

# UNION INSTITUTE & UNIVERSITY

## REGISTRATION AND TUITION POLICIES *EFFECTIVE JULY 1, 2015 – JUNE 30, 2016*

### MASTER OF SCIENCE IN ORGANIZATIONAL LEADERSHIP (MSOL)

#### REGISTRATION

- The MSOL program operates on a term basis (two 8-week sessions within a 16-week term). The program length is a minimum of 36 credit hours.
- Students register as full time status (12 credit hours) per term or part time status (9 credit hours with program approval).
- Students register for both 8 week sessions prior to each term through web course registration. Registration is initiated by the student and must be approved by the program advisor. When web course registration closes, any registration changes need to be approved by the program advisor, and submitted to the MSOL Program Office for processing.
- **Students with past due balances must obtain financial clearance from the Business Office prior to the term start date.**
- Students may add courses only **prior** to the start of each term.
- Drop deadlines are for academic purposes only. **All adjustments of tuition due to dropped or withdrawn courses are processed in accordance with the Schedule of Refunds (shown below).**
- Any student that drops more than one course in a 16 week term, does not register for a 16 week term, withdraws from the program and requests reinstatement, then subsequently registers, will join the cohort matching his/her progress in the program, and assume the new cohort's per credit hour tuition rate.
- Approval of the Registration Agreement (which includes the Financial Responsibility Agreement) constitutes acceptance of academic policies and financial responsibility for tuition obligations as outlined in the university catalog. The Registration Agreement must be submitted to the program office by the published deadline in order to remain in the program.

The term start and end dates are:

<b>2015 – 2016 Term Dates</b>		
Fall Session I 2015 (1516 F1)	8/31/15 – 10/25/15	Add Deadline: 8/30/15
Fall Session II 2015 (1516 F2)	10/26/15 - 12/20/15	Add Deadline: 8/30/15
Winter Session I 2016 (1516 W1)	1/4/16 – 2/28/16	Add Deadline: 1/3/16
Winter Session II 2016 (1516 W2)	2/29/16 – 4/24/16	Add Deadline: 1/3/16
Spring/Summer Session I 2016 (1516 S1)	5/2/16 - 6/26/16	Add Deadline: 5/1/16
Spring/Summer Session II 2016 (1516 S2)	6/27/16 – 8/21/16	Add Deadline: 5/1/16

## TUITION POLICIES

Tuition and Fee Schedule*	
July 1, 2015– June 30, 2016	
Tuition	\$ 515.00/credit hour
Technology Fee	\$ 72.00/term
Transcript Fee	\$ 10.00

*\*Amounts shown in the Tuition and Fees Schedule, or in other university publications or web pages, represent tuition and fees as currently approved by the Board of Trustees. However, Union Institute & University reserves the right to increase or modify tuition and fees without prior notice, upon approval by the Board of Trustees or as otherwise consistent with board policy, and to make such modifications applicable to students enrolled at Union Institute & University at that time as well as to incoming students. In addition, all tuition amounts and fees are subject to change at any time for correction of errors.*

### TUITION COHORT RATE

Tuition and fees remain static for each new cohort group provided continuous enrollment until degree completion. The tuition rate will change for a student who changes to a different cohort due to dropping more than one course in a 16 week term, not registering one term, or withdrawing from the program and requesting reinstatement.

Tuition is due on the first day of the term. Payment options include check, credit card authorization (over the phone), or online credit card payment via CampusWeb (<https://CampusWeb.myunion.edu>). Students may choose a deferred payment option that requires equal monthly payments over the duration of the term. Balances due for self-payers or balances due after financial aid has been applied may be divided into equal monthly payments. The monthly payment option is the only deferred payment option available and is processed using the Automatic Recurring Billing (ARB) system. Contact the Business Office at 800.861.6400 x 1095 to set up ARB payments.

**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 the 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 must be paid in full before consideration of a request for re-admission.

### **CREDIT BALANCES**

Credit balances created by federal or state financial aid funds are automatically refunded. Credit balances created by scholarships or third party payments are not automatically refunded and must be requested by noon on Monday to be included in the week's refund process. Please contact the Business Office 800.861.6400 x 1095 before Monday at noon (EST).

If you withdraw from the university and have a credit balance a refund will be issued within 30 days of the withdrawal notification to the Business Office.

### **DROP POLICIES**

**All course drops are processed according to the tuition refund schedule below.** Students may drop a course by completing and submitting the Drop/Add section of the Change of Status form. This serves as an addendum to the original Registration form, and becomes part of the official registration record. Adds of individual courses are permitted prior to the beginning of the term as noted above. Course drops may occur through the end of the term or session; **however, the tuition refund schedule is enforced.** The effective date of a Drop is either the date of postmark, email request, phone call, or the date the written request is received by the program office or Registrar's office.

**Drop/Adds can impact continuing financial aid eligibility.** Financial aid adjustments are based on federal guidelines. Students should contact the Financial Aid Office immediately if they plan to drop any courses.

**Dropping or adding courses by the published deadline may alter the student's tuition charges for the term in the following manner:**

- If the number of credit hours added equals the number dropped, there will be no change in tuition charged.
- If the number of credit hours added is greater than the number dropped, tuition will be charged for the difference at the applicable tuition rate for the full term/session.
- If the number of credit hours dropped is greater than the number added, tuition will be adjusted for the difference based upon the Schedule of Refunds.

**There is no adjustment of tuition for a course(s) dropped after the third week of an 8 week session.**

### **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/session; 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 program office or communicated directly to the Registrar’s Office. When a student withdraws from the university prior to the end of a term/session all incomplete courses for which the student is currently registered at the time of withdrawal will be recorded as withdrawn/“W” on the student’s transcript. If the withdrawal is effective at the end of the term/session, the grade as supplied by the evaluating faculty for each course will be posted to the student’s transcript.

**A student who fails to notify Union Institute & University of withdrawal from the program is financially responsible for all tuition and fees charged for the complete term/session.** Tuition is not prorated for coursework with earned academic credit. Refunds are determined by the effective date of a withdrawal. Tuition is adjusted when students withdraw completely from the program. The amount of the refund, if applicable, **will be determined by the effective date of the withdrawal per the Schedule of Refunds:**

<b>Schedule of Refunds</b>	
	<b>Session</b>
Week One	100%
Week Two	50%
Week Three	25%
Week Four and Thereafter	0%

**PAST DUE BALANCES**

Balances due from a previous term must be paid in full before continued enrollment is allowed. Students are encouraged to contact the Business Office 800.861.6400 x 1095 to set up a payment plan. The university emails a monthly notification: “Monthly Account Statement” and students are encouraged to periodically review their account activity. Although the university will periodically email and/or mail past due notifications, it is the student’s responsibility to review account activity and contact the Business Office with any questions. Failure to pay past due

balances will result in a final demand letter and dismissal from the university. If satisfactory payment arrangements are not made with the Business Office within 30 days of receipt of a final demand letter the account is placed with a collection agency. Collection fees of 25 percent or more may be assessed. Diplomas and transcripts will not be released if there is a remaining balance including any unrecovered collection costs.

### **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 all of the financial aid programs administered by UI&U can be found on the financial aid pages of the university website ([www.myunion.edu/finaid](http://www.myunion.edu/finaid)).

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.

Students who receive tuition assistance from external sources, i.e. scholarships or tuition assistance or tuition reimbursement from employers are required to document that aid with the Financial Aid Office using the "Scholarship Benefits Reporting" form available on the Financial Aid webpage.

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.

**Refer to the University Catalog for all academic and financial policies and procedure.**