

UNION INSTITUTE & UNIVERSITY

REGISTRATION AND TUITION POLICIES *EFFECTIVE JULY 1, 2016 – JUNE 30, 2017*

ED.D. WITH SPECIALIZATIONS IN EDUCATIONAL LEADERSHIP OR HIGHER EDUCATION (for matriculated students prior to July 2015-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. Any academic work in excess of 66 credit hours will carry zero credit; however, such credit registration will be charged regular tuition based on the standard hours for the course. Students must register for the sequence of courses/seminars as described in the curriculum. Terms vary in total credit hour from 9 to 12 hours, and tuition is charged at the applicable rate per credit hour registered. **By definition, nine credit hours per semester is full-time registration.** In no case may a student exceed the seven year maximum time-in-program.
- Students are required to register prior to the beginning of each term in July and January. Students register in CampusWeb through the web registration process. Registration is initiated by the student and must be approved by the primary advisor. After web course registration closes for a term, registration changes are processed through the Program office.
- A student's web registration must be approved by the advisor before financial aid will be disbursed.
- **Students with past due balances must obtain financial clearance from the Business Office in order to register for the next term.**
- Any student withdrawn and reinstated or who fails to register for one academic term and subsequently registers will join the cohort matching his/her progress in the program upon new registration.
- 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:

| 2016-2017 Term Dates | |
|----------------------|---|
| Summer/Fall | 7/1/16 – 12/31/16 (2016 8A) Add Deadline: End of July Residency Drop Deadline: 7/14/16 |
| Winter/Spring | 1/1/17 – 6/30/17 (2017 7A) Add Deadline: End of January Residency Drop Deadline: 1/14/2017 |

TUITION POLICY

| Tuition and Fee Schedule* | |
|--|-----------------------|
| July 1, 2016 – June 30, 2017 | |
| Tuition | \$ 989.00/credit hour |
| Dissertation Supervision Fee (DIS-780/781) | \$ 2,950.00/term |
| Program Completion Extension Fee (PCX 799) | \$ 1,750.00/term |
| Technology Fee | \$ 132.00/term |
| Transcript Fee | \$ 10.00 |

**Amounts shown in the Tuition and Fees 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.*

Tuition is due on the first day of the term. Payment options include check, credit card authorization (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 60 days. Should the student seek re-admission at a later date, all unpaid balances and collection costs must be paid in full before consideration of a request for re-admission.

CREDIT BALANCES

Credit balances created by federal or state financial aid funds are automatically refunded. Credit balances created by scholarships 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).

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

Students can drop or add a course through web course registration. After web course registration ends, drop/adds may be done through the program office by completing the Drop/Add section of the Change of Status form. The Change of Status form serves as an addendum to the original registration form and becomes a part of the official registration

record. ***To receive a 100% tuition refund, students must drop individual courses no later than 14 days from the start of the academic term for the course(s) to be removed from the academic transcript.*** Students are permitted to add courses during the academic residency as long as they attend all scheduled sessions. The effective date of a Drop/Add is either the date of postmark, or the date the written or oral request is received in the program office or the Registrar's Office. Drop/Add requests can impact continuing financial aid eligibility; students should contact the Financial Aid Office immediately if they plan to drop courses 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.

Dropping or adding courses by the published deadline may alter the student's tuition charges for the term in the following manner:

- If the number of term credit hours added equals the number dropped there will be no change in tuition.
- If the number of term credit hours added is greater than the number dropped, tuition will be charged for the difference at the applicable tuition rate for the full term/session.
- If the number of term credit hours dropped is greater than the number added, an adjustment in tuition will be made.

There is no refund of tuition for a dropped course after the Drop Deadline. Drops processed prior to the Drop Deadline will be refunded at 100%. Students who are withdrawing from the program should consult the Schedule of Refunds.

WITHDRAWAL POLICY

A 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 academic record.

It is understood that a student who fails to notify Union Institute & University of withdrawal from the program is obligated for all tuition assessed for the entire term. Students who withdraw prior to the end of the term should refer to the current tuition policies statement for information about appropriate tuition refunds.

Tuition is not prorated for the last term of enrollment with earned academic credit. The amount of the refund, if applicable, will be determined by the effective date of the withdrawal and the balance of the student account, after financial aid adjustments, as of the withdrawal date. Financial aid adjustments are based on federal guidelines.

Unofficial withdrawals as defined in the university's catalog will affect the amount of financial aid and/or tuition and fees that have been posted to the student's account. The resulting adjustments may create significant balances payable to the University that will be required to be paid prior to allowing continued enrollment.

Tuition is partially reversed when students withdraw from the program. The amount of the refund, if applicable, will be determined by the effective date of the withdrawal.

The following table shows the percentage of tuition to be reversed for withdrawals from the program:

| Schedule of Refunds | |
|--|------|
| 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% |

PAST DUE BALANCES

Balances due from a previous term must be paid in full before continued enrollment is allowed. 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 Account Statement" 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 final demand letter and dismissal from the university. If satisfactory payment arrangements are not made with the Business Office within 30 days 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.

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.

MARYLAND RESIDENT TUITION REFUND SCHEDULE

Maryland’s state regulations stipulate a refund policy for students based on percentages of the term completed. In accordance with those regulations, the minimum refund that UI&U shall pay to a student who is a Maryland resident, who withdraws or is terminated after completing only a portion of a course, program, or term within the applicable billing period is shown below. Refunds schedules are based on the length of the term in which the student is enrolled. The date of withdrawal or termination determines the percentage of the proration of tuition. If a refund is due, it will be issued within 60 days from the date of withdrawal.

6-Month Term – based on 180 days

| Date of Withdrawal or Termination | Percent of Term Days | Tuition Refund |
|-----------------------------------|---------------------------------|----------------|
| Day 1 thru 16 | Less than 10% completed | 100% |
| Day 17 thru 34 | 10% up to but not including 20% | 80% |
| Day 35 thru 52 | 20% up to but not including 30% | 60% |
| Day 53 thru 70 | 30% up to but not including 40% | 40% |
| Day 71 thru 106 | 40% up to but not including 60% | 20% |
| More than 60% | | 0% |

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.

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