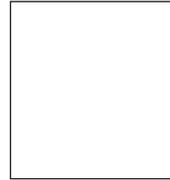


FINANCIAL AID

To apply for financial aid, you must submit the **Free Application for Federal Student Aid (FAFSA)**.



- a) Submit the FAFSA online at fafsa.gov.
 - Cabrini's federal school code is **003241**.
 - To electronically sign your FAFSA, you must have a Federal Student Aid (FSA) ID issued from the federal government.
 - You can create your FSA ID at fsaid.ed.gov.

- b) If you have previously submitted your FAFSA online, your renewal FAFSA will be available at fafsa.gov.

You must submit a FAFSA for every year that you are enrolled at Cabrini to be considered for need-based aid.

You can view your financial aid eligibility in CabriniOne (one.cabrini.edu).

Pennsylvania residents, to be considered for the PHEAA State Grant, the FAFSA must be RECEIVED by the Federal Student Aid Program by **May 1**.

For more information, visit cabrini.edu/financialaid or call **610.902.8188**.

CABRINI
UNIVERSITY
610 King of Prussia Road
Radnor, PA 19087



Important facts about financial aid, billing, and course registration inside.

CAVALIER EXPRESS CENTER

Your one-stop shop for centralized service in financial aid, billing, and course registration



CABRINI
UNIVERSITY

The Cavalier Express Center in Grace Hall guides students in financial aid, billing, and registration.

If you have questions about any of these areas, you can call, email, or visit:

Cavalier Express Center

Grace Hall, first floor
Phone: 610.902.8188
Fax: 610.902.8761
cavalierexpress@cabrini.edu

cabrini.edu/cavalierexpress

Hours

Monday, Tuesday, Thursday, Friday: 8am–5pm
Wednesday: 8am–7pm



BILLING

Payment Methods

Cabrini accepts cash, check, and Automated Clearing House (ACH) payments, which are electronic transfers from your account.

- All payments must be made payable to Cabrini and directed to the **Cavalier Express Center**.
- Please include your eight-digit Student ID number with all payments.

For credit card payments, Cabrini uses PayPath Tuition Payment Service, which accepts Visa, MasterCard, Discover, and American Express and assesses a fee of 2.85% for each payment.

E-Bills

You will receive an email at your Cabrini email address, notifying you when your billing statement is available online. Paper invoices are not mailed.

To view your e-Bill, log into CabriniOne (one.cabrini.edu) and follow these steps:

1. Select the Students tab.
2. Under the Billing and Financial Aid section, select Review e-Bill.
3. To view your current and past bills, select e-Bills.

If a new window does not open, please disable the pop-up blocker, close the browser, and try again.

Authorized Users

You may grant permission to others (e.g., parents, employers) as authorized users.

This gives them access to the e-Bill (but no other student information) and allows them to make online payments on your behalf.

- To add a user in CabriniOne, select Review e-Bill and then Authorized Users.
- Authorized users can then set up their profile and make payments at cabrini.edu/ebill.

Payment Plan

Cabrini offers a payment plan through Tuition Management Systems (TMS).

This payment plan allows you to spread your payment over a five-month period for a semester or a 10-month period for an academic year.

- To enroll, contact TMS directly at afford.com or 1.888.713.7239.
- Payment plans are not available for the summer semester.

Payment Due Dates

You must pay your bill in full—or make financial arrangements with TMS—by **August 1** for the fall semester and **December 20** for the spring semester.

If payment in full is not received or financial arrangements are not made by these dates, your courses may be canceled for non-payment.

If this occurs, you will need to re-register after submitting payment or obtaining financial aid clearance. The courses you registered for might no longer be available.

A student who is financially delinquent will not be permitted to register for future semesters, and their student account will be placed on hold.

Refunds

Refunds due to students may be transferred directly to a designated checking or savings account.

- Students can set up their bank account information in CabriniOne.
- For instructions to set up your bank account, visit cabrini.edu/refunds.

REGISTRAR

Registration for Courses

Incoming first-time, first-year students are registered by a faculty advisor. Students review their schedules with first-year faculty advisors during Orientation, before classes begin.

Incoming transfer students are pre-registered by a faculty advisor in their major.

Midway through each semester, students register for courses for the coming semester after consulting with their faculty advisors.

Free Add/Drop Period

A free Add/Drop period occurs at the beginning of every semester; the deadline to Add/Drop is listed in the Academic Calendar.

To add or drop a course, visit the Registrar's Office to obtain an Add/Drop Form, which must be completed and signed by the student and the student's advisor before being returned to the Registrar's Office.

Withdrawing and Adding a Course

- After the free Add/Drop period, students may withdraw from a course, with advisor approval.
- To add a course to their schedule, students must receive approval from the instructor, their advisor, and their school's Assistant Dean.

Withdrawal forms are available in the Registrar's Office. The deadline to withdraw from a course (up to three weeks after the semester midpoint) is listed in the Academic Calendar.

- Withdrawn courses remain on your schedule and appear on your transcript with a grade of W.
- If you stop attending without officially dropping or withdrawing, your grade will be F or FA.
- Students who withdraw from a course are still financially responsible for the course.

Transcripts

An official transcript is a cumulative record of a student's academic history, bearing the official Cabrini seal and the signature of the Registrar.

Official transcripts may only be requested from the Registrar's Office in person or in writing; the student's signature is required.

- To request a transcript and learn more about the procedure, visit cabrini.edu/registrar.
- The fee for transcripts is \$5.

Payment can be made by check or money order, payable to Cabrini.

Payment by credit card is only accepted with online transcript requests made through CabriniOne (one.cabrini.edu).

Students with access to CabriniOne may view their unofficial transcripts free of charge, or they can submit an electronic request for a printed, official transcript to be produced.

Generally, transcript requests are processed within 24 hours of receiving the request, except during peak demand times (e.g., registration, graduation).

For transcript requests made on demand or requiring same-day service, the premium fee is \$15 for each transcript.

Transcripts are sent via the U.S. Postal Service.

Overnight shipping is available with an extra fee, starting at \$30 per request.