



# Welcome to the Pacific School of Religion

## Tuition, Fees, and How to Pay

Lyndsey Reed

Assistant Dean for Academic  
Affairs and Registrar



# THE OFFICE OF ACADEMIC AFFAIRS



**Dean Susan Abraham – Vice President of Academic Affairs and Dean of Faculty**

Phone: 510-849-8225

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**Lyndsey Reed – Assistant Dean for Academic Affairs and Registrar**

Phone: 510-849-8285, Email: [Lreed@psr.edu](mailto: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](mailto:tweekes@psr.edu)

- Registration assistance, student emails, SONIS Student Portal
- Excellent resource for students, faculty and staff questions

# Fall 2020: Important Dates

- **September 8<sup>th</sup> – First day of Fall 2020 semester!**
- **September 18<sup>th</sup>**
  - **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 2<sup>nd</sup> – Last day to drop a course with ½ refund – no refunds after this date!**
- **October 26<sup>th</sup> – 30<sup>th</sup> – Reading Week: NO CLASSES**
- **November 13<sup>th</sup> – LAST DAY TO DROP A CLASS or make any changes to a course**
- **December 18<sup>th</sup> – 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 2<sup>nd</sup> week of term = **full refund**

If you drop your course(s) by end of 4<sup>th</sup> week of term = **50% refund**

**THERE IS NO REFUND FOR ANY COURSES DROPPED AFTER THE 4<sup>TH</sup> WEEK!**



# BURSAR OFFICE FINANCIAL AID OFFICE



Jeff Aalbers, CLA  
PSR Financial Aid Office  
Email: [financialaid@psr.edu](mailto:financialaid@psr.edu)

## **Bursar Office**

Email: [bursar@psr.edu](mailto:bursar@psr.edu)

- Payment questions
- Payment plans
- Financial Aid refunds

## **Financial Aid Office**

Email: [financialaid@psr.edu](mailto:financialaid@psr.edu)

- Complete the FAFSA at [studentaid.gov](http://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

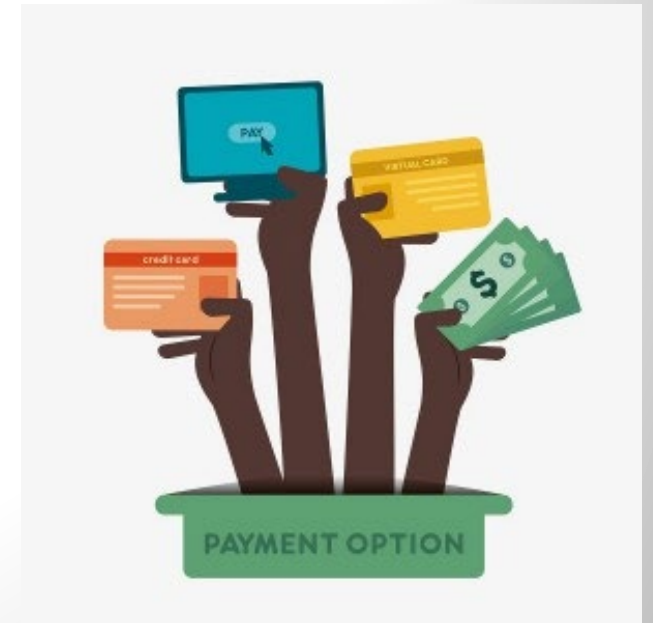
Mail a check or Money Order to:

Pacific School of Religion

ATTN: Academic Affairs

1798 Scenic Ave

Berkeley, CA 94709



**TUITION IS DUE BY SEPTEMBER 18<sup>th</sup>, 2020**

# Payment Options

## Option 1:

Pay in full by September 18<sup>th</sup>, 2020

## Option 2:

Payment Plan:

Pay 25% of total tuition due on September 18<sup>th</sup>, 2020. The rest of the tuition can be divided into 3 equal payments due on the 15<sup>th</sup> of October, November and December.

## Option 3:

Financial Aid

Please refer to the Financial Aid Office, [financialaid@psr.edu](mailto: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](mailto: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.