of their institutional financial aid based on the percentage of refund of charges (i.e. a student receiving a 75 percent refund of tuition, general fee and room charges would retain 25 percent of their institutional aid funds).

A return of Title IV funds calculation dictates the amount of federal financial aid that must be returned to the federal government by the school and the student if the student withdrew before the 60 percent point of the semester. The North Central University Refund and Return of Title IV Funds Policy will accompany the invoice and financial registration materials for the upcoming semester or is available upon request from the following offices at NCU: Financial Aid, Accounting and Registrar.