



2011-12 FINANCIAL POLICIES

This brochure provides the rates for tuition, fees, room, board and deposits, effective with the beginning of the fall semester 2011 through summer 2012.

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 approximately 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 classified as undergraduate day students 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 (offered through the Adult degree Program) are charged additional tuition at the per-credit day rate. See tuition and fee tables for applicable costs.

Part-Time Undergraduate Day Students: Part-time regular day students taking under 12 credit hours will pay the per-credit day rate for all credits. See tuition and fee tables for applicable costs.

Undergraduate Evening Students: The tuition paid by students classified as undergraduate evening students admits them only to courses in the Adult Degree Program. Adult Degree Program students who enroll in day courses will pay the per-credit day rate for undergrad day courses. See tuition and fee tables for applicable costs.

Graduate Students (includes Law and Pharmacy): The tuition paid by students classified as Graduate students 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 tuition and fee tables for applicable costs.

NEW TUITION AND FEES PAYMENT POLICY FOR ALL STUDENTS:

Tuition and Fees Payment Guidelines:

Ebill:

E-bill notification that a new e-bill has been generated is sent to students via the Samford University e-mail system which remains the official means of communication with students; paper statements are not provided. Students are advised to check their e-mail regularly. Students and authorized users can access the e-bill system at any time.

Students registering during the early registration period will receive an e-bill 15 days prior to the payment due date. The e-bill reflects activity up to the date the e-bill was generated. Any activity transpiring after the e-bill generation date can be viewed on the Current Activity section of the online e-bill system. The Current Activity page provides the current account balance that is due including any unbilled charges and payments. For a detail by term, select the appropriate term from the drop down box. **Payment for term e-bills will be due the first day of class as noted on the academic calendar for your classification.** Students who register/make schedule changes/add room and board, etc. after the e-bill generation date **must** consult the online system to view their account summary and **arrange payment for all charges by the due date for the term** regardless of whether or not the charge(s) have been billed.

Late Fee:

A late fee of 5% (capped at \$100) on the past due tuition, room, board and mandatory fees balance will be assessed on the day after the payment due date. The payment for the entire e-bill, including charges incurred after the e-bill generation date **must** be received in the Bursar's Office on or before the due date to complete financial settlement for the current term.

Late Fee Appeals:

To appeal the late fee, students must pick up a late fee appeal form from the Bursar's Office and submit the completed form within 14 days of the late fee posting. Proof of Reason for Appeal **MUST** be submitted at the time the appeal is made. Students must file appeals timely with the issuing department. **Decision of the Appeal Review Committee is final.**

Registration Cancellation:

Students making changes after the e-bill has been sent are **required** to make payment in full by the e-bill due date for the term. Changes made during the drop/add period noted in the academic calendar for your classification **must** be paid when incurred. Failure to make full payment will result in registration cancellation the **next business day after the end of the drop/add period as noted in the academic calendar for your classification.**

A student may be reinstated by paying their balance in full, plus a \$100 reinstatement fee. Following this payment, the students will receive a clearance slip from the Bursar's Office for them to present to Student Records to re-establish their class schedule. **Late fees are not reversed upon reinstatement.**

E-bill generation, payment, late fee assessment and registration cancellation dates for each semester/monthly ebill is noted on the payment schedule at:

Payment Schedule: <http://www4.samford.edu/admin/bursar/payschedule.html>

Parent link: <http://www.samford.edu/parents.aspx>

Student link: <http://www.samford.edu/subpage.aspx?id=2147484200>

Make payment – E-bill system link: https://secure.touchnet.com/C20180_tsa/web/login.jsp

Holds:

Students may not register for the next semester, receive grades or transcripts and are not allowed to participate in commencement until the past due amount is cleared.

Collections: Past due accounts assigned to a collection agency may be reported to the credit bureaus and students are charged for collection costs. The University may charge interest on all amounts past due.

Payment Method Options for students and parents:

Students may 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 link in the e-mail or enter the link in your browser to access the e-bill system and make a payment. Current Link:

https://secure.touchnet.com/C20180_tsa/web/login.jsp

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 account.

On-line Payments with Credit Card

MasterCard, Discover and American Express 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, but the University is not responsible for delays of the postal service and late fees will apply to payments received after the due date. Payment by check or cash can be made in person.

Questions? Please contact the Bursar's Office at broffice@samford.edu, 1-800-888-7214 (toll-free) or (205) 726-2816.

The Samford University Portal and associated online Student Services are available: 24 hours a day, seven days a week except for scheduled maintenance and unforeseen circumstances. Maintenance is scheduled in advance with notice to all students.

Should you encounter log-in problems, please contact the Personal Technology Group at (205) 726-2662.

2011-12 PAYMENT SCHEDULE FOR ALL STUDENTS

A 5% late fee (capped at \$100) will be assessed according to the schedule below. Any student with a past due balance will not be eligible to register for the next semester, participate in commencement, or obtain their transcript and/or diploma. **Registration cancellation will be processed for all students with unpaid tuition-mandatory fees-room and board (billed and unbilled) on the date in the schedule below.**

REFUNDS

Refunds are first available within five (5) to seven (7) business days after financial aid has been credited (disbursed) to your student account. Refunds will not be available before that time. Disbursement of aid on your account is regulated based on the first day of class as indicated on the academic calendar for your classification. The refund availability dates below are the earliest dates that the refunds will be available. These dates are subject to satisfactory completion/submission of all needed information by the student. The dates are subject to change and may be adjusted to comply with federal regulations governing refunds to students.

DIRECT DEPOSIT OF REFUNDS IS NOW AVAILABE. LOG INTO THE E-BILL SYSTEM AND SIGN UP.

NOTE: DRIECT DEPOSIT REFUNDS FOR JAN TERM AND SPRING WILL NOT BE RELEASED TO THE BANK UNTIL JANUARY 11, 2012.

FALL 2011

	PM4	Law 1 st yr	Law 2-3 yr	Nursing, Nurse Anesthesia Undergrad – Accelerated- Nursing ENVM	Pharmacy 1-3 yr	Undergrad Day and evening Graduate-day Graduate- Business Divinity D-Min
E-bill sent	05-17-2011	08-01-2011	08-08-2011	08-08-2011	08-08-2011	08-15-2011
Payment Due	06-01-2011	08-15-2011	08-22-2011	08-22-2011	08-22-2011	08-29-2011
Refund Available	06-02-2011	08-15-2011	08-22-2011	08-22-2011	08-22-2011	08-30-2011

Late Fee	06-02-2011	08-16-2011	08-23-2011	08-23-2011	08-23-2011	08-30-2011
Registration Cancellation	06-08-2011	08-24-2011	08-31-2011	08-31-2011	08-31-2011	09-06-2011

JAN TERM 2012

	PM4	Law 1 st yr	Law 2-3 yr	Nursing, Nurse Anesthesia Undergrad – Accelerated- Nursing ENVM	Pharmacy 1-3 yr	Undergrad Day and evening Graduate-day Graduate- Business Divinity D-Min
E-bill sent	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	12-20-2011
Payment Due	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	01-04-2012
Refund Available	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	01-11-2012
Late Fee	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	01-05-2012
Registration Cancellation	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	01-09-2012

SPRING 2012

	PM4	Law 1 st yr	Law 2-3 yr	Nursing, Nurse Anesthesia Undergrad – Accelerated- Nursing ENVM	Pharmacy 1-3 yr	Undergrad Day and evening Graduate-day Graduate- Business Divinity D-Min
E-bill sent	12-19-2011	12-21-2011	12-21-2011	12-19-2011	12-19-2011	01-17-2012
Payment Due	01-04-2012	01-09-2012	01-09-2012	01-04-2012	01-04-2012	01-30-2012
Refund Available	01-11-2012	01-11-2012	01-11-2012	01-11-2012	01-11-2012	01-31-2012
Late Fee	01-05-2012	01-10-2012	01-10-2012	01-05-2012	01-05-2012	01-31-2012
Registration Cancellation	01-11-2012	01-18-2012	01-18-2012	01-11-2012	01-11-2012	02-06-2012

SUMMER 1, 2 AND 10 WEEKS 2012

	PM4	Law 1 st yr	Law 2-3 yr	Nursing, Nurse Anesthesia Undergrad – Accelerated- Nursing ENVM	Pharmacy 1 st Yr repeats	Undergrad Day and evening Graduate-day Graduate- Business Divinity D-Min
E-bill sent	NOT APPLICABLE	05-14-2012	05-14-2012	05-21-2012	05-21-2012	05-21-2012
Payment Due	NOT APPLICABLE	05-29-2012	05-29-2012	06-04-2012	06-04-2012	06-04-2012
Refund Available	NOT APPLICABLE	05-29-2012	05-29-2012	06-04-2012	06-04-2012	06-04-2012
Late Fee	NOT APPLICABLE	05-30-2012	05-30-2012	06-05-2012	06-05-2012	06-05-2012
Registration Cancellation	NOT APPLICABLE	06-06-2012	06-06-2012	06-08-2012	06-07-2012	06-07-2012

SUMMER 2 2012

	PM4	Law 1 st yr	Law 2-3 yr	Nursing, Nurse Anesthesia Undergrad – Accelerated- Nursing ENVM	Pharmacy 1 ST Yr repeats	Undergrad Day and evening Graduate-day Graduate- Business Divinity D-Min
E-bill sent	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	06-25-2012
Payment Due	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	07-09-2012
Refund Available	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	07-09-2012
Late Fee	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	07-10-2012
Registration Cancellation	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	NOT APPLICABLE	07-12-2012

BILLING FOR MISCELLANEOUS CHARGE 2011-12 FOR ALL STUDENTS

	<i>September 2011</i>	<i>October 2011</i>	<i>November 2011</i>	<i>February 2012</i>	<i>March 2012</i>	<i>April 2012</i>
E-bill sent	09-09-2011	10-10-2011	11-09-2011	02-09-2012	03-09-2012	04-10-2012
Payment Due	09-26-2011	10-24-2011	11-28-2011	02-23-2012	03-22-2012	04-24-2012
Late Fee	09-27-2011	10-25-2011	11-29-2011	02-24-2012	03-23-2012	04-25-2012

TUITION AND FEES

FEES – ALL STUDENTS		
Vehicle Registration	\$20	Per academic year
Replacement Decal Vehicle Registration	\$5	When incurred
ID replacement	\$15	When incurred
Portfolio Evaluation Fee (per credit)	\$100	Optional
Bank Return and Correction Fees	\$28	Each occurrence
Freshman Orientation	\$175	
Samford Outdoor Summer Adventure (SOSA)	\$260	Summer 2012
Late Fee – billed account balance unpaid by the due date	5%	5% of unpaid balance (max \$100)
Re-instatement Fee	\$100	Each term as applicable
Technology Fee	\$125	Fall & Spring
Technology Fee	\$23	Jan Term
Technology Fee	\$35	Each Summer term

UNDERGRADUATE DAY (U) STUDENT (FULL-TIME/PART-TIME)		
Tuition Deposit	\$250	Nonrefundable
Less than 12 or more than 18 Credits	\$783	Per credit
12 to 18 Credits	\$11,711	Fall & Spring
All Credits – Summer Terms	\$591	Per credit
All Credits – Jan Term	\$783	Per credit
Audit—Degree Seeking	\$783	Per credit
Audit—Non-Degree except Applied Music and Art	\$783	Per credit as space is available
Application Fee	\$35	
SPECIAL COURSE FEES—IN ADDITION TO TUITION		
Music (per credit for Applied Instruction)	\$150	Per credit
Recital Fee	\$50	Each performance
Campus Life Fee full time undergrads	\$145	Fall & Spring
Campus Life fee part time undergrads	\$75	Fall & Spring
Campus Life Fee undergrad clinical students	\$25	Fall & Spring
Campus Life Fee	\$35	Jan Term
Campus Life Fee	\$35	Each Summer term
Business School Administrative Fee	\$125	Fall & Spring
Business School Administrative Fee	\$50	Jan term
Business School Administrative Fee	\$50	Per Summer term
Chemistry Lab Fee	\$150	Per course
Interior Design Fee	\$120	Fall & Spring & each Summer term
Ex. Science Activity Fee – Fitness Concepts	\$40	Per course
Ex. Science Activity Fee - walking	\$10	Per course
Ex. Science Activity Fee - aerobics	\$10	Per course
Ex. Science Activity Fee - first aid & CPR	\$25	Per course
Ex. Science Activity Fee – tennis	\$10	Per course
Ex. Science Activity Fee – racquetball-badminton	\$10	Per course
Ex. Science Activity Fee - scuba equipment	\$200	Per course
Exercise Science Principles of Food Preparation	\$125	Per course
Exercise Science Practicum in Athletic Training I	\$25	Per course
Exercise Science Food, Culture, and Society	\$125	Per course
Exercise Science Experimental Foods	\$125	Per course
Exercise Science Sports Nutrition	\$5	Per course
Exercise Science Flying Disc Sports	\$10	Per course
Exercise Science Aqua Aerobics	\$10	Per course
Exercise Science Beginner/Intermediate Golf	\$10	Per course
Exercise Science Strength Training-Physical Conditioning	\$10	Per course

Exercise Science Personal Fitness	\$10	Per course
Exercise Science Basketball	\$10	Per course
Exercise Science Volleyball-Wallyball	\$10	Per course
Exercise Science Beginning Social Dance-Women	\$10	Per course
Exercise Science Beginning Social Dance – Men	\$10	Per course
Exercise Science Fitness Swimming	\$10	Per course
Exercise Science Spin Cycling	\$25	Per course
Exercise Science Yoga	\$10	Per course
Exercise Science Soccer	\$10	Per course
Exercise Science Lacrosse	\$10	Per course
Exercise Science Beginning Swimming	\$10	Per course
Exercise Science Intermediate Swimming	\$10	Per course
Exercise Science Synchronized Swimming	\$10	Per course
Exercise Science Fencing	\$10	Per course
Exercise Science Lifeguard Training	\$10	Per course
Exercise Science Water Safety Instructor course	\$10	Per course
Exercise Science Pilates	\$10	Per course
Exercise Science Special Physical Activity	\$10	Per course
Education School Administrative Fee	\$100	Fall & Spring
Nursing Drug Screening Fee – BSN	\$35	One time charge
Additional Nursing Drug Screening Fee – BSN	\$35	As done
BS Nursing Clinical Practice Fees	\$500	One time charge
Nursing School Undergrad Technology & ATI Fee	\$110	Fall & Spring
University Fellows Program Fee	\$350	Annual fee
Extension Division—Regular and Institute Program	\$40	Per course
Extension Division—Application Fee	\$10	
Residence Halls—based on double occupancy*		
Room Deposit	\$250	Nonrefundable
Beeson Woods, West Campus	\$2,176	Fall & Spring
Evergreen Hall	\$2,062	Fall & Spring
Vail, Smith, Pittman	\$1,985	Fall & Spring
Student Apartments	\$1,659	Fall & Spring
West Campus Summer 2012	\$734	Each Summer term
All Dorms	\$227	Jan Term
*double rooms assigned for single occupancy are 150% of the rate for double-occupancy rooms		
BOARD PLAN		
19 meals/week, plus \$ 130 declining balance (mandatory for entering freshman and students who have earned less than 24 credits)	\$1,903	Fall & Spring

12 meals/week, plus \$ 130 declining balance (earned at least 24 credits or in second year of residency)	\$1,686	Fall & Spring
7 meals/week, plus \$130 declining balance (earned at least 64 credits)	\$1,134	Fall & Spring
19 meals/week summer 2012	\$567	Each Summer term
12 meals/week summer 2012	\$460	Each Summer term
19 meals/ Jan Term	\$327	Jan Term
12 meals / Jan Term	\$283	Jan Term
Metro Program		
All Credits (for degree or audit)	\$368	Per credit each term
Application Fee	\$35	
Campus Life Fee	\$25	Each term
GRADUATE		
Graduate programs Education, Business, ENVM, Arts (for degree or audit)	\$655	Per credit each term
Application Fee	\$25	
Music (per credit for Applied Instruction)	\$150	Per credit
Campus Life fee	\$35	Each term
ESL as a Second Language – ENVM Chinese Cohort only	\$2,500	Per course
ENVM Annual Administrative Fee – Chinese Cohort only	\$200	Annual
Education School Administration Fee	\$100	Fall & Spring
Business School Administration fee	\$125	Fall & Spring
Business School Administration fee	\$100	Each Summer term
Business School Administration Fee	\$50	Jan Term
NURSING		
Initial M.S.N. for Nurse Anesthesia Tuition Deposit	\$1,000	
Application Fee	\$25	
Doctor of Nursing (DNP)	\$672	Per credit each term
Master of Science in Nursing	\$672	Per credit each term
Master of Science in Nurse Anesthesia	\$8,241	Each term
Campus Life Fee – Accelerated BSN	\$25	Each term
Campus Life Fee – Nurse Anesthesia (CRNA - clinical)	\$25	Each term
MSN for Nurse Anesthesia continuation fee	\$1,500	
Joint Degrees	Classification	Fees by classification
Drug Screening Fee CRNA	\$35	One time charge
Drug Screening Fee MSN	\$35	One time charge

Drug Screening Fee DNP	\$35	One time charge
Additional Drug Screening Fee -CRNA	\$35	As done
Additional Drug Screening Fee – MSN	\$35	As done
Additional Drug Screening Fee – DNP	\$35	As done
Nursing Grad School Technology Fee	\$150	Fall & Spring
MSN Nursing Medatrax Fee	\$80	One time charge
CRNA Nursing Medatrax Fee	\$119	One time charge
Nursing Safety Screening Fee CRNA	\$100	One time charge
BEESON DIVINITY SCHOOL		
Tuition Deposit	\$200	Nonrefundable
Application fee	\$25	
Less than 9 Credits, more than 16 Credits	\$484	Per credit - Fall & Spring
9 to 16 Credits	\$5,099	Fall & Spring
All credits – Jan term & summer 2012	\$195	Per credit
Campus Life Fee	\$35	Each term
Doctor of Ministry	\$326	Each term
Doctor of Ministry Application Fee	\$50	
Doctor of Ministry Continuation Fee	\$1,000	
CUMBERLAND SCHOOL OF LAW		
Initial Tuition Deposit	\$250	Nonrefundable
Additional Tuition Deposit—due by June 15	\$500	Nonrefundable
Re-application Fee	\$50	
Campus Life Fee	\$35	Each term
Less than 10 Credits, more than 16 credits	\$1,133	Fall & Spring
Full-Time, 10 to 16 Credits	\$17,264	Fall & Spring
Joint Law Degrees	Classification	Fees by classification
Summer Abroad Program 2012	\$3,839	Summer term
Master of Comparative Law 2012	\$5,257	Summer term
McWHORTER SCHOOL OF PHARMACY		
Tuition Deposit	\$450	Nonrefundable
Application Fee	\$50	
Summer 2012	\$1,216	P1's – repeat courses
Campus Life Fee	\$35	Each term
Campus Life Fee (PM4)	\$25	Each term
Pharmacy Lab Supplies	\$305	Annual each student
Pharmacy Drug Screening Fee	\$80	Annual each student
London 4 weeks (PHRD678 Section 01 and PHRD679 Section 01)	\$950	
P4 Experiential Course Fee, Select Sites	\$600	

Less than 12 Credits, more than 21 Credits	\$1,216	Per credit Fall & Spring
12 to 21 Credits	\$14,967	Fall & Spring
Joint Degree	Classification	Fees by classification
RESIDENCE HALLS (PHARMACY)*		
Beeson Woods, West Campus	\$3,643	June 2012 start date for Fall semester
Evergreen	\$3,448	June 2012 start date for Fall semester
Student apartments	\$3,117	June 2012 start date for Fall semester
Beeson Woods, West Campus	\$2,176	Aug. start date for Fall semester
Evergreen	\$2,062	Aug. start date for Fall semester
Student Apartments	\$1,659	Aug. start date for Fall semester
Beeson Woods, West Campus	\$2,398	Spring term
Evergreen	\$2,284	Spring term
Student Apartments	\$1,548	Spring term
*Double rooms assigned for single occupancy are 200% of the rate for double occupancy rooms.		
BOARD PLAN (PHARMACY)		
19 meals/week, plus \$ 130 declining balance	\$3,036	June 2012 start date for Fall term
12 meals/week, plus \$ 130 declining balance	\$2,627	June 2012 start date for Fall term
19 meals/week, plus \$ 130 declining balance	\$1,903	Aug. start date for Fall term
12 meals/week, plus \$130 declining balance	\$1,686	Aug. start date for Fall term
7 meals/week, plus \$ 130 declining balance	\$1,134	Aug. start date for Fall term
19 meals/week, plus \$ 130 declining balance	\$2,221	Spring term
12 meals/week, plus \$ 130 declining balance	\$1,995	Spring term
7 meals/week, plus \$ 130 declining balance	\$1,424	Spring term
LONDON TERMS		
Semester Fee	TBD	(does not include tuition)
Spring 2012 – part of term J	TBD	(does not include tuition)

Summer 2012 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 and Bulldog Bucks

All students are required to have an official Samford University photo ID (Samford Card), made and recorded by the Department of Public Safety and 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 Bulldog Bucks, the Samford Card can be used to make purchases on campus, as well as at local retailers and restaurants. Bulldog Bucks work similarly to a checking account in that your deposited funds are debited each time a student makes a purchase.

ManageMyID will allow students, parents and employees to deposit money online, without any credit card fees, into Bulldog Bucks. Using the link www.subulldogbucks.com, cardholders can budget their account by tracking spending and report a lost or stolen card at any time.

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. All students will be required to provide proof of medical insurance coverage.

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. Information about specific policy carriers, minimum coverage, and premium costs are available from the International Studies Office at (205) 726-2741.

Personal Property Insurance

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.

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 2011-12 Free Application for Federal Student Aid (FAFSA) on line at www.fafsa.ed.gov. Our priority date is March 1, 2011.

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 2011-12 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.

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 a 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 Office of Student Records an official withdrawal form. This policy applies to all terms including semesters, summer terms and Jan Term.

Withdrawal Refund Policy for Fall and Spring Terms

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 term. The first week of a term 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 term, but before the end of the second week of the term, the student may receive a refund of 90 percent of tuition and room rent for that term. The second week of a term 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 term, but before the end of the third week of the term, the student may receive a refund of 75 percent of tuition and room rent for that term. The third week of a term 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 term, but before the end of the fifth week of the term, the student may receive a refund of 50 percent of tuition and room rent for that term. The fifth week of a term 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 term, but before the end of the ninth week of the term, the student may receive a refund of 25 percent of tuition and room rent for that term. The ninth week of a term 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 term, 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
Office of Student Records
Samford University
800 Lakeshore Drive
Birmingham, Alabama 35229



Bursar's Office
800 Lakeshore Drive
Birmingham, AL 35229
1-800-888-7214 * (205) 726-2816