



BUSINESS OFFICE

Weaver Hall, First Floor • Monday - Friday from 8 AM- 5 PM
Email: businessoffice@umobile.edu
Phone: 251.442.2208 • Fax: 251.442.2609
MyUM at <https://umportal.umobile.edu> under the Account tab

Balances are due in full either by payment or approved payment plan by:

Fall 2019: August 15, 2019
Spring 2020: January 2, 2020
Summer 2020: First day of class

Student Account Center (SAC), located at umobile.afford.com, is the place to view account activity, make payments and set up payment plans. Each student is responsible for registering to access Student Account Center and inviting those responsible for payment to also register for SAC to view financial activity detail and other student account payment information. Payment plans must be renewed each semester.

**See reverse for important account payment information and refund policy.*

TUITION, PER SEMESTER

Fall & Spring, 12-17 credit hours.....	\$11,125.00
Below 12 credit hours or above 17 credit hours, per credit hour.....	\$795.00
Summer tuition, per credit hour.....	\$430.00

REGISTRATION FEES

The following fees are required per semester unless otherwise indicated:

Student Life fee for residential students (Fall & Spring).....	\$395.00
Student Life fee for commuter students (Fall & Spring).....	\$200.00
Technology fee for residential students (Fall & Spring).....	\$150.00
Technology fee for commuter students (Fall & Spring).....	\$100.00
Technology fee (Summer).....	\$50.00
Parking and transportation fee (Fall, Spring, & Summer).....	\$60.00
New student orientation fee, one time only.....	\$200.00
Transfer Orientation fee, one time only.....	\$50.00

MEAL PLANS

(Required for all full-time traditional undergraduate students)

Residential meal plan, Fall & Spring, per semester	
Freshman and Sophomore (19 meals + \$150.00).....	\$2,150.00
Junior and Senior (10 meals + \$300.00).....	\$1,700.00

*Juniors and Seniors will default to the 19 meal plan if no other plan is chosen.
Changes allowed only through the second week of the semester.)*

Commuter meal plan, Fall & Spring, per semester.....	\$350.00*
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*Value of meal plan is \$425

HOUSING

Fall and Spring, per semester

The Parks I, Avery Woods, & Ingram Hall.....	\$2,450.00
The Parks II.....	\$2,655.00
Arendall & Bedsole.....	\$2,425.00
Samford & Faulkner Halls.....	\$2,755.00
The Timbers.....	\$3,180.00
Private room, per semester (additional fee).....	\$875.00

Summer, per term (May, June, July)

Enrolled students.....	\$375.00
Non-enrolled students.....	\$425.00
Private room, per term (additional fee).....	\$50.00

MAJOR FEES

School of Health and Sports Science Major Fee (per semester).....	\$275.00
School of Nursing Major Fee (TBSN, per semester).....	\$400.00
School of Nursing Major Fee (ABSN, per academic term).....	\$260.00
School of Nursing Major Fee (RN-BSN, per semester).....	\$120.00

School of Allied Health Major Fee (per semester).....	\$90.00
Center for Excellence in Healthcare Practice Fee (TBSN, per semester).....	\$350.00
Center for Excellence in Healthcare Practice Fee (ABSN, per academic term).....	\$175.00
Center for Excellence in Healthcare Practice Fee (RN-BSN, per academic term).....	\$175.00
School of Business Major Fee (per semester).....	\$100.00
College of Arts & Science Major Fee (per semester).....	\$50.00
Student Athlete Fee (per semester).....	\$50.00

COURSE FEES

Audit (per credit hour).....	\$50.00
Directed Study (per credit hour, in addition to regular tuition).....	\$50.00

MUA Courses:

- Half-hour lesson per week (per credit hour).....\$125.00
- One hour lesson per week (per credit hour).....\$250.00

Class voice, piano, guitar (per credit hour).....	\$75.00
Music (MU) courses (per credit hour).....	\$60.00
Theater (TH) courses (per credit hour).....	\$60.00
Worship Leadership (WL) courses (per credit hour).....	\$60.00
Visual Arts (AR) courses (per credit hour).....	\$60.00

Recital fees:

- Junior.....\$75.00
- Senior.....\$125.00

Military Science (MS) courses, per course.....	\$25.00
PSY 312 Evaluations & Testing.....	\$40.00
Science Laboratory Fee (per course).....	\$90.00
Catalyst Conference Fee.....	\$369.00
Teacher Education (TE) 201.....	\$250.00
Teacher Education (TE) 305.....	\$250.00
Teacher Education (TE) 306.....	\$250.00
Teacher Education (TE) 376.....	\$600.00
Teacher Education (TE) 411.....	\$250.00
Teacher Education (TE) 417.....	\$250.00
Teacher Education (TE) 433.....	\$350.00

MISCELLANEOUS FEES

The following fees are assessed for special services and programs:

Application.....	\$25.00
Challenge exam (per course).....	\$100.00
Testing (per test).....	\$50.00
CLEP and AP (per course).....	\$100.00
Late Payment Fee (per month).....	\$100.00
Replacement dormitory key (per key).....	\$50.00
ID Replacement.....	\$20.00
Returned Check Charge (per check).....	\$50.00
Graduation fee.....	\$75.00
Transcript, official copy.....	\$10.00
Transcript, official copy, same-day service.....	\$25.00
Study Abroad & Application Fee.....	\$100.00
Replacement Diploma.....	\$35.00

UNIVERSITY POLICY CONCERNING PAYMENT OF TUITION, FEES AND OTHER CHARGES
Fall Spring and Summer

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 is waived for students covered 100% by financial aid.

The University accepts cash, personal checks, money orders, VISA, Mastercard, and Discover. A convenience fee of 2.75% will be charged for all credit card payments. There is no fee for check or e-check payments.

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 per month.

Financial accounts must be paid in full to: Receive grades, pursue courses officially, receive a degree, receive a transcript of credits, register for another term, or take final exams.

Payment Plans

We offer several payment plans through umobile.afford.com 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.

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 semesters 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

- 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.
- Each change in schedule is considered a separate transaction and previous transactions will have no bearing on the calculation of charges.
- 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

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

Fall and Spring Terms II, III

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

Summer Terms I, II, III

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

Summer Terms IV

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

Summer Terms VI and VII

- 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 in all courses 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.

All Terms	Percentage of Refund
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 to the Residential Life Office. 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.**

IMPORTANT DATES TO REMEMBER*

Fall Term I, 2019.....	Aug. 19 – Dec.12
Automated book voucher deadline.....	July 31
Payment Plan or Balance Due Paid in Full.....	Aug. 15
Drop/Add processed (full-term courses):	
No tuition/fees refunded after.....	Aug. 30
Spring Term I, 2020.....	Jan. 13 –May 7
Automated book voucher deadline.....	Dec. 15
Payment Plan or Balance Due Paid in Full.....	Jan. 2
Drop/Add processed (full-term courses):	
No tuition/fees refunded after.....	Jan. 27

**Students should refer to the Course Schedule for beginning and ending dates of their particular classes.*

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, 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 MyUM. If you do not meet the deadlines, but are otherwise eligible for a voucher, you may obtain a voucher from the Business Office window one week before classes begin.

For more information on office hours, account payment, financial aid refunds and book vouchers please go to MyUM >Account>Make Payments & Manage My Account and click on Student Account and Refunds in the Welcome to Business Services On-line section.