

# The Admission Process

Admission to Antioch University is based on an applicant's background, education, accomplishments and goals. It is not based on test scores or grade point averages. To find out more about Antioch programs and the admission process, prospective students may attend an open house or one of the weekly information sessions. Individual appointments with admissions advisers also are available. These meetings offer an overview of Antioch's programs, its educational philosophy and the admission process. Antioch requires several kinds of information from each applicant, depending on the program. The application requirements and process for each program are outlined in the appropriate application handbook or online at [www. antiochseattle.edu](http://www.antiochseattle.edu). Applicants with international transcripts (outside the United States and Canada) are encouraged to apply early to allow time for receipt and review of the transcripts.

## How to Apply

Application packets are available from the Admissions Office. Contact the Admissions Office at 206-268-4202 (toll free 888-268-4477), or [admissions@antiochseattle.edu](mailto:admissions@antiochseattle.edu). Prospective students also may apply online at [www. antiochseattle.edu/ admissions](http://www.antiochseattle.edu/admissions).

## Communication Skills

Evidence of critical thinking and effective writing skills is required of all applicants. These skills are ascertained in several ways, including the required admission essays, prior college coursework and the interview process.

## Admission Decisions

Ideally, admission decisions represent an agreement between the University and the prospective student about the match between the student's needs and what the program can offer. Antioch University does, however, decide admissibility of each applicant. Admission is selective, and often takes into account judgments of faculty members about the ultimate suitability of the candidate for professional work in the chosen field. The Director of Enrollment Services makes all admission decisions in consultation with faculty. These decisions are final.

## Visiting Students

Visiting students may enroll in courses for credit without intending to pursue a degree, or in courses to fulfill degree program prerequisites. Visiting students register during the last two days of non-priority registration or during late registration. Class admittance is limited to selected courses and based on space availability. Visiting students are not eligible for financial aid or loan deferments. If visiting students subsequently wish to enroll in a degree program, regular application procedures apply. Credits earned as a visiting student are not accepted automatically as degree credits if the applicant is accepted to a program.

## International Admission

Non-U.S. citizens who apply for admission and a student visa must meet admission requirements of the undergraduate or graduate program to which they apply. In addition to an application, they must submit the following materials:

- Official certified educational records, including official translations if educational records are not in English

- Evaluation of international transcripts as noted in the International Transfer Credit section on page 10
- Test of English as a Foreign Language (TOEFL) results: Applicants who speak English as a second language are required to take the TOEFL exam, and must receive a minimum score of 550 (paper-based) or 213 (computer-based) or 79 (Internet) to be considered for admission. Applicants who have studied English at another U.S. college or university may have the TOEFL requirement waived. Prospective students should contact the Admissions Office for further information. Applicants must request an official TOEFL report be sent to Antioch Seattle (institution code #4146). The TOEFL exam must have been taken within the past two years.
- Documentation of the applicant's ability to pay for educational and living expenses. Antioch University is approved by the Department of Citizenship and Immigration Services to issue INS Form I-20 so students may apply to obtain non-immigrant student visas. Prospective students should contact the Admissions Office for more information and should apply at least three months in advance.

## Transfer Credit

### General Policy for Transferring Credits to Undergraduate Programs

Antioch Seattle accepts college-level credit earned at regionally accredited institutions. Credits for college-level courses normally are accepted if the transfer credit carries a grade of C or better. Developmental or remedial courses are not accepted in transfer, nor are continuing education courses. A

maximum of 120 lower division quarter credits will be accepted in transfer.

Associate degrees from regionally accredited institutions generally transfer. Students normally are awarded the number of quarter credits they have earned at the institution awarding the degree, subject to the following limitations:

- Courses below college level do not transfer.
- Courses with grades below a C do not transfer.
- Continuing education and clock hour courses do not transfer.
- Transfer of physical education activity courses is limited to 6 quarter credits.

### **Vocational, Technical and Professional Credits**

Antioch may accept up to 30 quarter credits from institutions accredited by specialized accrediting bodies as defined by the American Council on Education, including many vocational, technical and professional courses. Such courses would include those that have a specific career application or skill-building focus and can be incorporated into the student's plan of study.

Antioch recognizes college credit from a number of sources, including advanced placement, the college level examination program (CLEP), international baccalaureate, military service and correspondence or online courses if offered by regionally accredited institutions.

### **Transfer Credits – Master's**

With approval from the program, students may transfer from eight to 12 quarter credits of previous and/or

concurrent graduate-level work into their degree program. During the admission process, the faculty adviser may perform a preliminary screening of requests for transfer of previous credit. This screening identifies courses that might be considered for transfer but does not guarantee acceptance of the request. In order for transfer credits to be considered:

- Credits must be from a regionally accredited institution of higher education, carry a grade of B or better, have been earned no more than five years before the date the student is accepted into the program, and be clearly related to the student's selected study area(s).
- Credits must be earned in graduate-level courses that can count toward an advanced degree.
- Transfer credits may not be used in lieu of core knowledge area courses.
- Formal approval of transfer requests should be pursued by the end of the student's second quarter to allow time for the student to identify a focus area and select a permanent adviser.

### **Prior Learning Credits**

In the B.A. in Liberal Studies program, Antioch may grant credits based on prior experiential learning that does not originate in an academic institution. Students complete written learning narratives that demonstrate their college-level learning from experience. The process is described further in the B.A. in Liberal Studies section of this catalog. Prior learning credits are not available in graduate programs.

## International Transfer Credit

Applicants who wish to receive credit for coursework completed at an institution outside the United States and Canada (except Quebec) must have that institution send official transcripts and/or documents directly to the Admissions Office. Certified translations and evaluation of international documents are required and must be arranged by the applicant. Information on evaluation services is available from the Admissions Office. Please allow four to 10 weeks for the evaluation, and request that an official evaluation be sent to the Admissions Office. Determination of credit equivalency must be completed before a student can be admitted. U.S. citizens and legal residents who completed some or all college-level schooling outside the U.S. and Canada must have international transcripts evaluated as outlined.

## Change of Degree Program

Students who wish to change from one degree program to another must apply for admission to the new program. If admitted to the new program, students must satisfy all the requirements of that program.

# Tuition and Fees 2007-08

*Tuition and fees are in effect through spring quarter 2008. Antioch reserves the right to change tuition and fees at any time without prior notice. Tuition and fees are subject to approval of the Antioch University Board of Trustees. All rates shown are in U.S dollars.*

## B.A. in Liberal Studies

One credit..... \$600  
Two or more credits ..... \$445/credit  
Prior Learning credits ..... \$111.25/credit

## Education Programs

### Undergraduate Teacher Preparation

One credit..... \$600  
Two or more credits ..... \$420/credit

### M.A. Education

#### Graduate Teacher Preparation Graduate Teacher Prep with M.A.

One credit.....\$600  
Two or more credits ..... \$450/credit

## Psychology Programs

### M.A. Psychology

One credit.....\$600  
Two or more credits ..... \$500/credit

### Psy.D. Clinical Psychology

All credits ..... \$625/credit

## Center for Creative Change

M.A. Environment and Community  
M.S. Management  
M.A. Organizational Psychology

**M.A. Strategic Communication**  
**M.A. Whole Systems Design**  
**CCC Graduate Certificate Programs**

One credit ..... \$600  
Two or more credits ..... \$520/credit

**Visiting Students**

Tuition for visiting students is charged at the per-credit rate associated with the program that offers the course, plus any related lab or course fees.

**Student Services Fee**

In addition to tuition, a student services fee is charged to each matriculated student who registers for credit. The fee supports several academic and student services, including career workshops and services, personal counseling offered through the Community Counseling and Psychology Clinic, the Student Life Office, transcripts and graduation, as well as writing tutors and other academic support services offered through the Learning and Teaching Cooperative. This fee is non-refundable after the full refund period.

Student Services Fee.....\$95

**Other Fees**

Application Fee .....\$50  
Enrollment Maintenance Fee ..... \$600  
Late Payment Fee .....\$50  
Late Registration Fee .....\$50  
Payment Plan Fee (per quarter) ..... \$35  
Registration Reinstatement Fee ..... \$50  
Returned Check Fee .....\$30  
Audit Fee (per course) ..... \$400

*Fees for courses requiring payment of a lab, materials or liability insurance fee are noted in course descriptions.*

**Antioch University Seattle**  
**Financial Policies**

The purpose of these policies is to inform students of their financial obligations and tuition payment options. The Student Accounts Office administers these policies. For more information, stop by or contact this office at [studen-taccounts@antiochseattle.edu](mailto:studen-taccounts@antiochseattle.edu) or 206-268-4009.

All tuition and fees are due at the time of enrollment and/or registration. All exceptions to this policy are outlined in what follows. Failure to attend classes or provide appropriate notification of withdrawal to the Registrar's Office does not exempt the student from a tuition payment obligation.

Antioch University Seattle reserves the right to cancel enrollment of any student who fails to meet financial obligations incurred by enrollment. Such an action may not, however, cancel the financial obligations the student incurred by virtue of enrollment. The University further reserves the right to withhold assessments, official transcripts or diploma, or withhold the right of registration for a subsequent term or course until all outstanding charges have been paid and the student's account has been cleared.

**Tuition Payment Options**

Antioch offers several options for paying tuition. Students must complete one of the following options by the tuition payment deadline to avoid late payment fees and any possibility of registration cancellation due to non-payment of tuition:

- 1) Payment in full by check, debit or credit card (Discover, MasterCard or VISA) or cash. A payment plan also is available (option 4).

- 2) Proof of certified financial aid package. Tuition not covered by aid also must be paid in full or a payment plan arranged (option 4) by the payment deadline. Financial aid packages are arranged through the Financial Aid Office.
- 3) Agency- or employer-paid tuition payment authorizations may be submitted to the Student Accounts Office in lieu of tuition payment. Tuition not covered by the authorization also must be paid in full or a payment plan arranged (option 4) by the payment deadline.
- 4) The Tuition Payment Plan allows payment of each quarter's tuition in three monthly installments. The cost is \$35 per quarter, but there are no interest charges. The plan is not available to students registered not-for-credit or to visiting students.

### Where to Pay Tuition

Payments may be sent or made in person at the Student Accounts Office, Antioch University Seattle, 2326 Sixth Ave., Seattle, WA 98121. Credit and debit card payments may be called in during business hours (M-F, 9-5) at 206-268-4009. There is a night drop at Enrollment Services for after-hours payments. Online payment service will soon be available through myAntioch.

### Tuition Payment Deadlines

Payment of tuition for students registered during open registration is due by the dates shown in the payment schedule that follows. Currently, a 10-day payment grace period also is in effect. After open registration, unregistered students must pay tuition (or have evidence of a completed financial aid package) and the late registration fee

at the Student Accounts Office before clearance for registration will be granted.

### Tuition Payment Schedule

	<b>Payment Deadline</b>	<b>Payment Grace Period Ends</b>
<b>Summer 2007</b>	June 29, 2007	July 9, 2007
<b>Fall 2007</b>	Sept. 28, 2007	Oct. 8, 2007
<b>Winter 2008</b>	Jan. 4, 2008	Jan. 14, 2008
<b>Spring 2008</b>	March 28, 2008	April 7, 2008

### Late Payment Fee

Student accounts not fully paid or lacking an approved payment arrangement by the end of the payment grace period are assessed a \$50 late payment fee monthly until the account is brought to-date. Late payment plan installments are also subject to the fee. Accounts with balances \$50 or less are not assessed the fee, but the student account is subject to a Student Accounts Hold (see next page).

### Registration Cancellation/Reinstatement

Antioch University Seattle reserves the right to cancel a student's registration for non-compliance with financial policies. Students with cancelled registrations have seven days to submit a Registration Reinstatement Form to the Registrar to be re-registered. The form must be accompanied with payment for the full tuition for the quarter. The Registrar cannot guarantee seats in classes that have filled. If the Registrar denies rein-

statement because the student is on academic or financial hold or if classes are filled, payment will be returned to the student. Students who do not file for registration reinstatement will be placed either on leave of absence, if eligible, or withdrawn from the University.

### **Student Accounts Hold**

Past due accounts are subject to a hold restricting registration and processing of graduation applications and transcript requests. Holds are removed when the student's account is brought to-date. Students who exhibit a history of late payments or previously were in collections are subject to a permanent hold at the discretion of the Student Accounts Office. The hold requires the student to satisfy payment arrangements with the Student Accounts Office before clearance for registration is granted.

### **Returned-check Fee**

Each check returned unpaid to the University is subject to a \$30 returned-check fee. A late payment fee also may be assessed and registration may be cancelled if the check was for tuition and is returned after the payment deadline.

### **Collections**

Accounts with balances 120 days past due are subject to collection actions and will be assigned to an outside collections agency. All costs, fees and expenses incurred by Antioch in attempting to collect the debt will be added to the account balance. Costs may include, but are not limited to, collection agency fees, reasonable attorney fees, court costs and other out-of-pocket expenses.

### **Financial Aid Refunds**

Aid that exceeds student account balances is refunded to students. Checks are generally available for pickup on the first Friday of each quarter and at additional times as announced by the Student Accounts Office. Most aid is electronically credited to students' accounts to pay all charges before refunds are made. When possible, the University will apply credit back to a credit card previously used to pay tuition before a refund check is issued for any remaining credit balance on an account.

Students must show due diligence when setting up financial aid to avoid delays in disbursement of funds to the University. Antioch cannot honor requests for early disbursement of aid.

### **Tuition Credit and Refunds**

Tuition for courses dropped within the first 40 calendar days of the quarter is prorated and credited to the student's account based on the schedule on page 14. The credit is calculated from the date the Registrar's Office receives the student's completed add/drop form. Fees are not refunded after the 100% refund period.

For courses of three or more credits that begin after the first week of the quarter, the 100% deadline is extended to the business day following the first session of class. For all courses dropped that begin more than one week prior to the official start of the quarter, the refund percentage is calculated from the first day of class. Students who drop courses prior to disbursement of financial aid may be liable for paying prorated tuition.

## Tuition Refund Schedule

<b>Calendar Days From Start of Quarter to Date Class Dropped</b>	<b>Percentage Tuition Refunded</b>
Days 1-9 .....	100 percent
Days 10-16 .....	80 percent
Days 17-23 .....	70 percent
Days 24-30 .....	60 percent
Days 31-37 .....	50 percent
Days 38-40 .....	40 percent
After 40 days .....	No refund

## Refunds

Refunds of tuition for reduced credit loads generally are made within 14 days to the student or original payer of the tuition. When possible, refunds for tuition originally paid by credit card are returned to the credit card, up to the amount originally charged, before a check is issued for any remainder.

Refunds for students dropping below financial aid eligibility after aid has been released are subject to the terms and conditions of the student's financial aid.