

**HEBREW UNION COLLEGE-JEWISH INSTITUTE OF RELIGION
TUITION AND FEES POLICY (2009-2010)**

For all of its students, HUC-JIR strives to ensure that financial concerns are neither an obstacle to enrolling nor a challenge to successful academic progress. To this end, the College offers significant financial assistance in the form of institutional scholarships and access to federal loans. HUC-JIR also recognizes that unforeseeable financial hardships occasionally arise for students and may require payment deferrals or other extraordinary assistance. We encourage all students to contact the financial aid office for further information and assistance.

The Board of Governors of Hebrew Union College-Jewish Institute of Religion reserves the right to revise this policy statement and the attached schedule of fees at any time.

Full-time: Students enrolled for 9 credit hours or more each semester (or its equivalent) are considered to be full-time students and their fees are assessed according to the full-time fee schedule. Rabbinical students are considered full-time students during their 5th year; continuation fees and thesis/final project fees will be charged in subsequent years if coursework complete (see attached).

Part-time: Students enrolled for fewer than 9 credit hours each semester (or its equivalent) are considered to be part-time students and their fees are assessed according to the part-time fee schedule (see attached).

Auditors (non-credit): All auditors including HUC-JIR alumni, community clergy and professionals must pay a fee per credit hour according to the part-time fee schedule (see attached).

WITHDRAWAL/TUITION REFUND POLICY

Withdrawal: Withdrawal from individual courses or a complete withdrawal from all courses must be initiated by the student in writing through the Registrar's Office. Actions which are not considered as official notification of withdrawal are: failure to attend class, giving notice to an instructor, stopping payment on a check used to pay fees or verbal notice to any College-Institute office. The effective date of a withdrawal to be used in determining refunds is the date that the registrar receives written notification of withdrawal from the student.

Refund: All tuition and fees are refunded in accordance with the schedule below.

Withdrawal	Refund
During the first and second weeks of a term	full
During the third week of a term	50%
During the fourth week of a term	25%
After the fourth week of a term	none

Items not subject to refund include: application fees, registration fees, ulpan fees, student activity fees, continuation fees, student health fees, graduation/investiture/ordination fees and any other charges.

Students will not receive any payments or refunds until all Title IV funds and other scholarships, as required, are reimbursed and any outstanding balances with the College-Institute are paid.

UNPAID TUITION, FEES AND OTHER CHARGES (FROM PRIOR SEMESTERS)

Tuition, fees and other charges must be paid in full in order to register for classes. Also, diplomas and academic transcripts will be issued only for those students who have: (1) paid all outstanding obligations to the College-Institute (tuition, fees, loans or other charges) or – in extraordinary circumstances - made formal recurring payment arrangements with HUC-JIR's Business Office, including signing a promissory note and (2) returned all outstanding library materials.

ANNUAL FULL-TIME TUITION DEFINED

Effective June 1, 2009, the College-Institute's tuition policy has been revised as follows:

1. An academic year is defined as summer session, followed by the fall semester, followed by the spring semester.
2. The institution's full-time tuition of \$19,000 is for the entire academic year. Consequently, full-time HUC students are not charged for courses taken during the summer session at any HUC campus.
3. On the Los Angeles campus, students matriculating in the School of Jewish Communal Service are required to enroll in a full-time summer session. This student cohort is to be charged tuition for such summer sessions at a flat rate of \$9,500 (represents a blended charge for 11 to 14 course credits at the \$800 per credit hour rate). Overall, on an academic year full-time basis, this cohort of students is to be charged the summer session tuition of \$9,500 plus the \$19,000 tuition for a total of \$28,500.

**HEBREW UNION COLLEGE-JEWISH INSTITUTE OF RELIGION
FEE SCHEDULE 2009-2010**

Full-time Students

	Rabbinic	Graduate Schools CN, NY, LA	SSM NY	Schools of Education LA, NY	SJCS LA	D.Min NY
Application Fee*	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75
Annual Tuition	\$19,000	\$19,000	\$19,000	\$19,000	\$19,000	\$ 6,950
Year-in-Israel Registration Fee (Summer)	\$ 1,300		\$ 1,300	\$ 1,300		
Year in Israel Summer Ulpan Fee (Summer)	\$ 1,100		\$ 1,100	\$ 1,100		
Ph.D. Candidacy Fee		\$ 2,375		\$ 2,375		
Ph.D. Dissertation Fee		\$ 300		\$ 300		
Continuation Fee*: DHL, DHS, D.Min, Rabbinic 6 th year or later	\$ 900	\$ 900				\$ 900
Thesis/Final Project	\$ 900	\$ 900				
Seminar Fee (Each)						\$ 250
Demonstration Project						\$ 900
Advanced Standing						\$ 6,950
Individualized Electives (Each)						\$ 950
Coaching Fee			\$ 475			
Ordination, Investiture and/or Graduation Fee(s)* - Students charged per event in final year	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150
Student Activity Fee* – Cincinnati (full-time students)	\$ 36	\$ 18				
Student Activity Fee* – New York (full-time students)	\$ 35	\$ 35	\$ 35	\$ 35		
Student Activity Fee* – Los Angeles (full-time students)	\$ 25	\$ 25		\$ 25	\$ 25	
Official Transcripts* - Per Copy (current students and alumni)	\$ 5	\$ 5	\$ 5	\$ 5	\$ 5	\$ 5

*Non-refundable

Part-time Students and Auditors

(All fees per credit hour, unless otherwise indicated)

Academic Year (2009-2010)

Type	For Credit	Auditor
HUC students	\$ 800	
Outside HUC including clergy & community professionals	\$ 800	\$ 400
HUC alumni	\$ 400	\$ 200

Approved by the President's Executive Council: April 21, 2009