

TUITION AND PAYMENT OPTIONS

Student Financial Responsibility Agreement

Students are required to sign the Financial Responsibility Agreement at this (<https://www.bethel.edu/business-office/student-financial-responsibility-agreement/>) link.

Failure to sign will place a Business Office Registration Hold on the student's account. Once signed, the hold will lift within 30 minutes.

Enrollment Deposit

A one-time Enrollment Deposit of \$300 is required of all students. The deposit allows students to register for each succeeding semester, provided all financial obligations have been met.

Enrollment Deposits are not required of students admitted on a special basis, including but not limited to: Postsecondary Enrollment Options (PSEO) program students, summer school students, or consortium visitors.

Payment Timelines

Full payment or enrollment in the 5-Month Semester Payment Plan is required by August 25, 2025, for the fall term and January 25, 2026, for the Spring term. The bill may include, but is not limited to: tuition, room, meal plan, student activity fee, course fees, music lessons, health insurance, parking permits and commuter fees. Students are responsible for payment reaching the Business Office (<https://www.bethel.edu/business-office/>) when due, regardless of the source of payment. Payment must be received in U.S. dollars. If loans are needed to help meet a financial obligation, students may apply for them through the Office of Financial Aid (<https://www.bethel.edu/financial-aid/>). Loan applications should be made well in advance for the funds to be disbursed by the beginning of the term. A late fee of \$10 per month will be assessed for any charges 30 days past due and not part of a Payment Plan. A late payment fee of \$25 will be assessed if a Payment Plan payment installment is not paid by the due date.

Payment Options

Full Payment (Option 1)

Full payment for **Fall semester** is due **August 25, 2025**.

Full payment for **Spring semester (including January session)** is due **January 25, 2026**.

Full payment for **Summer term** is due **the first day of the term**.

5-Month Semester Payment Plan (Option 2)

Students have the option to enroll in the 5-Month Semester Payment Plan. Enrollment in the payment plan and payment of the first installment are required prior to the beginning of each semester. Please reference these important enrollment dates below.

Fall Semester Payment Plan

Enrollment in the fall payment plan is available beginning on approximately July 10, 2025. **The deadline to enroll in the payment plan and pay your first installment is August 25, 2025.** The remaining installment payments for fall are due on September 25, October 25, November 25, and December 25.

Spring Semester Payment Plan

Enrollment in the spring payment plan is available beginning on approximately January 5, 2026.

The deadline to enroll in the payment plan and pay your first installment is January 25, 2026. The remaining installment payments for spring are due on February 25, March 25, April 25, and May 25.

The 5-Month Semester Payment Plan is for all charges on the student account. Enrollment in the payment plan is elected online on a semester-by-semester basis, with payments spread out over the semester. The enrollment fee is \$30 per semester. The monthly payment amount is recalculated each time there is a new transaction posted on the account. Therefore, monthly payment amounts may change over time. There will be notification by email each time the payment amount changes. If a payment installment is not made by the due date, a \$25 late payment fee will be assessed. If a student does not stay current on their monthly installment payment(s), they may be removed from the payment plan. If removed from the plan, a registration hold will be placed on the student account if the balance is \$2,000 or more. Also, when not enrolled in a Payment Plan, a late fee of \$10 will be assessed each month if the account balance includes any charges over 30 days past due.

Please note: payment plans are not offered for summer term.

Visit bethel.edu/business-office/payment-plans/undergrad for more payment plan information.

Online Monthly Statements

Around the 27th of each month, an email will be sent to the student's Bethel email address alerting them that the monthly statement is available to view with a link to access the statement. Monthly statements will not be mailed to the home address for active students. Students are responsible for forwarding monthly statement information to parents or others who are helping with their account.

To view online monthly statements:

MyBethel > My Statements and Finances (<https://my.bethel.edu/home/?channel=9283acd48c5865135c23fb9d31e4d738>) > Make a Payment > Statements

Ways to Make a Payment

Students can view their account, enroll in a Semester Payment Plan, and pay online through **MyBethel** > My Statements and Finances (<https://my.bethel.edu/home/?channel=9283acd48c5865135c23fb9d31e4d738>) > Make a Payment. This will direct you to the TouchNet/Bill-Pay site. To make a payment click "Make Payment" and follow the prompts. To enroll in a Semester Payment Plan click "Enroll in payment plan" and follow the prompts.

- **Online by electronic check:** Authorize automatic withdrawal from your checking or savings account with no fee.
- **Online by credit card:** MasterCard, Visa, American Express, or Discover with a non-refundable fee of 3% or \$3 minimum, charged by PayPath (processing service)
- **Online Wire Transfer:** Use the TouchNet/Bill-Pay site and select the "Bank Wire" payment method (service is provided by Convera).
- **In person:** Pay by check or money order at the Business Office (Anderson Center, 5th Level), 9 a.m. - 4:00 p.m., M-F. Please note: credit cards are accepted online only.
- **Drop Box:** Located near the entrance of the Campus Store (items in the drop box will be delivered to the Business Office one time per business day)
- **Mail a check:**
Bethel University, Business Office
3900 Bethel Drive
St. Paul, MN, 55112-6999
Please include the student ID number in the memo portion of a check.

Enrollment Checklist

All students enrolled in the Fall term are required to complete their Enrollment Checklist by August 25, 2025. For Spring term, all incoming (new students only) are required to complete their Enrollment Checklist by January 25, 2026. If the Enrollment Checklist has not been completed by the dates above, a \$200 fine will be assessed on the student account. Enrollment for succeeding terms is dependent on payment of the previous term's expenses. To view the Enrollment Checklist, go to: [My Bethel > Checklist](#)

Late Fees

A late fee of \$10 per month will be assessed on any charges more than 30 days past due if not enrolled in a payment plan. A late payment fee of \$25 will be assessed if a Payment Plan payment installment is not paid by the due date.

Registration Hold

Registration for classes in succeeding terms is dependent on meeting the financial obligation of the previous term's expenses. A student whose account is in arrears will have a registration hold on the account and will not be permitted to register for a subsequent term.

Any student who pays an outstanding balance by check will have their registration dropped (for future terms) if the check is returned from the bank due to non-sufficient funds. The student will not be permitted to re-register until full payment is received. If repayment is made via check, registration will be granted in ten business days.

Any student in good standing on a payment plan (current on their monthly payments) will be allowed to register for future terms. If the student fails to pay their remaining monthly installments, their registration may be removed.

A Business Office 'Official Hold' prevents registration. The Business Office will authorize registration once a signed agreement is made with the student in which the student agrees tuition charges will be paid before the start date of each course or term, as determined by the Business Office. If payment is not received by the agreed deadline, registration will be removed.

Be advised that students whose registration has been dropped have no guarantee that the same course(s) will be available when they attempt to re-register.

Diploma Hold

Diplomas are withheld until financial obligations are met.

Financial Suspension

Bethel reserves the right to suspend a student from a program, course(s), housing, and meal plan if there is failure to provide full payment on their student account when due. Any student who is financially suspended during a semester will be withdrawn from their classes, removed from their meal plan, and required to move out of Bethel housing.

Past Due Accounts

The following paragraphs apply to all students:

Default: I will be in default if: I fail to pay the total amount payable when due, any scheduled payment under either a semester payment plan or installment plan, or any other fee (which may include, but are not limited to, charges such as parking fines, library fees, other charges for violations of Bethel

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University policies, or any other amount billed to my student account) by the 25th day of the month following the month in which I am sent billing notice.

Failure to pay due to the following situations will not exempt me from entering default:

- withdrawal from Bethel University (whether voluntary or involuntary),
- insufficient funds in an account from which my payment was drawn (or similar circumstances),
- change of address without notifying Bethel University in writing,
- providing to Bethel University any false or misleading information,
- a case under U.S. Bankruptcy Code is started by or against me or any guarantor or cosigner.

If I am in default, Bethel University may require immediate payment of my Obligation in full along with any unpaid fees. If Bethel University demands immediate payment and I fail to comply, I agree that Bethel University may add my unpaid fees to my Obligation. If any payment is not paid in full by the 25th day of the month following the month in which it was due, I agree to pay Bethel University a default charge of six percent (6%) of the unpaid and past due amount of my Obligation. In addition, Bethel University may prohibit me from scheduling courses for the current or following semester; remove me from current courses; withhold course credits, academic transcripts, and my diploma without prior notice until the Obligation is paid in full. Bethel University may also exercise any other legal rights it may have, including engaging a collection agency to enforce its rights hereunder or taking legal actions to collect amounts due to it. In the event Bethel University incurs expenses collecting my Obligation, I agree to pay all reasonable attorneys' fees, legal expenses, and collections fees that result from my default (unless prohibited by law) at the rate of twenty-two percent (22%) of the unpaid Obligation. Even if I am in default, Bethel University may or may not require immediate payment, and may delay enforcing any of its rights without waiving them.

Non-Sufficient Funds

If payment is returned from the bank for non-sufficient funds, a \$25 returned check fee will be assessed on the student account. If a payer has two checks returned due to non-sufficient funds, they will not be allowed to make future payments by personal check.

Off-Campus Programs

Students participating in a Bethel-sponsored fall semester or spring semester off-campus program who maintain their status as Bethel students are considered full-time for purposes of determining the cost of January Session tuition. See the Office of International and Off-Campus Programs (<https://www.bethel.edu/international-studies/>) for a list of Bethel-sponsored off-campus programs.

Postsecondary Enrollment Options Program (PSEO)

Students participating in the PSEO program at Bethel are not responsible for paying the enrollment deposit, tuition for covered courses, Student Activity fee, course fees (with the exception of private music lessons), and books. Fees for enrollment, tuition, the Student Activity fee, and applicable course fees will appear on the student account and then the charges will be credited (reversed) on the account. PSEO students are responsible for the following, including, but not limited to: housing, meal plans, personal campus store charges, library fines, traffic fines, and trip expenses (when the trip experience is not required in order to earn credit). Specific questions regarding the PSEO program should be directed to the Office of Admissions (<https://www.bethel.edu/undergrad/admissions/>).

Refunds and Withdrawals

Students who withdraw from classes during the term may be eligible for a refund. There are two types of refunds: billing refunds (tuition, housing, meal plan, etc.) and financial aid refunds. A billing refund credits funds to the student account, thereby decreasing the amount that is owed on the student

account. A financial aid refund reduces the amount of financial aid available to pay the billing charges, thereby increasing the amount that is owed on the student's account.

A student seeking to withdraw from all classes at Bethel must notify the Office of Student Life (<https://www.bethel.edu/undergrad/student-life/>). This date of notification will serve as the student's withdrawal/stop-out date. The student will be provided with a packet of information regarding the withdrawal and stop-out processes and will be scheduled for a withdrawal/stop-out interview with a student life dean. Students are asked to read through all materials provided in the packet in advance of their interview with the dean. Once the interview is complete, the dean will process the student's withdrawal/stop-out.

Tuition, Fees, Housing and Meal Plan Refunds

Tuition & Fees Full Refund Period:

The full refund period is the eighth calendar day after the beginning of the semester. Modular courses, which begin after the first week of the semester and/or end before the final week of the semester, also have a 100 percent refund period through the eighth calendar day of the course.

Tuition & Fees Full Refund:

Students are entitled to a 100 percent refund of institutional charges and monies paid to their student accounts provided they withdraw from the course(s) before the end of the Full Refund Period.

Tuition & Fees* Pro-Rata Refund:

Students who withdraw after the Full Refund Period receive a pro-rata refund of institutional charges up to and including 50% of the enrollment period. The percentage of institutional charges and financial aid retained on the student's account is equal to the percentage of the period of enrollment that was completed.

Tuition & Fees* No Refund:

Students who withdraw after the end of the pro-rata refund period are not eligible for a refund. There shall be no refund available to the student if the student withdraws after completing more than fifty (50) percent of the enrollment period.

***Student Activity fee, course fees, science lab fees, and nursing department fees** (if applicable) are refunded in full through the 100% refund period. Thereafter, there is no refund of the fees.

Students who withdraw from Bethel or drop below full-time status may incur additional tuition and housing costs for January session. Please see the "Student Costs" section or contact the Bethel Business Office (<https://www.bethel.edu/business-office/>) for additional information.

Students with a meal plan who officially withdraw or choose to cancel their meal plan must notify Dining Services (<https://www.bethel.edu/dining-services/>) at dining-services@bethel.edu. A student may receive a prorated refund of their meal plan.

Account Questions?

More student account information is available at [bethel.edu/business-office](https://www.bethel.edu/business-office/) (<https://www.bethel.edu/business-office/>).

Contact the Business Office (<https://www.bethel.edu/business-office/>) at 651.638.6208 or at business-office@bethel.edu.

Financial Aid Refunds

There are four sources of financial aid: federal government (e.g. Title IV funds or Veteran's Administration educational benefits), state governments, Bethel University, and private third-party organizations (e.g., Dollars for Scholars). Financial aid is refunded in accordance with policies

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established by each entity. Refunds are first calculated for federal funds, then state funds, then Bethel and third-party funds.

Students who withdraw from all classes during the 100% tuition refund period are presumed to have not attended their classes. These students will receive a full refund of all their financial aid unless they complete a Supplemental Withdrawal Form (available in the Office of Student Life), documenting their attendance at each class. Upon receipt of the Supplemental Withdrawal Form, the federal financial aid refund policy will be calculated using the last date of class attendance as the official date of withdrawal. If students receive a full (100%) refund of tuition, they are ineligible for any state, institutional, or private sources of financial aid.

1. Federal (Return of Title IV Funds – R2T4) Refund Policy: When a recipient of Title IV grant or loan assistance withdraws during a payment period or period of enrollment in which the recipient began attendance, the institution must determine the amount of Title IV grant or loan assistance that the student earned as of the student's withdrawal date (34 CFR 668.22(a)(1)). The following Title IV financial aid programs are subject to the federal Return of Title IV Funds refund calculation: Federal Pell Grant, Iraq and Afghanistan Service Grant (IASG), TEACH Grant, Federal Supplemental Educational Opportunity Grant (FSEOG) and Federal Direct Loans. Students retain funds earned through the Federal Work Study Program prior to withdrawing from Bethel.

Only courses that count towards program completion can be included in the R2T4 calculation when determining enrollment level and institutional costs.

If a student withdraws or is expelled from Bethel after beginning classes but before completing 60 percent of their term (or period of enrollment), the school or the student may be required to return a portion of the student's Title IV aid for the semester.

For students in modular courses or modular programs the following four questions are asked to determine if an R2T4 calculation is required:

1. After beginning attendance in at least one course, did the student stop attending or fail to begin attendance in a scheduled course used to determine the student's eligibility for Title IV aid?
 - a. If Yes, proceed to question 2.
 - b. If No, R2T4 calculation is not required.
2. When the student stopped attending or failed to begin attendance in a scheduled course, was the student currently attending any other courses in the payment period or period of enrollment used to determine the student's eligibility for Title IV aid?
 - a. If Yes, student made a schedule change and Title IV aid must be recalculated, but a R2T4 calculation is not required.
 - b. If No, proceed to question 3.
3. Does the student qualify for one of the following R2T4 Exemptions?
 - a. Did the student complete all requirements for graduation?
 - i. If Yes, a R2T4 calculation is not required, although it may be necessary to recalculate aid.
 - ii. If No, proceed to question 3b.
 - b. Did the student successfully complete Title IV-eligible coursework in one module or a combination of modules that equals 49% or more of the number of countable days in the payment period or period of enrollment?
 - i. If Yes, a R2T4 calculation is not required, although it may be necessary to recalculate aid.
 - ii. If No, proceed to question 3c.
 - c. Did the student successfully complete Title IV-eligible coursework equal to or greater than what the school considers to be half-time enrollment for the payment period or period of enrollment?
 - i. If Yes, a R2T4 calculation is not required, although it may be necessary to recalculate aid.
 - ii. If No, proceed to question 4.

4. Did the student confirm attendance in writing for a Title IV-eligible course in a later module in the payment period or period of enrollment that begins no later than 45 calendar days after the end of the module he or she ceased attending?
 - a. If Yes, a R2T4 calculation is not required unless the student fails to begin attendance in later module. It may be necessary to recalculate aid.
 - b. If No, perform the R2T4 calculation. It may be necessary to first recalculate Title IV aid for courses the student never attended.

The R2T4 calculation measures the percent of the enrollment period the student completed. This ratio (number of days attended / number of days in the enrollment period or semester) is then multiplied by the "Title IV Aid that was disbursed (or could be disbursed) to determine what percent of the Title IV Aid was earned via class attendance or participation (scheduled breaks of at least five consecutive days are excluded). Students retain the *earned* portion of their Title IV Aid. The *unearned* portion of aid is subject to being returned to the government, and is allocated to Title IV programs from which students received assistance in the following order: Unsubsidized Federal Direct Stafford loans; Subsidized Federal Direct Stafford loans; Federal Direct PLUS; Federal Pell Grants; Iraq and Afghanistan Service Grants; FSEOG Program aid; TEACH Grants (34 CFR 668.22(l) (https://www.nasfaa.org/Part_668_General_Provisions/#subb66822)).

If the R2T4 calculation results in a credit balance on the student's account, the balance will be disbursed to the student no later than 14 days after the calculation of R2T4 (34 CFR (<https://www.ecfr.gov/current/title-34/subtitle-B/chapter-VI/part-668/subpart-K/section-668.164>))§668.164(h)).

The withdrawal date is the earlier of (a) the date the student first notified Bethel of intent to withdraw, or (b) the date the student actually began the withdrawal process. BUILD and College of Arts and Sciences students initiate the official withdrawal process in the Office of Student Life, where they can inform staff of their intent to withdraw, pick up the withdrawal forms, or schedule an appointment for an exit interview. Notification of intent to withdraw can be done in-person or by phone (651.638.6300).

Students enrolled in Bethel Seminary, the College of Adult & Professional Studies or the Graduate School initiate the official withdrawal process with the Office of Student Success and Retention (phone 651.635.8800 or email studentaffairs@bethel.edu).

Students who do not officially withdraw, but simply stop attending classes, are considered unofficially withdrawn for the purposes of R2T4 calculations. The withdrawal date used in the R2T4 calculation for unofficial withdrawals is (a) the last date of attendance (when available), or (b) the midpoint of the semester or period of enrollment. Students who do not successfully pass any of their courses, and do not officially withdraw, are also subject to the R2T4 calculation, unless they completed more than 60 percent of the semester (or enrollment period), as documented by their academic engagement.

If the amount of Title IV funds earned by the student is more than the amount disbursed as of the withdrawal date, the school must disburse, or offer to disburse, the difference in a "*post-withdrawal disbursement*."

Post-Withdrawal Disbursement of Title IV funds.

A post-withdrawal disbursement will first be applied to the student account. Any resulting credit balance is handled according to the requirements for Title IV credit balances in 34 C.F.R. §668.22 (a)(5) and (6) (<https://www.law.cornell.edu/cfr/text/34/668.22>) and 34 C.F.R. §668.164(j) (<https://www.ecfr.gov/current/title-34/subtitle-B/chapter-VI/part-668/subpart-K/section-668.164>).

- A post-withdrawal disbursement must be made from available grant funds before available loan funds.
- Post-withdrawal disbursements consisting of loan funds must be offered to the student within 30 days, allowing the student at least 14 days to respond to accept or decline the funds. Receipt of active confirmation from the student, or parent in the case of a parent PLUS loan, is required before loan funds will be disbursed as part of a post-withdrawal disbursement.

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- Within 45 days of the Date of Determination Bethel will disburse directly to the student credit balances on the student's account.
- Within 30 days of the Date of Determination Bethel will provide a written notification to the student, or parent in the case of a parent PLUS loan, that
 - a. Requests confirmation of any post-withdrawal disbursement of loan funds that the institution wishes to credit to the student's account and/or disburse to the borrower, identifying the type and amount of those loan funds and explaining that they may accept or decline some or all of those funds;
 - b. Explains that if the borrower who does not confirm that a post-withdrawal disbursement of loan funds may be credited to the student's account may not receive any of those loan funds as a direct disbursement unless the institution concurs;
 - c. Explains the obligation of the borrower to repay any loan funds he or she chooses to have disbursed; and
 - d. Advises the borrower that no post-withdrawal disbursement of loan funds will be made if the student or parent in the case of a parent PLUS loan, does not respond within 14 days of the date that the institution sent the notification, or a later deadline set by the institution.

Within 30 days of the date the school determined a student withdrew, the school must notify the student in writing of any unearned Title IV funds the student is responsible to repay, and/or notify the student and/or parent PLUS borrower of possible post-withdrawal disbursement of loan funds. The Direct Loan borrower(s) must confirm in writing their approval of any post-withdrawal loan disbursement.

Students have 45 days to repay a grant overpayment or enter into a satisfactory repayment agreement. Students who fail to repay the overpayment after 45 days, or fail to enter into a satisfactory repayment agreement, will be reported to the National Student Loan Data System (NSLDS) by the school and referred to the U.S. Department of Education's Borrower Services-Collections.

Bethel also has 45 days from the date it determined the student withdrew to return its share of unearned funds and make any post-withdrawal grant disbursements.

2. Minnesota Office of Higher Education (MOHE) Financial Aid Refund Policy: Bethel is required to use the MOHE financial aid refund policy when calculating refunds for the Minnesota Public Safety Officer's Survivor Grant Program, Minnesota GI Bill, Minnesota State Grants, Minnesota ID Grant, and Minnesota SELF loans. After applying Bethel's "billing refunds" and the "Return of Title IV Funds" refund calculations to the student's account, a proportionate share of the state aid is refunded as defined in the Office of Higher Education Refund Calculation Worksheet (Appendix 13 of the State Grant Program Manual, <http://www.ohe.state.mn.us/mPg.cfm?pageID=1538>). Students who withdraw without attending classes, or withdraw during a 100% tuition refund period are not eligible for any Minnesota state financial aid. Students retain funds earned through the Minnesota State Work Study Program prior to withdrawing from Bethel.

3. Financial Aid Refunds for Institutional and Third-Party Funds: After calculating the federal and Minnesota financial aid refund policies, Bethel reduces institutional and third-party sources of gift aid in accordance with Bethel's Tuition and Housing Refund policy (Holds & Student Billing Policies | Bethel University (<https://www.bethel.edu/business-office/student-billing-policies/>)). Institutional and third-party gift aid is reduced by the same percent as the student's tuition was reduced. Private educational loans are first used to pay any remaining balance on the student's account. If, after all refund calculations, there is a credit on the student's account, a portion of the private loan may be refunded to the lender.

Sample Refund Calculation (Student withdraws from all 15 credits on 10th day of classes.)

Institutional Charges	Original	Refund	Refund	Net Charges
Tuition	\$12,995	90%	(\$11,695.50)	\$1,299.50
Housing	\$3,245	90%	(\$2,920.50)	\$324.50
Meal Plan: Navy A	\$3,035	90%	(\$2,731.5)	\$303.50
Student Activity Fee	\$125	0%	0	\$125
Class Fee (e.g., Lab)	\$85	0%	0	\$85
Total Charges	\$19,485		(\$17,347.50)	\$2,137.50
Financial Aid and Cash	Original	Refund	Refund	Net Payments
Federal Direct Loan	(\$1,375)	-100%	\$1,375	\$0
Federal Pell Grant	(\$1,588)	-78%	\$1,238.25	(\$349.25)
Minnesota State Grant	(\$1,624)	-89%	\$1,445.36	(\$178.64)
Bethel Royal Merit Scholarship	(\$3,750)	-90%	\$3,375	(\$375)
Bethel Grant	(\$1,513)	-90%	\$1,361.25	(\$151.25)
Private Scholarship	(\$250)	-0%	\$0	(\$250)
Total Financial Aid	(\$10,099)	-87%	\$8,795	(\$1,304)
Cash Paid	(\$1,500)	0%	0	(\$1,500)
Total Payments on Account	(\$11,599)		\$8,795	(\$2,804.14)
Summary	Original Bill	Refund	Revised Bill	
Total Charges	\$19,485	(\$17,347.50)	\$2,137.50	
Total Payments on Account	(\$11,599)	\$8,794.86	(\$2,804.14)	
Difference	\$7,886	(\$8,552.64)	(\$666.64)	