

# Tuition and Fees

Hubbard College of Administration International is a nonprofit institution, and tuition and other fees must cover the instructional and operating costs of the college. Every attempt is made to keep the costs as low as possible without sacrificing adequate facilities and instruction. The college may adjust fees charged at any time, which will and effect enrollments as of the published date.

## Associate of Applied Science Degree in Management and Administration

Tuition and Fees	Semester 1	Semester 2	Semester 3	Semester 4	Total Cost
Application Fee (Non-Refundable)	\$115/\$200	\$0.00	\$0.00	\$0.00	\$115 Residents and \$200 for International Students
Tuition (cost per credit is \$500.00)	\$8,000.00	\$7,500.00	\$8,000.00	\$8,000.00	\$31,500.00
Orientation Student Services Fee*	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00
Books and Supplies*	\$805.00	\$550.00	\$660.00	\$321.00	\$2,336.00
Student Tuition Recovery Fund*	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Graduation Fee*	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00
Student Activity Fee*	\$534.00	\$534.00	\$534.00	\$534.00	\$2,136.00
<b>Total Cost Resident Students</b>	<b>\$9,704.00</b>	<b>\$8,584.00</b>	<b>\$9,194.00</b>	<b>\$8,955.00</b>	<b>\$36,437.00</b>
<b>Total Cost International Students</b>	<b>\$9,789.00</b>	<b>\$8,584.00</b>	<b>\$9,194.00</b>	<b>\$8,955.00</b>	<b>\$36,522.00</b>
Semester Schedule	8/11/2025-12/19/2025	1/12/2026-6/30/2026	8/10/2026-12/18/2026	1/11/2027-6/30/2027	
Tuition Fee Deadline	8/10/2025	1/11/2026	8/9/2026	1/10/2027	

If the student cancels the Enrollment Agreement on the first day of instruction or within seven (7) days after signing the Enrollment Agreement, whichever occurs later, all charges shall be refunded in full, and any non-refundable amount shall not exceed \$200.

\* **Orientation Fee:** This fees will not be refunded if the student attended the orientation.

\* **Books and Supplies:** Books can be purchased for each course before the course starts or can be purchased for the whole semester before the semester starts.

### \***Student Tuition Recovery Fund**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

\*\* This is a non-refundable fee.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the student of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

**\* Graduation Fee:** Graduate fee is charged in the last semester of the program. If the student withdraws from the program during the last semester, this graduation fee is refunded.

**\*Student Activity Fee:** The Student Activity Fee is a mandatory charge of **\$106 per month**, assessed for each of the five months within a semester. This fee supports campus resources, student organizations, and institutional events.

#### **Refund Policy for Student Activity Fee:**

- **Full Refund:** A 100% refund of the monthly fee will be issued if a student officially withdraws or drops all courses prior to the 1st day of the calendar month.
- **Non-Refundable Status:** As of the 1st day of each month, the \$106 fee for that month is earned by the institution and is non-refundable for any student enrolled on or after that date.
- **Withdrawal After Start of Month:** If a student withdraws after the 1st of the month, they remain liable for that month's fee but will not be charged for any subsequent months in the semester.
- **School Cancellation:** If the college cancels a course or program, 100% of the associated fees for the affected period will be refunded.

## Certificate Programs

Tuition and Fees	Administrative Management Consultant/ Executive	PR & Marketing Management Consultant/ Executive	Strategic Management Consultant/ Executive	Senior Management Consultant/ Executive	Executive Full Hat	Course Room Training and Supervision
<b>Application Fee (Non-Refundable)</b>	\$115 Residents and \$200 for International Students	25 Residents and \$200 for International Students	25 Residents and \$200 for International Students	25 Residents and \$200 for International Students	\$115 Residents and \$200 for International Students	\$115 Residents and \$200 for International Students
<b>Tuition (\$750 per credit)</b>	\$7,500.00	\$9,750.00	\$10,500.00	\$8,250.00	\$7,500.00	\$7,500.00
<b>Orientation Fee</b>	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00
<b>Books and Supplies</b>	\$700.00	\$660.00	\$655.00	\$250.00	\$360.00	\$690.00
<b>Student Tuition Recovery Fund*</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Graduation Fee</b>	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
<b>Total Cost Resident Students</b>	<b>\$8,465.00</b>	<b>\$10,485.00</b>	<b>\$11,230.00</b>	<b>\$8,575.00</b>	<b>\$8,125.00</b>	<b>\$8,455.00</b>
<b>Total Cost International Students</b>	<b>\$8,550.00</b>	<b>\$10,660.00</b>	<b>\$11,405.00</b>	<b>\$8,750.00</b>	<b>\$8,210.00</b>	<b>\$8,540.00</b>

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2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the student of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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- **Withdrawal After Start of Month:** If a student withdraws after the 1st of the month, they remain liable for that month's fee but will not be charged for any subsequent months in the semester.
- **School Cancellation:** If the college cancels a course or program, 100% of the associated fees for the affected period will be refunded.

#### **Additional Fees/Costs, As Applicable**

- I-20 Application fee as laid out by Department of Homeland Security
- Credit by Examination, \$50 per exam
- Student Consultation, \$25 per hour,
- Transcript, \$5.00 each
- Returned Check Fee, \$20.00,
- I-20 Application Renewal Support Services Processing Fee, \$100 (A \$100 M-1 Status Renewal Support Fee is charged only to students who request administrative assistance from the college in preparing documentation for the renewal of their M-1 status; government fees are not included.)
- Course Repeat Fee, 50% of the per credit tuition rate
- Interest is charged on any overdue balance at 1.5% per month or 18% per year

## Payment of Tuition

Students can pay in advance for their entire program but are only required to pay in advance for the semester to be attended, prior to the semester start date, unless a payment plan has been approved.

The College accepts multiple forms of payment such as credit cards (e.g., Visa, MasterCard, American Express), debit cards, electronic bank transfers (ACH), checks and wire transfers.

## Payment Deadlines

Semester	Billing Due Date
Fall 2025	August 10, 2025
Spring 2026	January 11, 2026
Fall 2026	August 9, 2026
Spring 2027	January 10, 2027

## Payment Plans

Payment plans may be approved by the Treasurer's office, which allows students to pay monthly over the course of the semester to be attended. Interest is charged on any overdue balance at 1.5% per month or 18% per year. Students are required to have an approved, current payment plan prior to the start of the semester, or the student will not be allowed to attend classes.

## Continuing Education Tuition and Fees

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<b>Course Code</b>	<b>Course Name</b>	<b>Books and Supplies</b>	<b>Tuition</b>	<b>Total Cost</b>
LHTL100	Learning How to Learn	\$14.95	\$250	\$264.95
SSGE115	Basic Study Manual	\$23.95	\$500.00	\$523.95
SSGE120	Principles of Communication	\$85.00	\$500.00	\$585.00
SSGE130	Strategies for Handling a Challenging Environment	\$62.00	\$350.00	\$412.00
SSGE140	Restore and Maintain Personal Integrity	\$65.00	\$350.00	\$415.00
SSGE150	Master of Communication	\$85.00	\$500.00	\$585.00
MAN250	Communication & Management	\$85.00	\$500.00	\$585.00
SSGE155	Emotions in the Workplace	\$110.00	\$350.00	\$460.00
SSGE156	Behavioral Traits	\$79.95	\$350.00	\$429.95
SSGE157	Understanding Human Behavior	\$0.00	\$350.00	\$350.00
SSGE175	Improve Business Productivity	\$110.00	\$500.00	\$610.00
SSETH100	Business Ethics	\$75.00	\$350.00	\$425.00
SSETH101	Handling Lower Business Conditions	\$75.00	\$350.00	\$425.00
SSETH102	Handling Higher Business Conditions	\$75.00	\$350.00	\$425.00
SSETH200	Statistical Analysis	\$75.00	\$350.00	\$425.00
SSETH201	Business Formulas	\$75.00	\$350.00	\$425.00
SSETH300	Production Analysis and Management	\$75.00	\$350.00	\$425.00
SSETH301	Statistics and Team Building	\$75.00	\$350.00	\$425.00
SSMAN100	Executive Fundamentals	\$110.00	\$500.00	\$610.00
SSMAN200	Leadership Basics	\$75.00	\$350.00	\$425.00
SSMAN201	Competent Leadership	\$75.00	\$350.00	\$425.00
SSORG110	Principles of Organization	\$75.00	\$400.00	\$475.00
SSORG111	Organizing Board	\$75.00	\$400.00	\$475.00
SSORG112	Organizational Establishment	\$75.00	\$400.00	\$475.00
SSPROG100	Strategic Planning and Execution	\$75.00	\$500.00	\$575.00
SSORG210	How to Increase Efficiency in Your Company	\$75.00	\$500.00	\$575.00
SSFP210	Finance Basics	\$75.00	\$350.00	\$425.00
SSFP211	Organizational Financial Planning	\$75.00	\$350.00	\$425.00
SSFP212	Organizational Purchasing	\$75.00	\$350.00	\$425.00
SSFP213	Organizational Accounts	\$75.00	\$350.00	\$425.00
SSPOL160	Writing Effective Business Policy	\$75.00	\$500.00	\$575.00
SSPR110	Introduction to Surveys	\$75.00	\$350.00	\$425.00
SSPR111	Survey Techniques	\$75.00	\$350.00	\$425.00
SSPR112	Tabulation of Surveys	\$0.00	\$350.00	\$350.00

SSPR220	Public Relations Fundamentals	\$75.00	\$350.00	\$425.00
SSPR221	Key Elements of Public Relations	\$75.00	\$350.00	\$425.00
SSPR222	Public Relations Area Control	\$75.00	\$350.00	\$425.00
SSSA150	How to Create Want for Your Products	\$130.00	\$350.00	\$480.00
SSSA151	Effective Sales Techniques	\$0.00	\$350.00	\$350.00
SSSA152	Closing the Sale	\$0.00	\$350.00	\$350.00
SSMAR250	Surveys and Positioning	\$75.00	\$350.00	\$425.00
SSMAR251	Marketing Basics	\$75.00	\$350.00	\$425.00
SSMAR252	Copywriting and Art in Marketing	\$75.00	\$350.00	\$425.00
SSPM100	Post Mini Hat Course	\$50.00	\$500.00	\$550.00
SSPM101A	Post Mini Hat Externship	\$0.00	\$500.00	\$500.00
SSORG120A	Principles of Organization Externship	\$0.00	\$500.00	\$500.00
SSMAN200A	Competent Leadership Externship	\$0.00	\$500.00	\$500.00
SSETH100A	Business Ethics Externship	\$0.00	\$500.00	\$500.00
SSMAN100A	Executive Fundamentals Externship	\$0.00	\$500.00	\$500.00
SSETH200A	Business Formulas Externship	\$0.00	\$500.00	\$500.00
SSGE130A	Strategies for Handling a Challenging Environment Externship	\$0.00	\$500.00	\$500.00
SSGE178A	Improve Business Productivity Externship	\$0.00	\$500.00	\$500.00
SSGE165A	Understanding Human Behavior Externship	\$0.00	\$500.00	\$500.00
SSORG210A	How to Increase Efficiency in Your Company Externship	\$0.00	\$500.00	\$500.00
SSFP240A	Organizational Financial Planning Externship	\$0.00	\$500.00	\$500.00
SSPROG100A	Strategic Planning and Execution Externship	\$0.00	\$500.00	\$500.00
SSPOL160A	Writing Effective Business Policy Externship	\$0.00	\$500.00	\$500.00
SSETH300A	Production Analysis and Management Externship	\$0.00	\$500.00	\$500.00
SSPR110A	Surveys Externship	\$0.00	\$500.00	\$500.00
SSMAR100A	Marketing Externship	\$0.00	\$500.00	\$500.00
SSGE140A	Restore and Maintain Personal Integrity Externship	\$0.00	\$500.00	\$500.00
SSPR220A	Public Relations Externship	\$0.00	\$500.00	\$500.00
SSSA150A	Sales Externship	\$0.00	\$500.00	\$500.00

Estimated cost for a period of attendance. These courses and externships might have a pre-requisite as described in the course descriptions.