University of Pennsylvania

PHD Tuition Policy

Revised 11.4.09

1. Effective Fall, 2008, tuition and general fees billed to full time PhD students in all schools was simplified*, so that charges would no longer be dependent on the number of course units the student takes. Henceforth,
   a. Students in years 1-5 of study are billed Full Tuition and Full General Fee. (No billing adjustment is made for a student permitted to take a 5th cu or a reduced course load.)
   b. Students in years 6-10 of study are billed Reduced Tuition and Reduced General Fee.

*See announcement in Almanac

<table>
<thead>
<tr>
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<th>2008-2009</th>
<th>2009-2010</th>
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</thead>
<tbody>
<tr>
<td>Full Tuition</td>
<td>$12,000/semester</td>
<td>$12,360/semester</td>
</tr>
<tr>
<td>Full General Fee</td>
<td>$1,000/semester</td>
<td>$1,037/semester</td>
</tr>
<tr>
<td>Reduced Tuition</td>
<td>$1,500/semester</td>
<td>$1,545/semester</td>
</tr>
<tr>
<td>Reduce General Fee</td>
<td>$250/semester</td>
<td>$259/semester</td>
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c. Beginning in 2010-11, the University’s maximum time limit for completion is ten years after matriculation. After a maximum of five years at Reduced Tuition, the student ceases to be enrolled. (See Time Limit for Completion of the Ph.D. Degree.).

d. Full time PhD students with Term Counter = 1 to 10 will also be assessed the Clinical Fee. Tech Fees will be assessed as designated by each division.

2. Part time students are billed by the course unit, as before. The appropriate administrator of each school must update SRS records on screen 111 for each student indicating that the student should be assessed a Special Tuition rate. Change the Spec Tuit Rate counter to indicate ‘PT’. This indicator will only work when actual enrollments have been posted. Beginning in fall 2010, part time students on dissertation will be billed Reduced Tuition and Reduced General Fee (see below, section 7b).
3. **Students registered as A.M. or M.S.** Registration are billed by the course unit and assessed the General Fee.

4. Schools may advance the PhD Term Counter for **students entering the PhD program with a masters degree or other transfer credit**, so that Full Tuition is billed for 3-4 years (rather than 5). The PhD Term Counter is on Screen 111 in SRS.

5. Coordinators are responsible for the appropriate registration (and for PhD Term Counter adjustments) for their students before the close of the drop/add period. Bills for fall are generated in mid June and must be paid by the second week in September (to avoid Late Payment Penalty and adjustments to waive them). Bills for spring are generated in early December and must be paid by January 5, 2010. **For the 09-10 academic year:**
The RED (Registration Eligibility Determination) process runs every Tuesday and Thursday night as part of the Registrar’s System process. Adjustments to PhD Term Counters (for new students entering with transfer credits, masters degrees, or for students returning from Family Leave) must be updated on SRS prior to the first Live Tuition Calculation. PhD students are not mailed bills in July/August, however, information will be available via the Penn.Pay System. No late penalties will be imposed for August/September.

6. Schools should encourage students to enroll in Health Insurance early (if they are required to carry insurance) so that the correct health charges will be on the bill when the school pays it.

7. **Minor adjustments will be made to the billing system for fall 2010** (after “grandfathering” of existing students is no longer applicable):
   a. Students on Dissertation Abroad will be billed Reduced General Fee. (For 09-10, let the system bill them normally for Full General Fee through the drop/add period. Do a student account adjustment (SAJ) after that; if you do the SAJ too early, the billing system will recalculate the full general fee when it recalculates the bill for the registration change.)
   b. Part time students on dissertation will be billed Reduced Tuition AND Reduced General Fee. **(PLEASE ALERT YOUR PART TIME PHD STUDENTS THAT THESE CHARGES ARE COMING, STARTING FALL 2010).**
   c. Tech fees will be billed for students on Reduced Tuition based on school rates. SOM and Wharton will have no tech fee, Engineering and Nursing will bill full tech fee. **(For the 2009-10 year, schools should continue to**
send Don Manigly in the Bursar’s Office an electronic file to handle adjustments to tech fees.)

8. For MD-PhD students, the PhD Term Counter is left blank in the first and second year of matriculation. The Combined Degree office sets the PhD Term Counter to 5 at the beginning of year 3, when full time PhD study begins (and the ten-year time limit begins at year 3). Once the student has defended the dissertation, the Combined Degree office switches the student’s primary program back to Medicine and the PhD term counter stops until deposit of the dissertation and graduation.