

# UNION INSTITUTE & UNIVERSITY

## REGISTRATION AND TUITION POLICIES 2009-2010

*EFFECTIVE JULY 1, 2009 – JUNE 30, 2010*

### BACHELOR OF ARTS UNDERGRADUATE PROGRAMS: VERMONT ACADEMIC CENTERS (MONTPELIER AND BRATTLEBORO)

#### CYCLE OPTION/WEEKEND OPTIONS/VIRTUAL RESIDENCY I & II (ONLINE)

#### REGISTRATION

Learners with past due balances must obtain financial clearance through the Business Office prior to the term start date.

<b>BA Programs-16 Week Trimester Calendar</b> <ul style="list-style-type: none"><li>• <b>Cycle Option</b></li><li>• <b>Weekend Options (Brattleboro &amp; Montpelier)</b><ul style="list-style-type: none"><li>• <b>Virtual Residency I &amp; II</b></li></ul></li></ul>		
<b>Trimester Calendar</b>		
Fall Semester 2009 (2009-10)	8/31/09 - 12/19/09	Add/Drop Deadline: 9/30/09
Winter Semester 2010 (2009-20)	1/04/10 - 04/24/10	Add/Drop Deadline: 2/03/10
Spring/Summer Semester 2010 (2009-30)	5/03/10 - 8/21/10	Add/Drop Deadline: 6/02/10
Spring/Summer Semester Session I (2009-31)	5/03/10 - 6/26/10	Add/Drop Deadline: 5/18/10
Spring/Summer Semester Session II (2009-32)	6/28/10 - 8/21/10	Add/Drop Deadline: 7/13/10

## TUITION POLICY

<b>Tuition and Fee Schedule (per term)*</b>	
July 1, 2009 - June 30, 2010	
Tuition— all options (12 credit hours)	\$ 5,448.00
Tuition - all options (9 credit hours)	\$ 4,086.00
Tuition - all options (6 credit hours when available)	\$ 2,724.00
Tuition— overload per credit hour	\$ 454.00
Board—Brattleboro Weekend (5 weekends)	\$ 246.00
Room and Board—Montpelier Weekend 5 days	\$ 408.00
Room and Board—Montpelier Cycle 7 days	\$ 572.00
Technology Fee (per term) All Options	\$ 58.00
Certified Learning Fee	\$ 50.00/credit hour
Assessment of Prior Learning (EXCEL)	\$ 1,120.00
Enrollment Deposit Fee	\$ 100.00
Extension to Complete Term	\$ 1,120.00
Graduation Residency Room and Board-Cycle only	\$ 408.00
Single Room Fee	\$ 150.00
Student Teaching Fee	\$ 1,520.00
Transcript Fee	\$ 10.00

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

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

Tuition is due on a semester basis on the first day of each new sixteen week semester or eight week session within the semester. 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.tui.edu>). A learner 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 learners. Learners 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 learner 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 learner 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.

### **ENROLLMENT DEPOSIT FEE**

New learners are required to pay an enrollment deposit fee (see tuition and fee schedule) prior to their initial residency or registration. The deposit is applied to the matriculated learner's first term of tuition and fees. The fee is forfeited after one calendar year for non-matriculated learners.

## Drop/Add Policies

Learners may drop or add 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 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 learner's center.

Drop/Add can impact continuing financial aid eligibility, so learners should contact the Financial Aid Office immediately if they plan to drop below full time status (below 12 semester credit hours) and if they are receiving grants. Learners who drop below half time status (below 6 semester credit hours) should contact the Financial Aid Office if they are receiving loans. 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 learner'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:

### Schedule of Tuition Refunds

Full Semester	Sessions
Week One 100%	Week One 100%
Week Two 100%	Week Two 50%
Week Three 75%	Week Three 25%
Week Four 50%	Thereafter 0%
Week Five 25%	
Thereafter 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 to you. 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.

## 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 learner notifies the university; or
- The ending date of the previous term if the learner fails to register for a new term; or
- The date the learner 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 learner’s center, program office, or communicated directly to the Registrar’s Office. When a learner withdraws from the university prior to the end of a term all incomplete courses for which the learner is currently registered at the time of withdrawal will be recorded as withdrawn on the learner’s grade record. If the withdrawal is effective at the end of the term, the grade as supplied by the evaluating faculty for each course will be posted to the learner’s grade record.

It is understood that a learner who fails to notify Union Institute & University of withdrawal from the program is obligated for all tuition assessed for the complete term. Learners 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 learner 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 learners withdraw completely from the program. The amount of the refund, if applicable, will be determined by the effective date of the withdrawal. The following table shows the percentage of tuition to be reversed for complete withdrawals from the program:

<b>Schedule of Tuition Refunds for 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%

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

**DISMISSAL**

Learners who have been placed on probation for at least one term and have not met the conditions of the probation may be dismissed from the university for unsatisfactory academic performance. The program director and dean initiate the action for dismissal. The dean will send written notification of dismissal directly to the learner. Dismissal may also result from a learner’s violation of the university’s conduct expectations. If, in the judgment of the administrative offices of the university, a learner’s conduct does not conform to stated standards (see Learner Code of conduct in university Policies and Procedures), the university, through its officers, after following such procedures as they consider appropriate with due regard to the rights of the individual, may impose such penalties as they may determine are justified by the circumstances, including disciplinary probation, suspension (i.e., dismissal for a short, fixed period of time), or dismissal from the university. Learners may also be dismissed for failure to pay past due balances. Learners dismissed from the university for academic, disciplinary or financial reasons are excluded from all university educational activities, functions and facilities.

## **GRADUATION POLICY**

Graduation is achieved by fulfilling all academic and financial requirements of the program in which the learner is enrolled. The Business Office and the Financial Aid Office will audit financial accounts. The Program Office Director and Registrar certify that all academic degree requirements have been fulfilled. The date of graduation is determined as the last day of the month of the learner's final term of enrollment. If academic and/or financial clearance is not granted, a hold will be placed on the graduation process until the academic deficiency and/or the financial obligation is cleared.

## **DIPLOMAS AND TRANSCRIPTS**

Learners who have fulfilled their academic and financial requirements for graduation will receive their diplomas, be eligible to attend commencement activities, and receive transcripts. Learners who have outstanding balances must make arrangements with the Business Office in order to receive their diplomas and transcripts. Failure to pay outstanding balances may result in additional fees; minimum collection fees are 25 percent of the unpaid balance, and can go higher depending upon legal and other administrative fees that may be incurred.

Diplomas and transcripts are issued from the Registrar's Office.

## **FINANCIAL AID INFORMATION**

Financial assistance in the form of grants, loans, scholarships and work-study, is available to learners attending all UI&U academic degree programs. In order to receive financial aid from federal and most state sources, a learner 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 Web site. Learners 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 learner's enrolled credit hours can require a modification to some financial aid awards. Learners 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.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA AS AMENDED) POLICY STATEMENT**

Union Institute & University has a long-standing commitment to the concern for and protection of learners' rights and privacy of information. Union Institute & University complies with the provisions of the Family Education Rights and Privacy Act (FERPA) of 1974, as amended. Learners have the right to inspect, review, and challenge the accuracy of their education records.

### Release of Information

Directory information may be released for any purpose at the discretion of the institution. UI&U has designated the following items to be Directory Information:

name, address, email, telephone number, dates of attendance, college, class standing/hours earned, concentrations, and/or areas of specialization, faculty advisor, enrollment status, previous institution(s) attended, and degree(s) conferred (including dates).

If the learner does not wish to have this information released for any purpose, including, for example, the learner directory and press releases, he or she must inform the registrar's office in writing at the beginning of each annual 6 month registration cycle. If the correspondence is not received in the Registrar's Office at the time of registration, the above information will be disclosed by the institution for the remainder of the academic year.

#### Right to Review Learner Records

Once enrolled, learners have the right to review their educational records except those excluded by the law (medical and counseling records, law enforcement records). To review learner records, contact the Registrar's Office.

It is the policy of this institution that the types of learner records referred to in this statement may be reviewed by any qualified learner at any reasonable time not to exceed 45 days. Copies of any portion of the record will be provided at cost, except transcripts of the permanent academic record, for which the university's transcript policy will apply.

#### Disclosure of Education Records

All learner records will be treated with confidentiality. University faculty and staff have access to student records on an educational need-to-know basis. The office responsible for any particular learner record will be responsible for ensuring that such confidentiality is maintained. Exceptions exist for FERPA authorized disclosures without consent. Contact the Registrar for a complete list of these exceptions. Please note that UI&U will disclose information from a learner's record to officials of another school/institution in which a student seeks to enroll or attend on written request from the learner.

Refer to the UI&U Web site, Registrar's Office link for a complete description of learner's rights and obligations under FERPA. Learners have the right to file with the U.S. Department of Education a complaint concerning alleged failures by UI&U to comply with the requirements of FERPA. Written complaints should be directed to The Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.