Welcome to the Pacific School of Religion

Tuition, Fees, and How to Pay

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THE OFFICE OF ACADEMIC AFFAIRS

Dean Susan Abraham – Vice President of Academic Affairs and Dean of Faculty
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Lyndsey Reed – Assistant Dean for Academic Affairs and Registrar
Phone: 510-849-8285, Email: Lreed@psr.edu
• Academic Advising/Transfer Credit
• Degree Evaluation & Conferral
• Interruption of Studies
• Student Grievances

Farzana Barakzai – Administrative Coordinator, Academic Affairs
Phone: 510-849-8205, Email: tweekes@psr.edu
• Registration assistance, student emails, SONIS Student Portal
• Excellent resource for students, faculty and staff questions
Fall 2020: Important Dates

- September 8th – First day of Fall 2020 semester!
- September 18th
  - Last day of Late Registration
  - Statement of Understanding due to Registrar’s Office
  - Tuition Due or you need to set up a payment plan
  - Last day to apply for a Leave of Absence
  - Last day to add/drop courses online
  - $$ Deadline to Drop Courses with a full refund $$
- October 2nd – Last day to drop a course with ½ refund – no refunds after this date!
- October 26th – 30th – Reading Week: NO CLASSES
- November 13th – LAST DAY TO DROP A CLASS or make any changes to a course
- December 18th – Last day of Fall 2020 Semester!
TUITION, FEES & REFUNDS

Tuition & Fees:

$743 – Cost per Unit
$200 – Community Support Fee
$30 – MDiv Contextual Learning Fee
$370 – Cost per Unit to Audit a Course
$201 – Continuing Education Cost per Unit
$639 – DMIN Cost per Unit
$25 - $50 – Late Payment Fee

Refund Schedule:

If you drop your course(s) by end of 2nd week of term = full refund

If you drop your course(s) by end of 4th week of term = 50% refund

THERE IS NO REFUND FOR ANY COURSES DROPPED AFTER THE 4TH WEEK!
Bursar Office
Email: bursar@psr.edu
• Payment questions
• Payment plans
• Financial Aid refunds

Financial Aid Office
Email: financialaid@psr.edu
• Complete the FAFSA at studentaid.gov
• PSR need-based scholarships
• Federal student loans
Payment Methods & Where to Pay:

- **Online through SONIS**
  Accepts either Credit Card or ACH using your bank’s routing number and your account number.

- **Mail**
  Mail a check or Money Order to:
  Pacific School of Religion
  ATTN: Academic Affairs
  1798 Scenic Ave
  Berkeley, CA 94709

Tuition is due by September 18th, 2020
Payment Options

Option 1:
Pay in full by September 18th, 2020

Option 2:
Payment Plan:
Pay 25% of total tuition due on September 18th, 2020. The rest of the tuition can be divided into 3 equal payments due on the 15th of October, November and December.

Option 3:
Financial Aid
Please refer to the Financial Aid Office, financialaid@psr.edu, for additional information.
Hardships Happen

In the event you can’t pay your tuition, the first thing you should do is reach out to the Bursar Office at bursar@psr.edu for a solutions-oriented conversation.

- Students will have a HOLD placed on their academic record that will prevent future registration until a resolution has been found or the balance has been paid in full.

- Outstanding library fees can also lead to a HOLD being placed on a student’s account until the balance is settled.