Tuition – Master’s programs

The University of Dallas reserves the right to change tuition, fees, and any institutional policy at the beginning of any semester if the University judges such changes to be necessary. Changes may occur without prior notification.

Graduate Tuition – MBA, MS and Certificate programs (per credit hour) $1,250.00
Graduate Tuition – Course audit (per course) $1,237.50
Graduate Tuition – Corporate/VA rate (per credit hour) $1,000.00
Graduate Tuition – Qualifying and Foundation courses (per credit hour) $700.00
Graduate Tuition – One Hour Internship (will be charged for 1 credit hour) $700.00
Graduate Tuition – Three Hour Internship (will be charged for 1 credit hour of regular rate) $1,250.00

Fees

Matriculation Fee (Mandatory one-time fee for new students) $160.00
Certificate Fee (non-refundable) $50.00
Graduation Fee (non-refundable) $150.00
Diploma Reorder Fee (students who do not graduate in the term for which they apply) (non-refundable) $60.00
Payment Plan Enrollment Fee (non-refundable) $60.00
Payment Plan Late Payment Fee $60.00
Returned Check Fee (non-refundable) $35.00

For International Students: Notice to Sponsored Students: If you request the Business Office to bill your foreign embassy or sponsor for tuition, you must have a current sponsorship letter on file with the Business Office. If your letter has expired, print out your current term’s schedule, attach a new sponsorship letter and submit it to the Business Office. This will expedite the payment process to the University and avoid you receiving notices of unpaid bills. If you have any questions regarding this matter please contact the Business Office at 972-721-5144.

Foreign Currency Payments for International Students: The most efficient means for international students to pay their student account is through Western Union Business Solutions Bank to Bank transfer via CASHNet’s Foreign Currency Payment Option. The University of Dallas has contracted with Western Union Business Solutions to provide this simple and secure payment option through CASHNet which allows you to choose a foreign currency and obtain a secure, competitive exchange rate. Please see our website for more information at http://www.udallas.edu/offices/sas/foreigncurrency.php.

Collections: A student with a delinquent account will be denied future registration, grades, transcripts, and diploma until all obligations are fulfilled with the University of Dallas. In the event that the student’s account is placed in the hands of a collection agency or attorney for collection, the student agrees to pay reasonable collection fees, including court costs, as permitted by law.

All tuition and fees are due by the "Tuition Payment Due" deadline. Students registering after this deadline must immediately pay the account in full, set up a payment plan or have financial aid that will cover the account at the time of registration. Students registering after the initial Tuition Payment Due date are required to process their payment arrangements on the same day of registration.

International Health Insurance: International students attending on F-1 visas must enroll in an insurance policy provided by the International Student Services Office. For further information, contact Joanne Rodriguez at jrodriguez@udallas.edu.
Refunds: UD now delivers all refunds to students electronically. Higher One is the company that UD has partnered with to deliver this service. The student has two choices when determining how their refund is delivered. They will either choose to have the funds direct deposited (ACH) into an existing account or open an OneAccount bank account with Higher One. Please visit the webpage for further information. [http://udallas.edu/offices/sas/onedisburse.php](http://udallas.edu/offices/sas/onedisburse.php).

Payment of Accounts

_The student is responsible for payment of all the expenses incurred at the University of Dallas._ It is the student’s responsibility to ensure that all payments and credits are received by Student Account Services located in the Business Office, including financial aid, scholarships, and sponsorships.

The University reserves the right to change tuition and other charges at the beginning of any semester if the University judges such change necessary. The University of Dallas may change any institutional policies without prior notification.

Payment Options

All payments for tuition, fees, deposits, and/or room and board may be paid online or in the Business Office. Payments received online must use electronic checks, Visa, MasterCard, AMEX, or Discover. If a credit card is used as the form of payment, then there will be a 2.75% convenience fee (domestic cards) and 4.25% (international cards) assessed per transaction. There is no fee charged for using electronic checks. Any payments received in the Business Office must be paid either by cash or check. All checks received in the Business Office for payment on the student account may be electronically deposited to the Bank. Individuals wanting to pay in the Business Office using a debit or credit card will be directed to the payment kiosks outside the entrance of the office.

_Students that do not make payment arrangements for a semester will be withdrawn from the semester._

Payment in Full: Payment in full, or acceptable arrangements, are due by the payment deadline for each semester. Checks that are mailed or presented to the Business Office in person should be made payable to the University of Dallas. _Credit cards are only accepted online and at the payment kiosks in front of the Business Office._

Students wishing to pay online have several choices. UD has the ability to accept electronic checks and credit cards online (Visa, MasterCard, Amex, Discover).

**UD Payment Plan:** Those desiring to pay their charges by using the UD payment plan can go to the following website for additional information. [http://www.udallas.edu/offices/sas/plans.php](http://www.udallas.edu/offices/sas/plans.php). There is a $60.00 enrollment fee for the UD payment plan per semester. Anyone with questions concerning the UD payment plan may contact Student Account Services located in the Business Office at 972.721.5144. Payments are due on the 15th of the month, any payment received later can be subjected to a late fee of $60.00.

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**Financial Aid:** If the student's financial aid pays for the entire semester’s costs, then the student receiving financial aid will be allowed to use this as payment for the semester. For any amounts on the account not fully covered by financial aid, other payment arrangements will need to be completed. The student must either cover the difference by paying in full at the time of registration, or by signing up for the UD payment plan.

**Company Letter of Credit/Company Vouchers:** Some companies have programs that will pay directly for a student’s tuition and fees. These programs issue the student a Letter of Credit or Company Voucher that is to be presented to the Student Account Service. Please submit your Letter of Credit or Company voucher to the Student Account Service either by fax, email to burear@udallas.edu or US mail. In order for your company to pay the account, the Student Account Service must receive the Letter of Credit or Company Voucher.

**Important Notice:** Students, whose companies are reimbursing educational expenses directly to the employee at the end of the term and not using a Letter of Credit or Voucher system, will need to use the Pay in Full option, UD Payment Plan or receive Financial Aid. The student will not be allowed to pay their account once they have been reimbursed.

**Collections:** A student with a delinquent account will be denied future registration, grades, transcripts, and diploma until obligations are fulfilled with the University of Dallas. In the event that the student’s account is placed in the hands of a collection agency or attorney for collection, the student agrees to pay reasonable collection fees, including court costs, as permitted by law.

Contact information for the Office of Student Account Services located in the Business Office.

**Phone number:** 972-721-5144
**Fax number:** 972-721-4060