

UNION INSTITUTE & UNIVERSITY

REGISTRATION AND TUITION POLICIES *EFFECTIVE JULY 1, 2018 – JUNE 30, 2019*

ED.D. WITH SPECIALIZATIONS IN EDUCATIONAL LEADERSHIP OR HIGHER EDUCATION Program is in Teach out

REGISTRATION POLICY

- The Ed.D. Program operates on a two-term, 12-month academic year calendar. The program length is 66 credit hours.
- Students are required to register prior to the beginning of each term. Registration is initiated by the student and must be approved by the major chair, dissertation chair, or dean. Registrations are processed in the program office. Once registration is approved financial aid may be disbursed. After registration closes, changes are processed through the program office. In no case may a student exceed the seven year maximum time-in-program.
- The Financial Aid Office uses the student's registration to determine financial aid eligibility.
- **Students with past due balances must obtain financial clearance to register from the Business Office prior to the term start date. Enrolling in a payment plan via ARB (automatic recurring billing) may be required.**
- 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 student must click "I agree" to the Registration Agreement at the time of web registration or approve by signature on a registration form.

The term start and end dates are:

2018-2019 Term Dates	
Summer/Fall	7/1/18 – 12/31/18 (2018 8A)
Winter/Spring	1/1/19 – 6/30/19 (2019 7A)

TUITION POLICY

Tuition and Fee Schedule*	
July 1, 2018 – June 30, 2019	
Tuition	\$ 989.00/credit hour
Technology Fee	\$ 132.00/term
Dissertation Supervision Fee (DIS-780/781)	\$ 2,950.00/term
Program Completion Extension Fee (PCX 799)	\$ 1,750.00/term
Transcript Fee: via TranscriptPlus®	\$ 11.00
Transcript Fee: sent directly to Registrar's Office	\$ 12.00

*Amounts shown in the Tuition and Fee 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.

Payment of tuition is due on the first day of the term. Payment options include check, credit card (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 30 days.

CREDIT BALANCES

Credit balances created by federal or state financial aid funds are automatically refunded. If a credit balance is a result of an over-payment made with a credit card; that credit card will be refunded. Credit balances created by scholarships, adjustments of tuition, 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) to request a refund. A Scholarship Refund Request form is available on CampusWeb.

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/ADD POLICY

Drop/Add can impact continuing financial aid eligibility; students should contact the Financial Aid Office (800.861.6400 x 2005 or finaid@myunion.edu) immediately if they plan to drop a course to determine the effect, if any, on their Financial Aid status. All Drop/Add requests must be approved by the student's faculty advisor. All course(s) dropped after 14 days from the start of the academic term will remain recorded on the student's registration record and a grade of "W" (for Withdrawn) will be posted to the grade field for each course dropped.

WITHDRAWAL POLICY AND RELATED REFUND OF CREDIT BALANCE

A program 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; 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 program office or communicated directly to the Registrar’s Office. When a student withdraws from the university prior to the end of a term, all courses for which the student is currently registered at the time of withdrawal will be recorded as “W” withdrawn on the student’s academic transcript with no credit awarded. If the withdrawal is effective at the end of the term, the grade as supplied by the evaluating faculty for each course will be posted to the student’s transcript.

ADJUSTMENTS OF TUITION AND FEE CHARGES FOR PROGRAM WITHDRAWALS

Adjustments of tuition and fee charges for program withdrawal from the University are processed as reported to the Business Office from the Registrar’s Office. The amount of refundable tuition and fee charges to the student is based on the percentage of completion of the program:

- A.** If a student withdraws ***before completing 60%*** of the program length, the amount of tuition refunded to the student is calculated as follows:

$$\% \text{ refunded} = \frac{\# \text{ of days in session or term} - \# \text{ of days completed}}{\# \text{ of days in session or term}}$$

For example, if a student withdraws on day #11 in a 56 day session, the % refunded is 80%

- B.** If a student withdraws ***after completing 60%*** of the program length, tuition is considered earned and the student will receive no refund.

Credit balances resulting from withdrawals are refunded either upon request by contacting the Business Office at 800.861.6400 ext. 1095 or within 30 days of the withdrawal date - whichever is sooner. Credit balances resulting from withdrawals will not be held by the University.

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 or session. Tuition is not prorated for coursework with earned academic credit. The amount of the tuition adjustment, if applicable, will be determined by the effective date of the withdrawal. A refund (if applicable) will be issued after financial aid adjustments are made. Financial aid adjustments are based on federal guidelines.

The following table shows the percentage of tuition to be adjusted for dropped courses:

Schedule of Adjustments	
Week One (withdrawals & drops)	100%
Week Two (withdrawals & drops)	100%
Week Three (withdrawals only)	75%
Week Four (withdrawals only)	50%

Week Five (withdrawals only)	25%
Week Six and thereafter (withdrawals only)	0%

DISSERTATION SUPERVISION (DIS-780/781)

If a student registered for RSCH-901 Dissertation in Term VI does not complete the research and writing of the dissertation by the end of Term VI, he/she must register for Dissertation Supervision. Dissertation Supervision is a non-credit course which is considered the equivalent of full-time academic work for registration status. A student registered in Dissertation Supervision may not enroll in other course credits in the same term. Students may register for up to four Dissertation Supervisions while completing research and writing of the dissertation. Any Dissertation Supervision beyond four must be approved by the program dean. Dissertation Supervision after four registered terms is not eligible for financial aid. In no case may a student exceed the seven year maximum time-in-program.

PROGRAM COMPLETION EXTENSION (PCX 799)

When a student reaches the end of the intended final term of full-time academic enrollment (last registered term or Dissertation Supervision) and needs additional time to prepare final documents for Dean’s review/approval, the student is required to register for PCX 799 Program Completion Extension (0 credits) for the subsequent six month term. In order for a student to have this 6-month completion extension approved, the student must have successfully completed all prior enrollment terms.

The program completion extension affords a student additional time to respond to recommendations for edits as a result of the Dissertation Defense meeting or Dean’s Review. No new academic course work may be undertaken during or after this program completion extension registration period. The extension period is not a new term of enrollment for academic credit. Registration in PCX 799 will be for a six-month extension of the student’s non-academic registration status so that final documents can be reviewed and approved. No more than two (2) extension terms will be approved. The PCX Program Completion Extension does not qualify students for financial aid or in-school loan deferment status. The Registrar’s Office is required to report students on the extension as registered less than half-time to the National Student Loan Clearinghouse.

PAST DUE BALANCES

Balances due from a previous term must be paid in full before continued enrollment is allowed. Students that do not make payments in a timely manner may be required to enroll in ARB (Automatic Recurring Billing) before they can register for subsequent terms. 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 titled: “Monthly Statement of Account Balance” 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 letter being sent for final demand of payment 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 33.33 percent 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 (<http://myunion.edu/current-students/financial-resources/>).

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 our web site (<http://myunion.edu/current-students/financial-resources/>).

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.

Please visit https://nslds.ed.gov/nslds/nslds_SA/ to manage your student loans.

Refer to the current University Catalog for all academic and financial policies and procedures.