

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 the 2017-2018 tuition table below).

- 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.

2017-2018 TUITION

	Resident	Nonresident
100-200-level courses	\$202/credit	\$715/credit
300-400-level courses	\$244/credit	\$757/credit
500-level courses	varies	varies
600-level courses	\$466/credit	\$979/credit

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

RESIDENT AND NONRESIDENT 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 the U.S. armed forces, and their dependents, who are eligible for Veterans Affairs 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 Western Regional Graduate Program;
- students enrolled in 4 or fewer credit hours within the UA system during a semester;
- students from other states or provinces whose public universities waive nonresident tuition surcharges for Alaska residents, or who are from foreign cities and provinces with established Alaska 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 nonresident if within two years prior to applying for residency they:

- were absent from Alaska for an aggregate of more than 120 days for 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 before 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 <http://www.alaska.edu/bor/policy/05-10.pdf>. For more information and applications, students should contact the Office of Admissions and the Registrar.

Basic Student Fees

Basic Student Fees	
(per semester unless otherwise indicated)	
ASUAF	\$42
Athletics	\$10/credit to a maximum of \$120
Course Fees	varies
Parking Permit	
8 credits or fewer	\$51
9 or more credits	\$88
Annual permit	\$153
Spring/summer	\$153
Multivehicle	additional \$10
Student Health and Counseling Center	
Fall or spring semester	\$135
Summer semester (6 or more credits)	\$70
Student Recreation Center	\$75
Student Sustainability	\$20
Technology	\$5/credit to a maximum of \$60
Transportation	
1-2 credits	none
3 or more credits	\$22
UA Facilities	\$6 per credit
UA Network	
4 percent of tuition	varies
Wood Center Student Life	
1-2 credits	none
3 or more credits	\$45

Note: All fees are subject to change.

ASUAF

Cost: \$42 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 Associated Students of the University of Alaska Fairbanks represents student views and concerns to the university administration, University of Alaska Board of Regents and Alaska Legislature. The ASUAF fee also partially funds publication of the UAF student newspaper, the *Sun Star*; the student-managed ASUAF Concert Board; and KSUA, the student radio, as well as other multimedia. Other services provided through ASUAF include a half-hour attorney consultation, academic travel funding, international student identification cards, subsidized student club activities and much more. Contact ASUAF at 907-474-7355 or visit <http://www.asuafstudentgov.org>.

ATHLETICS

Cost: \$10 per credit hour (to a maximum of \$120 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 is guaranteed only until the start of each event. The fee excludes postseason competitions. For more information regarding event and ticket policies visit <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.

PARKING PERMIT

Cost: Single vehicle — \$51 for 8 or fewer credits; \$88 for 9 or more credits; \$153 annual permit

Multivehicle — With any of the permit options, you can register up to four vehicles for an additional \$10. You will receive a hang tag that will allow you to park one vehicle on campus at a time. (Campus residents may not purchase the multivehicle option. Employees are not eligible to purchase parking permits at student rates.)

Who pays: Students who park a vehicle at any on- or off-campus UA, UAF or Community and Technical College location are required to have a parking permit displayed on the vehicle at all times, including evenings.

Costs are based on the combined total credit hour enrollment at UAF, Community and Technical College, e-Learning & Distance Education, or any class held at a UAF location where credit is given through another location.

What's covered: Parking in permit-required and general-use lots/spaces at any on- or off-campus UA, UAF or Community and Technical College location in Fairbanks

How to order your permit: Request your permit through UAF's online parking system (<http://www.uaf.edu/bursar/parkingservices>). Select the type of parking permit(s) needed, your delivery option and payment method. You may instantly print a two-week temporary permit for use until your permit arrives in the mail or you pick it up.

How to pay: Complete your permit purchase at <http://www.uaf.edu/bursar/parkingservices/>. Payment options are MasterCard, Visa, Discover or "student account," if you have added parking to your student account. You may also pay for the permit at the Bursar's Office in Signers' Hall with cash, check or money order.

How to acquire permit: Depending on the method chosen, you may pick up the permit at the location indicated at the time of purchase, or if the mail option was chosen, it will be mailed to you. Permits may always be picked up at the Bursar's Office in Signers' Hall. Bring your current state vehicle registration with you to ensure correct information for your file.

It is the responsibility of all students parking a vehicle on any UAF property (on or off campus) to be knowledgeable of UAF parking regulations, available online at <http://www.uaf.edu/bursar/>

parkingservices/. For more information, call 474-7384 or email uaf-bursar@alaska.edu.

STUDENT HEALTH AND COUNSELING CENTER

Cost: \$135 per fall or spring semester; \$70 summer

Who pays: Fall and spring semesters — students enrolled in 9 or more on-campus credits (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 or more on-campus credits (optional for students enrolled in fewer 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 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.

Pick up a health center fee waiver form from the UAF Bursar's 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 (correspondence classes do not count towards this total). Students enrolled in 3-8 credits who want access to the Student Recreation Center can pay the access fee 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 as well as access to Skiland (see the SRC for Skiland season pass; only available for students enrolled in 9 or more credits on campus). Anyone under the age of 18 using the SRC and its facilities must be accompanied by a parent or guardian whose minimum age is 21, unless he or she is a full-time student. Call 907-474-5886 for more information.

STUDENT SUSTAINABILITY

Cost: \$20 per semester

Who pays: Students enrolled in 3 or more Fairbanks section credits (Fairbanks or Community and Technical College sites)

What's covered: The Student Sustainability fee is a student-initiated fee that funds energy-efficiency programs and renewable energy projects or other sustainability issues. Preference is given to projects that reduce UAF's nonrenewable energy consumption at the Fairbanks campus and CTC sites. For more information visit <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: \$22 per semester

Who pays: All Fairbanks-area students (Fairbanks or Community and Technical College sites) enrolled in 3 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 throughout campus and to various university facilities off campus, as well as being able to ride the borough bus throughout the city.

UA FACILITIES FEE

Cost: \$6 per credit

Who pays: All undergraduate and graduate students, including those enrolled in eLearning or distance education courses.

What's covered: The UA facilities fee is assessed to all undergraduate and graduate students to address the capital reinvestment for university facilities and academic equipment. Capital reinvestment funds construction that modernizes university classrooms, laboratories, residence halls and other buildings so students have learning and living facilities that enhance the academic experience.

UA NETWORK FEE

Cost: 4 percent of tuition

Who pays: All students

What's covered: The UA network charge covers rapidly rising costs, especially in the maintenance and enhancement of the universitywide technology infrastructure. The 4 percent network charge is applied on a per-credit-hour basis (rounded to the nearest dollar) to tuition, nonresident surcharges if applicable, and fees in lieu of tuition for credit and non-credit courses. The minimum network charge per course is \$8.

WOOD CENTER STUDENT LIFE

Cost: \$45 per semester

Who pays: All Fairbanks-area students (Fairbanks campus or Community and Technical College sites) enrolled in 3 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, Winter Carnival and SpringFest as well as student activities and projects.

Other Fees

Other Fees	
(per use unless otherwise indicated)	
Application for Admission	
Certificate or associate degree	\$40
Baccalaureate	\$50
Graduate	\$75
Application for Graduation	\$50 (\$80 if late)
Campus Housing	
Residence halls (per semester)	\$2,070-\$3,050 ¹
Fairbanks campus family housing (per month)	\$745-\$1,640 ²
Kuskokwim Campus housing	Contact campus
Credit by Examination	\$40/credit
Credit Card Transaction	2.75 percent (\$3 minimum)
Credit for Prior Learning	\$50 plus \$10/credit
Duplicate Tuition/Fees Receipt	\$5/copy
eLearning & Distance Education	\$25/credit
Graduate Student Reinstatement	\$50
Late Add/Late Registration	\$50
Late Payment Fees	\$50; \$125, \$175
Late Placement Test or Guidance Test	\$5
Meal Plans (per semester)	\$295-\$2,295
New Student Orientation (Fairbanks area)	
Fall	\$115
Spring	\$35
Payment Plan	\$65-\$90
Post Office Box	
Semester	\$55
Summer Only	\$30
Records Duplication	\$0.25/page
Reinstatement Fee	\$100
Returned Check Fee	\$30
Textbooks (approximate)	\$250-\$1,100/semester
Transcripts	
Electronic, \$12; paper, \$15	\$12-\$15
Expedited paper	\$30
UAF SOM and CEM Tuition Surcharge	20 percent of tuition

¹ Plus one-time application fee of \$40 and a refundable \$315 damage deposit

² Plus one-time application fee of \$75 and a refundable \$600 damage deposit

Note: All fees are subject to change

APPLICATION FOR ADMISSION

Cost: \$40-\$75

Who pays: Applicants to 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, \$75.

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 June 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: \$355 deposit (\$40 nonrefundable application fee; \$315 refundable damage deposit).

Fairbanks Campus Single-Student Housing

(per semester)

Double rooms	\$2,070
Single rooms ¹	\$2,535
Double room/single occupancy ¹	\$3,050
Cutler Apartment Complex	\$2,350-\$2,825 ²
Sustainable Village single	\$2,895

¹ Extremely limited availability

² Includes winter break

Fairbanks Campus Family Housing

Cost: \$75 nonrefundable application fee, \$600 damage deposit (\$300 due when you are assigned a housing unit; \$300 due at check-in).

Fairbanks Campus Family Housing

(per month; year contract required)

Efficiency, double-shared, one- to three-bedroom apartments	\$745-\$1,385
One- to three-bedroom home with garage	\$1,150-\$1,640

How to apply: Send a completed application and application fee to the Department of Residence Life. Applications are available online. 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, uaf-housing@alaska.edu or www.uaf.edu/reslife/ (http://www.uaf.edu/reslife).

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.)

Kuskokwim Campus Housing

For information about campus housing at the Kuskokwim Campus in Bethel, visit <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 CARD TRANSACTION FEE

Cost: 2.75 percent (\$3 minimum)

Who pays: Anyone making credit or debit card payments via UAOnline. Note: credit and debit card payments are not accepted in person, by mail or over the phone.

What's covered: Fees charged by credit card companies. Note: the university does not receive any of this fee.

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.

ELEARNING & DISTANCE EDUCATION

Cost: \$25 per credit hour

Who pays: Students enrolled in an eLearning & Distance Education course

What's covered: The fee pays for academic and advising support, online student resources, exam proctoring services, technology upgrades, and enhancements to course delivery.

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 registration 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 waitlisted, or
- you change from one section to a different section of the same course, or
- you add graduate thesis or research credits, or
- you add a course to replace a canceled course in which you were previously enrolled, or
- you are moved to a lower or higher level of a course (e.g., MATH F151X to DEVM F105) due to instructor's recommendation.

This fee is refundable only if all classes for which you have registered are canceled. See the Registration Guide (<http://www.uaf.edu/register>) for the procedure for adding a class.

What's covered: Processing of late payments

LATE PAYMENT FEES

Cost: \$125 for first; \$175 for second; \$50 per month for late payment plan payments

Who pays: All students who have missed the fee payment deadline and have a balance of \$300 or more. An additional \$175 fee will be added to accounts 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: \$295-\$2,295

Who pays: All students living in a residence hall are required to purchase a meal plan, with the exception of graduate students and residents in the Sustainable Village. UAF also offers meal plans to students not living on campus. For more information on meal plan options and plan details please review the Dining Services program terms and conditions. All prices are per semester.

What's covered (per semester): Meal plans are combinations of block dinners and Munch Money. All-you-care-to-eat block dinners can be used at Dine Forty-nine and as cash equivalency up to \$7 at most Fairbanks campus dining locations (excluding Subway) from 4:30 p.m. until closing. Munch Money is used like cash at all dining locations and most vending machines on campus.

All unused block dinners expire at the end of each semester. Any remaining Munch Money from the fall semester will be added to the spring meal plan but expires at the end of the academic year after May 7, 2018. Unused dinners and Munch Money will not be refunded. See Dining Services (<http://catalog.uaf.edu/archives/2017-2018/housing-dining/dining-services>) page for details of specific meal plans.

Applications to purchase meal plans are available at <http://www.uaf.edu/dining/>. Forms may be submitted electronically

from the website or sent to Dining Services via email at uaf-dining@alaska.edu or P.O. Box 75815, Fairbanks, AK 99775.

Note: The Wood Center food court is closed for campus holidays.

NEW STUDENT ORIENTATION

Cost: \$115 for fall semester, covers all programs except special Outdoor Adventures activities; \$10 for one-day fall transfer student orientation, and \$25 (plus \$10 for each additional guest) for two-day fall family orientation. \$35 for spring orientation.

Who pays: Any new student may participate in New Student Orientation on the Fairbanks campus. NSO is required for all first-time bachelor's degree students (regardless of the number of earned college credits) and international students (undergraduate F-1 and international exchange J-1 status). Domestic transfer students are also encouraged to attend.

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

PAYMENT PLAN

Cost: \$65-\$90 depending on when you sign up. Discount only applies to online enrollment via UAOnline.

Who pays: Students 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 <http://www.uaf.edu/bursar/> for more information.

PLACEMENT TEST FEE

Cost: \$25

Who pays: Undergraduate students taking the ALEKS PPL mathematics placement assessment

What's covered: Mathematics course placement assessment and six-week prep and learning module to place, practice, improve and enroll. Up to four retests may be taken.

POST OFFICE BOX

Cost: \$55 per box per semester, \$30 summer only. Limited numbers of larger boxes are available for additional cost.

Who pays: Students who wish to receive U.S. Postal Service mail on campus must rent a post office box in the post office in Constitution Hall. USPS mail is delivered on campus to post office boxes only, not to street addresses. The fee can be paid at UAOnline or at the Bursar's Office in Signers' Hall. Fees renew automatically each semester until the rental agreement is cancelled and keys are returned.

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."

REINSTATEMENT FEE

Cost: \$100

Who pays: Students dropped from classes due to nonpayment will be charged \$100 to have classes reinstated

What's covered: Reinstatement processing

RETURNED CHECK FEE

Cost: \$30

Who pays: If a check is returned for any reason, a hold will be placed on the student's account which will prevent the student from registering, viewing grades, participating in graduation activities and receiving transcripts until the check clears and a \$30 fee is paid.

What's covered: Processing returned checks

TEXTBOOKS

Cost: Varies according to course load. You can expect to pay about \$250-\$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

TRANSCRIPTS

Cost: \$12-\$30

Electronic = \$12

Paper = \$15

Expedited paper = \$30

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

What's covered:

- **Official transcripts** can be issued electronically (secure PDF delivery to an email address) or on special transcript paper in a sealed envelope sent by U.S. mail. Official transcript requests are handled by Avow Systems Inc. (accessible via UAOnline) and by the Office of Admissions and the Registrar. Electronic transcripts can be delivered within minutes of the request as long as there are no holds on the student account. Processing time for paper transcripts is normally three to five business days. Transcript requests are processed as they are received and cannot be held for grades or degrees.
- **Unofficial transcripts** are accessible via UAOnline.

UAF SOM AND CEM TUITION SURCHARGE

Cost: 20 percent of tuition

Who pays: Students enrolled in upper-level and graduate courses in School of Management departments, and students enrolled in lower-level, upper-level and graduate courses in College of Engineering and Mines departments

Paying Tuition and Fees

Students are not considered registered for any classes until all tuition and fees are paid or other payment arrangements have been made by the fee payment deadline. Please note that the payment due dates may vary if you are taking classes from multiple campuses. 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 in your classes; instead the payment will be applied toward your outstanding balance.

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.

A \$30 charge and a hold will be placed on your account if your check is returned. This will prevent you from registering, viewing grades, receiving transcripts and graduation activity.

CONSEQUENCES OF NOT PAYING

Failure to pay in full or make other payment arrangements by the fee payment deadline may result in cancellation of your class schedule. UAF may withhold transcripts, grades and other services, and cancel meal plans and housing, if you do not pay your financial obligations. If the university takes such action, *you will still be responsible for your account balance in full.*

Registration may be withheld from any student who is delinquent in paying any amount due to the university. The registration process is not complete until the student has paid all fees and charges due. UAF may drop you from your courses after the fee payment deadline if you owe a balance to the university. A \$100 reinstatement fee will be charged to re-enroll in any dropped courses.

FAILURE TO MEET FINANCIAL OBLIGATIONS

University policy requires a financial hold be placed on your student account if you fail to meet your financial obligations. The hold will prevent any registration, transcript or graduation activity.

Past due accounts will be sent to a collection agency. Interest, late fees and/or collection costs will be added to your account. Past due balances may be reported to a local credit bureau. The university is authorized to garnish Alaska Permanent Fund Dividends for payment of past due accounts.

TUITION WAIVERS

• Senior Citizen Tuition Waiver

UA Board of Regents policy waives regular tuition for Alaska residents at the age of eligibility for 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 age-eligible to receive full Social Security retirement benefits; and
- there is space (i.e., no waitlist) 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 for at least six months to be eligible and must maintain a cumulative GPA of 2.0 for undergraduate courses and 3.0 for graduate courses. 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 <http://www.uaf.edu/bursar/>.

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 nonresident 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. Students have until the third Friday of the semester to drop classes and receive a 100 percent refund. The parking decal fee will be refunded in full if the student returns the parking decal at the time of withdrawal.
 - b. If a 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.
 - c. 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

- a. If a student withdraws within five business days of the first class meeting, UAF will refund 100 percent of tuition and fees.
- b. If a student withdraws on or after the sixth 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

Financial aid will be disbursed to student accounts 10 days before the first day of class, and the Bursar's Office will begin processing refunds at that time. Contact the Bursar's Office for an advance if you need your funds for books and supplies. Refund processing is automatic for students who officially drop courses by the published refund deadlines. Remember to return parking permits if you drop during the 100 percent refund time.

All refunds are processed electronically or by mail. The Bursar's Office does not issue refund checks for amounts less than \$10. It is your responsibility to check your account and contact the Bursar's Office to receive your refund as cash or to apply it to your PolarExpress card as a nonrefundable payment.

If you paid tuition and fees by credit card only, the card will be credited up to the amount charged.

If your tuition was paid through external sources such as financial aid, federal loans, scholarships or grants, you will receive your refund as a check sent to your mailing address of record or direct deposited in your bank account.

Once processed by the Bursar's Office, direct deposit takes three to five business days to disburse to your bank account.

Your refund is subject to federal regulations. If you receive a refund due to dropped classes or a total withdrawal, you may no longer qualify to receive scholarships or financial aid. In that case, the funds may be returned to the lender or grantor pursuant to all applicable rules and regulations.

If you paid by cash or check, a refund check will be sent to your mailing address of record or direct deposited in your bank account. If you notify the Bursar's Office that you have not received the check due to an incorrect address, **a fee of \$18.50 will be charged for all checks reissued due to a stop-pay request by the student.** Please be sure we have your current mailing address.

If you paid your tuition and fees by check, refund processing will begin after your check has cleared the bank.

Any balance owed to the university will be deducted from your refund.

Students who drop during the 100 percent refund period and want to maintain health insurance coverage should contact the Student Health and Counseling Center at 474-7043.

DIRECT DEPOSIT OF REFUNDS

Enrolling in direct deposit allows your refunds to be electronically deposited into your bank account. It's simple, safe and convenient. Enrollment is available through our secure self-service website. Sign up for direct deposit of your refund through UAOnline (<http://uaonline.alaska.edu>) by following these steps:

- At the "Student Services & Accounting Information" menu select the "Direct Deposit Enrollment" link.
- Select "1st time setup of direct deposit"
- Select the account type
- Enter the bank routing code
- Enter account number
- Re-enter account number
- Select "Submit"

EXCEPTION TO POLICY: APPEAL FOR REFUND OF TUITION

Appeals for refund of tuition are exceptions to policy and are only approved in events that are unanticipated and unavoidable. Approval is not automatic, and you need to provide documented evidence to support your request (physician's note, letters of support from instructors, etc.). Acceptable unanticipated and unavoidable reasons may include :

1. death in immediate family;
2. serious illness or injury of student or immediate family member; and
3. factors outside of the student's control (e.g., fire, flood).

Work-related issues, personal hardships, changing your mind about college, poor academic performance, disciplinary withdrawal, not receiving expected financial assistance or failure to read UAF's published documents are considered to be the result of personal choices and actions and will not be considered.

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 <http://www.uaf.edu/bursar/forms/>, through the Bursar's Office in Signers' Hall on the Fairbanks campus or at CTC. Once received, the appeal will be evaluated by a campuswide 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 Bursar's Office for more information.

HOUSING

Students who move off campus or withdraw from the university will receive room refunds according to the schedule on their housing agreement.

Any refund of room charges will be based upon the housing agreement.

MEALS

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

Where To Get More Information

Office of the Bursar

University of Alaska Fairbanks
130 Signers' Hall
P.O. Box 757640
Fairbanks, AK 99775-7640
Email: uaf-bursar@alaska.edu
Online: <http://www.uaf.edu/bursar/>
Telephone: 907-474-7384
Fax: 907-474-5898