

**POLICY AND PROCEDURES FOR TUITION CHARGES
FOR MORE THAN 19 CREDIT HOURS**

Effective with the Spring Semester 2010, Valparaiso University's tuition policy will include an additional charge for credits above 19 credit hours per semester. This policy will apply to all undergraduate academic programs. The charge per credit hour above 19 is calculated by dividing the undergraduate full-time tuition by 12. For Spring 2010, this amount is \$1,140 per credit hour above 19 credits.

Credits for music lessons (private studio instruction) are not included in this policy, nor in calculating the additional charges, since these courses are charged a separate fee.

The 'academic' overload policy (catalog, page 265) is different than the 'financial' overload policy (catalog, page 274) for the following programs (all other programs have an academic maximum of 19 credits):

College of Arts and Sciences (18 credits allowed academically, except for the BME degree and secondary education majors which allow 19 credits academically)

College of Business Administration (18 credits allowed academically)

College of Nursing (18 credits allowed academically)

Students in these programs may take up to 18 credit hours per semester without filing a petition for approval of the academic overload. Approval for an academic overload for **any** program does not constitute a waiver of the charge for the additional credits above 19. Approval of the academic overload remains at the discretion of the academic dean, even if the student is willing to pay for the additional credits.

Tuition Remission

The Tuition Remission policy will not cover credit hours above 19 credits. Students will need to pay for those additional credit hours.

Financial Aid

Students taking more than 19 credits may visit with the Financial Aid staff about possibilities for additional loan funds, as other forms of financial aid cannot be increased to cover the overload charge.

Refund Policy

Refunds for students who are initially charged for an overload but later drop to 19 credits or less will be prorated on a percentage basis, using the same time schedule as tuition refunds.

Notification

Initial notification of the policy will be sent to students by email and by letter, with information on the web site. Notification will occur by email to faculty and to students at the time of preparation for Spring 2010 registration. The Registrar will regularly notify students by email who have an overload on the second last day of the drop/add period to allow the students time to make adjustments in their course schedules should they desire to do so.

10/09