

# Tuition and Fees

## Tuition

Tuition is determined by the number of credit hours in which the student is enrolled, the level of the courses and the student's residency status (see Table 11).

- Undergraduate students are considered full time at 12 or more credits.
- Graduate students are considered full time at 9 or more credits.
- Students enrolled in no more than 4 credits per semester pay tuition at the resident rate.
- A non-resident surcharge of \$388 per credit hour is charged in addition to the resident rate.

TABLE 11 **2010 – 2011 TUITION**

	Resident	Non-resident
100 – 200-level courses	\$154/credit	\$542/credit
300 – 400-level courses	\$187/credit	\$575/credit
500-level courses	varies	varies
600-level courses	\$372/credit	\$760/credit

Note: Audited credits are charged at the same rate as other credits.

### RESIDENT AND NON-RESIDENT TUITION

Students eligible for Alaska resident tuition generally include:

- an Alaska resident, defined as a person who is a U.S. citizen or eligible noncitizen who has been physically present in Alaska for at least the past two years;
- students who received a State of Alaska Permanent Fund Dividend within the last 12 months and can certify they have been in Alaska for the past 12 months;
- military personnel on active duty, their spouses and dependent children;
- members of the National Guard, their spouses and dependent children;
- veterans of U.S. armed forces, and their dependents, who are eligible for Veteran's Administration educational benefits;
- dependent children of a person who graduated and holds an associate, bachelor's, master's or doctoral degree from the University of Alaska;
- dependent children of an Alaska resident as evidenced by the most current federal income tax return filed within the past 16 months;
- students participating in the Western Interstate Commission on Higher Education (WICHE) Western Regional Graduate Program (WRGP);

- students enrolled in four or fewer credit hours within the UA system during a semester;
- students from other states or provinces whose public universities waive non-resident tuition surcharges for Alaska residents, or who are from foreign cities and provinces with established Alaskan sister city or sister province relationships;
- students designated by the UA Scholars Program as UA Scholars;
- participants of the University of Alaska College Savings Plan;
- spouse or dependent children of a University of Alaska employee; or
- students who graduated within the past 12 months from a qualified Alaska high school.

Students will be considered non-resident if within two years prior to applying for residency they:

- were 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;
- committed any act inconsistent with Alaska residency, such as claiming residency in another state or voting as a resident of another state;
- registered as a resident in an educational institution in another state; or
- paid tuition at the University of Alaska at the Western Undergraduate Exchange program rate.

To prove physical presence, students must provide documentation of one of the following:

- student moved household goods to Alaska at least two years ago;
- student's lease, rental or ownership of real property in Alaska for at least the prior two years;
- student's permanent employment in Alaska for at least the prior two years; or
- other documentation of Alaska residency for the two prior years deemed satisfactory by the UAF Office of Admissions and the Registrar.

Students applying for resident tuition assessment must file a residency form with the Office of Admissions and the Registrar prior to the published end of the add/drop period for regular semester-length courses for the semester for which residency is sought. Failure to file and provide adequate proof of physical presence by this date will waive any claim that the student was eligible for resident tuition assessment for that semester or prior semesters unless otherwise determined by the Office of Admissions and the Registrar.

Residency criteria, as paraphrased above, are determined by UA Board of Regents residency policy and regulations found at [www.alaska.edu/bor/policy/05-10.doc](http://www.alaska.edu/bor/policy/05-10.doc). For more information and applications, students should contact the Office of Admissions and the Registrar.

## Basic Student Fees

### ASUAF

**Cost:** \$35 per semester.

**Who pays:** All students 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 pays for publication of the UAF student newspaper, the *Sun Star*; the student-managed ASUAF Concert Board; and KSUA, the student radio and on-campus television station. Other services provided through ASUAF include a half-hour attorney consultation, ombudsman consultation, student discounts at participating businesses (the ASUAF Student Saver program), international student identification cards, subsidized student club activities and much more. Contact ASUAF at 907-474-7355 or visit [www.asuaf.org](http://www.asuaf.org).

### ATHLETICS FEE

**Cost:** \$8 per credit hour (to a maximum of \$96 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:** 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 more information regarding event/ticket policies visit [www.alaskanook.com](http://www.alaskanook.com).

### COURSE FEES

**Cost:** Varies

**Who pays:** Students enrolled in courses with special fees. See the class schedule for individual classes.

**What's covered:** Some courses require special equipment, supplies or services and charge a materials fee in addition to tuition.

### HEALTH INSURANCE

**Cost:** Annual: \$1,164; fall semester 2011: \$424; spring semester 2012: \$421; spring/summer: \$740; summer: \$319

**Who pays:** Fall and spring semesters: students enrolled in 9 or more credits, students living in university housing and all international students with F-1 and J-1 visas (including Canadian students) must have health insurance coverage. If you do not already have health insurance, you must purchase the student health insurance coverage provided through the university. Departments such as the Student Health and Counseling Center, Residence Life (housing) and the Office of International Programs and Initiatives may

TABLE 12 **BASIC STUDENT FEES**  
(per semester unless otherwise indicated)

<b>ASUAF</b>	\$35
<b>Athletics Fee</b>	\$8/credit to a maximum of \$96
<b>Course Fees</b>	varies
<b>Health Insurance</b>	
Semester (9 credits or more; may be waived if the student has insurance)	fall \$424/spring \$421 spring/summer \$740
Annual (may be waived if the student has insurance)	summer \$319 annual \$1,164
<b>Parking Decal</b>	
8 credits or fewer	fall \$37/spring \$39
9 or more credits	fall \$71/spring \$74
annual permit	\$130
<b>Student Health and Counseling Center</b>	\$105
Summer semester (6 or more credits)	\$66
<b>Student Recreation Center</b>	\$75
<b>Student Sustainability</b>	\$20
<b>Technology</b>	\$5/credit to a maximum of \$60
<b>Transportation</b>	
1 – 3 credits	none
4 or more credits	\$13
<b>UA Network</b>	
2 percent of tuition	varies
<b>Wood Center Student Life</b>	
1 – 8 credits	none
9 or more credits	\$25

*All fees are subject to change.*

request proof of insurance from you at any time during the semester. Insurance is optional for students enrolled in 6 – 8 credit hours.

Summer sessions: health insurance is highly recommended for all students. International students are required to have health insurance. Students enrolled in at least 6 credit hours during the summer are eligible to enroll in the university sponsored health insurance plan.

Students must actively attend classes for at least the first 31 days after the date for which coverage is purchased. Correspondence, home study, Internet and distance education courses do not fulfill the eligibility requirements that the student actively attend classes. Students taking 6 or more credit hours who do not meet eligibility requirements because they are not physically attending classes may enroll in the plan on a voluntary basis using the Distance Education enrollment form and paying the Distance Education rate. Distance Education enrollment forms are available at the Student Health and Counseling Center.

**What's covered:** Most accidents and acute illnesses up to a specified maximum amount per illness or injury. See [www.uaf.edu/chc/student-health-insurance/](http://www.uaf.edu/chc/student-health-insurance/) for more information.

**How to pay:** Insurance is not automatically charged to your account, you must add the health insurance fee to your bill during fee payment. You can also add the insurance premium on the web at <http://uaonline.alaska.edu> or at the Business Office in Signers' Hall.

**Waivers:** International students on F-1 and J-1 visas (including Canadian students) who meet specified requirements may get a waiver signed at the Office of International Programs and Initiatives. Evidence of equivalent coverage must be presented in English and in advance of the fee payment period. Call OIP at 907-474-5327 for details.

### **PARKING DECAL**

**Cost:** Fall semester: \$37 for 8 credits or fewer, \$71 for 9 or more credits. Spring semester: \$39 for 8 credits or fewer, \$74 for 9 or more credits; or \$130 for an annual parking decal.

**Who pays:** Students who choose to park a vehicle at any UA, UAF or Community and Technical College location are required to have a parking decal or permit displayed on the vehicle at all times, including evenings. Costs are based on the combined total credit hour enrollment at UAF, CTC and Center for Distance Education, or any class held at a UAF location where credit is given through another location. (Campus residents may not purchase the multi-car user decal option. Employees are not eligible to purchase parking decals at student rates.)

**What's covered:** Parking in decal-required lots and general use lots/spaces at any on- or off-campus UA, UAF or CTC facility in Fairbanks.

**How to order your permit:** Request your permit through UAF Parking Services' online system at [www.uaf.edu/parking/](http://www.uaf.edu/parking/). The online system allows you to select the type of parking permit/s you need, your payment method and delivery option.

**How to pay:** Complete your permit purchase at UAF Parking Services' online system at [www.uaf.edu/parking/](http://www.uaf.edu/parking/). Payment options are MasterCard or Visa or "student account" if you have added parking to your student account. You may also add your choice of parking and pay for the permit using UAOnline (<http://uaonline.alaska.edu>) or at the Business Office in Signers' Hall. The permit must then be picked up at Parking Services at 803 Alumni Drive, Room 114 (Facilities Services Building).

It is the responsibility of all students parking a vehicle on UAF property (on or off campus) to be knowledgeable of UAF parking regulations, available at [www.uaf.edu/parking/](http://www.uaf.edu/parking/). For more information, call 907-474-PARK (7275), email [fypark1@uaf.edu](mailto:fypark1@uaf.edu), or visit and chat online at [www.uaf.edu/parking/](http://www.uaf.edu/parking/).

### **STUDENT HEALTH AND COUNSELING CENTER**

**Cost:** \$105 per fall or spring semester; \$66 summer

**Who pays:** Fall and spring semesters: 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. Summer sessions: students enrolled in 6 credits or more (optional for students who are enrolled in less than 6 credits if they are enrolled in the upcoming fall semester for 6 or more credits and were eligible for student health center services in the preceding spring semester).

**What's covered:** Basic medical and counseling services at the UAF Student Health and Counseling Center on the Fairbanks campus.

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

### **STUDENT RECREATION CENTER**

**Cost:** \$75 per semester

**Who pays:** All Fairbanks area students (Fairbanks campus or Community and Technical College sites) enrolled in 9 or more credits. Students enrolled in 3 – 8 credits who want access to the Student Recreation Center and its facilities have the option of paying the fee that grants permission to use the facilities. This fee is not available for students enrolled in fewer than 3 credits. Students taking courses outside the Fairbanks area are not required to pay this fee.

**What's covered:** The SRC fee provides for use of the SRC and its facilities. An adult must accompany anyone under 18 using SRC facilities (unless he or she is a full-time UAF student). Contact the SRC for more information at 907-474-7205.

### **STUDENT SUSTAINABILITY**

**Cost:** \$20 per semester

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

**What's covered:** The Student Sustainability or SIREN fee is a student-initiated fee that funds energy efficiency programs and renewable energy projects or other sustainability issues. Preference is given to projects which reduce UAF's non-renewable energy consumption at the main campus and CTC sites. For more information visit [www.uaf.edu/sustainability/rise/currentproposals/](http://www.uaf.edu/sustainability/rise/currentproposals/).

### **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:** \$13 per semester

**Who pays:** All Fairbanks area students (Fairbanks or Community and Technical College sites) enrolled in 4 or more credits 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 NETWORK FEE**

**Cost:** 2 percent of tuition

**Who pays:** All students.

**What's covered:** The UA network charge covers rapidly rising costs, especially in the maintenance and enhancement

TABLE 13 **OTHER FEES**  
(per use unless otherwise indicated)

<b>Application for Admission</b>	
Occupational Endorsement, Certificate or Associate Degree	\$40
Baccalaureate	\$50
Graduate	\$60
<b>Application for Graduation</b>	\$50 (\$80 if late)
<b>Campus Housing</b>	
Residence halls, per semester	\$1,805 – 2,730*
Fairbanks campus family housing, per month	\$750 – 1,630**
Kuskokwim campus housing	Contact campus
<b>Credit by Examination</b>	\$40/credit
<b>Credit for Prior Learning</b>	\$50 plus \$10/credit
<b>Duplicate Tuition/Fees Receipt</b>	\$5/copy
<b>Graduate Student Reinstatement</b>	\$50
<b>Late Add/Late Registration</b>	\$50
<b>Late Payment Fees</b>	\$35; \$100
<b>Late Placement Test or Guidance Test</b>	\$5
<b>Meal Plans, per semester</b>	\$945 – 1,975
<b>New Student Orientation</b> (Fairbanks area)	\$75 fall \$35 spring
<b>Payment Plan</b>	\$50
<b>Post Office Box</b>	\$45/semester
<b>Records Duplication</b>	\$5/document
<b>Textbooks</b> (approximate)	\$250 – 1,100/semester
<b>Thesis Binding</b>	\$20 minimum/thesis
<b>Transcripts</b>	
Official (7 – 10 business days)	\$7 – 15
Official (24 hour service; pick up only)	\$25
Unofficial	\$3

All fees are subject to change

\* Plus one-time application fee of \$35 and a refundable \$315 damage deposit

\*\* Plus one-time application fee of \$50 and a refundable \$600 damage deposit

of the university-wide technology infrastructure. The 2 percent network charge is applied on a per-credit-hour basis (rounded to the nearest dollar) to tuition, non-resident surcharges if applicable, and fees in lieu of tuition for credit and non-credit courses. The minimum network charge per course is \$3.

### WOOD CENTER STUDENT LIFE

**Cost:** \$25 per semester

**Who pays:** All Fairbanks area students (Fairbanks campus or Community and Technical College sites) enrolled in 9 credits or more. Students taking courses outside the Fairbanks area are not required to pay the Wood Center Student Life fee.

**What's covered:** The Wood Center Student Life fee supports Nanook traditions such as Starvation Gulch, International Education Week, Winter Carnival and SpringFest as well as student activities and student quality of life projects.

## Other Fees

### APPLICATION FOR ADMISSION

**Cost:** \$40 – \$60

**Who pays:** Applicants to occupational endorsement, certificate and associate degree programs should include \$40 with their admissions application, applicants to bachelor's programs should include \$50 and applicants to graduate programs, \$60.

**What's covered:** Assessment and processing of prospective student applications.

### APPLICATION FOR GRADUATION

**Cost:** \$50 (\$80 if late)

**Who pays:** Students planning to graduate in a given semester must apply for graduation. Early applications are encouraged and can be submitted the semester before expected graduation. Application deadlines are Oct. 15 for fall; Feb. 15 for spring and July 15 for summer graduation.

**What's covered:** Credit check, degree requirement audit and certification of eligibility to graduate.

### CAMPUS HOUSING

#### Fairbanks campus single student housing

**Cost:** \$350 deposit (\$35 nonrefundable application fee; \$315 refundable damage deposit)

Double rooms	\$1,805
Single rooms*	\$2,220
Double room/single occupancy*	\$2,730
Cutler Apts./quadruple rooms	\$2,030 – \$3,010

\* Extremely limited availability.

#### Fairbanks campus family housing

**Cost:** \$50 nonrefundable application fee, \$600 damage deposit (\$300 due when you are assigned a housing unit; \$300 due at check-in)

Efficiency to three-bedroom apartments: \$750 – \$1,630

#### Residence hall phone line

**Cost:** \$120 per semester (for an optional shared land line connection in your dorm room; bring your own phone/ answering machine. You are welcome to bring your own cell phone.)

**How to apply:** Send your completed application and application fee to the UAF Department of Residence Life. Applications are available online at [www.uaf.edu/reslife/applying-for-campus-housi/](http://www.uaf.edu/reslife/applying-for-campus-housi/). Room rent and meal plan fees, along with all other fees, are due in full by fee payment deadline. Information about Residence Life is available at 907-474-7247, [housing@uaf.edu](mailto:housing@uaf.edu), or [www.uaf.edu/reslife/](http://www.uaf.edu/reslife/).

#### Kuskokwim Campus housing

For information about campus housing at the Kuskokwim Campus in Bethel, visit [www.bethel.uaf.edu](http://www.bethel.uaf.edu) or call 907-543-4562.

### 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 evaluation committee. If credit is awarded, the fee per credit hour earned pays for grade recording and transcription.

#### **GRADUATE STUDENT REINSTATEMENT**

**Cost:** \$50

**Who pays:** Graduate students who do not meet registration requirements and fail to file an approved leave of absence may request reinstatement from the dean of the Graduate School and will be charged \$50.

**What's covered:** Reinstatement processing.

#### **LATE ADD/LATE REGISTRATION**

**Cost:** \$50

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

- you add a late start course during the regular registration period for that course, or
- you are moved into a class for which you were wait listed, or
- you change from one section to a different section of the same course, or
- you add a course to replace a canceled course in which you were previously enrolled.

This fee is refundable only if all classes for which you have registered are canceled. See the Registration Details "Changing your registration" section for the procedure for adding a class.

**What's covered:** Processing of late payments.

#### **LATE PAYMENT FEES**

**Cost:** \$100; \$35 per month for late payment plan payments

**Who pays:** All students who have missed the fee payment deadline and have a balance of \$100 or more. An additional \$100 fee will be added to accounts which are not paid by the withdrawal deadline.

**What's covered:** Processing of late payments.

#### **LATE PLACEMENT TEST OR GUIDANCE TEST**

**Cost:** \$5

**Who pays:** Students who take a placement or guidance test outside of scheduled testing sessions.

**What's covered:** Test oversight, administration and recording.

#### **MEAL PLANS**

**Cost:** \$600 – \$1,975

**Who pays:** All residence hall students are required to purchase a meal plan, with the exception of residents living in Cutler Apartment Complex, Wickersham Hall 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. Please review your dining contract for more details.

#### **What's covered (per semester):**

**Platinum** — Unlimited meals, including breakfasts at Wood Center Food Court and lunch and dinner at Lola Tilly Commons, and \$75 Munch Money. .... \$1,675

**Gold** — Unlimited meals at Lola Tilly Commons, lunch through dinner Monday through Friday, as well as brunch and dinner Saturday, Sunday and holidays, and \$100 Munch Money. (Note: Breakfast may be purchased using Munch Money.) ..... \$1,655

**Denali Block Meal Plan** — 250 meals at Wood Center Food Court or Lola Tilly Commons and \$200 Munch Money. .... \$1,940

**Nanook Block Meal Plan** — 150 meals at Wood Center Food Court and Lola Tilly Commons and \$500 Munch Money. .... \$1,975

**Upper Classman Block Meal Plan** — 75 meals at Wood Center Food Court and Lola Tilly Commons and \$100 Munch Money (availability limited, junior standing and above required)..... \$945

**Chena Meal Plan** — \$1,100 in Munch Money that can be spent at any UAF dining location (limited to juniors, seniors and graduate students)..... \$1,100

**WCC Meal Plan** — \$600 in Munch Money that can be spent at any UAF dining location (limited to Wickersham, Cutler and commuter students) ..... \$600

Munch Money is a declining balance account used exclusively for food purchases at any UAF campus dining location and at most vending machines. Meal plans and Munch Money can be purchased from Dining Services in 106 Eielson.

*Note: Lola Tilly Commons and Wood Center Food Court are closed throughout the UAF holiday break and Spring Break.*

#### **NEW STUDENT ORIENTATION**

**Cost:** \$75 for the fall semester or \$35 for the spring semester covers all programs, except special Outdoor Adventures activities.

**Who Pays:** Any new student may participate in UAF New Student Orientation on the Fairbanks campus. NSO is required for all first year baccalaureate degree-seeking students entering UAF with less than 30 credits. The program is also required for all EDGE students (first year residential students under 20 years of age entering with fewer than 20 credits), UA Scholars and incoming international students in undergraduate F-1 status.

**What's covered:** All materials, sessions, general entertainment and meals not included in student meal plans.

## PAYMENT PLAN

**Cost:** \$50

**Who pays:** Students who are unable to pay all tuition and fees at the beginning of a semester.

**What's covered:** Budgeting by distributing the costs of tuition and fees across two or more payment dates. See [www.uaf.edu/business/](http://www.uaf.edu/business/) for more information.

## POST OFFICE BOX

**Cost:** \$45 per box per semester

**Who pays:** Students who wish to receive U.S. Postal Service mail on campus may rent a post office box in the full service post office located in Constitution Hall. USPS mail is delivered on campus to post office boxes only, not to street addresses.

**What's covered:** Post office box space, postal and mail forwarding services.

## RECORDS DUPLICATION

**Cost:** \$0.25 per page

**Who pays:** Anyone who requests copies of their own academic records.

**What's covered:** Copies of records in your academic file in the Office of Admissions and the Registrar (except transcripts from another school). Students need to submit a written request for copies. The Office of Admissions and the Registrar provides document copies as time permits. All copies provided through this service are stamped "unofficial."

## TEXTBOOKS

**Cost:** Varies according to course load. You can expect to pay about \$250 to \$1,100 per semester for textbooks. The cost for books averages about \$90 – \$115 per course.

**Who pays:** Students in classes with required texts.

**What's covered:** Texts, assigned readings or other course materials assigned by instructors.

## THESIS BINDING

**Cost:** \$20 minimum for each hardbound copy; other fees may be charged to cover microfilming, copyright, map pockets or postage.

**Who pays:** Graduate students upon completion of thesis or dissertation.

**What's covered:** Book binding for graduate theses and dissertations, including the two copies that are required for the UAF Rasmuson Library.

## TRANSCRIPTS

**Cost:** \$3 – \$25

Official transcripts (7 – 10 business days): \$7 – \$15

Official transcripts (24 hour service; pick up only): \$25

Unofficial transcripts: \$3

**Who pays:** Anyone who requests their own transcripts from the Office of Admissions and the Registrar.

**What's covered:**

- **Official transcripts** are printed on special transcribing paper, include an official signature and the university seal, and are released in a sealed envelope. Official transcript requests are handled by the National Student

Clearinghouse ([www.getmytranscript.com](http://www.getmytranscript.com)) or by the Office of Admissions and the Registrar. Normal processing time is seven to 10 business days, but at the end of a semester and during peak registration times the process may take longer. All requests for official transcripts must be submitted online or in writing and include dates and places of attendance, social security number, date of birth, current telephone number, address and payment.

- **Unofficial transcripts** are accessible via UAOnline. Unofficial transcripts are also available from the Office of Admissions and the Registrar for \$3 per copy. An unofficial transcript is printed on regular paper and released unsealed. Unofficial transcripts are available for pick up or can be mailed to the student only.

## Paying Tuition and Fees

All tuition and fees must be paid by the fee payment deadline published in the semester class schedule. This includes room rent, meal plan costs, student activity fees, health fees and deposits. Any charges unpaid at the end of the previous semester are also due and must be paid before you can re-enroll. If you owe money to the university and submit an enrollment form and payment for the current semester, you will not be enrolled into your classes; the payment will be applied toward your debt. If the current semester payment is by check from a source other than the student, the payment will be returned to the source.

Other than tuition and fees, which are due according to every semester's payment schedule, any charges owed to the university are due within 30 days.

## CONSEQUENCES OF NOT PAYING

You are responsible for paying all tuition and fees. The university will NOT initiate a drop for non-payment. Students must drop within the 100 percent refund period to avoid tuition and fee charges.

UAF withholds transcripts, diplomas or grades from students who have not paid all financial obligations to the institution. Registration may be withheld from any student who is delinquent in paying all charges due the university. Registration, meal plan and housing contracts may be canceled at any time by UAF for those who fail to meet installment contract payments or financial obligations.

## TUITION WAIVERS

### • Senior Citizen Tuition Waiver

UA Board of Regents policy waives regular tuition for Alaska residents at the age of 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 eligible to receive full Social Security retirement benefits; and
- there is space in the class or classes you want.

If you are using a senior tuition waiver, you may not register until the first day of instruction for each class. 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; May 1 for summer. Reimbursements will not be made to senior citizens who pay for a course and then request a waiver.

- **Employee Tuition Waiver**

Employee tuition waivers pay only for tuition. Tuition waiver forms must be turned in by the fee payment deadline. The employee is responsible for all other fees. The employee must be employed on the first day of instruction to be eligible. Employees who pay for a course and later become eligible for a waiver will not be reimbursed. Late fees and payment deadlines apply. More information is available at [www.uaf.edu/business/](http://www.uaf.edu/business/).

## Refunds

### TUITION AND FEES

Students who withdraw from courses or cancel enrollment must submit a completed official withdrawal form to the Office of Admissions and the Registrar. UAF may fully or partially refund undergraduate, graduate and non-resident tuition and fees. The following conditions apply:

1. If UAF cancels a course, students' tuition and fees will be refunded in full.
2. If a student formally withdraws from a course, UAF will make refunds according to the date of the withdrawal.
  - a. If withdrawal is prior to or on the last day of fee payment, UAF will refund 100 percent of tuition and fees. The parking decal fee will be refunded in full if the student returns the parking decal at the time of withdrawal.
  - b. If withdrawal is within one week after the last day of fee payment, UAF will refund 50 percent of tuition only. The parking fee will be returned (less \$5) if the student returns the parking decal at time of withdrawal.
  - c. If student withdraws from a class and adds another on the same day through the third Friday of the semester, UAF will exchange tuition.  
*NOTE: If the exchange is uneven — e.g., lower level to upper level, or 3 credits to 4 credits — tuition and any fees owed are due the same day.*
  - d. If withdrawal is after the third Friday of the semester, no refund or exchange of tuition is available.

- **Courses Meeting Four Weeks or More But Less Than a Semester**

1. If a student withdraws within five business days of the first class meeting, UAF will refund 100 percent of tuition and fees.
2. If a student withdraws within six to 10 business days of the first class meeting, UAF will refund 50 percent of tuition only.

3. If a student withdraws on or after the 11th business day after the first class meeting, no refund or exchange of tuition is available.

- **Courses Meeting Less Than Four Weeks**

If a student withdraws before the first day of class, UAF will refund 100 percent of tuition and fees. No refund or exchange of tuition is available to students who withdraw on or after the first day of class.

### REFUND PROCESSING TIMELINE

1. The date the drop/withdraw is processed by the Office of Admissions and the Registrar determines eligibility for a refund.
2. For evening or weekend classes, the drop must be processed the next working day for the refund to apply.
3. A student whose registration is canceled as a result of disciplinary action forfeits all rights to a refund of any portion of tuition and fees.
4. If a student's registration is canceled by a faculty-initiated drop/withdraw, the refund will be based on the date of the drop/withdraw and the policy described.
5. If fees are paid by check, any refund to which a student may be entitled will be processed after the check has cleared the bank.
6. If a student owes a debt to the university, any credits resulting from the drop/withdraw will be applied to that debt.
7. Students who receive any type of external funding, including financial aid, may have their refunds applied to the external funding source. In the case of financial aid, the refund will be applied according to federal regulations.
8. Vocational/technical course fees are subject to this refund schedule.
9. Summer Sessions refund policy is separate and is found in the Summer Sessions catalog.
10. In case the operations of UAF are adversely affected by war, riot, natural act, action of civil authority, strike or other emergency or condition, the university reserves the right to take action to curtail part or all of its operations, including action to cancel classes and action to discontinue services. In any case in which a significant curtailment is judged proper by UAF, the university's liability is limited to (at most) a refund of tuition and fees paid.

**EXCEPTION 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 of student's control (for example, major employment change, fire, flood). Failure to comply with published deadlines or regulations is not a serious and compelling reason 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/business/forms/](http://www.uaf.edu/business/forms/), through the Business Office in Signers' Hall at the Fairbanks campus or at CTC. Once received, the appeal will be evaluated by a campus-wide committee which will return a decision to 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 Business Office for more information.

**HOUSING**

Students who move off campus or withdraw from the university will receive room refunds according to the schedule on page 60.

Any refund of room charges will be based upon the days remaining in the semester. A \$75 service charge will be subtracted from each refund of meal plan charges, regardless of the date of withdrawal. No refunds are available after the 12th week of the semester.

**MEALS**

Please refer to your board plan agreement for specific information about meal plan refunds.