Au.D. Registration & Tuition Overview

The Au.D. degree program has a hybrid funding arrangement which requires students to register and pay tuition using two separate procedures. While enrolled in the first three years of the Au.D. program, students simultaneously complete the two-part registration and tuition payment process described below:

1. **UW Registrar / Student Fiscal Services** - All didactic coursework and some clinical coursework for the degree program are funded by both the state of Washington and student tuition; the traditional state resident/non-resident tuition model. For this portion of the program, students register with the UW Registrar online using MyUW and pay their resident or non-resident tuition to UW Student Fiscal Services. Instructions on how to register are on the [UW Office of the Registrar](https://registrar.washington.edu) website. Information on tuition payment policies and deadlines can be found on the [UW Student Fiscal Services](https://www.uw.edu) website.

2. **UW Professional & Continuing Education (PCE) Registration Services** - The remaining clinical coursework for the program is funded completely by student fees; a fee-based or self-sustaining model. For this portion of the program, students register quarterly for SPHSC 591: Clinical Education in Audiology and pay their tuition directly to UW Professional & Continuing Education (PCE). The SPHSC 591 tuition funds all of the students' clinical coursework in the Au.D. program – even those courses registered for through the UW Registrar. Information on PCE registration, fees, aid, and payments is provided to all new students when admitted and posted on the new student section of the SPHSC website. Additional information on fee-based program funding is available on the UW Registrar's [Fee-Based Program FAQ](https://www.registrar.washington.edu/funding/fee-based-program-faq).

The fourth and final year of the Au.D. program is exclusively a fee-based funding arrangement. Thus, students only register and pay tuition to UW PCE. Students cannot register through the UW Campus Registrar (MyUW) and do not pay tuition to Student Fiscal Services. Everything is done through UW PCE.

Importantly, students are expected to register and pay both their resident/non-resident and fee-based tuition by the University deadlines. **Students who register and pay tuition through the UW Registrar but fail to register and pay their fee-based tuition to UW PCE will not be allowed to participate in assigned clinical courses.** Please be aware that this can result in extending your program if clinical coursework needs to be rescheduled.

University of Washington Registration Policy

All University of Washington registration policies, procedures, dates, and deadlines are posted on the [UW Office of the Registrar website](https://registrar.washington.edu) and the [UW Academic Calendar](https://calendars.washington.edu). It is each student's responsibility to register according to these policies and deadlines. **This information applies to all state and fee-based students.**

**Registration Periods I & II**

Students are expected to register for state and fee-based classes during registration periods I and II. If a student fails to initiate registration by the published UW registration deadlines they are charged a late fee.

- Starting the first day of the quarter the fee is $25.
- At the start of the 3rd week of the quarter the fee goes up to $75.
**Registration Period III**
Period III is the 1st week of the quarter. Anyone wanting to change their registration, by adding or dropping a course, must do so by the end of registration period III (the 7th calendar day). If a student fails to do so by the published UW add/drop deadlines they are charged a $20 late fee. Students dropping state courses after period III may also be subject to a tuition forfeiture charge.

**Unrestricted Drop Period**
The Unrestricted Drop Period occurs during the 2nd week of the quarter. Courses may be dropped without restriction during this period without a “W” appearing on a student’s transcript. However, there is a $20 change fee and possibly a tuition forfeiture fee for state courses.

**Late Add Period**
The Late Add Period starts at the end of registration period III and occurs during the 2nd and 3rd weeks of the quarter. Anyone adding a course during these weeks is charged a $20 fee and possibly a tuition forfeiture fee for state courses.

**Late Drop Period**
The Late Drop Period starts the 3rd week of the quarter. Only students using their “annual drop” can drop a course during this period. The “annual drop” policy allows students to drop one course each year after the 14th calendar day of the quarter, but no later than the end of the Late Course Drop Period. Once this annual drop is used, no additional drops are permitted after the 14th calendar day until the next year. Students dropping a course during this period are subject to the $20 change fee and possibly a tuition forfeiture charge. Additionally, a “W” is reflected on the student transcript.

**End of the Late Add Period**
Starting the 4th week of the quarter, the Late Add Period ends. Students cannot add courses on their own and are required to following these procedures:

1. **UW Campus Registrar** – to add a state course, students must submit a Late Add Petition to the UW Registration Office in 225 Schmitz Hall. This petition must be signed FIRST by the course Instructor and the Department Chair. The student must provide a description of the extenuating circumstances that warrant consideration of the late add as well as any supporting documentation.

   If approved, the course will be added for the student and will appear in MyUW. Students will be assessed the $20 change fee. Any additional tuition will also be due to Student Fiscal Services in 129 Schmitz Hall no later than 3 calendar days after the course is added. During the last week of the quarter, the fees are due the next day.

2. **UW PCE** – to add the SPHSC 591 fee-based course, students must submit a Special Circumstances Petition to UW PCE Registration Services. This petition must be approved FIRST by the Department of Speech and Hearing Sciences and the student must provide a description of the extenuating circumstances that warrant consideration of the late add/drop as well as any supporting documentation.

   Please note that approvals will not be given by the department without sufficient cause. If the petition is approved by the department, it will be returned to the student with an approval memo and add code. The student will then bring it to UW PCE and register for the course. Tuition will be due to PCE at the time of registration and students will also be assessed the $20 change fee.
If the petition is not approved, the student will not be allowed to participate in any scheduled clinical courses for that quarter and will need to reschedule with their Clinical Tracking Coordinator and Graduate Program Advisor. This will likely extend the student’s program.

University of Washington Tuition Policies

1. **UW Campus Registrar** - Tuition for state courses is always due by the 3rd Friday of each quarter. Payments must be received by Student Fiscal Services no later than the published tuition due dates. There is no payment plan available to students on the Seattle campus. Students unable to pay tuition by the due date are instructed to contact the **Short-Term Loans Office** for further assistance.

   If students do not pay tuition by the tuition due date, they will be assessed a late payment charge based on the amount of the outstanding balance.
   - For past due balances of $250 and above, the late fee is $120.
   - For balances between $50 - $249.99, the late fee is $50.
   - There is no late payment charge for balances under $50.

   Failure to pay an outstanding balance may result in a hold on the student's academic records and/or the student's account being referred to an outside collection agency, which will add additional charges.

2. **UW PCE** – Tuition for fee-based courses is always due at the time of registration. If a student is using financial aid, scholarships or other third-party payers and need the funds applied to the SPHSC 591 course, he/she must supplement the registration form with the PCE Payment Agreement form. This agreement is a way for the student to indicate a promise to pay tuition once financial aid (or other) funds are distributed.

   Because registration and tuition go hand in hand with PCE programs, there is no such thing as a late tuition fee. If a student is late in registering and paying their tuition with UW PCE, they will need to submit the **Special Circumstances Petition** (described above) to their Graduate Program Advisor in order to enroll in SPHSC 591 and pay their associated tuition.