

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

The first set of statements/checks goes out the second week of October, usually the 5th or 6th week. After that, the monthly statements/checks are then usually sent the second week of the month. Statements/checks will then be sent out the next week, again in December, and finally in January (after the January 15th deadline). This will amount to a total of 4 statements.