

# 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 2022-2023 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.

## 2022-2023 TUITION

	Resident	Nonresident	WUE
Fairbanks 100-200-level courses <sup>1</sup>	\$260/credit	\$826/credit	\$390/credit
Community Campus 100-200- level courses <sup>2</sup>	\$234/credit	\$800/credit	\$351/credit
All 300-400-level courses	\$289/credit	\$855/credit	\$419/credit
All 600-level courses	\$539/credit	\$1105/credit	N/A

WUE Western Undergraduate Exchange; 150% of Alaska resident rate.

<sup>1</sup> Applies to 100-200-level courses offered through the Rural College and Fairbanks Troth Yeddha' campus.

<sup>2</sup> Applies to 100-200-level courses offered through the Community and Technical College and Bristol Bay, Chukchi, Interior Alaska, Kuskokwim and Northwest Campuses.

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

## RESIDENT AND NONRESIDENT TUITION

Students eligible for Alaska resident tuition generally include:

- an Alaska resident, defined as a person who is a U.S. citizen or eligible noncitizen who has been physically present in Alaska for at least the past two years;
- students who received a State of Alaska Permanent Fund Dividend within the last 12 months and can certify they have been in Alaska for the past 12 months;
- military personnel on active duty, their spouses and dependent children;
- members of the National Guard, their spouses and dependent children;
- veterans of the U.S. armed forces, and their dependents, who are eligible for Veterans Affairs educational benefits;
- dependent children of a person who graduated and holds an associate, bachelor's, master's or doctoral degree from the University of Alaska;
- dependent children of an Alaska resident as evidenced by the most current federal income tax return filed within the past 16 months;
- students participating in the Western Interstate Commission on Higher Education Western Regional Graduate Program;

- students enrolled in 4 or fewer credit hours within the UA system during a semester;
- students from other states or provinces whose public universities waive nonresident tuition surcharges for Alaska residents, or who are from foreign cities and provinces with established Alaska sister city or sister province relationships;
- students designated by the UA Scholars Program as UA Scholars;
- participants of the University of Alaska College Savings Plan;
- spouse or dependent children of a University of Alaska employee; or
- students who graduated within the past 12 months from a qualified Alaska high school.

Students will be considered nonresident if within two years prior to applying for residency they:

- were absent from Alaska for an aggregate of more than 120 days for other than documented absences due to illness or attendance at another educational institution while maintaining Alaska residency;
- committed any act inconsistent with Alaska residency, such as claiming residency in another state or voting as a resident of another state;
- registered as a resident in an educational institution in another state; or
- paid tuition at the University of Alaska at the Western Undergraduate Exchange program rate.

To prove physical presence, students must provide documentation of one of the following:

- student moved household goods to Alaska at least two years ago;
- student's lease, rental or ownership of real property in Alaska for at least the prior two years;
- student's permanent employment in Alaska for at least the prior two years; or
- other documentation of Alaska residency for the two prior years deemed satisfactory by the UAF Office of Admissions.

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 (<https://www.alaska.edu/bor/policy/05-10.pdf>). For more information and applications, students should contact the Office of Admissions (<https://www.uaf.edu/admissions/>).

## Basic Student Fees

Basic Student Fees	
(per semester unless otherwise indicated)	
<b>Fairbanks Campus and Rural Campus Consolidated Fees</b>	
UAF, CTC, Juneau Fisheries and eCampus	\$53 per credit
CRCD Campuses (Rural College, Bristol Bay, Interior Alaska, Kuskokwim, Northwest, Chukchi)	\$21 per credit
<b>UA Facilities</b>	\$6 per credit
<b>UA Network</b>	
4 percent of tuition	varies (\$9-\$45 per credit)
<b>Parking Permit</b>	
8 credits or fewer	\$51
9 or more credits	\$88
Annual permit	\$153
Spring/summer	\$153
Multivehicle	additional \$10
<b>Course Fees</b>	varies

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

## CONSOLIDATED FEE

**Cost:** \$53 per credit for UAF, CTC, Juneau Fisheries and eCampus

The nonrefundable consolidated fee provides students access to various services that enhance their educational experience beyond the classroom and ensures the continuation and expansion of critical universitywide services for all students. The consolidated fee paid by each student supports these specific services: student government, student health and counseling center, student recreation center, support for online and distance learning, student sustainability, student activities and services, libraries and digital resources, technology, and transportation and related infrastructure. **The consolidated fee is mandatory and cannot be negotiated, waived or reduced.**

**Cost:** \$21 per credit for CRCD campuses (Rural College, Bristol Bay, Interior Alaska, Kuskokwim, Northwest, Chukchi)

The nonrefundable consolidated fee provides students access to various services that enhance their educational experience beyond the classroom and ensures the continuation and expansion of critical universitywide services for all students. CRCD campus students are assessed a reduced fee due to their distance from the Fairbanks campus, but they do receive access to UAF services through online or other methods. The consolidated fee paid by each student supports these specific services: telehealth and counseling, virtual recreation classes, streaming of sporting events, libraries and digital resources, and technology. **The consolidated fee is mandatory and cannot be negotiated, waived or reduced.**

## DETAILED LIST OF SERVICES PROVIDED BY THE CONSOLIDATED FEE:

### ASUAF

The Associated Students of the University of Alaska Fairbanks represent student views and concerns to the university administration, University of Alaska Board of Regents and Alaska Legislature. ASUAF also partially funds the publication of the UAF student online newspaper, the Polaris News; the student-managed ASUAF Concert Board; KSUA, the student radio station; and other media. Other services provided through ASUAF include a free half-hour attorney consultation, academic travel funding, subsidized student club activities, regular free coffee service and much more. Contact ASUAF at 907-474-7355 or visit the ASUAF website (<https://www.asuaf.com/>).

### ATHLETICS

Provides admission to all home athletic competitions and livestreaming of Nanook sporting events. Admission will only be guaranteed until the start of each event. The fee does not include postseason competition. For further details regarding event and ticket policies, visit the Alaska Nanooks website (<https://www.alaskananooks.com/>).

### LIBRARIES AND DIGITAL RESOURCES

Provides library services such as research assistance and instruction, online and digital resources, subscriptions for databases and journals, and improvements to library materials and spaces (physical and virtual) used by students.

### RECREATION

Provides membership to the Student Recreation Center (SRC), Patty ice arena, Patty pool, Outdoor Adventures and virtual recreation classes. 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 they are a full-time UAF student. Call 907-474-5886 for more information.

### STUDENT ACTIVITIES AND SERVICES

Supports 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

Provides basic medical and counseling services, including telehealth and counseling, at the Student Health and Counseling Center on the Fairbanks campus. See the Student Health and Counseling Center website (<https://www.uaf.edu/chc/>) for more information. You can contact the Student Health and Counseling Center at 907-474-7043.

## STUDENT SUSTAINABILITY

Invests in energy-efficiency programs and renewable energy projects at UAF.

## SUMMER ACTIVITY

Supports student activities.

## ECAMPUS

Funds go toward academic and advising support, online student resources, exam proctoring services, technology upgrades, and enhancements to course delivery.

## TECHNOLOGY

Supports technology initiatives including implementation of and access to UAF's wireless network, 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.

## TRANSPORTATION AND RELATED INFRASTRUCTURE

Covers a portion of the costs of operating shuttle buses that provide transportation throughout campus and to various university facilities off campus, street and lot maintenance, snow removal, lighting and plug-ins.

**What's covered:** Some courses require special equipment, supplies or services and charge a materials fee in addition to tuition.

## UA FACILITIES FEE

**Cost:** \$6 per credit

**Who pays:** All students

**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-\$10 per credit

Upper-division: \$12 per credit

Graduate: \$22 per credit

Nonresident rate: \$32-\$33 per lower-division (000-200 level) credit

Nonresident rate: \$35 per upper-division (300-400 level) credit

Nonresident rate: \$45 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.

## COURSE FEES

**Cost:** Varies

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

## HEALTH INSURANCE

Student health insurance is not mandatory at UAF except for international students studying in F-1 or J-1 immigration statuses. The university does not provide a student health insurance program except for international students and students who are contracted with the Graduate School as teaching or research assistants on stipends or who are receiving graduate fellowships. Students without insurance who would like to obtain a plan may visit the Student Health and Counseling Center website (<https://www.uaf.edu/chc/>) for more information on shopping for a policy.

International students in F-1 or J-1 status are required to enroll in either the UAF-sponsored insurance plan or in a plan of their choice that meets regulatory compliance rules. Students must provide documentation of enrollment to International Programs and Initiatives before the fee payment deadline each semester. Students who do not enroll in an insurance plan approved by International Programs and Initiatives by the appropriate semester deadline will be dropped from classes at UAF.

Contracted teaching and research assistants on stipends and those receiving graduate fellowships are automatically enrolled in the UAF-sponsored plan as part of their benefits package. More information on this plan can be found at the Graduate School's website (<https://www.uaf.edu/gradsch/>).

The UAF-sponsored international student plan meets the Department of State insurance requirements for exchange visitors in J-1 status. However, this plan is not compliant with the federal Affordable Care Act (ACA). If you have questions, contact International Programs and Initiatives. The graduate insurance plan is ACA-compliant but does not meet the Department of State insurance requirements for exchange visitors in J-1 status.

## PARKING PERMIT

**Cost:** Fall 2022/spring 2023, single vehicle, \$51 for 8 or fewer credits; \$88 for 9 or more credits; \$153 annual permit. With any of

these permit options, two or more vehicles (up to a total of four) may be registered for the multivehicle option for an additional \$10. The hangtag allows one vehicle to be parked on campus at a time. (Campus residents may not purchase the multivehicle option. Employees are not eligible to purchase parking permits at student rates.)

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

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

**What's covered:** Parking in permit-required and general use lots and 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 (<https://uaf.edu/bursar/parkingservices/>). Select the type of parking permit(s) needed, your delivery option and the 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. Debit and credit card payments will no longer be accepted in person or over the phone at the Bursar's Office. You can pay with either cash or check, or you can have the charge added to your Banner account.

**How to pay:** Complete your permit purchase at UAF's online parking system (<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 (<https://uaf.edu/bursar/parkingservices/>). For more information, call 474-7384 or email [uaf-bursar@alaska.edu](mailto:uaf-bursar@alaska.edu).

## Other Fees

Other Fees	
(per use unless otherwise indicated)	
<b>Application for Admission</b>	
Certificate or associate degree	\$40
Baccalaureate	\$50 (\$75 if late)
Graduate	\$75 (\$100 if late)
<b>Application for Graduation</b>	\$50 (\$80 if late)
<b>Campus Housing</b>	
Residence halls (per semester)	\$2,550-\$4,233 <sup>1</sup>
Fairbanks campus employees, family, and graduate housing	\$1,173-\$1,821 per month <sup>2</sup>
Kuskokwim Campus housing	Contact campus
<b>Campus Mail Box</b>	
Semester	\$75
Summer Only	\$30
<b>Credit by Examination</b>	\$40/credit
<b>Credit Card Transaction</b>	2.85 percent (\$3 minimum)
<b>Credit for Prior Learning</b>	\$50 plus \$10/credit
<b>Duplicate Tuition/Fees Receipt</b>	\$5/copy
<b>Graduate Student Reinstatement</b>	\$50
<b>Late Add/Late Registration</b>	\$50
<b>Late Payment Fees</b>	\$50; \$125, \$175
<b>Late Placement Test or Guidance Test</b>	\$5
<b>Meal Plans (per semester)</b>	\$610-\$2,695
<b>New Student Orientation (Fairbanks area)</b>	
Fall	\$150
Spring	\$35
<b>Payment Plan</b>	\$65-\$90
<b>Records Duplication</b>	\$0.25/page
<b>Reinstatement Fee</b>	\$100
<b>Residence Life Programming Fee</b>	\$25
<b>Returned Check Fee</b>	\$30
<b>Textbooks (approximate)</b>	\$250-\$1,100/semester
<b>Transcripts</b>	
Electronic, \$12; paper, \$15	\$12-\$15
Expedited paper	\$30
Unofficial	\$5
<b>UAF CBSM Tuition Surcharge</b>	25 percent of tuition (\$72-\$135/credit) <sup>3</sup>
<b>UAF CEM Tuition Surcharge</b>	20 percent of tuition (\$47-\$108)

<sup>1</sup> Plus one-time application fee of \$40

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

<sup>3</sup> Only applies to upper-division (300-499) and graduate-level courses

**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. 1 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/>).

### 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 the 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](mailto:uaf-housing@alaska.edu) or on the Residence Life website (<https://www.uaf.edu/reslife/>).

### Kuskokwim Campus Housing

For information about campus housing at the Kuskokwim Campus in Bethel, visit the Kuskokwim Campus website (<https://www.bethel.uaf.edu>) or call 907-543-4562.

## CAMPUS MAILBOX

**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 mailbox 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:** Mailbox 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.

## 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's recommendation.

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

**What's covered:** Processing of late registration

## 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:** \$610-\$3,050

**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](mailto: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:** \$150 for fall semester, covers all programs except special Outdoor Adventures activities; \$10 for one-day fall transfer student orientation, and \$25 (plus \$10 for each additional guest) for two-day fall family orientation. \$35 for spring orientation.

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

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

## PAYMENT PLAN

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

**Who pays:** Students unable to pay all tuition and fees at the beginning of a semester

**What's covered:** Budgeting by distributing the costs of tuition and fees across two or more payment dates. See the Bursar's Office website (<https://www.uaf.edu/bursar/>) for more information.

## 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

**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 CBSM TUITION SURCHARGE

**Cost:** 25 percent of tuition (\$72-\$135/credit)

**Who pays:** Students enrolled in upper-level and graduate courses in College of Business and Security Management departments. **Please note:** Tuition waivers do not cover tuition surcharges.

## UAF CEM TUITION SURCHARGE

**Cost:** 20 percent of tuition (\$47-\$108/credit)

**Who pays:** Students enrolled in lower-level, upper-level, and graduate courses in the 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 the cancellation of your class schedule. UAF may withhold transcripts, grades and other services, and cancel meal plans and housing if you do not pay your financial obligations. If the university takes such action, *you will still be responsible for your account balance in full.*

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

## FAILURE TO MEET FINANCIAL OBLIGATIONS

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

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

## TUITION WAIVERS

**Note:** Tuition waivers do not cover tuition surcharges.

### • Senior Citizen Tuition Waiver

UA Board of Regents policy waives regular tuition for Alaska residents at the age of eligibility for full Social Security retirement benefits. You are eligible to use the senior citizen tuition waiver and enroll in UAF courses if:

- you are a permanent resident of Alaska;
- you are age-eligible to receive full Social Security retirement benefits; and
- there is space (i.e., no waitlist) in the class or classes you want.

If you are using a senior tuition waiver, you may not register until the first day of instruction of the semester. You must meet both age and residency requirements by one of the following dates to be eligible for the corresponding semester: Sept. 1 for fall; Jan. 1 for spring; May 1 for summer. Reimbursements will not be made to senior citizens who pay for a course and then request a waiver.

### • Employee Tuition Waiver

Employee tuition waivers pay only for tuition. Tuition waiver forms must be turned in by the fee payment deadline. The employee is responsible for all other fees. Employees who pay for a course and later become eligible for a waiver will not be reimbursed. Late fees and payment deadlines apply. More information is available at the Bursar's Office website (<https://www.uaf.edu/bursar/>).

## Refunds

### TUITION AND FEES

Students may drop courses in UAOnline or submit an add/drop form to the Office of the Registrar per published deadlines in the academic calendar (<http://catalog.uaf.edu/calendar/>). The following conditions apply:

- If UAF cancels a course, students' tuition and fees will be refunded in full.
- Refund processing is automatic for students who officially drop courses by the refund deadlines.
- It is the responsibility of each student to review their course dates and be aware of the published refund deadlines for their particular courses.
- The first day of instruction for full-semester courses is the first day of instruction listed in the academic calendar.
- **Full semester courses (fall and spring):** 100% of tuition and course fees are automatically refunded when the drop is completed by the second Friday of the semester.
- **Courses meeting at least four weeks but less than the full semester:** Students may drop within five business days of the first class

meeting (as listed in UAOnline) to receive 100% refund of tuition and fees.

- **Courses meeting less than four weeks:** Students may drop on the first day the class meets (as listed in UAOnline).
- **Summer courses:** Please refer to the academic calendar (<http://catalog.uaf.edu/calendar/>) for summer registration and fee payment deadlines.

## REFUND PROCESSING

Financial aid will start to 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. Submit an Advance of Funding (<https://nextgensso.com/sp/startSSO.ping?PartnerIdpId=urn:mace:incommon:alaska.edu&TargetResource=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2ffdf12a6-e312-4608-9a57-61df7c5a0dd8>) 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 tuition and fees are paid for the semester by credit card, the credit card will be refunded (up to the amount paid). Any remaining credit balances will be refunded by check or direct deposit.

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. Check refunds will take at least 10 business days to be received in the mail.

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 (<https://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 a 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 (<https://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](mailto:uaf-bursar@alaska.edu)  
Telephone: 907-474-7384  
Fax: 907-474-5898