Master’s of Science in Educational Leadership  
Tuition, Fees and Non-Academic Policies

Application Fee
There is a one-time $50 application fee.

Tuition
There is a $475 per-credit tuition fee. NOTE: all courses are 3 credits. Therefore, tuition per course is $1,425.

Administration and Technology Fee
There is a $60 Technology fee charged to all graduate students each semester.

Independent Study Tuition and Fee
In addition to the $475/credit fee for tuition for an Independent Study course, there is an Independent Study Fee of $75.

Payment
Payment of tuition and fees can be made by check, money order, or credit card. All payments of tuition are payable to Delaware Valley College through the Bursar's Office.

Refunds
Students who withdraw from a course will receive a refund of tuition according to the following schedule:

- Before class begins: 100% of tuition
- First week of class: 100% of tuition
- Second week of class: 50% of tuition
- After second week of class: no refund

The administration/technology fee is not refundable. Refunds will be calculated from the date the Registrar is notified and based on the above schedule, not the number of class meetings. Class cancellations will result in a 100% refund. If a student receives Title IV funds, the College will adhere to Federal government guidelines on refunds.

Transcript of Courses
Students may obtain transcripts of courses from the Registrar’s Office, Lasker Hall, 2nd floor, 215-489-2378. [NOTE: Matriculated students may obtain their transcripts online using the College’s WebAdvisor system https://rocky.delval.edu/WebAdvisor/WebAdvisor.] Requests for transcripts must be made in writing. Transcripts are mailed within a three-to-five day business period.
Official transcripts are sent directly to institutions and/or businesses. There is a $10 charge per request for official transcripts (same-day transcripts cost $13). Unofficial transcripts may be used for a student’s personal use and are provided free of charge.

**Graduation**
Students are responsible for notifying the Registrar in writing of their impending graduation and completing degree requirements. A special form will be available in the Registrar’s office for this purpose. Failure to do so will preclude participation in commencement. For May graduation, filing date is October 1. For December graduation, filing date is April 1.

Note: The graduation fee is $85.

**Financial Assistance and Student Loans**
Any student who is enrolled in six or more credits during a given semester is considered a full-time student and are eligible for financial assistance. Academic Management Services (AMS) Payment plan Delaware Valley College works with Academic Management Services (AMS) to give you the opportunity to spread your tuition payments over a period of time. This is not a loan.

To obtain information about this plan, please contact Ms. Dot Metalsky in the Bursar’s Office 215/489-2419.

Federal Stafford Loans are available. The amount is determined by the budget costs and demonstrated need. Subsidized loans are need-based while unsubsidized loans are limited by annual maximums or cost of attendance. To receive federal financial aid, a student must be full-time (for Federal Financial Aid purposes, a Graduate student taking 6 credits is considered a full-time student) and must be matriculated in a certificate or a degree-granting program. Non-matriculants and pre-matriculants are not eligible for aid. Alternative loans are also available. Please contact the financial aid office for information.

Loans are available to students in the Graduate Program who meet eligibility requirements. For financial aid applications and further information, students should contact Ms. Joan Hock in the Office of Financial Aid, Lasker Hall, 2nd floor, at 215-489-2975 or email Joan.Hock@delval.edu.

In your interest, the college urges you to use discretion in borrowing money for school. Your loans should not exceed your projected educational costs.

**Library Cards**
Electronic materials from the Krauskopf Library are accessible from off-campus with a current Delaware Valley College library card barcode number. You will need to go to the Library to get your card. The following link [http://campus.delval.edu/library/library_info/hours.htm](http://campus.delval.edu/library/library_info/hours.htm) lists the current library hours.
Identification Cards and Parking Hang Tags
Student Identification Cards and Parking hang Tags are available at the Public Safety and Security Office. Students must provide proof of payment of tuition and fees from the Bursar’s Office. The Bursar’s Office is located on the 2nd floor of Lasker Hall and may be reached at 215/489-2419. Identification cards and parking tags are validated each semester. Lost parking tags will be replaced for a nominal charge.