

Financial Information

Student Activity Fees. The following fees are payable each semester at registration by students taking 5 or more credits:

Undergraduate students	\$158.00
Seminary students	\$128.00
Graduate students—non-seminary	120.50
Summer school students	34.00

Student Financial Services Approval is required for:

- Taskforce and Student Missionary appointees
- Adventist Colleges Abroad applicants
- Off-campus tour applicants (i.e., Berlin Studio Tour, European Study Tour, Art/ Architecture European Study Tour, Archaeological Digs).

Account balances must be paid in full before students leave the United States. If a student, while on tour, has to be sent home for medical, financial, or citizenship reasons, all travel costs must be paid by the student and/or family.

Student Status is only achieved once a student is both academically and financially cleared. Only then may students attend classes, take examinations, and participate in graduation exercises.

Textbooks—semester estimate \$700

This is an estimated semester amount used to calculate estimated semester expenses, students are charged the actual amount of their bookstore purchases.

Thesis/Dissertation Fees

Binding (per volume)	\$19
Copyright (optional)	35
Microfilming (dissertations only)	60
Copyediting (thesis)	75
Copyediting (doctoral dissertations)	150

Transcripts and Diploma. Students may not receive a transcript or diploma under any one of the following circumstances:

- students who owe on a student or housing account
- students who have a remaining balance or have defaulted on an institutional loan
- students who are in default on a government student loan—refer to p. 54.
- students who have not completed repayment of an institutional loan (MNB or AU loan).

Transcript Fees

Charge for each transcript	Free
Charge for rush 24-hour service	\$10

Transcript Exceptions. Students may request that a transcript be mailed to an employer or an organization for scholarship or licensure purposes. Official documentation must be supplied to Student Financial Services documenting the employment offer or scholarship application showing that a copy of the transcript is required before this exception can be authorized.

Updating Course Work, 20% of graduate credit

Wiring Instructions. Use the following details to send funds electronically to Andrews University:

OKBKUS33
 Old Kent Bank & Trust
 Grand Rapids, MI
 ABA#072400052
 Old Kent Bank Southwest
 Andrews University

Acct. # 02112175
 Student's Name:
 Student's ID # :

MASTER OF DIVINITY PROGRAM

Semester fee is due at registration; additional credits (over 16) are charged at the regular per-credit master's tuition rate. Approved courses taken outside the seminary are charged at the applicable tuition rate, with the possibility in some cases of the student requesting a 50% discount. A per-credit Recording Fee is charged by the university for Clinical Pastoral Education (CPE) credits earned in approved centers that are not connected with a graduate-level school. (See the Chaplain in the seminary for further information about this program.)

IDENTIFICATION CARDS

Each Andrews University student is issued an identification card that remains the property of the university. Students do not pay for the original card, but a \$10 fee is charged for replacing a lost card. Students must surrender their identification cards to the Collections department in Student Financial Services as part of their Exit or Withdrawal Procedures.

EXIT PROCEDURES

Check-out procedures must be followed when a student leaves Andrews University without going through the graduation process. Students should request **Check-out Forms** from the Student Services Office in the Campus Center and obtain all the required signatures on the form to ensure that the necessary information has been given both to the student and the departments listed on the form.

RESIDENCE HALL AND MEAL PLAN CHARGES

Residence-Hall Charges Per Semester

Double Occupancy Package Plan*	\$1145
Single Occupancy (+45%)	1660
Triple Occupancy (-15%)	973

Reduction for students required to live three to a room due to crowded conditions

*The regular residence-hall package includes room and limited health care. It does not include books, supplies, transportation, health insurance, food, or other miscellaneous expenses.

Dormitory Room Deposit \$100

Students who make the deposit and then do not attend Andrews and do not claim their deposit back within 24 months forfeit the deposit to the university.

Improper Residence-Hall Check Out \$100

Plus an extra charge for cleaning, depending on time involved.

Residence Hall Non-returned Key and Lock Change Fees

Men's residence halls	\$60
Women's residence halls	50

Personal-Effects Insurance. The university does

Private Pilot Certificate

Instructor		
35 hrs dual @ \$20/hr		\$700
10 hrs ground @ \$20/hr		200
Aircraft-55 hrs (2 pass) @ \$46/h		2,530
FAA exams		<u>210</u>
Total Cost		\$3,640

Instrument Rating and Commercial Pilot

Instructor		
75 hrs dual @ \$22/hr		\$1,650
30 hrs ground @ \$22/hr		660
Aircraft		
105 hrs (2 pass) @ \$46/hr		4,830
10 hrs complex @ \$69/hr		690
FAA exams		<u>420</u>
Total Cost		\$8,250

Multi-engine Rating

Instructor		
15 hrs dual @ \$23/hr		\$345
10 hrs ground @ \$23/hr		230
Aircraft		
15 hrs twin-engine @ \$155/hr		2,325
FAA exams		<u>150</u>

Students who do not meet the SAP policy at the beginning of the school year are monitored on a semester basis. Changes in GPA due to completion of "incomplete" or "deferred" grades or changes made for any other reason are considered when aid eligibility is reviewed at the next regular monitoring time.

At the beginning of each school year, students are placed into one of the following categories on the basis of the previous year's academic performance.

Satisfactory Progress. Students meeting all criteria outlined in the Satisfactory Academic Progress policy and new students beginning their academic work at Andrews University with the minimum GPA required for regular acceptance qualify as making SAP.

Probation. Students failing to meet all the criteria set forth by the SAP policy are placed on probation for one semester. During the probationary semester, students are eligible to receive financial aid as awarded. Performance during the probationary semester determines whether aid is given in subsequent semesters. If students raise their cumulative GPA to the required minimum (see table above) and accumulate the minimum number of successfully completed credit hours required (two thirds of all hours attempted), they are returned to SAP status. If students fail to reach the minimum required standards, they are no longer eligible for financial aid and their aid is terminated. Students placed on probation are encouraged to contact their academic dean for assistance.

Prior Baccalaureate Degree—Thirty-three Percent Tuition Reduction. Students who have earned a baccalaureate degree from an accredited college or university may receive a 33% tuition reduction for courses taken for a second baccalaureate degree in the College of Arts and Sciences, the College of Technology, the School of Business, and the School of Education. This tuition reduction does not apply within the Division of Architecture.

Application forms are available at the offices of the respective deans. The completed forms must be filed with the respective dean no later than two weeks after the beginning of each semester for which the 33% tuition reduction is requested. An official transcript showing all class work and the awarding of a bachelor's degree must be on file with the Academic Records Office of the university before the 33% tuition reduction can be applied. Students eligible for the reduction must be enrolled for a second undergraduate degree and are not eligible to receive any other Andrews discretionary funds. Students enrolled in a graduate program but who must complete undergraduate prerequisites are not eligible.

Limitations to the Prior Baccalaureate Degree Tuition reduction. The following limitations apply to this plan:

2. No course taken under this plan may receive graduate credit or apply to a graduate degree.
3. In the College of Arts and Sciences, it does not apply to the Physical Therapy programs.
4. In the School of Education, the student must be enrolled in a second baccalaureate degree; however, this plan is not available until one calendar year after graduation and is limited to 16 credits per semester.
5. In the School of Business, it does not apply to independent study/readings/research or internship credits. It also does not apply to any course not offered as a regularly scheduled class in a given semester.
6. It applies to tuition only, thus excluding housing, food, and similar charges.
7. It does not include laboratory fees, surcharges for applicable courses, private music or flight lessons, independent study or reading courses, student teaching, courses in the English Language Institute, modern languages taught as prerequisites for advanced degrees and courses taken off campus.
8. This plan is applicable to classes where space is available and where hiring of additional faculty or staff is not required. In the event a class is not available, notification is given as soon as possible after the end of the drop/add period.

Workers from Overseas Divisions, Tuition Discount. "When any division other than the North American Division sends its workers or their dependent children to attend colleges in the North American Division and makes financial payments from denominational funds on behalf of such students directly to the college concerned, the college will match dollar for dollar with the sending division, up to 25% of undergraduate tuition. If the person also receives a federal or state scholarship (or grant), the school may reduce this discount in direct proportion to the amount of such scholarship. Such remittance must come through the division and on approval of the division committee" (*North American Division Working Policy*, F 80 15).

GRANTS FUNDED BY ANDREWS UNIVERSITY

GRADUATE GRANTS, SCHOLARSHIPS, ASSISTANTSHIPS, AND LOAN PROGRAMS

Grant, scholarship and assistantship funds are available through the offices of the various academic deans and department chairs. Grants and scholarships are gift aid, however if a student is given an assistantship, this is considered to be employment and will be processed through the student labor office. Application forms, if required, must be requested from and returned to the respective dean's office. The student does not need to complete any application paperwork for Student Financial Services to apply for and receive institutional funds, unless they are applying for the Andrews University Loan Program.

Education Majors' Debt-retirement Assistance. Education majors (K-12) who have had to borrow funds to finance their education may receive assistance in retiring the debt under a program cosponsored by the Lake Union Conference and the local conferences within the Union. As much as \$1,500 may be paid at the rate of \$500 during each of the first three years of teaching. Students should contact the Superintendent of Education of the conference or the principal of the academy in which they wish to teach.

Seminary Emergency Aid Fund. This emergency aid fund is available to seminary students for emergency relief only and is not a form of continuous financial aid. Students may apply for assistance through the seminary dean's office.

Student Work Program. Work opportunities for graduate students are available through the university's Student Labor Office; assistantships are available as arranged by the dean or department head of the school where the student is enrolled. For more information regarding employment through the Student Labor Office see the "Student Work Program" section in this bulletin.

Travel Equalization Fund. Graduate students coming to the University from points in the United States or Canada more than 500 miles distant from Berrien Springs, Michigan, and remaining for two or more semesters are allowed one-half of the current North American Division mileage rate for mileage one way less 500 miles in the case of single students, and both ways less 1,000 miles for student and spouse, if the students take at least 10 credits or the equivalent for credit each semester in residence. Distances are calculated on the basis of Rand-McNally or AAA mileage charts. Payment for the trip to Berrien Springs is made after the student registers. Payment for the return trip is made at the end of the study program. This allowaemeFFF

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