PAYMENT PROCESS

Fee Payment (All Students)

All payments must be received by the payment deadline. No paper bill will be sent. Check your account and get a printout of your charges at UAOnline (http://uaonline.alaska.edu).

Students are not considered registered for any courses until all tuition and fees are paid or other payment arrangements have been made by the fee payment deadline.

An electronic bill will be generated for you on or about the 15th of each month and made available via UAOnline. A reminder will be sent via email each time a new bill is generated. It is your responsibility to check your email address regularly. A link on the UAOnline “Statement and Payment History” page will take you to the page where you can pay with credit card or electronic check. To view your bill, go to UAOnline and choose “Student Services & Account Information” from the main menu, then “Student Account,” then “Statement and Payment History.”

Other than tuition, fees, housing and dining, which are due according to the schedule on page 3, any charges owed to the university are due within 30 days of when they are incurred to avoid additional late fees.

Payment Options

Pay online: Pay with Visa/MasterCard/Discover/American Express/China Union Pay/Diners Club/JCB or electronic check on the web at UAOnline (http://uaonline.alaska.edu). Be sure to review your account status after payment is confirmed.

Pay by mail: Mail your full payment to arrive by 5 p.m. on the fee payment deadline (see page 3). Payments received after this date will be assessed late fees. Make checks payable to UAF and mail to: University of Alaska Fairbanks, P.O. Box 757640, Fairbanks, AK 99775-7640.

Pay in person: See the schedule of dates and times on page 3.

Note: If you are paying with a debit card or have a daily limit on your credit card, contact your bank to tell them you are paying university tuition and fees to ensure your card won’t be declined.

International payments: Visit www.peertransfer.com/school/uaf/ to make a payment or for more information.

Consequences of Not Paying Tuition and Fees

Failure to pay your tuition and fees in full or make other payment arrangements by the final fee payment deadline may result in cancellation of your class schedule. UAF may withhold transcripts, grades and other services, and cancel meal plans and housing if you do not pay your financial obligations. If the university takes such action, you will still be responsible for your account balance in full. Registration may be withheld from any student who is delinquent in paying any amount due to the university. The registration process is not complete until the student has paid all fees and charges due to the university. The university may drop you from your courses after the fee payment deadline if you owe a balance to the university. A $100 reinstatement fee will be charged to re-enroll in dropped courses. Students have until the fourth Friday of the semester to re-enroll in dropped courses.

Failure To Meet Financial Obligations

University policy requires a financial hold be placed on your student account if you fail to meet your financial obligations. The hold will prevent any registration, transcript or graduation activity.

Past due accounts may be sent to a collection agency. Interest, late fees and/or collection costs will be added to your account. Past due accounts may be reported to a local credit bureau. The university is authorized to garnish Alaska Permanent Fund Dividends for payment of past due accounts.

Graduate Students

If you are a graduate student who has been awarded a research or teaching assistantship or graduate fellowship that includes payment of tuition and graduate health insurance, you must bring a copy of your current contract letter to the Graduate School, 202 Eielson Building, after your registration is complete, so the payments can be applied to your account. This must be done every semester that your contract is valid.

If you have questions, please contact the Graduate School at 907-474-7464, Monday–Friday, 8 a.m.–5 p.m. (Alaska time).

Check www.uaf.edu/coursefinder/ for current course listings.
# Tuition

## How Tuition Is Calculated

Tuition is determined by the following:

- the number of credit hours in which you are enrolled.
- the level (e.g., 100-level, 200-level) of the course.
- your residency status.

Students taking 4 or fewer credits are charged at the resident rate.

An online tuition calculator is available at www.uaf.edu/register/tuition/.

## Full-Time Status

You are considered a full-time student if you enroll in 12 or more credits as an undergraduate or 9 or more credits as a graduate student.

## Resident and Nonresident Tuition

All students should check their residency status and tuition charges each semester when they register. Electronic processes, such as a new application, may cause a student’s status to change from one semester to the next.

In general, students are expected to have resided in Alaska for the prior two years to be eligible for resident tuition. However, there are additional criteria to meet the eligibility requirements. In the past two years, students must not have:

- been absent from Alaska for an aggregate of more than 120 days other than documented absences due to illness or attendance at another educational institution while maintaining Alaska residency;
- acted inconsistently with Alaska residency, such as claiming residency in another state or voting as a resident of another state;
- registered as a resident at an educational institution in another state; or
- paid tuition at the University of Alaska Western Undergraduate Exchange program rate.

Proof of eligibility for the Alaska Permanent Fund Dividend is the standard accepted documentation of

## Tuition by course level

<table>
<thead>
<tr>
<th>Course level</th>
<th>Resident (per credit)</th>
<th>Nonresident (per credit)</th>
</tr>
</thead>
<tbody>
<tr>
<td>100–200</td>
<td>$183</td>
<td>$649</td>
</tr>
<tr>
<td>300–400</td>
<td>$221</td>
<td>$687</td>
</tr>
<tr>
<td>600</td>
<td>$423</td>
<td>$864</td>
</tr>
</tbody>
</table>

## 2015–2016 resident tuition schedule

<table>
<thead>
<tr>
<th>Credit hours</th>
<th>Resident lower level (050-299)</th>
<th>Resident upper level (300-499)</th>
<th>Resident graduate level (600-699)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$183</td>
<td>$221</td>
<td>$423</td>
</tr>
<tr>
<td>2</td>
<td>$366</td>
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<tr>
<td>15</td>
<td>$2,745</td>
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</tr>
</tbody>
</table>

## 2015–2016 nonresident tuition schedule

<table>
<thead>
<tr>
<th>Credit hours</th>
<th>Nonresident lower level (050-299)</th>
<th>Nonresident upper level (300-499)</th>
<th>Nonresident graduate level (600-699)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$649</td>
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<td>$864</td>
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<tr>
<td>2</td>
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<tr>
<td>15</td>
<td>$9,735</td>
<td>$10,305</td>
<td></td>
</tr>
</tbody>
</table>
residency. You also need to complete a UAF residency application. Other specific proof of residency, as outlined at http://pfd.alaska.gov, may be accepted.

- PFD proof of eligibility — Submit a copy of your most recent Form 1099 or go to http://pfd.alaska.gov, click on “Check Application Status,” follow the instructions, print the final page that shows "approved, paid, or eligible" and submit it with your UAF residency application.

Students graduating from a qualified Alaska high school within one year of enrollment and enrolling in a degree program will automatically be considered residents when they provide their high school transcript.

Other exemptions of the nonresident surcharge may be permissible. More information may be obtained at www.alaska.edu/studentservices/student/residency/.

**Senior Citizen Tuition Waiver**

UA Board of Regents policy waives regular tuition for Alaska residents at the age of eligibility for full Social Security retirement benefits. You are eligible to use the senior citizen tuition waiver and enroll in UAF courses if:

- you are a permanent resident of Alaska,
- you are age-eligible to receive full Social Security retirement benefits, and
- there is space (i.e., no waitlist) in the class or classes you want.

You must register in person and not until the first day of instruction to use a senior tuition waiver. You must meet both age and residency requirements by one of the following dates to be eligible for the corresponding semester: Sept. 1 for fall, Jan. 1 for spring and May 1 for summer. Reimbursements will not be made to senior citizens who pay for a course and then request a waiver. Please call 907-474-7384 for more information.

**Employee Tuition Waiver**

Employee tuition waivers cover the cost of 16 credits per academic year (up to 8 credits per semester) for university employees. Tuition waivers are accepted for the current semester and cannot be applied to prior terms. Other criteria:

- Tuition waivers cover tuition only.
- The employee must have been employed for at least six months prior to the first day of instruction.
- Tuition waiver forms must be turned in by the fee payment deadline.
- The employee is responsible for paying all other fees by the payment deadline.
- Tuition waivers must be signed by the employee. A supervisor’s signature is required if the class takes place during the employee’s work day.
- Reimbursements will not be made to employees/dependents who pay for a course or courses and later become eligible for the waiver.
- Dependents must be under the age of 24 on the first day of instruction to be eligible.
- Waivers found to be ineligible will be reversed and the students will be responsible for payment of the waived tuition.
- Late fees and payment deadlines apply to those using tuition waivers.

To be eligible for education benefits, undergraduate students must maintain a 2.0 cumulative GPA; graduate students must maintain a cumulative GPA of 3.0.

**Submitting Tuition Waivers**

Tuition waivers can be submitted via DocuSign, faxed to 907-474-5898, mailed to the Office of the Bursar at P.O. Box 757640, or emailed to uaf-bursar@alaska.edu. To submit electronic waivers via DocuSign visit www.uaf.edu/finserv/bursar/tuition-waivers/. Tuition waivers must be submitted prior to the fee payment deadline.
2015–2016 Fee Schedule

Required General Fees (both resident and nonresident)

- ASUAF fee (3 credits or more) .................................................. $42
- Athletics (required for 3 credits or more) .................................................. $10 per credit to a maximum of $120
- Health insurance (International Students only)
  - Semester (9 credits or more; may be waived if student has equivalent insurance) .................................................. Fall: $408
  - Other health insurance options available (may be waived if student has equivalent insurance) .................................................. Annual: $1,124
- Student Health Center fee (9 credits or more) .................................................. $110
- Student Recreation Center (optional for 3–8 credits, required for 9 credits or more) .................................................. $75
- Student sustainability fee (3 credits or more) .................................................. $20
- Technology fee ........................................................................... $5 per credit to a maximum of $60
- Transportation (4 credits or more) .................................................. $15
- UA network fee (4 percent applied on a course-by-course basis to tuition) .................................................. varies
- Wood Center Student Life fee (9 credits or more) .................................................. $35

Meal Plans and Residence Halls

Meal plans and costs may be found at www.uaf.edu/finserv/aux-bus/dining-services-meal-plan/meal-plans/

- Double room/double occupancy .................................................. $2,030
- Single room ........................................................................... $2,485
- Cutler Apartment Complex (includes winter break) .................................................. $2,282–3,315
- Double room/single occupancy .................................................. $2,990
- Fairbanks campus family housing .................................................. $790–1,640

Parking Permit (Student)

- Semester
  - 8 or fewer credits .................................................. Fall — $41; Spring — $41
  - 9 or more credits .................................................. Fall — $78; Spring — $78
- Annual .................................................. $143
- Spring/summer .................................................. $143
- Multi-vehicle .................................................. additional $10

Estimated Textbook Cost

(depending on course load and selection) .................................................. $250–$1,100

*Rate unavailable at time of printing. Note: all fees subject to change. See www.uaf.edu/register/ for most updates.

BASIC STUDENT FEES

Course Fees

Some courses require special materials, supplies or services and require a material fee in addition to tuition. Check course listings to see if material fees are required for any of your classes.

ASUAF

Cost: $42 per semester.

Who pays: All Fairbanks area students (Fairbanks campus or Community and Technical College sites) enrolled in 3 or more credits.

What’s covered: Associated Students of the University of Alaska Fairbanks (ASUAF) represents student views and concerns to the university administration, board of regents and Alaska Legislature. The ASUAF fee also partially funds publication of the UAF student newspaper, the Sun Star; the student-managed ASUAF Concert Board; KSUA, the student radio station; and other media. Other services provided through ASUAF include a free half-hour attorney consultation, academic travel funding, international student identification cards, subsidized student club activities and much more. Contact ASUAF at 907-474-7355 or visit www.asuaf.org.

Check www.uaf.edu/coursefinder/ for current course listings.
Athletics
Cost: $10 per credit hour (to a maximum of $120 per semester).
Who pays: All Fairbanks-area students (Fairbanks or UAF Community and Technical College sites) enrolled in 3 or more credits.
What's covered: The Athletics fee provides admission to all home athletic competitions. Admission will only be guaranteed until the start of each event. Fee excludes post-season competitions. For further details regarding event/ticket policies visit www.alaskananooks.com.

Health Insurance
Effective Fall 2015, student health insurance is no longer mandatory at UAF except for International Students studying in F-1 or J-1 immigration statuses. The University will no longer provide a Student Health Insurance Program except for International Students and students who are contracted with the Graduate Student Office as Teaching or Research Assistants on stipends or who are receiving graduate fellowships. Students without insurance who are interested in obtaining a plan may visit www.uaf.edu/chc/ for more information on shopping for a policy.

International students in F-1 or J-1 status are automatically enrolled for the UAF-sponsored insurance plan for which they are responsible for the cost, but may waive coverage if they otherwise have a plan which meets regulatory compliance rules. Contracted Teaching and Research Assistants on stipends and those receiving graduate fellowships are automatically enrolled in the UAF-sponsored plan as part of their benefit package. More information on these plans can be found at www.uaf.edu/chc/.

The standard International student plan meets Department of State insurance requirements for Exchange Visitors in J-1 status. However this plan is not compliant with the federal Affordable Care Act (ACA). If you have questions, contact International Programs and Initiatives. The graduate insurance plan is ACA-compliant but does not meet Department of State insurance requirements for Exchange Visitors in J-1 status.

Parking Permit
Cost: fall 2015/spring 2016, single vehicle, $41 for 8 or fewer credits; $78 for 9 or more credits; $143 annual permit. With any of these permit options, for an additional $10, two or more vehicles (up to a total of four) may be registered for the multi-vehicle option. The hang tag allows one vehicle to be parked on campus at a time. (Campus residents may not purchase the multi-vehicle option. Employees are not eligible to purchase parking permits at student rates.)
Costs are based on the combined total credit hour enrollment at UAF, Community and Technical College, eLearning & Distance Education, or any class held at a UAF location where credit is given through another location.
Who pays: Students who choose to park a vehicle at any on or off-campus UA, UAF or Community and Technical College location are required to have a parking permit or permit displayed on the vehicle at all times, including evenings.
What's covered: Parking in permit-required and general use lots/spaces at any on or off-campus UA, UAF or Community and Technical College location in Fairbanks.

How to get your permit: Request your permit through UAF’s online parking system at www.uaf.edu/finserv/bursar/parkingservices/. Select the type of parking permit(s) needed, your delivery option and payment method. You may instantly print a two-week temporary permit for use until your permit arrives in the mail or you pick it up. Permits can also be purchased and picked up at the Bursar’s Office in Signers’ Hall. Please bring your current vehicle registration with you to ensure correct information for your file.

How to pay: Complete your permit purchase at UAF’s online parking system at www.uaf.edu/finserv/bursar/parkingservices/. Payment options are MasterCard, Visa, Discover or “student account,” if you have added parking to your student account. You may also pay for the permit at UAOnline or at the Bursar’s Office in Signers’ Hall.
It is the responsibility of all students parking a vehicle on any UAF property (on or off campus) to know UAF parking regulations, available online at www.uaf.edu/finserv/bursar/parkingservices/. For more information, call 474-7384 or email uaf-bursar@alaska.edu.

Student Health and Counseling Center
Cost: $110 per semester.
Who pays: Students enrolled in 9 credits or more (optional for students taking 6–8 credit hours), students living in university housing, and all students purchasing student health insurance.
What's covered: Basic medical and counseling services Check www.uaf.edu/coursefinder/ for current course listings.
at the Student Health and Counseling Center on the Fairbanks campus. See www.uaf.edu/chc/ for more information.

**Waivers:** Students who meet all of the following conditions may waive the Student Health and Counseling Center fee: 1) no courses on the Fairbanks campus or at University Park, 2) not living in university housing and 3) not enrolled in the university student health insurance plan for International Students and contracted graduate students. Pick up a student health center fee waiver form from the UAF Bursar’s Office on the Fairbanks campus, or call the Student Health and Counseling Center at 907-474-7043.

**Student Recreation Center**

**Cost:** $75 per semester.

**Who pays:** All Fairbanks-area students (Fairbanks or UAF Community and Technical College sites) enrolled in 9 or more credits (eLearning classes do not count towards this total). Fairbanks-area students enrolled in 3–8 credits have the option of paying the SRC fee. Fairbanks-area students enrolled in 1–2 credits do not have the option. Students taking courses outside the Fairbanks area are not required to pay the fee.

**What's covered:** The SRC fee allows you access to the SRC, as well as Patty Center pool, Hulbert Nanook Terrain Park, recreational skate sessions at the Patty Center ice arena and the outdoor climbing tower. With the SRC, you have access to the whole facility and group exercise classes. A delay class is required for the indoor climbing wall and costs extra. Students paying the SRC fee also receive discounts on personal training. Anyone under the age of 18 using the SRC and its facilities must be accompanied by a parent or guardian whose minimum age is 21, unless he/she is a full-time UAF student. For more information call 907-474-5886.

**Student Sustainability Fee**

**Cost:** $20 per semester.

**Who pays:** Students enrolled in 3 or more Fairbanks section credits (Fairbanks or UAF Community and Technical College sites).

**What's covered:** The student sustainability fee is a student-initiated fee that is invested in energy efficiency programs and renewable energy projects at UAF.

**Technology**

**Cost:** $5 per credit hour (to a maximum of $60 per semester).

**Who pays:** All students.

**What's covered:** The fee remains at the campus at which it was collected and is used to support technology that enhances academics.

**Transportation**

**Cost:** $15 per semester.

**Who pays:** All Fairbanks-area students (Fairbanks or UAF Community and Technical College sites) taking 4 credits or more per semester during fall or spring semesters.

**What's covered:** The transportation fee pays a portion of the costs of operating shuttle buses that provide transportation throughout campus and to various university facilities off campus.

**UA Facilities Fee**

**Cost:** $4 per credit fall; $6 per credit spring.

**Who pays:** All undergraduate and graduate students, including those enrolled in eLearning or distance education courses.

**What's covered:** The UA facilities fee is assessed to all undergraduate and graduate students to address the capital reinvestment for university facilities and academic equipment. Capital reinvestment funds construction that modernizes university classrooms, laboratories, residence halls and other buildings so students have learning and living facilities that enhance the academic experience.

**UA Network Fee**

**Cost:** 4 percent of tuition.

**Who pays:** All students.

**What’s covered:** The UA network charge covers rapidly rising costs, especially in the maintenance and enhancement of the university-wide technology infrastructure. The 4 percent network charge is applied on a per credit hour basis (rounded to the nearest dollar) to tuition, nonresident surcharges if applicable, and fees in lieu of tuition for credit and non-credit courses. The minimum network charge per course is $7.

**Wood Center Student Life**

**Cost:** $35 per semester.

**Who pays:** All Fairbanks-area students (Fairbanks campus or UAF Community and Technical College sites)
enrolled in 9 credits or more. Students taking courses outside the Fairbanks area are not required to pay the fee. **What's covered:** The Wood Center student life fee supports Nanook traditions such as Starvation Gulch, Winter Carnival and SpringFest as well as student activities and student life programs.

### OTHER FEES

#### Application for Admission

**Cost:** $40–$60.  
**Who pays:** Applicants to certificate and associate degree programs should include $40 with their admissions application; applicants to baccalaureate programs should include $50; applicants to graduate programs, $60.  
**What's covered:** Assessment and processing of prospective student applications.

#### Campus Housing

**Fairbanks campus single-student housing**

**Cost:** $335 deposit ($40 non-refundable application fee, $315 refundable damage deposit).  
- Double rooms, $2,030  
- Single rooms, $2,485 (extremely limited availability)  
- Cutler Apartment Complex, $2,282–$3,315 (includes winter break)  
- Double room/single occupancy, $2,990 (extremely limited availability)

**Fairbanks campus family/graduate housing**

**Cost:** $75 non-refundable application fee.  
- $600 damage deposit ($300 due when you are assigned a housing unit; $300 due at check-in).  
- One-to three-bedroom apartments: $790–$1,640.

**Residence hall phone line**

To request a landline in your room, please email your request, including your contact information, to uaf-housing@alaska.edu.

**How to apply**

Send your completed application and application fee to the UAF Department of Residence Life. Applications are available online. Room rent and meal plan fees, along with all other fees, are due in full by fee payment end. Information about Residence Life is available at 907-474-7247, uaf-housing@alaska.edu, or www.uaf.edu/reslife/.

#### Credit by Examination

**Cost:** $40 per credit hour.  
**Who pays:** Students using the credit-by-exam option for earning UAF course credit.  
**What's covered:** The fee pays for coordinating the exam or other evaluation requirements between student and professor, grade recording and transcription.

#### Credit for Prior Learning

**Cost:** $50 fee payment plus $10/credit hour for credits earned.  
**Who pays:** Students using the credit for prior learning option to earn UAF course credits.  
**What's covered:** The fee pays for the portfolio or license/certificate review by faculty. If credit is awarded, the fee per credit hour earned pays for grade recording and transcription. For more information visit www.uaf.edu/advising/student-resources/.

#### eLearning & Distance Education

**Cost:** $25 per credit hour.  
**Who pays:** Students enrolled in an eLearning & Distance Education course.  
**What's covered:** The fee pays for academic and advising support, online student resources, exam proctoring services, technology upgrades and enhancements to course delivery.

#### Late Add / Late Registration Fee

**Cost:** $50.  
**Who pays:** Students given permission to add a full semester-length class after the last day to pay tuition and fees will be charged a late registration fee of $50 that must be paid within five business days. This includes add/drop (swap) courses. No late fee will be charged when:

- you add a late-start course during the regular registration period for that course.
- you are moved into a class for which you were waitlisted.
- you change from one section to a different section of the same course.
- you add a graduate thesis or research credits.
- you add a course to replace a canceled course in which you were previously enrolled.
- you are moved to a lower or higher level of a course (i.e. MATH F151X to DEVM F105) due to instructor’s recommendation.

This fee is refundable only if all classes for which
you have registered are canceled. See Changing Your Registration on page 10 in the Registration Process section for the procedure for adding a class.

**What’s covered:** Processing of late registration.

### Late Payment Fees

**Cost:** $100 for first; $150 for second; $35 per month for late payment plan payments.

**Who pays:** All students who have missed the fee payment deadline and have a balance of $300 or more. An additional $150 fee will be added to accounts which are not paid in full by the withdrawal deadline.

**What’s covered:** All materials, sessions, general entertainment and meals.

### Meal Plans

**Cost:** For current plans and costs, visit [www.uaf.edu/finserv/aux-bus/dining-services-meal-plan/meal-plans/](http://www.uaf.edu/finserv/aux-bus/dining-services-meal-plan/meal-plans/)

**Who pays:** All residence hall students are required to purchase a meal plan, with the exception of residents living in Cutler Apartment Complex, Sustainable Village and graduate students. Students who do not live on campus but are interested in purchasing a meal plan can contact Dining Services at 907-474-6661 or uaf-dining@alaska.edu. Please review your dining contract for more details. All prices are per semester.

**What’s covered:** Meal plans will have two forms of payment: daily meals and Munch Money. Munch Money may be used at all dining and most vending locations on campus. Munch Money will not roll over into the next academic year.

Meals plans and Munch Money can be purchased from Dining Services at 110 Eielson. Applications are available online at [www.uaf.edu/dining/](http://www.uaf.edu/dining/); click on Meal Plans.

**Note:** Wood Center dining locations are limited during UAF winter and spring breaks.

### New Student Orientation

**Cost:** $115 for fall, covers all programs, except special Outdoor Adventures activities; $10 for one-day fall transfer student orientation, and $25 (plus $10 for each additional guest) for two day fall family orientation. $35 for spring orientation.

**Who pays:** Any new student may participate in UAF New Student Orientation on the Fairbanks campus. New Student Orientation is required for all first-year baccalaureate degree students (regardless of the number of college credits earned) and international students (undergraduate F-1 and international exchange J-1 visa status). Domestic transfer students are also encouraged to attend. Family members who choose to attend two-day family orientation and transfer students who choose to attend one day transfer orientation will be billed the respective fees outlined above.

**What’s covered:** Reinstatement processing.
Returned Check Fee

Cost: $30.
Who pays: If a check is returned for any reason, a hold will be placed on the student's account, which will prevent the student from registering, viewing grades, participating in graduation activities and receiving transcripts until the check clears and a $30 fee is paid.
What's covered: Processing of returned checks.

Textbooks

Cost: The cost for your textbooks and course materials will vary between $15 and $400 per course, depending on your instructor’s preferred textbook or course material. You can expect to pay $250 to $1,100 per semester on textbooks, depending on your course load. You can look up pricing information online at www.uaftext.com or through your UAOnline account (using the links through the registration website).
Who pays: All students who need their required textbook or course materials.
What's covered: Textbooks, assigned readings, or other course materials assigned by instructors. Visit www.uaf.edu/bookstore/ or www.uaftext.com for more information.
REFUNDS

2015–2016 Refund Schedule

Semester-length classes, including evening and weekend courses
through Friday, Sept. 18 (fall semester); Friday, Jan. 29 (spring semester) ................................................................. 100% tuition and fees*
after Friday, Sept. 18 (fall semester); Friday, Jan. 29 (spring semester) ................................................................. no refund

*Cancellation fee will be refunded, less $5 for processing, if you return your permit. If a permit was picked up, it must be returned when you drop your classes.

Courses dropped or withdrawn and added (swapped) on the same day
Through Friday, Sept. 18 (fall semester); Friday, Jan. 29 (spring semester) ................................................................. 100% tuition and fees
After Friday, Sept. 18 (fall semester); Friday, Jan. 29 (spring semester) ................................................................. no swap

Courses meeting four weeks or more, but less than a semester
Drop within five business days of the first class ................................................................. 100% tuition and material/course/lab fees

Courses meeting less than four weeks and self-support classes, including WINTERmester and MAYmester
Last day to drop for a full refund is the first day of the class.

CEU (Continuing Education Unit) courses
100% refund of all charges if you withdraw by the first day of class.

Regular semester-length evening and weekend courses beginning after Friday, Sept. 18 (fall semester); Friday, Jan. 29 (spring semester)
Drops must be processed the next business day for the refund policy to apply.

Canceled Courses
If your class is canceled, you may add another class of equal credit and level at no additional tuition cost. You must pay any additional fees. If you do not add a replacement course, the Bursar’s Office will automatically process a credit to your account.

Add/Drop (Swap)
For a complete schedule of refund dates and criteria, refer to the table above.

- A 100 percent swap of tuition only is allowed only if the drop and/or add is done on the same day during two weeks following the last day to pay tuition and fees.
- If an upper-level class is swapped for a lower-level class, the difference is refundable at 100 percent through the 100 percent tuition and fees refund period for that semester.
- If a lower-level class is swapped for an upper-level class, the student must pay the difference.
- Late fees apply for added classes.

Fee Refunds
Student Health Center, technology, network, transportation, student life, athletic, orientation, ASUAF, laboratory, material and miscellaneous fees are not refunded after the 100 percent refund deadline. Parking permits purchased and not received or purchased and returned by the fee payment deadline are refundable. Health insurance will be credited to your account if a total withdrawal takes place within the first 31 days of the insurance policy coverage. If you withdraw for medical reasons, you may appeal the reversal of your insurance enrollment with the Student Health and Counseling Center.

Exceptions to Policy:
Appeal for Refund of Tuition
Appeals for refund of tuition are exceptions to policy and are only allowed in exceptional cases. Approval is not automatic, and you need to provide documented evidence to support your request. Acceptable serious and compelling reasons may include: 1) death in immediate family; 2) serious illness or injury of student or immediate family; and 3) factors outside student’s control (for example, fire, flood). Not receiving expected financial aid, or failing to comply with published deadlines or regulations are not serious and compelling reasons to seek a refund and will not be approved.

Appeals for refund of tuition must be submitted within 30 class days after the beginning of the next regular semester. Forms for an appeal for refund of tuition are available online at www.uaf.edu/finServ/bursar/, through the Bursar’s Office in Signers’ Hall at the Fairbanks campus or through local campus student services offices. Once received, the appeal will be evaluated by a campuswide committee, which will return a decision to
REFUNDS CONTINUED

the student. The decision of the committee is final, and a student who files a written appeal under these procedures shall be expected to abide by the final disposition of the review, as provided, and may not seek further appeal of the matter under any other procedure within the university. Submission of appeals and appropriate documentation after published deadlines will not be considered. Contact the UAF Bursar’s Office for more information.

In order for the committee to consider your appeal for a refund for a class, you must be fully withdrawn from the class. To withdraw from your class or classes, complete the Total Withdrawal or Late Withdrawal form (whichever is appropriate) and submit it to the Office of Admissions and the Registrar. Forms can be found online at www.uaf.edu/reg/forms/ or at the Office of Admissions and the Registrar.

Refund Processing

Financial aid will be disbursed to student accounts 10 business days prior to the first day of class for the semester and the Bursar’s Office will begin processing refunds at that time. Contact the Bursar’s Office for an advance of funds if you need your funds for books and supplies.

Refund processing is automatic for students who officially drop courses by published refund deadlines. Remember to return parking permits if you drop during the 100 percent refund time.

All refunds are processed electronically or by mail. The Bursar’s Office does not issue refund checks for amounts less than $10. It is your responsibility to check your account and contact the Bursar’s Office to receive your refund as cash or to apply it to your PolarExpress card as a nonrefundable payment.

If you paid tuition and fees by credit card only, the card will be credited up to the amount charged.

If your tuition was paid through external sources such as financial aid, federal loans, scholarships or grants, you will receive your refund as a check sent to your mailing address of record or direct-deposited in your bank account.

Once processed by the Bursar’s Office, direct deposit takes three to five business days to disburse to your bank account.

Your refund is subject to federal regulations. If you receive a refund due to dropped classes or a total withdrawal, you may no longer qualify to receive scholarships or financial aid. In that case, the funds may be returned to the lender or grantor pursuant to all applicable rules and regulations.

If you paid by cash or check, a refund check will be sent to your mailing address of record, or direct-deposited in your bank account. If you notify the Bursar’s Office that you have not received the check due to an incorrect address, a fee of $18.50 will be charged for all checks reissued due to a stop pay request by the student. Please be sure your current mailing address is on file.

If you paid your tuition and fees by check, refund processing will begin after your check has cleared the bank.

Any balance owed to the university will be deducted from your refund.

Students who drop during the 100 percent refund period and want to maintain health insurance coverage should contact the Student Health and Counseling Center at 907-474-7043.

Direct Deposit of Refunds

Enrolling in direct deposit allows your refunds to be electronically deposited into your bank account. It’s simple, safe and convenient. Enrollment is available through our secure self-service website. Sign up for direct deposit of your refund through UAOnline (http://uaonline.alaska.edu) by following these steps:

- At the “Student Services & Accounting Information” menu, select the “Direct Deposit Enrollment” link.
- Select “1st time setup of direct deposit”.
- Select the account type.
- Enter the bank routing code.
- Enter account number.
- Re-enter account number.
- Select “Submit”.

Check www.uaf.edu/coursefinder/ for current course listings.
Many students receive some sort of financial aid from either the State of Alaska, federal government or institutional programs. Complete the required FAFSA (Free Application for Federal Student Aid, online at www.fafsa.ed.gov); the application process may take up to six weeks. The Financial Aid Office, located in 107 Eielson, has all the necessary applications.

The majority of financial aid awards will appear as credits applied to your student account, unless you are receiving a check from an outside agency.

Financial Aid Reminders
To be eligible for financial aid, you must:

- Be admitted to a UAF degree or certificate program and meet satisfactory academic progress standards.
- Be an undergraduate enrolled in 12 or more credits (or a graduate student enrolled in 9 or more graduate-level credits) if receiving full-time funding. Waitlisted and audit classes do not count toward determining your full-time student status.
- Complete online entrance counseling if receiving a Federal Direct Loan for the first time.

<table>
<thead>
<tr>
<th>Name of Program</th>
<th>Need-based?</th>
<th>Enrollment Status</th>
<th>Requires Program Admission</th>
<th>Amount (Prorated for PT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AKAdvantage Grant</td>
<td>Yes</td>
<td>PT (at least half-time)</td>
<td>Yes</td>
<td>$3,000 max</td>
</tr>
<tr>
<td>Alaska FEL (Family Education Loan)</td>
<td>No</td>
<td>FT only</td>
<td>Yes</td>
<td>$6,500 for vocational; $8,500 for undergraduate</td>
</tr>
<tr>
<td>Alaska Performance Scholarship</td>
<td>No</td>
<td>PT (at least halftime)</td>
<td>Yes</td>
<td>Varies, up to $4,755 per year</td>
</tr>
<tr>
<td>Alternative Loans</td>
<td>No</td>
<td>PT (at least 1 credit)</td>
<td>Varies</td>
<td>Varies</td>
</tr>
<tr>
<td>ASEL (Alaska Supplemental Educational Loan)</td>
<td>No</td>
<td>PT (at least half-time)</td>
<td>Yes</td>
<td>$6,500 max for vocational; $8,500 for undergraduate</td>
</tr>
<tr>
<td>Federal Work Study</td>
<td>Yes</td>
<td>PT (at least half-time)</td>
<td>Yes</td>
<td>Varies</td>
</tr>
<tr>
<td>FSEOG (Federal Supplemental Educational Opportunity Grant)</td>
<td>Yes</td>
<td>PT (at least half-time)</td>
<td>Yes</td>
<td>Varies by institution; up to $4,000 per year</td>
</tr>
<tr>
<td>Pell Grant</td>
<td>Yes</td>
<td>PT (at least 1 credit)</td>
<td>Yes</td>
<td>Varies</td>
</tr>
<tr>
<td>PLUS (Parent Loan for Undergraduate Students)</td>
<td>No</td>
<td>PT (at least half-time)</td>
<td>Yes</td>
<td>Cost of attendance minus other aid received</td>
</tr>
<tr>
<td>Scholarships</td>
<td>No</td>
<td>FT (varies)</td>
<td>Yes</td>
<td>Varies</td>
</tr>
<tr>
<td>Stafford Subsidized Loan</td>
<td>Yes</td>
<td>PT (at least half-time)</td>
<td>Yes</td>
<td>Depends on year in school and dependency status; max $3,500 for first-year students</td>
</tr>
<tr>
<td>Stafford Unsubsidized Loan</td>
<td>No</td>
<td>PT (at least half-time)</td>
<td>Yes</td>
<td>Depends on year in school and dependency status; max $7,500 for first-year students</td>
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<tr>
<td>TEACH Grant</td>
<td>No</td>
<td>PT (at least 1 credit)</td>
<td>Yes</td>
<td>$4,000 max for undergraduate</td>
</tr>
<tr>
<td>UA Grant</td>
<td>Yes</td>
<td>PT (at least half-time)</td>
<td>Yes</td>
<td>Varies</td>
</tr>
<tr>
<td>VA Benefits</td>
<td>No</td>
<td>PT (at least 1 credit)</td>
<td>Yes</td>
<td>Max benefit determined by VA</td>
</tr>
<tr>
<td>Winn-Brindle Memorial Education Loan</td>
<td>No</td>
<td>FT only</td>
<td>Yes</td>
<td>Up to cost of attendance</td>
</tr>
</tbody>
</table>

PT = at least 1 credit     FT = 12 credits for undergraduate students

If your guaranteed financial aid or loans will not arrive before the last day to pay tuition and fees, you must arrange for a payment plan with the Bursar’s Office.

Before the last day of fee payment, you must make arrangements to pay tuition and fees, including housing if you are living on campus. A payment plan can be arranged if disbursement of financial aid for fall 2015 will be delayed past the payment deadline (see page 3). You must pay tuition and fees by that time or late fees will apply. Contact the Bursar’s Office if you are interested in setting up a payment plan.

To verify that financial aid has arrived at UAF and is available for disbursement:

- go to the financial aid website, www.uaf.edu/finaid, and select “Check Your Aid Status,” or
- log on to UAOnline (http://uaonline.alaska.edu), or
- contact the Financial Aid Office, 107 Eielson Building, 907-474-7256, 907-888-474-7256 or uaf-financialaid@alaska.edu.