

# PAYMENT OF TUITION AND FEES

All communication from the Business and Finance Office regarding charges, credits and outstanding balances is sent to the student's DMU email account. Students access their statement of account on myPulse Self-Service. The University does not mail paper statements. For further information regarding billing, payments or the online system, please contact the Business and Finance Office at [Student.Accounts@dmu.edu](mailto:Student.Accounts@dmu.edu) or 515-271-1473.

Tuition, fees and other balances reflected as University accounts receivable are to be paid by the published due date. DMU accepts cash, checks and money orders in the Business and Finance Office, which is located on the 5th floor of the Edge of Advancement Building. Please make checks payable to Des Moines University (DMU). Checks may be mailed to:

Attn: Business and Finance  
Des Moines University  
8025 Grand Avenue  
West Des Moines, Iowa 50266

eCheck (ACH) and credit/debit card payments can be made online through myPulse Self-Service. eCheck payments are accepted for no additional fee. Credit/debit cards are accepted for a service fee per the tuition and fee schedule. Visa, MasterCard, Discover and American Express are only accepted on the portion of tuition and fees not covered by financial aid (including loan funds and/or scholarships).

Students may authorize a parent, or other individual, access to their online account and to make a payment. Only students have the ability to establish "Person Proxy" and can find guidance on myPulse Self-Service.

Tuition, fees and their associated due dates for each program are available on the [Tuition and Fees Information](#) page.

Failure to pay an account in full by the tuition due date will result in the following:

- A hold will be placed on the student account. Students will be asked to sign a Financial Responsibility Agreement if one is not already on file. If a Financial Responsibility Agreement is not signed, the student will be placed on an involuntary leave of absence.
- The account will be viewed as having a delinquent status. Students may not be permitted the following privileges: registration, admission to classes, transcripts and a diploma.
- Late fees will be applied to the student's account per the fee schedule if the outstanding balance is not paid within the grace period.

## Tuition Charges for Extended Pathways to Success

D.O. students in the Extended Pathways to Success program are billed a total of four years' tuition and any repeat course fees for the five years scheduled to complete the program.

- Students entering the program during year 1 of the curriculum are billed half of the current tuition rate in effect for each of the two years taken to complete year 1 of the curriculum. Tuition for years 2, 3, and

4 of the curriculum are billed at the regular tuition rate in effect for each academic year.

- Students entering the program during year 2 of the curriculum are billed half of the current tuition rate in effect for each of the two years taken to complete year 2 of the curriculum. Tuition for years 1, 3, and 4 of the curriculum are billed at the regular tuition rate in effect for each academic year.
- If applicable, repeat course fees are billed at the rate in effect for the academic year and may cause adjustments to the tuition billing schedule described above.

Extended Pathways to Success is an extended medical school curriculum. A student may experience a period of less than full-time enrollment in the curriculum.

## Leave of Absence Implications

When a student is granted a leave of absence, federal student loan (Title IV) funds may be subject to the Return of Funds Policy. Please refer to the Financial Aid [Return of Funds Policy section](#).

When a student is approved to return from a leave of absence within one year of the leave of absence start date, the following will apply.

- Upon return, tuition and fees will be billed at the current year's approved rate. Students in programs that bill a flat tuition rate will receive credit for tuition originally retained by DMU for each academic year.
- Tuition and fees are due when the student registers or the first day of class, whichever comes first. Students returning from leaves considered as Unapproved by the Department of Education will be charged the course repeat fee for any applicable courses.

## Suspension Implications

Tuition and fees will be billed at the current academic year's approved rate and are due when the student registers or the first day of class, whichever comes first. If the student returns within the first 12 months after suspension, tuition credit will be granted for tuition originally retained by DMU for each academic year. For example, if a student is suspended after completing the first half of a clinical year (assume the annual tuition is \$40,000 and the student paid \$20,000 in tuition), upon returning the following academic year, the student will be billed the current annual tuition rate offset by the \$20,000 of tuition paid the previous year.

## Return of Computer Equipment

A student who withdraws, transfers, is suspended or is dismissed must return all DMU-issued computer equipment (if applicable) to the Information Technology Services department and if not returned the student will be billed for the equipment.