Expenses Paid in Addition To Tuition As Applicable To Student Enrollment in Courses And Programs Noted

| Courses And Programs Noted |
|---|
| Orientation fee |
| Orientation, additional (required of all International Stu- |
| dents and MKs) |
| ART 113, 114, 116, 117, 218, 357 |
| ART 120, 221, 345, 346, 348, 445 |
| ART 216, 217, 220, 242, 311, 312, 316, 317, 323, 324, 333, 343, |
| 411, 412, 424 |
| ART 413, 414, 499 |
| ART 325 40 |
| ART 231, 232 |
| AT 170 |
| AT 265, 275, 365, 375, 465, 475 50 |
| BIO 100, 110, 112, 200, 211, 215, 221, 222, 304, 305, |
| 310, 312, 315, 316, 317, 318, 324, 395, 495 40 |
| BIO 210, 301, 307, 309, 320, 321, 323, 325, 336, 337, 358, |
| 359, 360, 415, 426 |
| BIO 322 |
| CHEM 102, 105, 111, 112 40 |
| CHEM 106, 113, 221, 319, 324, 326, 327, 405, 430, |
| 435 |
| CHEM 424, 425, 498 |
| COM 210 |
| COM 311, 322, 330, 350, 360, 365, 395 (when applicable), |
| 412, 498 |
| COM 220, 230, 406, 410 |
| CSC 100 (Adult Studies Textbook Fee) 117.50 |
| EDU 331, 332, 417 |
| EDU 201, 305, 306, 340, 358 60 |
| EGR 250, 261, 262, 342, 352, 355, 361, 405, 470, |
| 475 |
| GEO 112 |
| Keystone Program / Purposeful Reading 300 |
| Language 111, 112 (French, German, Spanish) 20 |
| MAT 111, 114 (Adult Studies Tutoring Fee) 80 |
| MGT 445 |
| MUS 439 |
| PEWS 107, 116 80 |
| PEWS 115 Actual Cost |
| PEWS 121 |
| |

Late Entrance Fees

A late entrance fee of \$25 will be charged those registering during Late Registration as specified in the calendar.

Course Drop Fee

A fee of \$10 per dropped course will be assessed in addition to any applicable proration of tuition. Permission of the Registrar is required to exempt the charge.

Non-Traditional Programs

For tuition and fees please see the *Catalogue* section entitled Adult Studies.

Rising Seniors

A fee of \$255 per semester hour is charged. Materials fees are charged as applicable. Room and board is available at the regular rates.

Refunds

A. Advance Deposits for New Students

A tuition deposit of \$200 is required after acceptance for admission to reserve a place in class. This deposit applies to the tuition for the entering semester. A housing deposit of \$100 is charged for room reservation in all residence complexes. All tuition and housing deposit will be refunded if the cancellation and request is made by May 1 for fall semester, November 15 for winter term, December 1 for spring semester, and May 1 for summer. NO REFUND WILL BE GIVEN ON CANCELLATIONS MADE AFTER THESE DATES. If the student is not accepted for admission, all deposits will be refunded. Requests for refund of tuition deposit must be submitted in writing to the Director of Admissions.

- B. A student following proper procedures for dropping a class(es) or withdrawing from all classes will be refunded tuition charges according to the chart below. Refunds on housing charges will be prorated to the end of the week in which the student withdraws up to day 25. Refunds on meal plans will be prorated to the end of the week in which the student withdraws. Student Services Fee, lab fees, and all other fees are not refundable. Students withdrawing due to disciplinary action will not receive a refund on housing charges.
- C. Refund policy for the nine to sixteen week semester is as follows:
 - 1. On or before the fifth day beginning with the official day of registration as indicated on the University calendar (if withdrawing–100% less \$40 per course matriculation fee)
 - 2. Days one through five . . . 100% less \$40 per course

 - 6. After the twenty-fifth day, there is no refund.
- D. Refund policy for the three week semester is as follows:
 - 1. On or before the first day beginning with the official day of registration as indicated on the University calendar (if withdrawing—100% less \$40 per course matriculation fee)
 - 2. Day one 100% less \$40 per course
 - 3. Day two75%

 - 6. After day four, there is no refund.

E. Refund policy for the four week terms is as follows:

- 1. On or before the second day beginning with the official day of registration as indicated on the University calendar (if withdrawing—100% less \$40 per course matriculation fee)
- 2. Day one and two 100% less \$40 per course

- 6. After day six, there is no refund. Note: Days noted in C, D, and E exclude Saturdays and Sundays.
- F. Refund policy for the five week term is as follows:
 - 1. On or before the second day beginning with the official day of registration as indicated on the University calendar (if withdrawing–100% less \$40 per course matriculation fee)
 - 2. Days one and two. 100% less \$40 per course

 - 6. After day six, there is no refund.
- G. Refund policy for the six week term is as follows:
 - 1. On or before the second day beginning with the official day of registration as indicated on the University calendar (if withdrawing—100% less \$40 per course matriculation fee)
 - 2. Days one and two. 100% less \$40 per course

 - 4. Day five through day six......50%

 - 6. After the eighth day, there is no refund.
- H. Refund policy for the eight week terms is as follows:
 - 1. On or before the fourth day beginning with the official day of registration as indicated on the University calendar (if withdrawing–100% less \$40 per course matriculation fee)
 - 2. Days one through four... 100% less \$40 per course

- I. Regulations for refunds for all terms are as follows:
 - 1. Students refusing to conform to the community values of the University forfeit all claims for refunds.
 - 2. All refund regulations put the responsibility on the student. He/she saves money and avoids misunderstanding by immediately seeing the Vice President (or Assistant Vice President) for Business and Financial Services.
- J. Proration of financial assistance upon withdrawal Information regarding proration of financial assistance upon withdrawal from all classes or dropping of class(es) may be found below in the Scholarship and Financial Aid section.
- K. Housing Deposits
 A student graduating or moving out of the residence complex permanently must give written notice to the Director of

Award Notification

| Applicants will be notified of their award package via email. | |
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Withdrawal from All Classes

1. A student who withdraws from all classes before the 60% point of the semester, calculated by calendar days, may have a portion of federal funds (Federal Pell Grant, TEACH Grant, Federal SEOG, Federal Direct Subsidized/Unsubsidized

- the last day to drop without academic record for the enrollment period count as hours attempted. Audited classes and credits earned through testing are not counted.
- Undergraduate students who have not yet completed 24
 credit hours and do not meet the 67% Pace of Completion
 requirement will be placed on Financial Aid Warning and
 will have a conditional period of one regular semester
 during which they may continue to receive aid.

Maximum Time Frame

- Undergraduate and graduate students must complete their degree program within 150% of the published length of their degree program. For example, if a degree requires 128 credit hours to graduate, a student could not receive financial aid beyond 192 credit hours attempted whether or not financial aid was received for these credit hours.
- Transfer credits and credits for courses repeated are included in hours attempted. Audited classes and credits earned through testing are not counted.
- Students starting a second bachelor's degree program at Union may be required to have the Academic Center document the change of program if the student has completed more than the maximum time frame. (Revised 5/1/14)

Determining Satisfactory Progress

Standards used to measure progress must include all periods of the student's enrollment, including all accelerated and cohort terms. Satisfactory progress will be evaluated at the end of fall, spring, and summer semesters. Courses taken during the winter term will be evaluated along with spring courses at the end of spring semester.

After grades are posted at the end of each regular semester the Office of Student Financial Planning will contact by letter students who are not meeting satisfactory progress standards. Undergraduate students with less than 24 credit hours not meeting the standards will be placed on Financial Aid Warning and will be VT2 relyer 2007 Tm (T2 relyer). (or US) (MC)

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Maximum Time Frame

- Students must complete their degree program within 150% of the published length of their degree program. The Union EDGE program's published length will consist of 48 credit hours, to be completed in 2 academic years; the maximum time frame will be 72 credit hours, to be completed in 3 academic years.
- Transfer credits and credits for courses repeated are included in hours attempted. Audited classes offered through the Union EDGE program will be included in hours attempted. Credits earned through testing are not counted.

Other Satisfactory Academic Progress Policies

The process for determining satisfactory progress and notification of failed progress for Union EDGE students will follow the general financial aid SAP policy (see www.uu.edu/financialaid/academicstandards.cfm for full policy). Students may appeal the denial of their aid through the Appeal Process described in this policy.

Policies covering incomplete grades, repeated courses, withdrawal from classes, transfer of credit and transfer students, readmitted students, as well as reinstatement of eligibility and completing the Union EDGE program without obtaining the certificate will occur in accordance with Union's general SAP policy for financial aid.

Veterans and Their Dependents

Union University is approved by the State Approving Agency for Veterans Training and training of dependents of veterans who qualify. Go to www.uu.edu/financialaid/veterans for information on obtaining these benefits. Check with the Office of Student Financial Planning as soon as possible after enrolling in courses.

Policies and Procedures for Tennessee Student Assistance Corporation (TSAC) Administered Awards

In general, financial aid available to students through the state of Tennessee will be awarded and certified by the Office of Student Financial Planning. Awarding of state grants and scholarships assumes the standard for undergraduate full-time enrollment (12 credit hours per semester). In accordance with the Financial Aid Census Date, state awards will remain the

same according to enrollment status established on the census date. Awards are adjusted after the census date if needed and are posted to student accounts prior to reporting. Institutional funds cover the disbursement until the payment is received from TSAC. After this date, any additional awards are transmitted weekly. The Business Office disburses any credit balance due to students caused by TELS by direct deposit.

For a complete listing of TSAC administered awards and their policies and procedures, please visit www.uu.edu/financialaid/tels.cfm.

Endowed Scholarships

Union University administers numerous privately endowed scholarship funds. Many are designated for students preparing for specific vocations. A full listing of privately endowed scholarships, church endowed scholarships and non-endowed scholarships is available on the Financial Aid web page. All are awarded based on student eligibility and availability of funds. In the case of church endowed funds, students whose names are submitted by their church are awarded those funds. No additional application is required. Recipients will be notified if awarded endowed scholarships. Generally speaking, endowed scholarships administered by Union University may be used in full or in part to fund institutional scholarships and/or grants and may be substituted for these awards on the student account.