

# Tuition and Fees

## Tuition Rates

FAES Academic Programs at NIH offers great value and unparalleled cost-effectiveness. Tuition for credit-bearing courses is \$275.00 per credit, unless otherwise noted. Courses are typically 1-4 credits, thus the tuition for most courses is between \$275.00–\$1,100.00. Please consult the course description section to determine the credit hours for each course.

**Members of the NIH Community are eligible for \$200.00 per credit reduced tuition.**

*Students 65 years and over are eligible for 50% reduced tuition (\$137.50 per credit).*

*Discounts cannot be combined or applied to already discounted courses.*

## Payment Policies

FAES is a non-profit organization dedicated to providing an affordable and high-quality educational experience to the biomedical research community at the NIH and the general public. In order to continuously provide exceptional services, payments for classes must be received in a timely manner.

Self-funded students must pay for courses at the time of registration.

Students sponsored by their NIH labs or employers can enroll in the desired course online while waiting for authorization of payment. Receiving institutional approval for payment does NOT constitute enrollment in FAES courses. It is fully the responsibility of the student to either pay for their course registration or secure proper authorization for payment with their employer **PRIOR TO ATTENDING THE CLASS.**

**Third-party sponsors**, such as employers or **Administrative Officers at NIH institutes**, should submit payment prior to the course start date. In the event that an institute needs time beyond the course start date to process the request for training funds, please email us at [registrar@faes.org](mailto:registrar@faes.org) for written permission to continue the course.

## Payment Options

### Payment Made by Credit Card

Self-funded students can make a payment through the Student Portal or alternatively via our secure Payment Portal.

**Third-party sponsors** should make a payment through our secure Payment Portal.

# Payment Made by SF-182 Training Nomination Form

FAES accepts the SF182 **VENDOR COPY** as payment for courses. If the course will be paid for with an SF-182 Government Training Voucher, please contact your Administrative Officer for guidance on your institution's internal process for requesting training funds. The VENDOR COPY - Training Nomination - SF182' document must be sent to [registrar@faes.org](mailto:registrar@faes.org) to ensure continued course enrollment.

## Fees

### Course Fees

**Technology Fee** | \$75.00 per course

**Late Registration Fee** | \$10.00 per course

**Tuition Refund/Withdrawal Fee** | \$25.00 per course

**Note:** Fees are non-refundable.

### Transcript Fees

**Official Transcript Request (electronic)** | \$10.00 per transcript

**Official Transcript Request (paper)** | \$10.00 per transcript, plus applicable mailing cost

**Expedited Official Transcript (FedEx Next Day Delivery)** | \$35.00 per transcript

## Refund Policy

### Tuition Refunds

To obtain a refund, a course must be officially dropped by the refund deadline, as indicated in the academic calendar. The intent to drop (withdraw from) a course must be made in writing to the FAES Academic Programs at [registrar@faes.org](mailto:registrar@faes.org). Reporting a course withdrawal to the instructor is not considered official.

Refund of tuition fees will be granted only in cases when the FAES Academic Programs is notified in writing and in accordance with the published schedule for full-semester courses. For a refund schedule for courses of shorter duration, please contact the FAES Academic Programs at [registrar@faes.org](mailto:registrar@faes.org).

Refunds will be computed as of the date the written intent to drop is received in the FAES Academic Programs Office. In no case will tuition be reduced or refunded because of lack of attendance in classes or because students failed to consult with the instructor in advance of registration, in cases when the course description indicates that students must email the instructor for permission to enroll in the class.

**A week before the start of term** 100% tuition refund

**During the 1st week** 80% tuition refund

**During the 2nd week** 50% of tuition refund

**After the 2nd week** no refund and no withdrawal will be granted

**Note:** *All refunds are subject to a \$25 refund/withdrawal fee per course.* Refunds will not be granted to students who do not have a clear financial record with FAES.

**Note:** Fees are non-refundable.

## Textbook Returns

A full refund will be given for textbooks unopened and in original condition returned prior to one week from the first day of class. Textbooks purchased after the first week of class (but before the final week of class) must be returned within 2 business days of purchase. Textbooks purchased during the last week of classes or final exams are not returnable/refundable. Any textbooks returned via mail, will be at the customer's expense.