

# UNION INSTITUTE & UNIVERSITY

## REGISTRATION AND TUITION POLICIES 2011-2012

*EFFECTIVE JULY 1, 2011 – JUNE 30, 2012*

### BACHELOR OF ARTS UNDERGRADUATE PROGRAM: VERMONT ACADEMIC CENTERS (MONTPELIER AND BRATTLEBORO) – WEEKEND/ONLINE

#### REGISTRATION

<b>BA Program Calendar</b>		
Fall Trimester 2011 (11-12 F - Fall)	8/29/11 - 12/17/11	Add/Drop Deadline: 10/13/11
Winter Trimester 2012 (11-12 W - Winter)	1/3/12 - 4/21/12	Add/Drop Deadline: 2/17/12
B.A. Spr/Summer Seminars are only offered in the two 8 week sessions		
Spring/Summer 2012 (11-12 S1 - Session I)	4/30/12 - 6/23/12	Add/Drop Deadline: 5/15/12
Spring/Summer 2012 (11-12 S2 - Session II)	6/25/12 - 8/18/12	Add/Drop Deadline: 7/10/12

*Note: Students with past due balances must obtain financial clearance through the Business Office prior to the term start date.*

## TUITION POLICY

<b>Tuition and Fee Schedule *</b>	
July 1, 2011 - June 30, 2012	
Tuition— per credit hour	\$ 473.00
Board—Brattleboro Weekend (5 weekends)	\$ 261.00
Room and Board—Montpelier Weekend 5 days	\$ 502.36
Technology Fee (per term) All Options	\$ 60.00
Certified Learning Fee	\$ 52.00/credit hour
Assessment of Prior Learning (EXCEL)	\$ 1,270.00
Extension to Complete Term (CEX 499)	\$ 1,270.00
Single Room Fee	\$ 150.00
Student Teaching Fee	\$ 1,580.00
Transcript Fee	\$ 10.00

*\*Tuition and fees are subject to change without notice*

Other fees may apply and can be viewed on our Website: [www.myunion.edu/tuition](http://www.myunion.edu/tuition)

Tuition is due on a semester basis on the first day of each new 16-week trimester or eight-week session within the trimester. The annual tuition and fees schedule is determined yearly as approved by the Board of Trustees.

Payment may be made by check, written credit card authorization, or online credit card payment through CampusWeb (<https://CampusWeb.myunion.edu>). A student may elect, at the time of registration, a deferred payment option that requires equal monthly payments over the number of months of the term. Only the amount remaining due after deducting financial aid may be divided into monthly payments. The monthly payment option is the only deferred payment option available for students. Students can only register for the next term if the balance from a previous term has been paid, unless special arrangements have been made with the Business Office.

Financial aid is a means of payment, and the absence of or delay in receipt of financial aid funds does not affect the financial responsibility of the student for charges due to the university. Balances unpaid at the time of leaving your UI&U program will be processed for collection after 60 days. Should the student seek re-admission at a later date all unpaid balances and collection costs incurred by UI&U must be paid in full before consideration of the application for readmission.

### Course Drop/Add Policies

B.A. students may add a course of study or change credits hours for a course of study up to the published date of the drop/add period for the specific term of enrollment, as stated in the current year's academic calendar. The Drop/Add deadlines are 45 days for a 16-week trimester registration or 15 days from the beginning of an 8 week session within a trimester. The effective date of the Drop/Add is the date of postmark, email request, center call, or the date the written request arrives at the student's academic center.

**B.A. Drop policy:** To reduce an independent study from 12 to 9 credits, or drop all credits for the term, students must notify the B.A. program office and the faculty advisor in writing (electronically or on paper) prior to or on day 45 of the term. A dropped study results in the student's withdrawal from the given term and no faculty transcript evaluation for the term is submitted. A "W" (for withdrawal) course grade is assigned to the course on the academic transcript.

**B.A. Add policy:** A 9-credit independent study plan may be increased to a 12-credit independent study plan up to 45 days after the official beginning date of a given term with the approval of the faculty advisor for that term. A Revised Study Plan should be filed to reflect the change. Students may add 3-credits to a 9-credit study after the official date by petition to the Dean. All additions will incur an additional tuition charge.

**Withdrawal policy:** Complicated adult lives sometimes result in situations after the add/drop period where students cannot continue their studies. Students may withdraw from the academic term up to the last official day of the term. They must notify the B.A. program office and the faculty advisor in writing prior to the last official day. A “W” (for withdrawal) will be assigned to the active terms courses. Consult the tuition refund schedule for withdrawals.

Drop/Add can impact continuing financial aid eligibility, so students should contact the Financial Aid Office immediately if they plan to drop below full time status (below 12 semester credit hours). All Drop/Add requests must be approved by the faculty member and the center dean or his/her designee. Dropping or adding courses by the published deadline may alter the student’s tuition charges for the semester in the following manner (See also Tuition Policies):

If the number of semester credit hours added equals the number dropped there will be no change in tuition assessed.

If the number of semester credit hours added is greater than the number dropped, tuition will be assessed for the difference at the applicable tuition rate for the full semester/session.

If the number of semester credit hours dropped is greater than the number added, tuition will be assessed for the difference based upon the following refund schedule:

<b>Schedule of Tuition Refunds for Course Drops/ Program Withdrawal</b>		
	<b>Full Semester</b>	<b>Session</b>
Week One	100%	100%
Week Two	100%	50%
Week Three	75%	25%
Week Four	50%	0%
Week Five	25%	0%
Week Six and thereafter	0%	0%

**CREDIT BALANCES**

Credit balances created by federal or state financial aid funds will be automatically refunded. Credit balances created by funds other than federal or state financial aid funds will not be automatically refunded. Please contact the Business Office to receive these other credit balances. Refund requests must be received by the Business Office in Cincinnati before Monday at 12 noon (EST) to be included in that week’s refund checks.

**UI&U WITHDRAWAL AND TUITION REFUND POLICY**

A withdrawal is considered to be a complete withdrawal from the university. The date of withdrawal is the earlier of:

- The date the student notifies the university; or
- The ending date of the previous term if the student fails to register for a new term; or
- The date the student specifies as the date of withdrawal if this date is after the date of notification.

The withdrawal can be written or verbal and sent directly to either the student's academic center, program office, or communicated directly to the Registrar's Office. When a student withdraws from the university prior to the end of a term all incomplete courses for which the student is currently registered at the time of withdrawal will be recorded as withdrawn on the student's transcript.

It is understood that a student who fails to notify Union Institute & University of withdrawal from the program is obligated for all tuition assessed for the complete term. Students who withdraw prior to the end of the term should refer to the current tuition policies statement for information about appropriate tuition refunds. Tuition is not prorated for coursework with earned academic credit. The amount of the refund, if applicable, will be determined by the effective date of the withdrawal and the balance of the student account, after financial aid adjustments, as of the withdrawal date. Financial aid adjustments are based on federal guidelines.

Tuition is partially reversed or refunded when students withdraw completely from the program. The amount of the refund, if applicable, will be determined by the effective date of the withdrawal. The [tuition refund table](#) shows the percentage of tuition to be reversed for complete withdrawals from the program.

Students who withdraw prior to the first day of residency are entitled to a refund of the tuition and technology fees. New students who withdraw have twelve months to re-enroll before they forfeit their enrollment deposit. Students who withdraw after attending the residency are entitled to a refund of the tuition and technology fees (as noted above).

## **FINANCIAL AID INFORMATION**

Financial assistance in the form of grants, loans, scholarships and work-study, is available to students attending all UI&U academic degree programs. In order to receive financial aid from federal and most state sources, a student must first establish their eligibility by filing the *Free Application for Federal Student Aid (FAFSA)*. The *FAFSA* must be filed annually. Detailed information on financial aid programs administered by UI&U can be found on the financial aid pages of the university Website. Students can also request a copy of the "UI&U Guide to Financial Assistance" and "UI&U Award Guide" by contacting the Financial Aid Office.

Federal aid recipients who withdraw prior to the completion of 60 percent of the current term are subject to a federal aid refund (also called a Title IV refund calculation) which can impact the amount of aid a student can retain upon withdrawing from UI&U. In addition, a decrease in a student's enrolled credit hours can require a modification to some financial aid awards. Students who drop below half-time status begin repayment of their federal student loans. Courses that are audited or canceled and registration for program completion extensions do not count toward enrollment status for financial aid purposes and eligibility.

Many private or alternative student loan sources are available to help with payment of your educational costs. Most private/alternative loans do not require completion of the annual *FAFSA* to determine your eligibility, however most consider your credit history. Many of these lending sources are available by searching the Internet.

**Students should refer to the University Catalog for all academic and financial policies and procedures.**