

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 8th calendar day will receive a 100% tuition/fee refund.
2. Courses dropped after the 8th 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 8th calendar day will receive a 100% tuition/fee refund
2. Courses dropped after the 8th calendar day will incur a \$100 drop fee and no tuition/fee refund.

Summer Terms 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 8th 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.

<u>All Terms</u>	<u>Percentage of Refund</u>
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.**