



2009-10

FINANCIAL POLICIES

This brochure provides the rates for tuition, fees, room, board and deposits, effective with the beginning of the fall semester of 2009 with the exception of technology fee and London Program fees.

We urge you to familiarize yourself with the information in this brochure so that you are aware of all charges before registration. Within these pages you will find billing dates, refund policy, and other important information.

The University makes every effort to hold increases to the lowest figure possible while providing quality programs of good value. Tuition and fees cover less than seventy percent of Samford's educational and general expenditures. For the remainder of its operating needs, the University relies primarily on the generous support of the Alabama Baptist State Convention, with which the University is affiliated, investment earnings and gifts and grants from alumni, individuals, businesses, foundations and other supporters.

Samford reserves the right to change tuition, other charges, refund procedure and other policies.

Samford University is an Equal Opportunity Institution and does not discriminate in its educational and employment policies on the basis of race, color, sex, age, disability, or national or ethnic origin.

Tuition Classifications

Students are classified based on their enrollment status. Enrollment status, charges and courses covered are detailed below.

Full-Time Undergraduate Day Students: The tuition paid by students admitted as undergraduate day admits them only to courses in the regular (day) curriculum where students may take 12–18 credits without further charge. Students taking over 18 credits or courses outside the day curriculum, including evening courses are charged additional tuition at the per-credit day rate. See table on page __ for tuition and fees.

Part-Time Undergraduate Day Students: Part-time regular day students taking under 12 hours will pay the per-credit day rate for all credits. See table on page _ for tuition and fees.

Undergraduate Evening Students: The tuition paid by students classified as undergraduate evening admits them only to courses in the Metro Program. Metro Program students who enroll in day courses will pay the per-credit day rate for undergrad day courses. See table on page __ for tuition and fees.

Graduate Students (includes Law and Pharmacy): The tuition paid by students classified as Graduate admits them only to courses within the specific program. Courses outside the program are charged at the current credit hour rate for that course. See tables on pages __ and __ for tuition and fees.

NEW TUITION AND FEES PAYMENT POLICY FOR ALL STUDENTS:

Tuition and Fees Payment Dateline

The entire bill including charges incurred for the semester after the e-bill (electronic statement) date **must** be received to complete financial settlement for the semester prior to the due date to avoid cancellation of your class schedule. Payment for each semester is noted on the payment schedule at:

<http://www.samford.edu/admin/bursar/payschedule.html>

<http://www.samford.edu/parents>

<http://www.samford.edu/students.html>

E-bills are sent to students via the Samford University e-mail system which remains the official means of communication with students; the University no longer provides paper statements. Students are advised to check their e-mail regularly.

Registered students will receive an e-bill prior to the payment due date. The e-bill reflects activity up to the date the e-bill was generated. Activity that transpired after the e-bill generation date can be viewed online via the Samford Portal at portal.samford.edu. The portal view provides both the activity since the last e-bill and a complete account summary.

Students who register after the e-bill generation date will not receive an e-bill until the next billing cycle which is typically after the term begins. Therefore, these students must consult the online system to view their account summary and arrange payment by the due date.

Delinquency

Enrollment in classes may be cancelled for nonpayment by the due date. Students may not receive grades or transcripts and are not allowed to participate in commencement until the past due amount is cleared. The University may charge interest on all amounts past due. Past due accounts assigned to a collection agency may be reported to the credit bureaus and students are charged for collection costs.

Payment Method Options

On-line Payments with Check

Payment by electronic check using the e-bill system is the most efficient and Samford's preferred method of payment. Payment by electronic check can be made by using your checking or savings accounts.

On-line Payments with Credit Card

MasterCard, American Express, and Discover can be used to make online payments. A 2.75% (minimum of \$3.00) convenience fee will be assessed by third-party web processor.

Reminder: Fee (2.75%) will not be assessed if payment is made by electronic check.

Other Payment Options

The Bursar's Office continues to accept payment by check through the mail. Payment by check or cash can be made in person as well as by the following method:

Electronic Payment Options for Students

Students may also authorize parents or other designated individuals to access the e-bill system and make payments on their behalf. **To enable this feature, a student MUST access the e-bill system and set up those individuals responsible for payment of their student account as an "Authorized User." Student may set up an Authorized User by clicking on the link in their e-bill message, selecting the Authorized User tab and following the instructions.**

If your student has added you to the e-bill system as an "Authorized User" (see the previous paragraph), you will receive e-mail notification when a new e-bill statement is issued. Click on the following link <https://secure.samford.edu/ebill/web/index.jsp> in the e-mail or enter the link in your browser to access the e-bill system and make a payment.

You may pay by credit card (MasterCard, Discover or American Express) or by e-check.

All payments by credit card will be subject to a 2.75% convenience fee by third party. (Minimum fee is \$3.00).

Reminder: Fee (2.75%) will not be assessed if payment is made by electronic check.

Students MUST authorize parents or other designated individuals to access the e-bill system and make payments on their behalf.

An emergency short term loan is available through the Bursar's Office. Only students can apply for the loan and must meet all the University criteria in order to obtain the loan.

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| Questions? Please contact the Bursar's Office at broffice@samford.edu , 1-800-888-7214 (toll-free) or (205) 726-2816. |
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| The Samford University Portal and associated online Student Services are available: 24 x 7 except for scheduled Maintenance and unforeseen circumstances. Maintenance is scheduled in advance with notice to all students. |
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| Should you encounter log-in problems, please contact the Personal Technology Group at (205) 726-2662. |
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SEMSTER PAYMENT SCHEDULE FOR ALL STUDENTS

| | | Undergrads Day and evening | Nurse Anesthesia (evening schedule) | Law | Graduate Nursing Nurse Anesthesia | Undergrad Nursing accelerated program | Pharmacy |
|--|-------------|---|--|--|--|---|--|
| | | Doctor of Ministry | | | Environmental Management | | |
| | | Divinity Graduate Business | | | | | |
| | | | | | | | |
| Term | Year | Bill date/due date | | | | | |
| | | | | | | | P1 repeats & PM4s |
| Summer 1,2 & Summer 10 weeks (Part of term 1,2 and 3) | 2009 | Bill date May 8, 2009 Due Date May 27, 2009 | Bill date May 8, 2009 Due Date May 27, 2009 | Bill date May 8, 2009 Due Date May 27, 2009 | Bill date May 8, 2009 Due Date May 27, 2009 | Bill date May 8, 2009 Due Date May 27, 2009 | Bill date May 8, 2009 Due Date May 27, 2009 |
| Summer 2 (Part of term 3) | 2009 | Bill date June 15, 2009 Due Date July 1, 2009 | | | | | |
| Fall | 2009 | Bill Date July 21, 2009 Due Date Aug. 18, 2009 | Bill Date July 8, 2009 Due Date Aug. 10, 2009 | Bill Date July 8, 2009 Due Date Aug. 10, 2009 | Bill Date July 8, 2009 Due Date Aug. 10, 2009 | Bill Date July 8, 2009 Due Date Aug. 10, 2009 | Bill Date July 8, 2009 Due Date Aug. 10, 2009 |
| Jan Term | 2010 | Bill Date Dec. 8, 2009 Due Date Jan. 4, 2010 | | | | | |
| Spring | 2010 | Bill Date Jan. 11, 2010 Due Date Jan. 20, 2010 | | Bill Date Dec. 9, 2010 Due Date Jan. 7, 2010 | Bill Date Dec. 8, 2009 Due Date Jan. 4, 2010 | Bill Date Dec. 8, 2009 Due Date Jan. 4, 2010 | Bill Date Dec. 8, 2009 Due Date Jan. 4, 2010 |
| Summer 1 & Summer 10 weeks (Part of term 1 and 2) | 2010 | Bill Date May 7, 2010 Due Date May 26, 2010 | Bill Date May 7, 2010 Due Date May 26, 2010 | Bill Date May 7, 2010 Due Date May 26, 2010 | Bill Date May 7, 2010 Due Date May 26, 2010 | Bill Date May 7, 2010 Due Date May 26, 2010 | Bill Date May 7, 2010 Due Date May 26, 2010 |
| Summer 2 (Part of term 3) | 2010 | Bill Date June 10, 2010 Due Date June 29, 2010 | | | | Bill Date June 10, 2010 Due Date June 29, 2010 | |

Students participating in 2009 Fall commencement must clear their account by December 8, 2009.

Students participating in 2010 Spring commencement must clear their account by May 10, 2010.

Divinity students having earlier commencement will be required to clear their account prior to receiving their cap and gown.

Students will be dropped from classes for failure to meet payment obligations timely.

MONTHLY MISCELLANEOUS CHARGES PAYMENT SCHEDULE FOR ALL STUDENTS

| Semester/monthly | E-bill Generation Date | Payment Due Date |
|------------------|------------------------|--------------------|
| September 2009 | September 8, 2009 | September 24, 2009 |
| October 2009 | October 8, 2009 | October 26, 2009 |
| November 2009 | November 9, 2009 | November 30, 2009 |
| February 2010 | February 8, 2010 | February 25, 2010 |
| March 2010 | March 8, 2010 | March 25, 2010 |
| April 2010 | April 8, 2010 | April 26, 2010 |

TUITION AND FEES

| FEES—ALL STUDENTS | | |
|--|------------|----------------------------------|
| Vehicle Registration | \$20 | per academic year |
| Replacement Decal Vehicle Registration | \$5 | when incurred |
| ID (first replacement) subsequent replacement | \$5 \$10 | when incurred |
| Portfolio Evaluation Fee (per credit) | \$100 | optional |
| Return Check or Stop Check Fee | \$28 | each occurrence |
| Freshman Orientation | \$175 | |
| Samford Outdoor Summer Adventure (SOSA) | \$250 | 2009 Summer |
| Samford Outdoor Summer Adventure (SOSA) | \$260 | 2010 Summer |
| Technology Fee | \$110 | Per Semester – fall/spring |
| Technology Fee | \$20 | Jan Term |
| Technology Fee | \$30 | Each summer term |
| UNDERGRADUATE DAY (U) STUDENT (FULL-TIME/PART-TIME) | | |
| Tuition Deposit | \$250 | nonrefundable |
| Less than 12 or more than 18 Credits | \$675 | per credit |
| 12 to 18 Credits | \$10,100 | per semester – fall/spring |
| All Credits—Summer Terms 2009 | \$485 | per credit |
| All Credits – Summer Terms 2010 | \$510 | Per credit |
| Audit—Degree Seeking | \$675 | per credit |
| Audit—Non-Degree except Applied Music and Art | \$675 | per credit as space is available |
| Application Fee | \$35 | |
| SPECIAL COURSE FEES—IN ADDITION TO TUITION | | |
| Music (per credit for Applied Instruction) | \$100 | per credit |
| Interior Design Fee – Summer 2009 | \$80 | Each summer term |
| Interior Design Fee – Summer 2010 | \$120 | Each summer term |
| Interior Design Fee | \$120 | Per semester – fall/spring |
| Student Recital Fee | \$50 | Each performance |
| Business Administrative Fee – business & pre-business | \$100 | Per semester |
| Ex. Science Activity Fee - fitness concepts | \$35 | Per course |
| Ex. Science activity Fee - walking/aerobics | \$5 | Per course |
| Ex. Science activity Fee - first aid | \$15 | Per course |
| Ex. Science activity Fee - tennis/racquetball | \$10 | Per course |
| Ex. Science Activity Fee - scuba equipment | \$135 | Per course |
| Family Studies Activity Fee - lab supplies | \$80 | Per course |
| Education School Safety Screening | \$12 | One time charge |
| Nursing Safety Screening | \$75 | One time charge |

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|---|-------------------|---|
| GRADUATE | | |
| Summer 2009 Graduate programs | \$575 | Per credit summer 2009 |
| Summer 2010 Graduate programs | \$595 | Per credit summer 2010 |
| Graduate programs as offered by Arts & Science, Business, Education, Music, Nursing (for degree or audit) | \$595 | per credit fall/Jan Term/spring |
| Initial M.S.N. for Nurse Anesthesia Tuition Deposit | \$1,000 | |
| Summer 2009 Doctor of Nursing (DNP) | \$575 | Per credit summer 2009 |
| Summer 2009 Doctor of Nursing (DNP) | \$595 | Per credit summer 2010 |
| Doctor of Nursing (DNP) | \$595 | Per credit fall/spring |
| Summer 2009 Master Nurse Anesthesia Cont | \$4,264 | Per 9 week summer 2009 |
| Master of Science in Nurse anesthesia cont | \$4,392 | Per 9 week fall 2009 program ends 10-2009 |
| Summer 2009 Nurse Anes. Semester | \$7,310 | Summer 2009 |
| Summer 2010 Nurse Anes. Semester | \$7,529 | Summer 2010 |
| Master of Science in Nurse Anesthesia | \$7,529 | per semester fall/spring |
| MSN for Nurse Anesthesia continuation fee | \$1,500 | |
| Joint Degrees | By classification | |
| Application Fee | \$25 | |
| Drug Screening Fee | \$35 | Per student as done |
| Nursing Grad School Technology Fee | \$150 | Per semester |
| MSN Nursing Medatrax Fee | \$80 | One time charge |
| CRNA nursing Medatrax Fee | \$119 | One time charge |
| Nursing Safety Screening DNP, MSN/CRNA | \$75 | One time charge |
| BEESON DIVINITY SCHOOL | | |
| Tuition Deposit | \$200 | nonrefundable |
| Less than 9 Credits, more than 16 Credits | \$460 | per credit - fall/spring |
| 9 to 16 Credits | \$4,845 | per semester –fall/spring |
| All credits – summer 2009 & 2010 Jan Term | \$185 | Summer 2009 – Jan Term |
| All credits - summer 2010 | \$185 | Per credit |
| Application Fee | \$25 | |
| Doctor of Ministry | \$310 | per credit - fall/spring |
| Summer 2009 Dr. Ministry | \$300 | Per credit summer 2009 |
| Summer 2010 Dr. Ministry | \$310 | Per credit summer 2010 |
| Doctor of Ministry Continuation Fee | \$1,000 | |
| Doctor of Ministry Application Fee | \$50 | |
| CUMBERLAND SCHOOL OF LAW | | |
| Initial Tuition Deposit | \$250 | nonrefundable |
| Additional Tuition Deposit—due by June 15 | \$750 | nonrefundable |
| Summer 2009 per credit - less than 10 credits | \$970 | Per credit Summer 2009 |
| Summer 2010 per credit – less than 10 credits | \$1,033 | Per credit summer 2010 |
| Less than 10 Credits, more than 16 credits | \$1,033 | per credit fall/spring |
| Full-Time, 10 to 16 Credits | \$15,739 | per semester fall/spring |
| Joint Law Degrees | By classification | |
| Summer 2009 Comprehensive Entering Law | \$4,928 | Summer Term 2009 |

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|--|---------|------------------|
| Summer 2010 Comprehensive Entering Law | \$5,248 | Summer term 2010 |
| Summer Abroad Program 2009 | \$3,000 | Summer Term 2009 |
| Summer Abroad Program 2010 | \$3,500 | |
| Master of Comparative Law 2009 | \$4,500 | Summer Term 2009 |
| Master of Comparative Law 2010 | \$4,792 | Summer Term 2010 |
| Application Fee | \$50 | |

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| McWHORTER SCHOOL OF PHARMACY | | |
| Tuition Deposit | \$450 | nonrefundable |
| Summer 2009 | \$1,007 | P1s – repeat courses |
| Summer 2010 | \$1,083 | P1s – repeat courses |
| Less than 12 Credits, more than 21 Credits | \$1,083 | Per credit |
| 12 to 21 Credits | \$13,330 | Per semester - fall/spring |
| Joint Degree | By classification | |
| Application Fee | \$50 | |
| Pharmacy lab supplies | \$305 | Annual each student |
| | | |
| RESIDENCE HALLS (PHARMACY)* | | |
| Beeson Woods, West Campus | \$2,918 | June 2009 start date for Fall Semester |
| Evergreen | \$2,760 | June 2009 start date for Fall Semester |
| Student apartments | \$2,490 | June 2009 start date for fall semester |
| Beeson Woods, West Campus | \$2,978 | June 2010 start date for Fall Semester |
| Evergreen | \$2,820 | June 2010 start date for Fall Semester |
| Student apartments | \$2,550 | June 2010 start date for fall semester |
| Beeson Woods, West Campus | \$1,778 | Aug. start date for Fall Semester |
| Evergreen | \$1,684 | Aug. start date for Fall Semester |
| Student Apartments | \$1,350 | Aug. start date for Fall Semester |
| | | |
| Beeson Woods, West Campus | \$1,962 | Spring Semester |
| Evergreen | \$1,868 | Spring Semester |
| Student Apartments | \$1,455 | Spring Semester |
| *Double rooms assigned for single occupancy are 200% of the rate for double occupancy rooms. | | |
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| BOARD PLAN (PHARMACY) | | |
| 19 meals/week, plus \$ 130 declining balance | \$2,668 | June 2009 start date for Fall Semester |
| 12 meals/week, plus \$ 130 declining balance | \$2,310 | June 2009 start date for Fall Semester |
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|--|---------|--|
| 19 meals/week, plus \$ 130 declining balance | \$2,716 | June 2010 start date for Fall Semester |
| 12 meals/week, plus \$ 130 declining balance | \$2,348 | June 2010 start date for Fall Semester |
| | | |
| 19 meals/week, plus \$ 130 declining balance | \$1,692 | Aug. start date for Fall Semester |
| 12 meals/week, plus \$130 declining balance | \$1,518 | Aug. start date for Fall Semester |
| 7 meals/week, plus \$ 130 declining balance | \$1,075 | Aug. start date for Fall Semester |
| | | |
| 19 meals/week, plus \$ 130 declining balance | \$1,976 | Spring Semester |
| 12 meals/week, plus \$ 130 declining balance | \$1,775 | Spring Semester |
| 7 meals/week, plus \$ 130 declining balance | \$1,267 | Spring Semester |
| | | |
| LONDON TERMS | | |
| Semester Fee | TBD | (does not include tuition) |
| Spring 2009 – part of term J | TBD | (does not include tuition) |
| Summer 2007 Term Fee | TBD | (does not include tuition) |
| Pharmacy Externship – 12 weeks | TBD | (does not include tuition) |
| Pharmacy Externship – 8 weeks | TBD | (does not include tuition) |
| Pharmacy Participation Fee | TBD | |
| Theatre Fee | TBD | |
| Explorer Fee | TBD | |

Other Services, Requirements and Costs

Check Cashing

The Bookstore is authorized to cash checks up to \$50 per day for a student whose account is in good standing. The face of the check must have the student's name, local address, and telephone number and student identification number. Students must present a valid photo ID. A student who presents a check to Samford University that is not honored by the bank will be charged \$28. If that check is not redeemed within 10 days of notification; the student may be subject to disciplinary or legal action. All check cashing privileges are revoked after the third returned check.

The Samford Card

All students are required to have an official Samford University photo ID (SAMFORD CARD), made and recorded by the Department of Public Safety & Emergency Management. These IDs offer students a convenient, safe and easy way to make purchases and utilize campus services. It is used as an identification card, meal card, library card and for access to certain facilities. With activation of an optional debit account, the SAMFORD CARD can be used to make purchases in the Bookstore, Food Court, Cafeteria, several campus copiers, and drink and snack machines. The SAMFORD CARD works similarly to a checking account in that your deposited funds are debited each time you make a purchase.

Activity Fees

Tennis, swimming, racquetball and many other recreational activities are available without charge. The field house has an indoor jogging track. Outdoor activities, such as white-water rafting, rappelling, etc., are sponsored by the Student Government Association. Fees are charged to cover the actual cost of these activities.

Medical Insurance for Students

A student injury and sickness insurance plan is available to undergraduate and graduate students and their dependents. The plan protects the insured 24 hours a day, including holidays, for a 12 month period beginning with the onset of the academic year. In most instances, an initial evaluation and referral from Student Health Services (SHS) is required prior to seeing an off-campus provider. Detailed information regarding eligibility, exclusions and rates can be obtained in the SHS office or by viewing the plan brochure at www.samford.edu/stuhealth.

Based upon Federal Regulations and University policy, all F and J visa holders must have health insurance coverage for themselves and all dependents during residency in the U.S. Insurance may be obtained by the student independently or purchased through the University but must contain certain required coverage. Proof of coverage is required before registering for classes. Samford University may terminate international students who do not continue to comply with insurance requirements. Information about specific policy carriers, minimum coverage, and premium costs are available from the International Studies Office at (205) 726-2741.

Personal Property Insurance

Each year college students lose millions of dollars worth of personal property as a result of theft, vandalism, water or fire. Students at college have a large investment in desktop computers, laptop computers, television sets, CD and DVD players, radios, cell phones, cameras, PDA's, calculators, mini-refrigerators, clothing, text books, CD's, DVD's, albums, and other personal property. A college or university is not liable for these losses simply because the loss occurs on campus.

All students, especially those who live in Residence Halls, should insure their personal property either through their parent's homeowners insurance or through a private insurance policy. The University has established an insurance program through National Student Services, Inc. This insurer provides personal property insurance for students at over 1,000 colleges and universities. For more information on student personal property insurance see www.nssinc.com or pick up a brochure at the Residence Life Office, 106 Beeson University Center.

Membership Fees

Some student organizations have an annual membership fee. In addition, Greek organizations have monthly dues along with an initiation fee.

Laundry Facilities

Washing machines and dryers are available in each residence hall. All washers and dryers are coin-operated and many machines are equipped to accept the Samford Card.

Student Telephone Services

Local telephone service is included in housing charges. Telephones are not included and must be provided by the student. Resident students can dial any local or intra-campus call with no additional charge.

Samford no longer provides long-distance services to students. Most students use the long-distance services provided by their own cellular telephone service plan. Students who need long distance services should make arrangements with a long distance carrier and use that carrier's access (usually dialing an 800 number) to make long-distance calls. For more information regarding telephone service, contact Telephone Services at (205) 726-2996.

Financial Aid Information

Students seeking financial aid should file the 2009-10 Free Application for Federal Student Aid (FAFSA) on line at www.fafsa.ed.gov. Our priority date is March 1, 2009.

Students who filed the FAFSA on or before that date will comprise the first group for which we package and award financial aid for the 2009-10 academic year. FAFSAs filed after March 1, will be processed in the order they are received. Students may obtain information regarding financial aid online at www.samford.edu/admin/finaid or by telephone at (205) 726-2905 or toll free at 1-800-888-7245. Students are encouraged to use these resources for questions regarding financial aid at Samford University.

Refund Schedule

Refunds are first available within five (5) to seven (7) business days after financial aid has been credited (disbursed) to your student account. We cannot make refunds before that time. Disbursement of aid on your account is regulated based on the first day of class. The schedule below outlines the earliest date for each term/semester refunds will be available. These dates are subject to satisfactory completion/submission by the student of all needed information. The schedule is subject to change and may be adjusted to comply with federal regulation governing refunds to students. Unless otherwise noted, refunds are available in the office of the Bursar.

REFUND SCHEDULE FOR ACADEMIC YEAR 2009-10

| | | Undergrads Day and evening | Nurse Anesthesia (evening schedule) | Law | Graduate Nursing Nurse Anesthesia | Undergrad Nursing accelerated program | Pharmacy |
|---|------|-----------------------------------|--|---|--|--|---|
| | | Doctor of Ministry | | | Environmental Management | | |
| | | Divinity Graduate Business | | | | | |
| Term | Year | 1 st Available Date | 1 st Available Date | 1 st Available Date | 1 st Available Date | 1 st Available Date | 1 st Available Date |
| Summer 1 & Summer 10 weeks (Part of term 1 and 2) | 2009 | June 1 | June 1 | June 1 | June 1 | | June 1 (P1 repeats) |
| Summer 2 (Part of term 3) | 2009 | July 6 | | | | | |
| Fall | 2009 | August 25 | August 10 | August 10 (1 st year students) Law School -132 | August 17 | August 17 | June 1 (4 th year students) |
| | | | | August 11 (all other law students) Law School - 106 | | | August 17 (1 st , 2 nd , 3 rd year students) |
| Jan Term | 2010 | January 7 | | | | | |
| Spring | 2010 | January 26 | | January 11 Law School – 106 | January 7 | January 7 | January 7 |
| Summer 1 & Summer 10 weeks (Part of term 1 and 2) | 2010 | June 1 | | June 1 | June 1 | June 1 | June 1 (P1 repeats) |
| Summer 2 (Part of term 3) | 2010 | July 8 July 12 - Divinity | | | | July 8 | |

Drop and Add Policy for All Students

Class Drops and Adds

Drops and adds are changes in a student class schedule that do not involve complete withdrawal from school. During the drop/add period, these rules apply:

1. If a schedule change results in a reduction of the student's total credits (less than full-time), tuition may be adjusted within 30 days. Any reduction in a student's course load may result in an adjustment in the student's financial aid.
2. After the last day to drop course(s) without financial penalty, dropping course(s) will not result in a reduction of charges for tuition or fees.
3. There are no refunds of fees unless the course related to the fee is dropped, or one withdraws as outlined below.

Charges will be adjusted according to these financial policies and the credits taken by the student. Complete withdrawal from the University is covered under the refund and withdrawal policy.

Withdrawal Refund Policy for All Students

Student Withdrawal

The University is required to contract for a substantial amount of goods and services in advance. Most of these expenses are fixed and are not subject to change on short notice. Under certain circumstances, refunds are available to students who officially withdraw from the University. A student desiring to withdraw from the University must secure from and submit to the Student Records Office an official withdrawal form. This policy applies to all terms including semesters, summer terms, Jan Term and nine-week sessions.

Withdrawal Refund Policy for Fall and Spring Semester

1. In case of withdrawal or suspension within the first week of the semester, the student may receive a refund of 100 percent of tuition and room rent for that semester. The first week of a semester ends on the last day to drop course(s) without financial penalty.
2. In case of withdrawal or suspension after the first week of the semester, but before the end of the second week of the semester, the student may receive a refund of 90 percent of tuition and room rent for that semester. The second week of a semester ends on the first Wednesday following the last day to drop course(s) without financial penalty.
3. In case of withdrawal or suspension after the second week of the semester, but before the end of the third week of the semester, the student may receive a refund of 75 percent of tuition and room rent for that semester. The third week of a semester ends on the second Wednesday following the last day to drop course(s) without financial penalty.
4. In case of withdrawal or suspension after the third week of the semester, but before the end of the fifth week of the semester, the student may receive a refund of 50 percent of tuition and room rent for that semester. The fifth

week of a semester ends on the fourth Wednesday following the last day to drop course(s) without financial penalty.

5. In case of withdrawal or suspension after the fifth week of the semester, but before the end of the ninth week of the semester, the student may receive a refund of 25 percent of tuition and room rent for that semester. The ninth week of a semester ends on the eighth Wednesday following the last day to drop course(s) without financial penalty.

6. In case of withdrawal or suspension after the ninth week of the semester, no refund of tuition or room rent is available.

7. In case of withdrawal or suspension, a board plan (meal charge) refund shall be calculated on a pro rata basis.

Withdrawal Refund Policy for Jan Term

Jan Term refunds are based on days instead of weeks, and the following applies. In case of withdrawal or suspension:

- On first and second day of classes, the tuition and room rent refund will be 100 percent.
- On the third day of classes, the tuition and room rent refund will be 90 percent.
- On the fourth day of classes, the tuition and room rent refund will be 75 percent.
- On the fifth day of classes, the tuition and room rent refund will be 50 percent.
- On the sixth day of classes, the tuition and room rent refund will be 25 percent.
- After the sixth day of classes, no tuition and room rent refund is available.
- Board plan (meal charge) refund will be calculated on a pro rata basis.

Withdrawal Refund Policy for Summer Term

Summer term refunds are based on the number of weeks as follows:

1. In case of withdrawal or suspension before the end of the last day to drop course(s) without financial penalty, the student may receive a refund of 100 percent of tuition and room rent for that term.
2. In case of withdrawal or suspension after the last day to drop course(s) without financial penalty, but before the end of the first week of the term, the student may receive a refund of 90 percent of tuition and room rent for that term. The first week of the term ends on the first Friday following the last day to drop course(s) without financial penalty.
3. In case of withdrawal or suspension after the first week of the term but before the end of the second week of the term, the student may receive a refund of 75 percent of tuition and room rent for that term. The second week of the term ends on the second Friday following the last day to drop course(s) without financial penalty.
4. In case of withdrawal or suspension after the second week of the term but before the end of the third week of the term, the student may receive a refund of 50 percent of tuition and room rent for that term. The third week of the term ends on the third Friday following the last day to drop course(s) without financial penalty.
5. In case of withdrawal or suspension after the third week of the term but before the end of the fourth week of the term, the student may receive a refund of 25 percent of tuition and room rent for that term. The fourth week of the term ends on the fourth Friday following the last day to drop course(s) without financial penalty.
6. In case of withdrawal or suspension after the fourth week, no refund of tuition and room rent is available.

7. In case of withdrawal or suspension, a board plan (meal charge) refund shall be calculated on a pro rata basis.

Refund Appeal

Students or parents who believe that they have individual circumstances warranting an exception to published refund policies may appeal. To appeal, the student or parent should contact:

Dean of Academic Services
Student Records Office
Samford University

