

# UNIVERSITY OF MOBILE

## ADULT AND GRADUATE STUDIES

### Financial Information Fall 2016

#### BUSINESS OFFICE

**Location:** Weaver Hall, First Floor **Hours:** Monday - Friday from 8 a.m. – 4:30 p.m. **Email:** [businessoffice@umobile.edu](mailto:businessoffice@umobile.edu)  
**Telephone:** 251-442-2214 or 251-442-2208 **Fax Number:** 251-442-2606  
 on My UM at <https://umportal.umobile.edu> under the Home tab

#### TUITION

##### **Adult Degree Programs, by major**

Business Administration (BBA), Elem/Early Childhood Education, Leadership & Cultural Studies, on campus, per hour.....	\$495.00
Business Administration (BBA), Elem/Early Childhood Education, Leadership & Cultural Studies, online, per hour.....	\$400.00
General Studies, Marketplace Ministry, Psychology per hour.....	\$400.00
RN-BSN, per hour .....	\$495.00

##### **Graduate Degree Programs (excluding Master of Arts in Theological Studies)**

Per hour .....	\$510.00
Master of Arts in Theological Studies, per hour .....	\$400.00

#### REGISTRATION FEES

The following fees are required, per academic period, of all full-time students and certain part-time students as indicated:

##### Comprehensive Fee

Adult Degree Programs, undergraduate .....	\$200.00
Graduate Degree Programs .....	\$350.00

**Convenience Fee** – A convenience fee of 2.75% will be charged for all credit card payments. There is no fee for check or e-check payments.

**(COURSE & SPECIAL FEES, AND REFUND POLICY ARE LISTED ON REVERSE SIDE)**

#### HOUSING

A student desiring to reserve a room on campus must complete and submit a room application form. Please refer to the University of Mobile student handbook for information on policies concerning on-campus housing and food services.

<b>Board, per term (Fall &amp; Spring)</b> .....	\$2,100.00
<b>Room, per term</b> (includes telephone, internet and cable):	
Avery Woods, Arendall, Bedsole, Ingram Halls, The Parks ...	\$2,400.00
Samford, Faulkner Halls .....	\$2,700.00
The Timbers .....	\$2,950.00
Private room, per term.....	\$500.00
<b>Summer (per term)</b>	
Enrolled students .....	\$375.00 (Private-\$425)
Non-enrolled students.....	\$425.00 (Private-\$475)

#### IMPORTANT DATES TO REMEMBER\*

<b>Fall Term I, 2016</b> .....	Aug. 22 – Dec. 15
Automated book voucher deadline.....	July 31
Payment plan or payment method confirmation.....	Aug. 1
Balance Due Payable in Full.....	Sept. 30
Drop/Add processed (full-term course, see reverse for 8 week course):	
No tuition/fees refunded after .....	Sept. 2

<b>Spring Term I, 2017</b> .....	Jan. 17 – May 10
Automated book voucher deadline.....	Dec. 16
Balance Due Payable in Full.....	TBA
Drop/Add processed (full-term course, see reverse for 8 week course):	
No tuition/fees refunded after .....	Jan. 31

\*Students should refer to the Course Schedule for beginning and ending dates of their particular classes.

#### UNIVERSITY POLICY CONCERNING PAYMENT OF TUITION, FEES AND OTHER CHARGES

##### **Fall and Spring Terms**

A non-refundable down payment of \$250 is required of new students (\$125 for returning students) at registration. The University accepts cash, personal checks, money orders, VISA, MasterCard, Discover and American Express. After the term begins, all students will receive a monthly statement. Each student should indicate at the time of registration the address to which the monthly statement is to be mailed. A \$250 non-refundable housing down payment IS REQUIRED before a dorm will be assigned to a student. The housing down payment is due at the time of registration or room reservation, whichever occurs first. The registration down payment will be waived for students who have financial aid to cover 100% of charges.

**UM Payment Plans must be renewed each year.**

##### **Summer Terms**

A non-refundable down payment of \$250 is required of new students (\$125 for returning students) at registration through the last day of the Spring term. After the last day of the Spring term, Summer charges are due and payable in full on the day of registration for the student's first term. The remaining balance for each of the Summer terms is due on the first day of class for each term. The registration down payment is waived for students covered 100% by financial aid.

##### **Consequences of non-payment**

The University has the right to remove students from class, student housing and suspend campus card privileges for non-payment of past due amounts.

**Failure to pay on or before the due date will incur a \$100.00 Deferred Option Fee.**

##### **Financial accounts must be paid in full to:**

1. Receive grades
2. Pursue courses officially
3. Receive a degree
4. Receive a transcript of credits
5. Register for another term
6. Take final exams

##### **Payment Plans**

We offer several payment plans. You must sign up for the plan and be up-to-date on your payments before the Balance Due Payable in Full date to avoid the Deferred Option Fee.

#### BOOKSTORE CHARGES

If you are registered, have your financial aid package complete *and* have enough financial aid to cover all of your charges plus books for the term by the dates listed below, we will automatically notify the bookstore of your eligibility to charge up to \$600 to your student account (not to exceed the amount of anticipated credit). You will receive an e-mail via your Ram Mail account notifying you of the amount and the date you may begin using your voucher. If additional funds are needed and you have credit available visit the Business Office or request on My UM.

If you do not meet the deadlines below, but are otherwise eligible for a voucher you may obtain a voucher from the Business Office window one week before classes begin.

Fall 2016:	Friday, July 31, 2016
Spring 2017:	Friday, December 16, 2016
Summer 2016:	Friday, April 28, 2017

### CHECK CASHING SERVICES

The Business Office will cash personal checks up to \$50.00. However, after 3 returned checks, check cashing privileges will be revoked for 180 days and only cash accepted for payments. A \$50.00 non-sufficient funds fee will be charged for each returned check. Proper ID is required to cash checks.

### COURSE FEES\*

Course fees are per course unless otherwise noted.

Athletic Training Lab Fee .....	\$50.00
Audit Fee (per hour)* .....	\$50.00
Catalyst Conference Fee .....	\$369.00
Dauphin Island Sea Lab Recording Fee (per semester).....	\$50.00
Directed Study Fee (per hour)* .....	
This is in addition to regular tuition .....	\$50.00
KIN 111 Bowling .....	\$60.00
KIN 200 CPR .....	\$20.00
KIN 214 First Aid.....	\$10.00
KIN 201 Beginning Golf .....	\$35.00
KIN 223 Arts & Crafts .....	\$40.00
Incomplete Course Fee (per hour)*.....	\$100.00
Military Science Course Fee (per course).....	\$25.00
Center for Performing Arts Course Fees (per hour)	
This is in addition to regular tuition:	
MUA Courses:	
One private lesson per week (per hour).....	\$125.00
Two private lessons per week (per hour).....	\$250.00
Class voice, piano, guitar (per hour) .....	\$75.00
Music (MU), Theater (TH), Worship Leadership (WL)	
courses, (per hour).....	\$60.00
Recital fees:	
Junior .....	\$75.00
Senior.....	\$125.00
Nursing Clinical Course Fee (per hour)	
This is in addition to regular tuition .....	\$70.00
PSY 304L Experimental Psychology.....	\$40.00
PSY 312 Evaluations & Testing .....	\$40.00
Science Laboratory Fee .....	\$90.00
Student Teaching Fee .....	\$100.00

\* Audit, incomplete, and directed study students pay any fee listed above as well as audit, incomplete, and directed study fees.

### The following fees are assessed for special services and programs:

Application Fee, Paper (payable at time of application and is not refundable) .....	\$25.00
Application Fee, Graduate .....	\$40.00
Application Fee, Graduate Program, International Students .....	\$50.00
Challenge Fee (per course) .....	\$100.00
Testing Fee (per test).....	\$50.00
CLEP and AP (per course).....	\$100.00
Late Payment Fee .....	\$100.00
Duplicate Dormitory Key (per key) .....	\$50.00
ID Replacement .....	\$20.00
Nursing Testing Fee, ERI .....	\$80.00
Returned Check Charge (per check) .....	\$50.00
Transcript, official copy.....	\$10.00
Transcript, official copy, same-day service.....	\$25.00

### DROP/ADD POLICIES

When a student drops a class, the official drop date from which all claims for deductions and refunds will be computed is the date on the official drop form signed by the Business Office.

The Fall, Spring and Summer terms consist of one full term and several terms within the full term that begin and end at different times within the full term. Refunds for drops will be processed as follows:

### Fall and Spring Term I Courses

1. During the two days following registration (the first two days of the term), drops and adds will be free; however, student must pay additional tuition or fees required.
2. IF A COURSE IS DROPPED AFTER THE FIRST TWO WEEKS OF THE TERM, NO REFUND OF CHARGES WILL BE MADE AND ADDITIONAL TUITION WILL BE ASSESSED FOR COURSES ADDED.
3. Each change in schedule is considered a separate transaction and previous transactions will have no bearing on the calculation of charges.
4. All charges for drops processed after the end of the official drop and add period (the first two weeks of the term) must be paid in the Business Office before the transaction is complete.

### Fall and Spring Term I Evening Courses and Summer Term VI

1. Courses dropped after the third class meeting will receive no tuition/fee refund.

### Fall and Spring Terms II, III

1. Courses dropped on or before the 8<sup>th</sup> calendar day will receive a 100% tuition/fee refund.
2. Courses dropped after the 8<sup>th</sup> calendar day will incur a \$100 drop fee and no tuition/fee refund.

### Summer Terms I, II, III

1. Courses dropped after the third class meeting will receive no tuition/fee refund.

### Summer Terms IV and V

1. Courses dropped on or before the 8<sup>th</sup> calendar day will receive a 100% tuition/fee refund
2. Courses dropped after the 8<sup>th</sup> calendar day will incur a \$100 drop fee and no tuition/fee refund.

### Summer Term VII and VIII

1. Courses dropped after the second class meeting will receive no tuition/fee refund.

### WITHDRAWAL/REFUND POLICY

A student is withdrawing when the student wishes to stop attendance before the term is complete. Withdrawal refunds are outlined in the University of Mobile catalog. **All withdrawals must be submitted to the Business Office.** Refunds of charges will be calculated from the first date of classes to the last date of attendance or date of official withdrawal. Withdrawal refunds for mini-term/modular format periods follow the drop refund policy on a course by course basis: After the 8<sup>th</sup> calendar day there is no refund of charges. All other students will have their refunds calculated at the following rates. All refunds will be less an administrative fee equal to 5% of the tuition, fees, room and board, and other charges assessed the student with a minimum fee of \$50 and a maximum fee of \$100.

All Terms	Percentage of Refund
On or before first day of class .....	100%
Calendar Day 2 to first 10% of enrollment period.....	90%
Between first 10% of enrollment period and first	
25% of enrollment period.....	50%
Between first 25% of enrollment period and first	
50% of enrollment period.....	25%
After first 50% of enrollment period.....	None

Whenever students are required to withdraw from the University because of unsatisfactory conduct or scholarship, no refund will be made except for refunds due for federal financial assistance. No refunds will be made for any scholarship funds controlled and/or granted by the University.

**Adjustments for federal financial aid will be made according to federal law.** The amount of federal financial aid that a student earns is based on the percentage of attendance. A student must attend 60% of the term in order to earn 100% of federal financial aid, even if the University has already applied 100% of the financial aid to the account. Student accounts will be adjusted for any repayment of federal financial aid the University is required to make on behalf of the student.

Students move into the residence hall for the entire semester. In order to be eligible for any reduction in food charges, the student must present an official notification. In such cases refunds will be made in the same manner as for tuition refunds. The first day of classes will be considered the first day for board refunds. **Room charges are non-refundable.**