Financial Options Guide
Financial Options

Understanding and choosing the right finance plan is critical to the successful completion of the student's selected program.

University of Phoenix offers a number of finance plan options to assist the student to manage financial obligations. The student can utilize one or more of the Plans listed below, depending on personal circumstances. Please contact a finance advisor with any questions regarding financial options and scholarships.

Cash Plan

The Cash Plan requires all tuition and electronic course materials fees to be paid in full prior to the start of each course.

Payment Policy

Payments are accepted on the student website by check, credit card or debit card. Finance advisors can also process credit card or debit card payments.

The student can mail a check or money order payment to the following address:

Apollo Group/Corporate Processing
P.O. Box 29887
Phoenix, AZ 85038-9887

If a credit card or a debit card is provided with a completed Authorization to Charge form, tuition and electronic course materials fees will be charged to that card. Automatic payments are set prior to each course upon request.

The University is not responsible for fees or penalties incurred as a result of payment with a debit card or other restrictive payment cards. The student should contact his or her financial institution for account balances, daily transaction limits and other restrictions.

Federal Financial Aid Plan

The Federal Financial Aid Plan is available to the student who qualifies for federal grants, federal loans, or both, to pay for tuition in an eligible degree or certificate program.

Military or Government Billing Plan

Under the Military or Government Billing Plan, University of Phoenix directly bills the military or other government agency for the student’s tuition.

Third-Party Billing Plan

Under the Third-Party Billing Plan, University of Phoenix directly bills an approved employer for the student’s tuition.

Tuition Deferral Plan

The Tuition Deferral Plan is available for students whose employer offers to repay some or all of the student/employee’s tuition. The Plan is also available to the student receiving benefits from the U.S. Department of Veterans Affairs or U.S. Department of Defense.

Private Student Loans

Private student loans may be available to both students and parents who are not eligible for federal financial aid or who need assistance beyond their financial aid eligibility. These loans are made privately through lenders and other financial institutions and are subject to a credit review and individual lender terms and conditions. The lender determines eligibility and amounts are limited to the cost of attendance minus other aid including discounts and any other resources received. These loans are not subsidized or guaranteed by the federal government. The University recommends private loans only be considered after applying for federal financial aid. More information is available at http://www.phoenix.edu/tuition_and_financial_options/financial_options/private-student-loans.html.

Tribal Funding

Several American Indian tribal nations provide funding for the tuition of a student who is a recognized member.

For additional information on tribal funding, please contact our Tribal Relations department at Tribalrelations2@phoenix.edu.
Student Financial Responsibilities

The student is responsible to ensure all tuition and electronic course materials fees are paid whether in attendance or not. The student must indicate how tuition and electronic course materials fees will be paid on the Student Finance Agreement.

The student is responsible to know the account balance. Student account information is available on the student website.

When the student is considered administratively, officially or unofficially withdrawn from his or her program, the University may cancel any federal financial aid in process. The student may receive a refund for or may owe payment to the University depending upon the student’s account balance.

Notice

The University may report information about student accounts to credit bureaus. Late payments, missed payments, or other defaults on student accounts may be reflected in a credit report.

If payment for tuition and electronic course materials fees is not received in accordance with the Student Finance Agreement, the student may be withdrawn from the program and official transcripts withheld.

Financial Policies

Multiple Discount Policy

For instances in which a student may qualify for multiple discounts, the discount that provides the greatest benefit to the student will be applied to the tuition amount.

Returned Check Fees

Returned checks will result in an additional processing fee of $25, unless prohibited by law.

Electronic Course Materials Fees

Electronic course materials and books for each course must be paid at the time they are ordered or in accordance with a student’s stated payment option. For students eligible for military tuition assistance, electronic course materials and books fees are not required to be paid prior to the start of each class. Electronic course materials fees are nonrefundable unless prohibited by law. A student who drops a course will be granted access to the electronic course materials for that course without additional charge if the course is retaken within six months of the course’s original start date.

Changing Finance Plans

The student can change a finance plan if in compliance with current finance plan. To change a finance plan, the student must contact a finance advisor and complete necessary documents. All changes must be approved by University of Phoenix to be effective.

Meeting Financial Plan Obligations

Students who primarily attend a physical University of Phoenix campus are subject to financial approval by their primary campus prior to enrolling in a course. Tuition and all applicable fees for each course must be paid according to the terms and conditions outlined in the primary financial option selected on the Student Financial Agreement form. Students who do not comply with the primary financial option term will not be allowed to attend classes. Students are required to clear any indebtedness to the University before grades and transcripts will be issued or the degree awarded.

A student may be administratively withdrawn for failure to make payment in a timely manner, preventing the student from attending future class sessions, until the amount owed is paid in full or satisfactory payment arrangements are made. All costs of collection, court costs and reasonable attorneys’ fees will be added to delinquent accounts collected through third parties. University of Phoenix may obtain a current credit report as needed to support decisions to defer tuition payment or to assist in the collection of amounts owed.

Late Payment Fees

Payments must be made in accordance to the selected finance plan. If tuition payment is not received within the terms and conditions of the selected finance plan, fees up to $25 will be assessed to the student account, unless otherwise restricted by law. Late fees are due immediately upon invoice.
State Tax

Various states require universities to collect a tax on tuition, fees, digital goods or access to digital information. The University will collect the appropriate tax on tuition, fees and electronic course materials fees charged to the student in these states. Contact a finance advisor for the current list of states requiring tax be collected.

General Refund Policy

A tuition refund may be granted for those who qualify, based on the state refund policy. A complete list of state refund policies is located in the academic catalog and he Consumer Information Guide. All other fees are nonrefundable, unless prohibited by law.

Tuition Credit Policy

The student may request a tuition credit from University of Phoenix when he or she drops a course due to extenuating circumstances. If the student earns a W grade, he or she may be eligible for a tuition credit. The credit is nontransferable to other students and may be used at any University of Phoenix campus.
Student Finance Agreement

Student Name: ___________________________________________ Individual Record Number: _______________________

Degree Program: ___________________________________________ Start Date: _______________________

Finance Plans
Select one primary finance plan. The primary finance plan must fund at least 50 percent of your tuition and electronic course materials fees. Select a secondary finance plan only if the primary finance plan does not cover 100 percent of your tuition and electronic course materials fees. You are responsible for payment of tuition and electronic course materials fees not covered by your selected payment plan(s) prior to the start of each course.

Primary   Secondary
☐ ☐ Cash Plan: Tuition and electronic course materials fees must be paid in full prior to the start of each course.*
          Automatic Pay: ☐ Yes (A completed Authorization to Charge form is required.) ☐ No
☐ ☐ Federal Financial Aid Plan: Student receives federal grants or loans to pay for tuition at eligible University of Phoenix campuses.
☐ ☐ Military or Government Billing Plan: University of Phoenix directly bills the military or other government agency for a student’s tuition. The following benefits are eligible for this plan: Marine Gunnery Sergeant John David Fry Scholarship (Chapter 33), Vocational Rehabilitation and Employment program (Chapter 31), and Post–9/11 (Chapter 33) benefit.*
☐ ☐ Third-Party Billing Plan: University of Phoenix directly bills an approved employer for a student’s tuition.
☐ ☐ Tuition Deferral Plan: Student’s employers offer to repay some or all of their employee’s tuition or student receives benefits from the U.S. Department of Veterans Affairs including the following: Montgomery/Top-Up (Chapter 30) benefit, Reserve Educational Assistance program, Post—Vietnam Era Veterans’ Educational Assistance program and Survivors and Dependents’ Educational Assistance program.*

Select all that apply: ☐ Employer ☐ U.S. Department of Veterans Affairs

Supplemental Funding
Select all that apply.

☐ Private Student Loans: Private student loans are credit-based funding provided by outside, nonfederal lenders to pay for the cost of attendance not covered by any other financial aid.
☐ Tribal Funding: An American Indian tribal nation may provide funding to pay for the tuition of a student who is a recognized member.

Payments must be made in accordance to the selected finance plan. If tuition payment is not received within the terms and conditions of this agreement, fees up to $25 will be assessed to the account, unless otherwise restricted by state law.

By selecting the Military or Government Billing Plan, the Third-Party Billing Plan or Tribal Funding, the student authorizes the University to discuss schedules, grades, tuition, fees, account history and any pertinent information with any relevant third party for the sole purpose of obtaining payment and approving tuition and fees.

I read and fully understand the information listed above. I acknowledge I have received access to the academic catalog for University of Phoenix describing my campus cancellation and refund policies. I also reviewed the Financial Options Guide. I understand I am responsible for all tuition, electronic course materials fees and other charges, regardless of which plan I choose.

Student Signature: ___________________________________________ Date: _______________________

* Students using military Tuition Assistance are not required to have electronic course material fees paid prior to the start of each course.
Authorization to Store Card Information and Make Future Charges

Student name: ___________________________ Individual Record Number (IRN): ______________________

Name on credit/debit card: ______________________ Last four digits on credit/debit card: __________

Expiration date (MM/YY): ____________________

University of Phoenix will securely store and charge a credit or debit card for tuition and electronic course materials fees when due, according to your authorization below. This authorization will remain valid, unless changed or canceled by you.

Notification of changes
Changes in the status of a credit or debit card on file, including cancellation or changes to the expiration date, must be communicated to University of Phoenix by submitting a newly completed Authorization to Store Card Information and Make Future Charges form.

Fees and penalties
If tuition payments are not received within the terms and conditions of the University’s financial policies, fees up to $25 will be assessed to the account, unless otherwise restricted by state law.

The University is not responsible for fees or penalties incurred as a result of payment with a debit card or other restrictive payment card. Please contact your financial institution for account balance, daily transaction limits and other restrictions.

Authorization

☐ By checking this box, I authorize University of Phoenix to store my credit or debit card information and charge the card for tuition and electronic course materials fees.

I read and fully understand the terms and authorization listed above.

Cardholder signature: _______________________________ Date: __________________________