



2009-2010
EASTERN NAZARENE COLLEGE
 PAYMENT WORKSHEET INSTRUCTION SHEET
 ~ LINE NUMBERS ARE IN CORRELATION TO WORKSHEET~

CHARGES

1. Tuition – per semester

1-11.5 credit hours – per hour charge (part time)	901
12-17 credit hours – block charge (full time)	10,640
17.5 or more credit hours – per hour charge (over time)	721
January term for 3 credit course	2,696

There is no J-Term tuition charge when a student is full time in either the Fall or Spring semesters.

2. Student Fee – per semester

1-7 credit hours	102
8 or more credit hours	367

3. Room – Freshmen are assigned to Double Rooms. J-Term charge is included in Fall charge.

Board – Your choice of Regular Meal plan or Block Plan*. The price is the same for either option.

Typical assignments are to 14 Regular Meal Plan, unless you have indicated otherwise. J-Term meals included in Fall charge. Student Life has further explanation of the difference/benefits of these plans.

10 Regular Meal plan – 10 meals each week – 180 Fall, 150 Spring	*10 Block - Fall 135 Meals, Spring 115 Meals
14 Regular Meal Plan – 14 meals each week – 252 Fall, 210 Spring	*14 Block - Fall 190 Meals, Spring 160 Meals
20 Regular Meal Plan – 20 meals each week – 360 Fall, 300 Spring	*20 Block - Fall 240 Meals, Spring 210 Meals

		Fall	Spring	Total
Single & Suites	10 Meals	\$ 4,391.00	\$ 3,692.00	\$ 8,083.00
	14 Meals	\$ 4,557.00	\$ 3,749.00	\$ 8,306.00
	20 Meals	\$ 4,757.00	\$ 3,914.00	\$ 8,671.00
Double & Triple Rooms	10 Meals	\$ 4,222.00	\$ 3,467.00	\$ 7,689.00
	14 Meals	\$ 4,388.00	\$ 3,524.00	\$ 7,912.00
	20 Meals	\$ 4,588.00	\$ 3,689.00	\$ 8,277.00

4. Room and Key Deposits - charged once per year during the first semester attended, *conditionally refundable at year-end.*

Room Damage Deposit	150
Mailbox Key Deposit	15

5. Health Insurance – per year, charged in the Fall **895**

Every student will be charged for coverage under the ENC Health insurance plan. By submitting the on-line ENC Health Insurance Waiver showing proof of coverage to ENC’s Nurse, this charge will be reversed in mid-September. **This on-line form must be completed starting on July 1st and completed by the end of the second week of the first semester of attendance or the credit will not be granted as ENC must pay for Student Health Insurance coverage. Complete form at www.universityhealthplans.com**

6. Other Charges

Summer CAP Program (if applicable)	
- [2500 Tuition; 1100 Room and Board; 400 Program Fee]	4000
Lab Fees: (per class- per semester)	
-Biology, Chemistry, Computer Science, Nutrition	275
- Engineering Courses, Physics, Astronomy	175
- First Aid/CPR	35
- Photo Lab, Communication Arts	65
Directed, or Applied, or Independent Study	175
Vehicle Registration - per year Resident/Commuter	45/25
Music Private Instruction - per lesson, per semester	1 credit hr – 275, 2 credit hrs - 475
- Add Practice Room - per lesson, per semester	50
Music Equipment/Room per semester, per methods class	50
Organ Rental - per semester	50
Diploma and Graduation Fee, for seniors if applicable	60
Late Registration - after registration day	50
PRAXIS/Internship Supervision Fees – per semester	0-3 credits, 100; 4-6 credits, 125; 7-9 credits, 150; 10-15 credits, 175

These fees are as accurate as possible at this time but may change due to the department assessing the fee.

*** Late Payment Fee is charged @ 1.25% per month on the remaining balance
 if not paid in full by September 30th for Fall charges and February 28th for Spring charges.

- 7. Prior Balance Owed/Store Credit** – As a new student, you will not have a prior balance owed. You can use this field to account for credit to be transferred to the ENC Book Store for textbooks and supplies.

Subtotal A - Total all charges.

FINANCIAL AID (as appears on Award Letter from the Office of Financial Aid)

- 8. ENC Scholarships and Grants** – per semester

Total all scholarships and grants from ENC. (Under Institutional Aid part of award letter). **Do not include** Work-Study or Mann Book Scholarship. The Mann Book Scholarship is placed on Alumni children's accounts and then passed on to the ENC Store.

- 9. Church Scholarship and ENC Match**

If your local Nazarene church contributes funds to your account, ENC will match up to \$200 once per year (\$500 match for children of Nazarene pastors and missionaries, once per year).

- 10. Outside Miscellaneous Scholarships** - Scholarships received from other sources (i.e. parents' employment, high school, community, social or professional clubs). www.finaid.org is a good resource for finding other scholarships.

- 11-17. Federal and State Assistance** – per semester – **If your loans have origination fees, put the amount of the loan minus any fees taken out before disbursement. (example – a \$3500 Stafford Loan with a 2% fee would have \$3430 applied to the school) If your award letter does not show Federal Aid we may not have received the FAFSA. Go to www.fafsa.ed.gov to complete the form using our school code 002145.**

Subtotal B - Total all financial aid.

PAYMENTS

- 18. Deposits/Credit Balance** – Please include under Fall any deposits or credit balance you have on your account.

- 19. Tuition Management Services (TMS) 10 Month Payment Plan** (July to April) – TMS offers a payment plan consisting of up to ten equal and consecutive payments with the final payment due **April 15, 2009**. A \$80 annual enrollment fee is all you need to enroll. Go to www.afford.com or call TMS at 888-216-4258 to enroll now.

*** *Accounts on the TMS payment plan are not charged monthly interest on balances covered by the payment plan.* ***

- 20. Student/Alternative/Private Loans** – Please refer to the loan options provided in the financial aid award packet. We recommend looking for the best interest rate you can find and we will certify any loans that you request.

- 21. PLUS Loan** - Calculate and subtract 3.5% origination fee from your PLUS loan BEFORE applying it to the worksheet.

- 22. Additional Loans** – Education loans other than above loans and PLUS Loans. Please indicate the type/company and the amount on worksheet.

- 23. Student Payroll Deductions** - The amount you decide to have withheld from your biweekly student paychecks. This means you will need to find a job on campus, fill out a deduction form to have part of your pay withheld for your student account, and earn the money by working enough hours. **Do not include work-study here.**

- 24. Cash or Check Payments**

Subtotal C - Total all credits and payment plans.

BALANCE - Subtotal A minus subtotals B and C should equal zero.

If it does -- you have successfully planned for the coming semester(s).

If it does not - contact Financial Aid to discuss the shortfall (617) 745-3712 or financialaid@enc.edu. They will be able to help you with information regarding loans and/or payment plans to cover the remaining balance.

The Payment Contract and Worksheet must be completed and turned in to the Office of Student Accounts by July 15.

Questions in filling out this form should be directed to (866) 532-3669 or studentaccounts@enc.edu.