

### Student Accounts (previously the Business Office)

The Student Accounts staff is responsible for the billing and collection of tuition and fees. Full-time students are billed twice per year (see eBill schedule below.) Please note, paper bills are not sent to the student's home.

Semester	eBills Available	Billing Due Date
Fall	1st week of July	Aug. 1, 2021
Spring	Mid-November	Dec. 31, 2021

Students can set their parent/guardian up as an authorized user through PrideNET, "Parent Portal." Authorized users will receive email notifications when the eBill is ready to view. Please encourage your student to set up user access for making online payments, and/or set up semester payment plans. Please visit our web page at [springfield.edu/business-office](http://springfield.edu/business-office) for more information about billing and making payments.

### Methods of Payment

#### ACCOUNT PAYMENT

##### Online Payments:

We encourage students and families to make online payments on our secure site. Online payments are reflected immediately on a student's account.

- Payments made with an electronic check are not assessed a fee.
- Payments made with a major debit or credit card will be assessed a 2.75 percent processing fee.

##### Physical Payments:

- Checks or money orders should be paid to the order of Springfield College and can be mailed to **Springfield College, Student Accounts Office, 263 Alden St., Springfield, MA 01109**. Please reference your student's ID number on the payment.
- Our cashier's office is open Monday-Friday from 9 a.m. to 2 p.m.

*Please note: A non-refundable late fee of \$75 is assessed for each month an account is past due.*

#### APPROVED FINANCIAL AID

Approved financial aid awards will show on the student eBill as a pending credit towards a student's semester balance. If a student is awarded a direct loan, 99 percent may be used as credit towards the balance due. The student's financial aid file must be complete in order to use aid to offset charges on the account balance.

#### OUTSIDE SCHOLARSHIPS

Private scholarships may be used as credit by completing the following steps:

1. Submit a copy of the award letter to the Office of Financial Aid as soon as possible.
2. Submit scholarship checks to the Student Accounts Office. Please be sure to put the student's name and ID number on the letter or check.

#### 529 PLANS

529 plans can be used towards qualified expenses inclusive of tuition and fees, books and materials, and room and board (student must be enrolled at least half time). If requesting a disbursement of funds, please allow for the seven to 10 business days that most plans require for processing of checks. Please be sure the student's name and ID number are on the check.

#### PAYMENT PLAN

Springfield College offers semester payment plans to our students for account balances. Some of the benefits of the payment plan include:

- Interest-free payments per semester (see payment plan schedule below)

Semester	Installments	Duration
Fall	4	Aug. 1 - Nov. 1
Spring	4	Jan. 1 - April 1
Summer	3	May 1 - July 1

- Enrollment fee of \$50 per semester.
- Payments made online are reflected on the account immediately.
- Avoid late fees.
- Students and families can choose to make a payment when the eBill is available and then set up the payment plan to help reduce subsequent payments.

### Traditional Undergraduate Tuition and Fees

#### Estimated Cost (per semester. Full-time: 12-18 credits)\*

##### STUDENTS WHO ENROLL AFTER FALL 2019:

Tuition.....	\$19,965
Room (double occupancy).....	\$3,625
All Access Meal Plan + 3 Meal Exchanges per Week.....	\$3,035
Undergraduate Student Fee*.....	\$275
Total Estimated Cost.....	\$26,900

##### ALL OTHER RETURNING STUDENTS:

Tuition.....	\$19,585
Room (double occupancy).....	\$3,625
All Access Meal Plan + 3 Meal Exchanges per Week.....	\$3,035
Undergraduate Student Fee**.....	\$275
Total Estimated Cost.....	\$26,520

\*Estimated totals do not include the student health insurance charge. Please refer to that section for the cost.

\*\*Students exceeding 18 credits will be charged the per credit rate for any additional credits.

##### PER CREDIT COST

Undergraduate per credit cost (students who enroll after fall 2019).....	\$1,200
Undergraduate per credit cost (all other returning students).....	\$1,176

##### RESIDENCE HALLS (per semester)

Double Occupancy.....	\$3,625
Single Occupancy.....	\$4,530
Town Houses.....	\$5,520
Senior Suites.....	\$5,520
Living Center (double occupancy).....	\$5,000
Living Center (single occupancy).....	\$5,520

##### MEAL PLANS (All meal plans include three guest meals.)

Meal Plan	Per Semester Cost	Dining Dollars
All Access Meal Plan		
+ 7 Meal Exchanges per Week	\$3,660	\$200
All Access Meal Plan plus		
+ 3 Meal Exchanges per Week#	\$3,035	\$50
Weekly 14	\$2,265	\$250
Weekly 7	\$1,635	\$600
Block 50	\$80	\$325

# Students living in traditional dorm housing are required to enroll in the All Access Meal Plan + 3 Meal Exchanges per Week. Students will be billed for the All Access Meal Plan + 3 Meal Exchanges per Week at the start of the FA21 semester. Students can voluntarily increase their meal plan to the All Access Meal Plan + 7 Meal Exchanges per Week. Meal plans cannot be decreased or dropped after the add/drop period.

##### OTHER/GENERAL FEES

Enrollment Deposit.....	\$300
Outdoor Pursuits Fee.....	\$365
New Student Orientation+.....	\$130
Single Semester Payment Plan Enrollment Fee++.....	\$50
Late Payment Fee++.....	\$75

+ onetime nonrefundable fee for first-year and transfer students  
++ nonrefundable fee

# Tuition and Fees

## 2021-22 (continued)

### Electronic Refunds

Students are required to set up an eRefund account. Students can sign up online through PrideNET by selecting the "set up eRefund" link at the bottom of the current semester eBill. Eligible students will receive their refund by direct deposit to the bank account they set up.

### Health Insurance

The Commonwealth of Massachusetts requires that health insurance coverage be provided to all students attending Massachusetts colleges and universities who are registered for 75 percent of full-time curriculum. The charge for health insurance coverage is automatically added to our traditional undergraduate and graduate student accounts at the time of registration. If you have comparable health insurance coverage, you will need to complete an online insurance waiver every July. If you do not have health insurance comparable to the state's requirements, you must remain enrolled in the College's plan. If you are a transfer student for the spring semester, you must waive or enroll in December. Insurance billed in the spring semester will be prorated for coverage starting Jan. 1-Aug. 14, 2022. Please note, this does not pertain to our online or regional campus students.

#### 2021-22 FULL-YEAR INSURANCE RATES:

(COVERAGE AUG. 15, 2021 TO AUG. 14, 2022)

Full-time undergraduate.....	\$2,973
Full-time graduate.....	\$4,339

### GradGuard Tuition Insurance

Springfield College has partnered with GradGuard to provide our families and all of our students (traditional/online/regional) with tuition insurance from Global Assistance. This coverage expands the scope of our refund policy by ensuring reimbursement for tuition, fees, and room and board for covered withdrawals at any time throughout the semester. The deadline to apply for tuition insurance is the day before classes begin each semester. For more information, visit [gradguard.com](http://gradguard.com) or call (866) 724-4384.

### Parking Permits

Students can obtain a parking permit online through the Springfield College Department of Public Safety vehicle registration portal. Rules and regulations for on-campus parking are available on the Public Safety website.

Cost of Vehicle Registration.....	\$130/year
Lost Permit Fee.....	\$25

### Fee Descriptions

**Student Fee:** This is a mandatory, nonrefundable fee for all full-time undergraduate and graduate students. This fee is a combination of the student government fee, recreation fee, community engagement fee, and class dues.

**Enrollment Deposit:** This is a nonrefundable fee that will be applied as a credit to the student's account the first semester they attend.

**New Student Orientation:** New Student Orientation (NSO) is an opportunity for all first-year students to become comfortable with their academic, residential, and social lives at Springfield College. This NSO is not to be confused with the one-day orientation offered to parents and first-year students in June.

**Outdoor Pursuits:** Outdoor Pursuits is a seven-day, one-credit course where students will enhance their understanding and appreciation of individual differences of the social aspects of group living. Students will engage in activities selected to increase environmental awareness, improve outdoor living skills, and serve as an introduction to resource-based pursuits. This course is mandatory for some concentrations and can be applied towards the required physical education credits for undergraduate students.

**Laboratory/Course Fees:** Some courses and curriculums include laboratory and additional course fees. These fees are nonrefundable, unless a student withdraws from the class prior to the start of classes.

### Graduate Tuition and Fees (per semester)

#### GRADUATE TUITION AND FEES:

Enrollment Deposit.....	\$300
Per Credit Cost.....	\$1,105
Graduate Student Fee.....	\$193
Graduate Student Fee, Part time.....	\$85
Commencement Fee.....	\$50

*Full time is nine credits or more, three-quarter time is seven to eight credits, and half time is five to six credits.*

#### OPTIONAL GRADUATE HOUSING (PER SEMESTER):

Graduate Housing Deposit.....	\$800
Kakely Graduate Annex Single.....	\$5,270
Graduate Village.....	\$5,270
Upper Hill Single Apartments.....	\$4,930
Lower Hill Single Apartments.....	\$3,700

### Online and Regional Campuses Tuition and Fees

Undergraduate.....	\$500/credit
Graduate.....	\$680/credit
Human Services Assessment Fee.....	\$200
MEd In Counseling Enrollment Deposit.....	\$150
Portfolio Fee.....	\$500
(applied when enrolled in Human Service and Portfolio Development courses)	
Payment Plan Fee (per semester).....	\$50
Graduation Fee.....	\$50
Parking Permit, Springfield Campus Students.....	\$25

### International Students Tuition and Fees (per semester)

Enrollment Deposit.....	\$300
Undergraduate Tuition (students who enroll after fall 2019).....	\$19,965
Undergraduate Tuition (all other returning students).....	\$19,585
Graduate Tuition (per credit).....	\$1,105
Student Health Insurance/Mandatory (Graduate).....	\$4,339
Student Health Insurance/Mandatory (Undergraduate).....	\$2,973
International Program Fee (one-time fee).....	\$250
Intensive English Language Institute Program.....	\$6,000
Intensive English Language Institute Fee.....	\$700
Visiting Scholar Fee.....	\$1,000

### Methods of Payment

#### FLYWIRE

International students have the ability to submit secure online payments from their home bank accounts through Flywire. For ease of transaction, payment can be processed with an individual's home currency. Flywire will process the transaction at the lowest exchange rate, and with fewer fees than a bank wire transfer. Please log into your eBill and scroll to the bottom of the page for the payment link for international students. Please go to [springfield.edu/flywire](http://springfield.edu/flywire) to begin the payment process.

### Springfield College Student Accounts (previously the Business Office)

Administration Building, Room 122  
(413) 748-3183 Fax: (413) 748-5225  
[studentaccounts@springfield.edu](mailto:studentaccounts@springfield.edu)