



According to the Department of Education's Cash Management Regulations: Under proposed §668.164(c)(2), if an institution includes the costs of books and supplies as part of tuition and fees it must separately disclose those costs and explain why including them is in the best financial interests of students.

Xavier University provides all books, cases, and articles to the students in the tuition cost of its Executive MBA Program.

These materials are delivered to the student as the program progresses over a course of 16 months.

The total cost of books, cases and articles is approximately \$3,000 per student over the 4 semester program. Books, cases, and articles are delivered to the students prior to the start of each term.

While students can purchase these materials directly from the vendor it is usually at a higher cost (for example, Harvard Business Publishing cases sold directly to the student would be 67% higher).

Each student has the right to opt out of the all-inclusive tuition rate and purchase the materials on their own. Students will receive a \$750 credit per semester if they choose to purchase their own materials.

A student who takes this option does so for the entire program (i.e., you can't opt in or out by term).

Students that opt out are responsible for locating and purchasing all materials prior to class deadlines and are responsible for paying all copyright charges according to current copyright laws.

I understand the terms of the opt out and would like to participate in this option. I understand that the following is true:

- I will not be able to join in any group discounts that may apply to Xavier University.
- My actual costs for books and supplies during the program may be higher or lower than the budgeted \$3,000.
- I will receive a \$750 tuition credit per semester.
- I will be under this option for the *entire* program (i.e., I cannot opt in or out by term).
- I am responsible for locating and purchasing all materials prior to class deadlines and are responsible for paying all copyright charges according to current copyright laws.

Student Signature _____ Date signed _____

**Please sign, date and return to
Jennifer Bush, Assistant Dean, Xavier University EMBA Program, 120B Smith Hall, 1002 Francis Xavier Way,
Cincinnati, OH 45207-1221 or scan and email to bush@xavier.edu.
Questions please call 513-745-3525.**

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