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 2019-2020 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.

2019–2020 TUITION

<table>
<thead>
<tr>
<th>Course Level</th>
<th>Resident</th>
<th>Nonresident</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-200-level</td>
<td>$223/credit</td>
<td>$789/credit</td>
</tr>
<tr>
<td>300-400-level</td>
<td>$269/credit</td>
<td>$835/credit</td>
</tr>
<tr>
<td>500-level</td>
<td>varies</td>
<td>varies</td>
</tr>
<tr>
<td>600-level</td>
<td>$513/credit</td>
<td>$1079/credit</td>
</tr>
</tbody>
</table>

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;
- other documentation of Alaska residency for the two prior years deemed satisfactory by the UAF Office of Admissions.

Students applying for resident tuition assessment must file a residency form with the Office of Admissions 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.

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 (http://www.uaf.edu/admissions/).

Basic Student Fees

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASUAF</td>
<td></td>
</tr>
<tr>
<td>Fall or spring semester</td>
<td>$42 (CTC-only $5)</td>
</tr>
<tr>
<td>Summer</td>
<td>$10 (CTC-only $5)</td>
</tr>
<tr>
<td>Athletics</td>
<td>$10/credit to a maximum of $120</td>
</tr>
<tr>
<td>Course Fees</td>
<td>varies</td>
</tr>
<tr>
<td>Libraries and Digital Resources Fee</td>
<td>$5 per credit hour, to a maximum of $75 per semester</td>
</tr>
<tr>
<td>Parking Permit</td>
<td></td>
</tr>
<tr>
<td>8 credits or fewer</td>
<td>$51</td>
</tr>
<tr>
<td>9 or more credits</td>
<td>$88</td>
</tr>
<tr>
<td>Annual permit</td>
<td>$153</td>
</tr>
<tr>
<td>Spring/summer</td>
<td>$153</td>
</tr>
<tr>
<td>Multivehicle</td>
<td>additional $10</td>
</tr>
<tr>
<td>Recreation Fee</td>
<td>$135 (CTC-only $75)</td>
</tr>
<tr>
<td>Student Activities and Services</td>
<td></td>
</tr>
<tr>
<td>3 or more credits</td>
<td>$75</td>
</tr>
</tbody>
</table>
### Student Health and Counseling Center

| Fall or spring semester (6 or more credits) | $150 |
| Summer semester (6 or more credits) | $100 |

### Student Sustainability

| Fall or spring semester | $20 |
| Summer | $10 |

### Summer Activity Fee

| 3 or more credits | $22 |

### Technology

| $5/credit to a maximum of $60 |

### Transportation

| 3 or more credits | $22 |

### UA Facilities

| $6 per credit |

### UA Network

| 4 percent of tuition | varies ($9-$44/credit) |

#### Note:
All fees are subject to change.

### ASUAF

- **Cost:** $42 per semester; $10 summer. CTC-only students $5
  - **Who pays:** All Fairbanks-area students (Fairbanks campus or Community and Technical College sites) enrolled in 3 or more credits

### Athletics

- **Cost:** $10 per credit hour (to a maximum of $120 per semester)
  - **Who pays:** All students enrolled in Fairbanks section courses and students in the Fairbanks area (Fairbanks Community and Technical College sites) enrolled in 3 or more credits

### Libraries and Digital Resources Fee

- **Cost:** $5 per credit hour, to a maximum of $75 per semester
  - **Who pays:** All students enrolled in 3 credits or more at any UAF campus

### Course Fees

- **Cost:** Varies
  - **Who pays:** Students enrolled in courses with special fees. See the class schedule for individual classes

### Athletics Fee

- **Cost:** $4 per semester (varies ($9-$44/credit))

### Athletics

- **Who pays:** Students enrolled in courses with special fees. See the class schedule for individual classes

### Libraries and Digital Resources Fee

- **Who pays:** All students enrolled in 3 credits or more at any UAF campus

### Parking Permit

- **Cost:** fall 2019/spring 2020, single vehicle, $51 for 8 or fewer credits; $88 for 9 or more credits; $153 annual permit. With any of these permit options, for an additional $10, two or more vehicles (up to a total of four) may be registered for the multivehicle option. Employees are not eligible to purchase parking permits at student rates.

### Course Fees

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

**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 get your permit:** Request your permit through UAF's online parking system at www.uaf.edu/bursar/parkingservices/ (https://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 you can use until your permit arrives in the mail or you pick it up. Permits can also be purchased and picked up at the Bursar's Office in Signers' Hall. Please bring your current vehicle registration with you to ensure correct information for your file.

**How to pay:** Complete your permit purchase at UAF's online parking system at www.uaf.edu/bursar/parkingservices/ (https://uaf.edu/bursar/parkingservices/). Payment options are all major credit cards or 'student account', if you have added parking to your student account.

It is the responsibility of all students parking a vehicle on any UAF property (on or off campus) to know UAF parking regulations, available online at www.uaf.edu/bursar/parkingservices/ (https://uaf.edu/bursar/parkingservices/). For more information, call 474-7384 or email uaf-bursar@alaska.edu.

**RECREATION FEE**

**Cost:** $135 per semester; $75 for CTC-only students

**Who pays:** All students enrolled in Fairbanks section courses and students in the Fairbanks area (Fairbanks or UAF Community and Technical College sites) enrolled in 6 or more credits (eCampus classes do not count towards this total). Fairbanks-area students enrolled in 3-5 credits have the option of paying the SRC fee. Fairbanks-area students enrolled in 1-2 credits do not have the option of purchasing a membership at the recreation fee cost, but there are other membership options.

**What's covered:** The recreation fee is a membership to the Student Recreation Center (SRC), Patty Ice, Patty Pool, Outdoor Adventures and Skiland (see the SRC for Skiland season pass receipt; only available for students enrolled in 6 or more credits on campus). The SRC is a comprehensive fitness facility with equipment, courts, track, group fitness, intramurals and a climbing wall. The Patty ice rink provides recreational ice skating sessions. The Patty pool provides lap swim sessions. Outdoor Adventures has discounted equipment rentals, trips and an outdoor rock/ice wall. Some extra programs have additional fees associated; consult Nanook Recreation staff for details. 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/she is a full-time UAF student. Call 907-474-5886 for more information.

**STUDENT ACTIVITIES AND SERVICES FEE**

**Cost:** $75 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 fee.

**What’s covered:** Fee revenues generated will support Nanook traditions such as Starvation Gulch, Winter Carnival and SpringFest as well as student activities and student life programs that enhance the out-of-class experience of students and will provide ongoing operational and capital funding for programs.

**STUDENT HEALTH AND COUNSELING CENTER**

**Cost:** $150 per semester; $100 summer/6 credits.

**Who pays:** Students enrolled in 6 or more classroom credits, including UAF, CTC, University Park and Hutchison campuses, are automatically assessed the fee. eCampus courses are not counted towards the 6 credit threshold. Students taking eCampus courses may opt in to pay the fee if they are taking at least 6 credits total.

**What's covered:** Basic medical and counseling services at the Student Health and Counseling Center on the Fairbanks campus. See www.uaf.edu/chc/ (https://www.uaf.edu/chc/) for more information. You can contact the Student Health and Counseling Center at 907-474-7043.

**STUDENT SUSTAINABILITY**

**Cost:** $20 per semester; $10 summer

**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 is invested in energy-efficiency programs and renewable energy projects at UAF.

**SUMMER ACTIVITY FEE**

**Cost:** $2 per credit

**Who pays:** All students enrolled during the summer term

**What's covered:** The summer activity fee is used to support student activities.

**TECHNOLOGY**

**Cost:** $5 per credit hour (to a maximum of $60 per campus)

**Who pays:** All students

**What's covered:** The technology fee supports technology initiatives including implementation of UAF's wireless network/access, delivering university-licensed software to all students, increasing the number of technology-enabled classrooms and computing spaces, and expanding and improving online and self-service environments. This is a mandatory fee.

**TRANSPORTATION**

**Cost:** $22 per semester

**Who pays:** All students enrolled in Fairbanks section courses and students in the Fairbanks area (Fairbanks or Community and Technical College sites) taking 3 credits or more per semester during fall or spring semesters

**What's covered:** The transportation fee pays a portion of the costs of operating shuttle buses that provide transportation throughout
UA FACILITIES FEE
Cost: $6 per credit

Who pays: All undergraduate and graduate students, including those enrolled in eCampus 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

Lower-division: $9 per credit
Graduate: $21 per credit
Nonresident rate: $32 per lower-division (000-200 level) credit
Nonresident rate: $34 per upper-division (300-400 level) credit
Nonresident rate: $44 per graduate credit

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 noncredit courses. The minimum network charge per course is $9.

Other Fees

Application for Admission
Certificate or associate degree $40
Baccalaureate $50 ($75 if late)
Graduate $75 ($100 if late)

Application for Graduation $50 ($80 if late)

Residence halls (per semester) $2,500-$4,150
Fairbanks campus employees, family, and graduate housing $805-$1,750 per month
Kuskokwim Campus housing Contact campus

Campus Mail Box
Semester $75
Summer Only $30
Credit by Examination $40/credit
Credit Card Transaction 2.85 percent ($3 minimum)
Credit for Prior Learning $50 plus $10/credit
Duplicate Tuition/Fees Receipt $5/copy
eCampus $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) $595-$2,695

New Student Orientation (Fairbanks area)
Fall $115
Spring $35

Payment Plan $65-$90
Records Duplication $0.25/page
Reinstatement Fee $100
Residence Life Programming Fee $25
Returned Check Fee $30
Textbooks (approximate) $250-$1,100/semester

Transcripts
Electronic, $12; paper, $15
Expeditd paper $30
Unofficial $5

UAF SOM and CEM Tuition Surcharge 20 percent of tuition ($42-$98/credit)

Note: All fees are subject to change.

APPLICATION FOR ADMISSION
Cost: $40-$75 (add $25 if late)

Who pays: Applicants to certificate and associate degree programs are charged $40; applicants to baccalaureate programs $50; applicants to graduate programs, $75. There is a $25 late fee charged for all baccalaureate and graduate program applications submitted after the published deadlines.

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
For complete rate information, please go to the Residence Life website (https://uaf.edu/reslife/rates/).
Tuition and Fees

Fairbanks campus single-student housing
Cost: $355 due at time of application ($40 nonrefundable application fee, $315 refundable damage deposit)

Fairbanks campus employees, family and graduate housing
Cost: $75 nonrefundable processing fee
• $600 deposit ($300 due when you are assigned a housing unit; $300 due at check-in)
• Shared, efficiency, one, two, and three-bedroom apartments: $805–$1,650 per month
  • Limited number of garages available with Stuart Hall one-bedroom apartments: $100 per month
• One, two, and three bedroom homes with garage: $1,350–$1,750 per month
• A $25 programming fee will be applied to your January and September rent

Residence Life Programming Fee
Cost: $25 per semester
Who pays: Residential students and employees
What’s covered: Fee revenues will be used to modernize the student experience by better serving university residents by providing sustainable funding for community councils and Residence Hall Association

How to apply: Send your completed application and application fee to the UAF Department of Residence Life. Applications are available online (https://www.uaf.edu/reslife/apply/). Room rent and meal plan fees, along with all other fees, are due in full by fee payment end. Information about Residence Life is available at 907-474-7247, uaf-housing@alaska.edu or www.uaf.edu/reslife/ (https://www.uaf.edu/reslife/).

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.

CAMPUS MAIL BOX
Cost: $75 per box per semester, $30 summer only. Limited numbers of larger boxes are available for an additional cost.

Who pays: Students who wish to receive U.S. Postal Service mail on campus must rent a campus mail box at the Campus Mail Center 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 canceled and keys are returned.

What’s covered: Mail box space, postal and mail forwarding services

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: 2.85 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.

ECAMPUS
Cost: $25 per credit hour
Who pays: Students enrolled in an eCampus 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 MATH F105) due to instructor 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: $595-$2,695

Who pays: All students living in residence halls and Cutler Apartments are required to purchase a meal plan, with the exception of graduate students. UAF also offers meal plans to commuter students, including residents of family housing and students living off campus. Students who do not live on campus but are interested in purchasing a meal plan can contact Dining Services at 907-474-6661 or uaf-dining@alaska.edu. Please review your dining contract for more details. All prices are per semester.

What's covered (per semester): See Dining Services (http://catalog.uaf.edu/housing-dining/dining-services/) page for details of specific meal plans and how to purchase plans.

Note: The Wood Center food court is closed for campus holidays. Dining locations are limited during UAF winter and spring breaks.

**NEW STUDENT ORIENTATION**

Cost: $115 for fall semester, covers all programs except special Outdoor Adventures activities; $10 for one-day fall 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.

**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 the Registrar (except transcripts from another school). Students need to submit a written request for copies. The Office of 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
Tuition and Fees

Who pays: Anyone who requests their own transcripts from the Office of 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 Parchment (accessible via UAOnline) and by the Office of 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 ($45-$103/credit)

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. Please note: tuition waivers do not cover tuition surcharges.

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.

Refunds

TUITION AND FEES

Students who withdraw from courses or cancel enrollment must submit a completed official withdrawal form to the Office of 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 907-474-7043.

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