

UNIVERSITY OF MOBILE

TRADITIONAL UNDERGRADUATE PROGRAMS

FINANCIAL INFORMATION 2017-18

BUSINESS OFFICE

Location: Weaver Hall, First Floor **Hours:** Monday - Friday from 8 a.m.– 4:30 p.m. **Email:** businessoffice@umobile.edu
Telephone: 251-442-2214 **Fax Number:** 251-442-2503
 on My UM at <https://umportal.umobile.edu> under the Account tab

TUITION

Tuition, 12-17 hours, Undergraduate, per academic period . \$10,505.00
 Students taking below 12 hours or hours above 17, per hour.....\$750.00
 Courses taught at Dauphin Island Sea Lab, per hour.....\$175.00
 Summer tuition, per hour..... \$405.00

REGISTRATION FEES

The following fees are required, per academic period, of all full-time students and certain part-time students as indicated:

Traditional Undergraduate

Comprehensive Fee - Fall and Spring (12 hours or more)\$600.00
 Comprehensive Fee - Fall and Spring (Less than 12 hours).....\$200.00
 Comprehensive Fee – Summer (12 hours or more).....\$100.00
 Comprehensive Fee – Summer (Less than 12 hours).....\$50.00

Convenience Fee – A convenience fee of 2.75% will be charged for all credit card payments. There is no fee for check or e-check payments.

(COURSE & SPECIAL FEES, AND REFUND POLICY ARE LISTED ON REVERSE SIDE)

HOUSING

A student desiring to reserve a room on campus must complete and submit a room application form. Please refer to the University of Mobile student handbook for information on policies concerning on-campus housing and food services.

Board, per term (Fall & Spring)..... \$2,100.00
Room, per term (includes telephone, internet and cable):
 Arendall, Avery Woods, Bedsole, & Ingram Halls \$2,400.00
 Samford, Faulkner Halls \$2,700.00
 The Timbers \$2,950.00
 Private room, per term \$500.00
Summer (per term)
 Enrolled students \$375.00 (Private-\$425)
 Non-enrolled students \$425.00 (Private-\$475)
 Required Down Payment, per semester \$250.00

IMPORTANT DATES TO REMEMBER*

Fall Term I, 2017 Aug. 21 – Dec. 14
 Automated book voucher deadline..... July 31
Payment plan **Aug. 1**
Or Balance Due Payable in Full..... **Aug. 1**
 Drop/Add processed (full-term courses):
 No tuition/fees refunded after Sept. 1
Spring Term I, 2018 Jan. 8 – May 3
 Automated book voucher deadline..... Dec. 15
Balance Due Payable in Full..... **Dec 18**
 Drop/Add processed (full-term courses):
 No tuition/fees refunded after Jan. 22
 *Students should refer to the Course Schedule for beginning and ending dates of their particular classes.

UNIVERSITY POLICY CONCERNING PAYMENT OF TUITION, FEES AND OTHER CHARGES

Fall and Spring Terms

A non-refundable down payment of \$250 is required of new students (\$125 for returning students) at registration. A \$250 non-refundable housing down payment IS REQUIRED before a dorm will be assigned to a student. The housing down payment is due at the time of registration or room reservation, whichever occurs first. The registration down payment will be waived for students who have financial aid to cover 100% of charges.

The University accepts cash, personal checks, money orders, VISA, MasterCard, and Discover. After the term begins, all students will receive a monthly statement via email. Each student is responsible for registering to access Student Account Center and inviting those responsible parties to view statements and other student account payment information **UM Payment Plans through Tuition Management Services must be renewed each term.** (www.umobile.afford.com)

Summer Terms

A non-refundable down payment of \$250 is required of new students (\$125 for returning students) at registration through the last day of the Spring term. **After the last day of the Spring term, Summer charges are due and payable on May 1st for all summer terms.** The registration down payment is waived for students covered 100% by financial aid.

Consequences of non-payment

The University has the right to remove students from class, student housing and suspend campus card privileges for non-payment of past due accounts.

Failure to pay on or before the due date will incur a \$100.00 Deferred Option Fee.

Financial accounts must be paid in full to:

1. Receive grades
2. Pursue courses officially
3. Receive a degree
4. Receive a transcript of credits
5. Register for another term
6. Take final exams

Payment Plans

We offer several payment plans through Tuition Management Systems, www.afford.com/umobile or 1-800-309-1658. You must sign up for the plan and be up-to-date on your payments before the Balance Due Payable in Full date to avoid the Deferred Option Fee.

BOOKSTORE CHARGES

If you are registered, have your financial aid package complete *and* have enough financial aid to cover all of your charges plus books for the term by the dates listed below, we will automatically notify the bookstore of your eligibility to charge up to \$600 to your student account (not to exceed the amount of anticipated credit). You will receive an e-mail via your Ram Mail account notifying you of the amount and the date you may begin using your voucher. If additional funds are needed and you have credit available visit the Business Office or request on My UM. If you do not meet the deadlines below, but are otherwise eligible for a voucher you may obtain a voucher from the Business Office window one week before classes begin.

Fall 2017:	Monday, July 31, 2017
Spring 2018:	Friday, December 15, 2018
Summer 2018:	Monday, April 30, 2018

CHECK CASHING SERVICES

The Business Office will cash personal checks up to \$50.00. However, after 3 returned checks, check cashing privileges will be revoked for 180 days and only cash accepted for payments. A \$50.00 fee will be charged for each returned check. Proper ID is required to cash checks.

COURSE / MAJOR FEES:

Audit Fee (per hour)*	\$50.00
Dauphin Island Sea Lab Recording Fee (per semester).....	\$50.00
Directed Study Fee (per hour)*	
This is in addition to regular tuition	\$50.00
<i>Alabama School of the Arts</i>	
This is in addition to regular tuition:	
MUA Courses:	
Half Hour lesson per week (per hour)	\$125.00
One Hour lesson per week (per hour).....	\$250.00
Class voice, piano, guitar (per credit)	\$75.00
Music (MU), Theater (TH), Worship Leadership (WL)	
courses, (per credit hour).....	\$60.00
Recital fees:	
Junior	\$75.00
Senior	\$125.00
<i>College of Arts & Sciences</i>	
Military Science (MS) Courses	\$25.00
PSY 304L Experimental Psychology.....	\$40.00
PSY 312 Evaluations & Testing	\$40.00
Science Laboratory Fee	\$90.00
<i>College of Health Professions</i>	
School of Health & Sports Science Major Fee (per semester)...	\$275.00
School of Nursing Major Fee (per semester)	\$650.00
School of Allied Health Major Fee (per semester).....	\$90.00
<i>School of Business</i>	
Catalyst Conference Fee	\$369.00
<i>School of Education</i>	
Teacher Education (TE) 201.....	\$250.00
Teacher Education (TE) 305.....	\$250.00
Teacher Education (TE) 306.....	\$250.00
Teacher Education (TE) 411.....	\$250.00
Teacher Education (TE) 417.....	\$250.00
Teacher Education (TE) 422.....	\$250.00
Teacher Education (TE) 433.....	\$350.00
Teacher Education (TE) 520.....	\$300.00
Teacher Education (EE) 522.....	\$300.00
Teacher Education (TE) 525.....	\$300.00
Teacher Education (TE) 533.....	\$300.00

* Audit and directed study students pay any fee listed above as well as audit and directed study fees.

**Faculty members may assign online test that require identification verification measures. These measures may require additional fees.

The following fees are assessed for special services and programs:

Application Fee, Paper (payable at time of application and is not refundable)	\$25.00
Challenge Fee (per course)	\$100.00
Testing Fee (per test).....	\$50.00
CLEP and AP (per course).....	\$100.00
Late Payment Fee	\$100.00
Duplicate Dormitory Key (per key)	\$50.00
ID Replacement	\$20.00
Returned Check Charge (per check)	\$50.00
Transcript, official copy.....	\$10.00
Transcript, official copy, same-day service.....	\$25.00

DROP/ADD POLICIES

When a student drops a class, the official drop date from which all claims for deductions and refunds will be computed is the date on the official drop form signed by the Business Office.

The Fall, Spring, and Summer terms consist of one full term and several terms within the full term that begin and end at different times within the full term. Refunds for drops will be processed as follows:

Fall and Spring Term I Courses

1. During the two days following registration (the first two days of the term), drops and adds will be free; however, student must pay additional tuition or fees required.
2. IF A COURSE IS DROPPED AFTER THE FIRST TWO WEEKS OF THE TERM, NO REFUND OF CHARGES WILL BE MADE AND ADDITIONAL TUITION WILL BE ASSESSED FOR COURSES ADDED.
3. Each change in schedule is considered a separate transaction and previous transactions will have no bearing on the calculation of charges.
4. All charges for drops processed after the end of the official drop and add period (the first two weeks of the term) must be paid in the Business Office before the transaction is complete.

Fall and Spring Term I Evening Courses and Summer Term V

1. Courses dropped after the third class meeting will receive no tuition/fee refund.

Fall and Spring Terms II, III

1. Courses dropped on or before the 8th calendar day will receive a 100% tuition/fee refund.
2. Courses dropped after the 8th calendar day will receive no tuition/fee refund.

Summer Terms I, II, III

1. Courses dropped after the third class meeting will receive no tuition/fee refund.

Summer Terms IV

1. Courses dropped on or before the 8th calendar day will receive a 100% tuition/fee refund

2. Courses dropped after the 8th calendar day will receive no tuition/fee refund.

Summer Terms VI and VII

1. Courses dropped after the second class meeting will receive no tuition/fee refund.

WITHDRAWAL/REFUND POLICY

A student is withdrawing when the student wishes to stop attendance before the term is complete. Withdrawal refunds are outlined in the University of Mobile catalog. **All withdrawals must be submitted to the Business Office.** Refunds of charges will be calculated from the first date of classes to the last date of attendance or date of official withdrawal. Withdrawal refunds for mini-term/modular format periods follow the drop refund policy on a course by course basis: After the 8th calendar day there is no refund of charges. All other students will have their refunds calculated at the following rates. All refunds will be less an administrative fee equal to 5% of the tuition, fees, board, and other charges assessed the student with a minimum fee of \$50 and a maximum fee of \$100.

<u>All Terms</u>	<u>Percentage of Refund</u>
On or before first day of class	100%
Calendar Day 2 to first 10% of enrollment period.....	90%
Between first 10% of enrollment period and first 25% of enrollment period.....	50%
Between first 25% of enrollment period and first 50% of enrollment period.....	25%
After first 50% of enrollment period.....	None

Whenever students are required to withdraw from the University because of unsatisfactory conduct or scholarship, no refund will be made except for refunds due for federal financial assistance. No refunds will be made for any scholarship funds controlled and/or granted by the University.

Adjustments for federal financial aid will be made according to federal law. The amount of federal financial aid that a student earns is based on the percentage of attendance. A student must attend 60% of the term in order to earn 100% of federal financial aid, even if the University has already applied 100% of the financial aid to the account. Student accounts will be adjusted for any repayment of federal financial aid the University is required to make on behalf of the student.

Students move into the residence hall for the entire semester. In order to be eligible for any reduction in food charges, the student must present an official notification. In such cases refunds will be made in the same manner as for tuition refunds. The first day of classes will be considered the first day for board refunds. **Room charges are non-refundable.**

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