THE COLLEGE OF
WOOSTER

FEES & BILLING FOR OFF-CAMPUS STUDY PROGRAMS

Students participating in off-campus study programs are subject to the following student account fees and billing policies. *The Off-Campus Study Application form must be submitted to the IPO by March 1, after which the IPO will submit the list of applicants to the Business Office for approval. All current student account balances must be paid in full in order to obtain such approval.* Please contact the Accounts Receivable Manager in the Business Office for questions regarding these policies.

Endorsed Programs (CW or CW* registration codes)
Students participating in standard "endorsed" off-campus study programs (CW), and off-campus study programs that have been granted a one-time "special endorsement" by the Dean of the Faculty (CW*), will be billed by The College of Wooster's Business Office as soon as the billing information becomes available. **IMPORTANT NOTE FOR "SPECIALLY ENDORSED" PROGRAMS: The Dean of the Faculty will not consider a petition for special endorsement until complete information on the program's fees are provided to that office. If the special endorsement is granted, the student is responsible for immediately making arrangements with the host institution to send (at least 30 days prior to the program's commencement) an invoice indicating the costs of the program directly to:**

Accounts Receivable Manager
Business Office
The College of Wooster
Wooster OH 44691-2363
(fax 330/263-2334)

Failure to provide this billing information to the Business Office on a timely basis may result in forfeiture of academic credits for the off-campus study program.

Additional information applicable to all "endorsed" programs:

• The amount of tuition that will be billed by The College of Wooster for a Wooster-endorsed program will be equal to the tuition portion of Wooster's comprehensive fee, or the program's actual tuition charge, if higher. Billed fees for room and/or board expenses, when applicable, will be based on the program's actual room & board charges.
• An Off-Campus Study Administrative Fee equal to 1% of the Comprehensive Fee will be assessed to defray the cost of arranging Wooster's participation in the program, granting course credit for the program, maintaining the student's registration records, coordinating the billing and payment of fees, and carrying out other administrative tasks related to the program;
• Payment of all billed fees is due within 30 days of the invoice billing date.
• For questions regarding financial aid, please refer to the Financial Aid for Off-Campus Study information sheet.