

# UNDERGRADUATE TUITION AND FINANCES

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## Student Financial Responsibility Agreement

Students are required to sign the Financial Responsibility Agreement at this (<https://www.bethel.edu/business-office/student-financial-responsibility-agreement>) link.

Failure to sign will place a Business Office Registration Hold on the student's account. Once signed, the hold will lift within 30 minutes.

## Tuition, Fees, and Payments on Student Accounts

Tuition billing is generated through information from the Office of the Registrar. Therefore, the student account will be billed once the student has been registered for his/her course(s). Students are responsible for payment reaching the Business Office when due, regardless of the source of payment. Payment must be received in U.S. dollars. If loans are needed to help meet a financial obligation, students may apply for them through the Office of Financial Aid (<https://www.bethel.edu/financial-aid/>). Loan applications should be made well in advance of registration for funds to be disbursed at the beginning of the term. A late fee of \$10 per month will be assessed on any charges more than 30 days past due. Enrollment for subsequent courses is dependent on full payment of the previous expenses.

## Online Monthly Statements

Around the 27th of each month, an email will be sent to the student's Bethel email address alerting them that the monthly statement is available to view with a link to access the statement. Monthly statements will not be mailed to the home address for active students. Students are responsible for forwarding monthly statement information to others who are helping with their account.

To view online monthly statements:

MyBethel > My Statements and Finances (<https://my.bethel.edu/home?channel=9283acd48c5865135c23fb9d31e4d738>) > Make a Payment > Statements

## Authorized Users

If a student would like others to be able to speak to the Business Office about their account, view their account transactions and make payments, the student will need to add them as an Authorized User by following these steps:

1. Go to My Statements and Finances (<https://my.bethel.edu/home?channel=9283acd48c5865135c23fb9d31e4d738>) at MyBethel.edu.
2. Click View your Bill. This will direct to the TouchNet Bill+Payment login.
3. Once logged into TouchNet Bill+Payment, click Authorized Users in the top menu and follow the prompts.

Once these steps are complete, the Authorized User will receive an email with instructions. This email will include this ([https://epay.bethel.edu/C20433\\_tsa/web/?\\_gl=1\\*1hbu4xh\\*\\_gcl\\_aw\\*R0NMLjE3NzA4MjgxNTEuQ2owS0NRaUE3ckRNQmhDakFSSXNBR0RCdUVCMklHcGxYLX](https://epay.bethel.edu/C20433_tsa/web/?_gl=1*1hbu4xh*_gcl_aw*R0NMLjE3NzA4MjgxNTEuQ2owS0NRaUE3ckRNQmhDakFSSXNBR0RCdUVCMklHcGxYLX)) to the online payment system.

Important note: Do not share your Bethel account information with others.

## Payment Options

### Full Payment for Traditional Undergraduate Programs

Full payment for **Fall semester** is due **August 25, 2026**.

Full payment for **Spring semester (including January session)** is due **January 25, 2027**.

Full payment for **Summer term** is due the **first day of the term**.

### Full Payment for Adult Undergraduate Programs

Full Payment is due on the start date of each course.

### 5-Month Semester Payment Plan for Designated Programs

Students in Traditional Undergraduate and Post-Baccalaureate Nursing\* programs have the option to enroll in a 5-Month Semester Payment Plan in Fall and Spring. Payment plans are not offered for summer term.

The 5-Month Semester Payment Plan is for all charges on the student account. Enrollment in the payment plan is elected online on a semester-by-semester basis, with payments spread out over the semester. The enrollment fee is \$30 per semester. The monthly payment amount is recalculated each time there is a new transaction posted to the account. Therefore, monthly payment amounts may differ each month. There will be an email notification each time the payment installment amount changes. A late payment plan installment fee of \$25 will be assessed for missing a payment deadline. If a student does not stay current on their monthly installment payment(s), they may be removed from the payment plan. If removed from the payment plan, a registration hold will be placed on the student account if the balance is at or above your program's designated threshold (\$2,000 for Traditional Undergraduate and \$500 for Adult Undergraduate), and registration may be dropped. Also, a late fee of \$10 will be assessed each month for any unpaid balance 30 days past due on the account.

#### Fall Semester Payment Plan

**The deadline to enroll in the payment plan and pay your first installment is August 25.** The remaining installment payments are due on September 25, October 25, November 25, and December 25.

#### Spring Semester Payment Plan

**The deadline to enroll in the payment plan and pay your first installment is January 25.** The remaining installment payments are due on February 25, March 25, April 25, and May 25.

\*Post-Baccalaureate Nursing students: contact the Business Office at 651-638-6208 or in-person to facilitate enrollment in a payment plan.

## Ways to Make a Payment

Students can view their account, enroll in a Semester Payment Plan, and pay online through **MyBethel** > My Statements and Finances (<https://my.bethel.edu/home?channel=9283acd48c5865135c23fb9d31e4d738>) > Make a Payment. This will direct you to the TouchNet Bill+Payment site. To make a payment click "Make Payment" and follow the prompts. To enroll in a Semester Payment Plan (if available to your program) click "Enroll in payment plan" and follow the prompts.

- **Online by electronic check:** Authorize automatic withdrawal from your checking or savings account with no fee.
- **Online by credit card:** MasterCard, Visa, American Express, or Discover with a non-refundable fee of 3% or \$3 minimum, charged by PayPath (processing service)
- **Online International Transfer:** Use the TouchNet Bill+Payment site and select the "TransferMate" payment method or "Bank Wire" (processed by Convera).

- **In person:** Pay by check or money order at the Business Office (Anderson Center, 5th Level), 9 a.m. - 4:00 p.m., M-F. *Please note: credit cards are accepted online only.*
- **Drop Box:** Located near the entrance of the Campus Store (items in the drop box will be delivered to the Business Office one time per business day)
- **Mail a check:**
  - Bethel University, Business Office  
3900 Bethel Drive  
St. Paul, MN, 55112-6999**Please include the student ID number in the memo portion of a check.**

## Non-Sufficient Funds

If payment is returned from the bank for non-sufficient funds, a \$25 returned payment fee will be assessed on the student account. If a payer has two checks returned due to non-sufficient funds, they will not be allowed to make future payments by personal check.

## Employer Tuition Reimbursement

During the final week of each course, upon request made by the student, the Business Office will send tuition reimbursement billing invoices to the student's home address. Students may submit the invoice(s) to their employer for reimbursement.

To request tuition reimbursement billing invoices, contact the Business Office at 651.638.6208, or email [business-office@bethel.edu](mailto:business-office@bethel.edu).

The following information will be included on the invoices:

- Student name, address, and Bethel ID number
- Course number
- Course name
- Number of credits
- Beginning and ending dates of the course
- Tuition amount

## Tuition and Fees Refunds

Students who withdraw from classes during the term may be eligible for a refund. There are two types of refunds: billing refunds (tuition, housing, meal plan, etc.) and financial aid refunds (see section at the bottom of this page). A billing refund credits funds to the student account, thereby decreasing the amount that is owed on the student account. A financial aid refund reduces the amount of financial aid available to pay the billing charges, thereby increasing the amount that is owed on the student's account.

A Traditional Undergraduate student seeking to withdraw from all classes at Bethel must notify the Office of Student Life (<https://www.bethel.edu/undergrad/student-life/>). An Adult Undergraduate student seeking to withdraw from all classes at Bethel must notify their Student Success Advisor. This date of notification will serve as the student's withdrawal/stop-out date. The student will be provided with information regarding the withdrawal and stop-out process. Once the process is completed, the student account will reflect any applicable refunds.

### **Tuition & Fees Full Refund:**

Students are entitled to a 100% refund of tuition and course fees if they drop a course before the Add-Drop deadline. The **Student Experience fee, course fees, and program fees** are refunded in full through the 100% refund period. Thereafter, there is no refund of the fees.

**Pro-Rata Refund:**

Students who drop a course receive a pro-rata refund of tuition up to and including 50%. The percentage of tuition and financial aid retained on the student's account is equal to the percentage of the period of enrollment that was completed.

**No Refund:**

Students are not eligible for any refund once 50% of a class is completed.

For more details about Refunds, see the Business Office website (<https://www.bethel.edu/business-office/>) and the Important Dates for your program to find the Add-Drop and withdrawal deadlines.

## **Traditional Undergraduate Housing and Meal Plan Refunds**

Students with housing who officially withdraw or choose to cancel their meal plan must notify Residence Life (<https://www.bethel.edu/undergrad/student-life/residence-life/>) in the Office of Student Life. A student may receive a prorated refund of their housing.

Students with a meal plan who officially withdraw or choose to cancel their meal plan must notify Dining Services (<https://www.bethel.edu/dining-services/>) in the Office of Student Life. A student may receive a prorated refund of their meal plan.

## **Late Fees**

A late fee of \$10 per month will be assessed on any charges more than 30 days past due if not enrolled in a payment plan. A late payment fee of \$25 will be assessed if a Payment Plan payment installment is not paid by the due date.

## **Registration Hold**

Registration for classes in succeeding terms is dependent on meeting the financial obligation of the previous term's expenses. A student whose account is in arrears will have a registration hold on the account and will not be permitted to register for a subsequent term.

Any student who pays an outstanding balance by check will have their registration dropped if the check is returned from the bank due to non-sufficient funds. The student will not be permitted to re-register until full payment is received. If repayment is made via check, registration will be granted in ten business days.

Any student in good standing on a payment plan (current on their monthly payments) will be allowed to register for future terms. If the student fails to pay their remaining monthly installments, their registration may be removed.

A Business Office 'Official Hold' prevents registration. The Business Office will authorize registration once a signed agreement is made with the student in which the student agrees tuition charges will be paid before the start date of each course or term, as facilitated by the Business Office. If payment is not received by the agreed deadline, registration will be removed.

Be advised that students whose registration has been dropped have no guarantee that the same course(s) will be available when they attempt to re-register.

## **Diploma Hold**

Diplomas are withheld until financial obligations are met.

## **Financial Suspension**

Bethel reserves the right to suspend a student from a program, course(s), housing, and meal plan if there is failure to provide full payment on their student account when due. Any student who is

financially suspended during a semester will be withdrawn from their classes, removed from their meal plan, and required to move out of Bethel housing.

## Past Due Accounts

The following is a from the Student Financial Responsibility Agreement:

**Default:** I understand and agree that I will be in default of this Agreement if I fail to pay the total amount payable when due, any scheduled payment under either a semester payment plan or installment plan, or any other fee (which may include, but are not limited to, charges such as parking fines, library fees, other charges for violations of Bethel University policies, or any other amount billed to my student account) by the 25th day of the month following the month in which I am sent a Bethel billing notice.

Failure to pay due to the following situations will not exempt me from entering default:

- withdrawal from Bethel University (whether voluntary or involuntary),
- insufficient funds in an account from which my payment was drawn (or similar circumstances),
- change of address without notifying Bethel University's Business Office in advance in writing,
- providing to Bethel University any false or misleading information,
- a case under the U.S. Bankruptcy Code is started by or against me or any guarantor or cosigner.

If I am in default, Bethel University may elect, in its discretion, to defer a request for immediate payment in full and may delay enforcing any of its rights without waiving them.

**Late Payments:** If any payment owed by me is not paid in full by the 25th day of the month following the month in which I was sent a Bethel invoice for the amount, I agree to pay Bethel University a late fee of \$10.00. In addition, Bethel University may prohibit me from registering for courses for the current or subsequent terms; remove me from current courses; withhold course credits, academic transcripts, and my diploma without prior notice until the Obligation is paid in full along with any outstanding service or late fees. Bethel University may also exercise any other legal rights it may have, including engaging a collection agency to enforce its rights hereunder and taking legal action to collect amounts due to it. In the event Bethel University incurs expenses to collect My Obligation, I agree to pay all of Bethel's reasonable attorneys' fees, legal expenses, and collections fees (unless prohibited by law).

## Account Questions?

More student account information is available at [bethel.edu/business-office](https://www.bethel.edu/business-office/) (<https://www.bethel.edu/business-office/>).

Contact the Business Office (<https://www.bethel.edu/business-office/>) at 651.638.6208 or at [business-office@bethel.edu](mailto:business-office@bethel.edu).

## Student Costs for 2026-27

**Adult Undergraduate Student** Cost for 2026-27 varies by program. Please see your program's page as well as the Tuition and Cost of Attendance pages (<https://www.bethel.edu/adult-undergrad/financial-aid/tuition-costs/>) to plan your finances. Further questions regarding costs can be directed to Student Accounts in the Business Office.

### Traditional Undergraduate Student Cost for 2026-27

FT Fall= full-time enrollment (12-18 credits per semester)

FT Spring = full-time enrollment (12-23 credits per semester)<sup>1</sup>

PT = part-time enrollment (fewer than 12 credits per semester)

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NR = not registered

<b>Tuition</b>	<b>Fall</b>	<b>January Session</b>	<b>Spring</b>	<b>Summer</b>
<b>FT Fall and FT Spring</b>	\$13,350	No charge <sup>1</sup> (up to 5 credits) <sup>2</sup>	\$13,350	NA
<b>PT Fall and FT Spring</b>	\$1,120/credit	No charge	\$13,350	NA
<b>PT Fall and PT Spring</b>	\$1,120/credit	\$1,120/credit	\$1,120/credit	NA
<b>FT fall and NR Spring</b>	\$13,350	-	-	NA
<b>NR Fall and FT Spring</b>	-	No Charge <sup>1</sup>	\$13,350	NA
<b>PT Fall and NR Spring</b>	\$1,120/credit	-	-	NA
<b>NR Fall and PT Spring</b>	-	\$1,120/credit <sup>1</sup>	\$1,120/credit <sup>1</sup>	NA
<b>Off-Campus Programs</b>	Contact Office of International and Off-Campus Programs	Contact Office of International and Off-Campus Programs	Contact Office of International and Off-Campus Programs	Contact Office of International and Off-Campus Programs
<b>FT Fall and PT Spring</b>	\$13,350	\$1,120/credit <sup>1</sup>	\$1,120/credit <sup>1</sup>	NA
<b>Teacher Licensure Rate</b>	\$1,120/credit	\$1,120/credit	\$1,120/credit	\$672/credit
<b>Post-baccalaureate Rate</b>	\$1,120/credit	\$1,120/credit	\$1,120/credit	\$672/credit
<b>Tuition Overload<sup>1</sup></b>	\$1,120/credit	Credits are combined with Spring to determine if overload is met	\$1,120/credit	NA
<b>Summer Term</b>	NA	NA	NA	\$672/credit
<b>Audit</b>	\$280/credit	\$280/credit	\$280/credit	\$280/credit

<sup>1</sup> January Session credits are included in the determination of full time status for the Spring Semester. For example - 3 credits during January Session added to 9 credits taken in the Spring Session totals 12 credits. The student is considered FT Spring and will be billed at the banded rate of FT tuition.

<sup>2</sup> Overload tuition is charged for each credit enrolled over 23 credits in the spring semester. Overload tuition is charged for each credit enrolled over 18 credits in the fall semester. No overloads are permitted during January session. Note the eligibility requirements in the General Information section of this catalog.

<b>Fee</b>	<b>Fall</b>	<b>January Session</b>	<b>Spring</b>	<b>Summer</b>
<b>Bethel Student Experience fee (full time)</b>	\$150	NA	\$150	NA

**Housing (first-time residents in Bethel Housing)**

	<b>Fall</b>	<b>January Session</b>	<b>Spring</b>
<b>In Bethel Housing Fall, January and Spring</b>	\$3,600	No Charge	\$3,600
<b>In Bethel Housing Fall and January</b>	\$3,600	\$360 per two weeks	-
<b>In Bethel Housing January and Spring</b>	-	No charge	\$3,600
<b>In Bethel Housing January Only</b>	-	\$360 per two weeks	-

**Housing (second consecutive year in Bethel Housing)**

	Fall	January Session	Spring
In Bethel Housing Fall, Spring, and January	\$3,460	No Charge	\$3,460
In Bethel Housing Fall and January	\$3,460	\$346 per two weeks	-
In Bethel Housing Spring and January	-	No charge	\$3,460

**Housing (third consecutive year in Bethel Housing)**

	Fall	January Session	Spring
In Bethel Housing Fall, Spring, and January	\$3,145	No Charge	\$3,145
In Bethel Housing Fall and January	\$3,145	\$316 per two weeks	-
In Bethel Housing Spring and January	-	No charge	\$3,145

**Housing (fourth consecutive year in Bethel Housing)**

	Fall	January Session	Spring
In Bethel Housing Fall, Spring, and January	\$3,150	No Charge	\$3,150
In Bethel Housing Fall and January	\$3,150	\$316 per two weeks	-
In Bethel Housing Spring and January	-	No charge	\$3,150

**Housing (fifth consecutive year in Bethel Housing)**

	Fall	January Session	Spring
In Bethel Housing Fall, Spring, and January	\$3,050	No Charge	\$3,050
In Bethel Housing Fall and January	\$3,050	\$306 per two weeks	-
In Bethel Housing Spring and January	-	No charge	\$3,050

*NOTE:* Active Military Duty students will receive a refund of amounts paid for room and board attributable to the time period during which the students were serving in active military service and were unable to use the facilities or services for which the amounts were paid. Any refund of room and board is subject to the requirements of state and federal financial aid programs.

**Meal Plan**

More information regarding meal plans is available at [bethel.edu/dining-services/meal-plans](https://www.bethel.edu/dining-services/meal-plans) (<https://www.bethel.edu/dining-services/meal-plans>).

Students in first year Bethel housing will be auto-assigned the "Navy A" meal plan (\$6,548 per year) with the option to change their plan based on their housing location.

Students in second, third or fourth year housing will be auto-assigned the "Navy B" meal plan (\$5,831) with the option to change their plan based on their housing location.

To manage your meal plan: **MyBethel>Tools & Resources>My Housing and Meals**

## Music Instruction

<b>1/2 hour per week private lesson</b>	\$480 per semester
<b>3/4 hour per week private lesson</b>	\$680 per semester
<b>One hour per week private lesson</b>	\$865 per semester

- Regular tuition is charged in addition to any the lesson fee if music instruction is taken for credit.
- No refund is given after Friday of the second week of the semester for students who withdraw from private music instruction. Copies of the complete Refund Policy for Private Instruction are available from the Department of Music and Performing Arts (<https://www.bethel.edu/undergrad/academics/music-theatre/>).

## Special Fees

Enrollment Deposit (non-refundable after May 1)	\$300
Additional Course Fees (indicated in registration materials)	Amount varies
Science Lab Fee	\$180
Natural Science Education Lab Fee (NAS)	\$35
Nursing lab, equipment, malpractice insurance, clinical site placement, and computerized exam fees (Juniors and Seniors)*	\$255 per semester
Nursing lab, equipment, background check, and computerized exam fees (Sophomores)*	\$220 (spring semester)
Nursing testing fee (Seniors)*	\$748 (fall semester)
Nursing testing fee (Juniors)*	\$765 (fall semester)
Nursing testing fee (Sophomores)*	\$394 (spring semester)
Nursing Central fee (Sophomores)*	\$213 (spring semester)
Nursing Wolters Kluwer Lippincott Fee (Juniors)	\$618 (fall)
Nursing Wolters Kluwer Lippincott Fee (Seniors)	\$618 (fall)
Language Skills Test	Varies according to language
Credit by Examination	\$75 per credit
Official Transcript	Varies by format - see <a href="https://www.bethel.edu/registrar">https://www.bethel.edu/registrar</a>
Non-Sufficient Funds Fee (NSF)	\$25 per item
Commuter Parking Fee	\$175 per semester
Senior Resident Parking Permit	\$250 per semester
Junior Resident Parking Permit	\$250 per semester
Sophomore Resident Parking Permit (Availability restrictions apply. See Office of Security.)	\$250 per semester
Freshman Resident Parking Permit (Availability restrictions apply. See Office of Security.)	\$250 per semester

\*Nursing fees are approximate and will vary depending on vendor pricing. Accurate fees will be published each semester with registration materials.

## **Bethel Student Activity Fee**

The Bethel Student Activity fee is charged per semester when a student is enrolled full time. This fee is determined by the Bethel Student Government (BSG) (<https://www.bethel.edu/undergrad/student-life/activities/bsg>).

## **Transcript Fee**

Official transcripts are available showing all academic work completed to date at Bethel University. Both electronic and paper versions of official transcripts are available for a fee, which varies depending on the format. Electronic transcripts are processed instantly. Paper transcripts will be printed and mailed the next business day. Some exceptions apply. Questions regarding transcripts and to order an official transcript, please reach out to the Office of the Registrar (<https://www.bethel.edu/registrar/>).

## **Student Health Insurance**

Student athletes are required to have health insurance that meets the NCAA requirement minimum of \$90,000 and does not exclude intercollegiate sports accidents or injuries. For more information, please visit the Medical Eligibility (<https://athletics.bethel.edu/sports/2017/6/12/medical-eligibility.aspx>) page found within the Athletics website. Any questions can be directed to the Director of Athletic Training Services, by emailing [athletics@bethel.edu](mailto:athletics@bethel.edu) or calling 651.638.6234.