

Northwest Partnership Program

Program Fee Processing



Options Available to Partners Regarding Extension Program Fees

1. **NU collects: Course Tuition and Course Fees Only**. The University collects the appropriate amount of course tuition and course-connected fees from students each semester. Any charges by the partner to cover program operating expenses are collected by the program and are not channeled through the University.
2. **NU collects: Course Tuition, Course Fees, and the Standard Program Fee**. The University collects the course tuition, associated course fees, and the Standard Program Fee of \$1,300 per semester (\$2,600 per year) from students.
 - a. The University sends the Program Fee to the program following the processing guidelines below.
 - b. The Program Fee covers some of the expenses incurred by programs as they provide services to NU students, and thus is a credible educational expense.
 - c. If the Standard Program Fee is insufficient for the program needs, the program can collect additional support funds from their students – NU has one Standard Program Fee for all programs.
 - d. If partner program has additional charges (such as housing fees or application fees), the program collects those directly from their students.
 - e. Fees are not refundable, this would include the program fee and any associated course fees.

Processing the Program Fee

Payments received from students are applied according to this hierarchy: tuition, course fees, and then the Program Fee. The amount of payments that have been applied to the Program Fee to date at the end of the 5th and 9th weeks of the semester, will be remitted to the NPP program at that time. A final analysis of student accounts is done on Friday 5:00 pm of the weeks of January 15 and May 15, after the terms have ended. The final payment will then be determined, so that the CPP will have received 100% of the cumulative payments that have been applied to the Program Fee during the semester. Any amounts that are not collected by these dates will be forfeited to the University to cover costs of collection for bad debt.