

UNION INSTITUTE & UNIVERSITY

REGISTRATION AND TUITION POLICIES *EFFECTIVE JULY 1, 2020 – JUNE 30, 2021*

PH.D. IN INTERDISCIPLINARY STUDIES PROGRAM

REGISTRATION POLICY

- The Ph.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, tuition is charged at the applicable rate. The first day of a students' initial academic residency (IAR) is the matriculation date.
- **Full-time status is 9 credit hours. Part-time status is 6 credit hours. Students must register for at least 6 credit hours per term. International students must register full-time.**
- All newly admitted students must e-sign an enrollment agreement and university performance fact sheet before being able to register. Your student success coach will guide you through this process.
- Students have the right to cancel an enrollment agreement and receive a refund of charges if notice of cancellation is made within fourteen (14) calendar days of the term or by the seventh (7th) calendar day of the student's 8-week session start date if applicable.
- Students are required to register prior to the beginning of each term and must register for the sequence of courses/seminars as described in the curriculum. Students register in CampusWeb through the web registration process. Registration is initiated by the student and must be approved by the major chair, dissertation chair, or dean. Once registration is approved financial aid may be disbursed. After web registration closes, changes are processed through the program office. Students may register full-time or less than full-time. In no case may a student exceed the seven year maximum time-in-program.
- Drop/Add deadlines are for academic purposes only.
- The Financial Services Office uses the number of credit hours as documented by a 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.**
- Any student withdrawn and reinstated or who fails to register for one academic term and subsequently registers will join the cohort matching his/her progress in the program.
- 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:

2020-2021 Term Dates	
Fall	7/1/20 – 12/31/20 (2021 A) Add Deadline: End of July Residency Drop Deadline: 7/14/2020
Spring	1/1/21 – 6/30/21 (2021 B) Add Deadline: End of January Residency Drop Deadline: 1/14/2021

TUITION POLICY

Tuition and Fee Schedule*	
July 1, 2020 – June 30, 2021	
Tuition	\$ 1,154.00 /credit hour
Technology Fee full time (9 or more hours)	\$ 132.00 /term
Technology Fee part time (8 or less hours)	\$ 66.00 /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 webpages, 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 a term basis 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/session. 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. Should the student seek re-admission at a later date, all unpaid balances and collection costs must be paid in full before a request for re-admission will be considered.

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

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.** 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's can impact continuing financial aid eligibility, so students should contact the Financial Services Office (800.861.6400 x 2005 or financialaidcounselors@myunion.edu) 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 major chair. 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 credit hours added equals the number dropped there will be no change in tuition.
- If the number of credit hours added is greater than the number dropped, tuition will be charged for the difference at the applicable tuition rate.
- If the number of credit hours dropped is greater than the number added, an adjustment in tuition will be made.

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 should be submitted, by the student, using the official **UI&U Withdraw Form**, located on CampusWeb and after consultation with his or her designated campus official. The designated campus official is the students' assigned student success coach (Undergrad & Certificate), Faculty Advisor (MAO program), Program Director (MBA, MS-HCL, MSOL, and MA-CMHC), or Dean (Ph.D.). The designated campus official may also email the student a direct link to the official UI&U Withdraw Form upon request.

- **The effective date of withdrawal is noted on the UI&U Withdraw Form, which is the date the student notifies his or her designated campus official.** Verbal withdraw requests are only accepted from a student to his or her designated campus official. Once the official UI&U Withdraw Form is submitted, the student's intent to withdraw will be communicated directly to the appropriate university departments for processing. When a student withdraws from the university prior to the end of a term/session, all incomplete courses for which the student is currently registered at the time of withdrawal will be recorded as W (withdrawn) on the student's transcript. If the withdrawal is effective at the end of the term/session, the grade as supplied by the evaluating faculty for each course will be posted to the student's transcript.
- **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/session.** Tuition is not prorated for coursework with earned academic credit.

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.

DISSERTATION SUPERVISION (DIS 780/781)

Students registered for RMTH 900 (Dissertation), in term VI or the final term of coursework who do not complete the research and writing of the dissertation by the end

of term six or the final term of coursework, must register for dissertation supervision. Dissertation supervision is a non-credit course that is considered the equivalent of full-time academic work for registration status and for financial aid purposes. A student registered in Dissertation Supervision may not enroll in other courses in the same term. Students may register for up to four dissertation supervision terms while completing research and writing of the dissertation. Any dissertation supervision beyond four terms must be approved by the dean's office. 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.** The dissertation chair is expected to monitor the student's engagement for each DIS 780/781 term registered.

PROGRAM COMPLETION EXTENSION (PCX 799) – 0 CREDIT HOURS, NO FINANCIAL AID

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. When a doctoral student reaches the end of the final term of full-time academic enrollment (last registered term or Dissertation Supervision) registration for PCX-799 is required. In order for a student to have this 6-month completion extension approved; the student must have successfully completed all prior enrollment terms. The dean's office must approve PCX 799 registration.

A student registered for PCX 799 may not enroll in other courses in the same term. No more than two (2) extension terms will be approved. PCX 799 does not qualify for financial aid or loan deferral, and will be reported as registered less than half time to external agencies.

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/sessions. 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. State of California residents only: To be in compliance with the California Educational Debt Collections Practices Act (2019), California students may receive transcripts with a balance due; however, diplomas will be withheld until any outstanding balances are paid in full.

FINANCIAL AID INFORMATION

Financial assistance in the form of either grants, loans, scholarships, and/or 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 will begin repayment of their federal student loans 6 months later unless they re-enroll in school. 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 Services 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 federal student loans.

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