

**Tuition Rates****UNDERGRADUATE PROGRAMS**

**Charges per semester hour credit** \$445

**GRADUATE PROGRAMS****Charges per semester-hour credit**

Master's degree tuition	525
Educational specialist tuition	610
Doctoral degree tuition	610
MDiv registration fee (Fall, Spring)	1,470
(Summer)	1,103

**Continuation fees per semester**

Master's project/thesis	60
Doctoral dissertation	75
Preparation for comprehensive exams	60

**Payment Plans**

- A. Tuition Guarantee Plan—Undergraduate Student Cash Plan.** Pay in cash the full estimated charges for the undergraduate year (tuition, room, board, books, and fees) on or before each fall semester registration.
- B. Cash Discount Plan.** Pay total yearly estimated charges (tuition, room, board, books, and fees) on or before fall semester registration and receive a 5% discount on expenses not covered by financial aid. Pay total semester's estimated charges (tuition, room, board, books, and fees) on or before each semester's registration and receive a 2% discount on expenses not covered by financial aid.
- C. Installment Plan.** Sign up to make installment payments towards estimated 'out-of-pocket' expenses for the semester.

**For criteria and operational details refer to p. 50.**

**International Students must provide the following in order to receive an I-20****Non-United States/Non-Canadian**

- Balanced Estimated Budget sheet
  - \$7,500 deposit (MDiv students \$5,000)
- funds and/or sponsorships
- Six-months worth of bank documentation

**Canadian**

- Balanced Estimated Budget sheet
- Notarized affidavit of support for all personal funds and/or sponsorships
- Six-months worth of bank documentation

resources. Students who need help identifying the financial assistance for which they may qualify should contact Student Financial Services. Many financial-aid programs have limited funds and have time-lines which require considerable lead time to process applications and make awards. Therefore, students must apply for financial assistance well in advance of the time of need to assure proper consideration. Students who apply before March 31 receive priority status in the processing of their applications for the following school year. To contact Student Financial Services you may use any one of the following methods.

Administration Building, Lower level  
 Telephone: 616-471-3334  
 Fax: 616-471-3228  
 Email: SFS@Andrews.edu

**The Student Labor and Insurance Office** handles the placement of students in on-campus employment opportunities and provides information regarding student accident and sickness insurance.

Administration Building, 2<sup>nd</sup> floor  
 Student Labor  
 Telephone: 616-471-3570  
 Email: guerrero@andrews.edu  
 Student Insurance  
 Telephone: 616-471-3097  
 Email: djh@andrews.edu  
 Fax number: 616-471-6293

## MISCELLANEOUS MONEY MATTERS AND GENERAL FEES

**Additional Costs.** Fees charged for tuition, room, and food service do not include books, supplies, transportation, health insurance, or other personal expenses. These additional costs must also be provided for each semester. Charges including books, tuition adjustments, and certain special fees are generally billed during the first month of each semester. All other personal and miscellaneous expenses are handled on a cash basis.

**Application Fee**—undergraduate non-refundable \$30

**Application Fee**—graduate non-refundable \$40

**Auditing a Class.** The cost of auditing a class is the same as the cost of enrolling for credit.

**Carrying Charge.** 1% per month is charged on all unpaid balances. The carrying charge is based on the previous month's principal balance less all credits during the current month.

**Change of Registration** \$15

Dropping/adding a course, changing from credit to audit or audit to credit after "last day to enter any class" as published in the academic calendar

**Credit Balances** may be withdrawn by or at the direction of the person responsible for the student's account after the final statement is issued - usually thirty days after leaving school.

**Credit Card Payments** will be accepted to pay account balances, but cannot be accepted in order for a student to then make a cash withdrawal from his/her account. Secure payment can be made via the Andrews student web at [www.andrews.edu/students](http://www.andrews.edu/students). This requires a login and password. The following information is required:

Student Name:  
 Student ID #:  
 Type of card: (Visa/MC/Discovery)  
 Card #:  
 Expiration Date:  
 Name on Card:  
 Phone #:

### Credit by Examination Fees

CLEP exam fee—per test	\$43
CLEP exam fee—per credit	20
Administrative fee—per test	10
Departmental examination—per credit	20
Examination fee	5

**Distance Education Delivery Fee.** Students enrolling for distance courses (except those who pay a student activity fee) will be assessed a \$10 per credit distance education delivery fee, not to exceed \$50 per semester.

### Ending Balance.

**Insurance—Sickness/Accident**

Single student premium (approximately)	\$688
Family premium (approximately)	\$2,475

A student registered for 6 or more credit hours is required to have sickness/accident insurance, which will be charged to the student's account and is due at registration.

International students are required to have insurance irrespective of their class load.

The premium is charged to the student's first monthly statement.

**Textbooks** \$700

The estimated semester cost of textbooks is \$700. Students are charged only the actual amount of their bookstore purchases.

**Thesis/Dissertation Fees**

Binding (each volume)	\$19
Copyright (optional)	45
Microfilming (dissertations only)	68
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:

- Owing a student or housing account
- Having a remaining balance or having defaulted on an institutional loan (MNB or AU loan)
- Being in default on a government student loan—refer to p. 65.

**Transcript Fees**

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

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

**Updating Course Work** Fee—20% of graduate credit

**Wiring Funds.** The following details enable students 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 # :

the issuance of an *I-20 Form* needed to secure a U.S. student visa. The deposit is allocated as follows:

- \$2,000 of the deposit is held until the student's enrollment at Andrews University is terminated. This \$2,000 is not available to cover registration expenses; however the \$2,000 earns interest during the time the student is enrolled. The \$2,000 plus interest is refunded when the student's enrollment is terminated; alternatively it can be used as partial payment for the final semester of registration.
- The remaining \$5,500 (\$3,000 for MDiv students) is applied directly to the student's account.

For all subsequent semesters international students must make payments in accordance with the payment plan of their choice. (Refer to Payment Plans.)

All new international students who enter the U.S. on an Andrews University I-20 are considered Andrews University students and are expected to report immediately to the international student office and register for the upcoming academic semester.

**The international student has to study at Andrews University for at least one complete semester before he/she is eligible to transfer to any other school in the country.**

If the international student does not come directly to Andrews University and enrolls to study at another school in the U.S., he/she is responsible to:

1. Return his/her I-20 to Andrews University as it is considered Andrews property.
2. A payment of \$175 will be charged to the non-enrolling student as a fee for the work involved in processing and awarding them with an I-20. This amount will be deducted from their deposit of \$2,000.

**Church Organization Sponsorships.** These sponsorships are for students attending Andrews on a J-1 Study Visa. A written statement must be sent by the treasurer of the division or of the employing organization stating that the organization is responsible for such items as living expenses, tuition, fees, and apartment rent. This statement may be accepted in place of a portion of the required deposit. This authorization must be cleared through the General Conference. All requirements must be met before official acceptance is granted.

## **TUITION ADJUSTMENT POLICIES**

Tuition refunds are given to students who withdraw from school or drop individual courses during the academic semester. These tuition adjustments are based on the date when all the appropriate forms with all the required signatures are completed and filed with the Academic Records Office.

### *Fall and Spring Semester adjustments*

100%	1 <sup>st</sup> - 10 <sup>th</sup> calendar day
70%	11 <sup>th</sup> - 17 <sup>th</sup> calendar day
40%	18 <sup>th</sup> - 24 <sup>th</sup> calendar day
0%	25 <sup>th</sup> - last day of semester

### *Summer Session adjustments*

100%	1 <sup>st</sup> - 3 <sup>rd</sup> calendar day
50%	4 <sup>th</sup> - 10 <sup>th</sup> calendar day
0%	11 <sup>th</sup> - last day of term

**Course Fees.** Individual course fees are adjusted on the same basis as tuition, to a minimum of \$1.

**Courses with Special Schedules.** When courses are scheduled for irregular periods of time, adjustments are based on the ratio of the length of the course to the length of the academic period for that course.

**Financial Assistance Adjustments.** Federal and State regulations

require the university to return a portion of any refund adjustment made affecting the program(s) involved when a student drops any classes or withdraws from school after receiving financial assistance under any Federal Title IV program (other than College Work-Study). (See *Indic00. 65.-0.005 Tc (Cours9.)Tj4UJUSTMENT POLICIES*)



30 hrs ground @ \$24/hr	720
Aircraft	
105 hrs (2 pass) @ \$47/hr	\$4,935
10 hrs complex @ \$73/hr	730
FAA exams	<u>490</u>
<b>Total Cost</b>	<b>\$8,675</b>

**Multi-engine Rating**

Instructor	
15 hrs dual @ \$24/hr	\$360
10 hrs ground @ \$24/hr	240
Aircraft	
15 hrs twin-engine @ \$176/hr	2,640
FAA exams	<u>175</u>
<b>Total Cost</b>	<b>\$3,415</b>

**Flight Instructor Course**

Instructor	
15 hrs dual @ \$24/hr	\$360
25 hrs ground @ \$24/hr	600
Aircraft	
5 hrs (2 pass) @ \$47/hr	235
10 hrs complex @ \$73/hr	730
FAA exams	<u>315</u>
<b>Total Cost</b>	<b>\$2,240</b>

**Instrument Flight Instructor Course**

Instructor	
15 hrs dual @ \$24/hr	\$360
25 hrs ground @ \$24/hr	600
Aircraft	
15 hrs (2 pass) @ \$47/hr	705
FAA exams	<u>245</u>
<b>Total Cost</b>	<b>\$1,910</b>

**Multi-engine Instructor Rating**

Instructor	
15 hrs dual @ \$24/hr	\$360
25 hrs ground @ \$24/hr	600
Aircraft	
15 hrs twin-engine @ \$176/hr	2,640
FAA exams	<u>175</u>
<b>Total Cost</b>	<b>\$3,775</b>

**Mission Pilot Preparation**

Instructor	
20 hrs dual @ \$24/hr	\$480
15 hrs ground @ \$24/hr	360
Aircraft	
20 hrs Cessna 152 Tailwheel @ \$49/hr	<u>980</u>
<b>Total Cost</b>	<b>\$1,820</b>

**Airline Transport Pilot Certificate**

Instructor	
20 hrs dual @ \$24/hr	\$480
25 hrs ground @ \$24/hr	600
Aircraft—20 hrs complex @ \$73/hr	1,460
FAA exams	<u>70</u>
<b>Total Cost</b>	<b>\$2,610</b>

**Ground School**

Class instruction	\$130
Private, commercial, instrument licenses—non-credit instruction	
Private instruction	arranged

**Aviation Maintenance**

Required minimum tool set	\$2,100
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**Laboratory Usage** (per semester)

Airframe & Power Plant students	\$100
FAA exams	435

**Aircraft Rental Rates per hour**

Cessna 152	\$47
Cessna 150 Tailwheel	49
Cessna 172	61
Koliber PZ-150	53
Cessna 172 RG	73
Cessna 172S	91
Piper Aztec Twin-engine	176

**DIVISION OF ARCHITECTURE CHARGES**

<b>Professional program application</b>	\$40
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**Professional education fees**

Pre-professional year 1	250
Pre-professional year 2	410
Professional years 3 and 4	410
Professional year 5	495

Charges per semester

**Fees for lab, woodshop, and equipment**

Woodshop and computer (each semester)	115
Drafting desk, stool & lamp	14

**Deposit Fees**

Mayline ruler	\$95
Key for drafting desk	10
Board Cover	40
Cleaning fee	25

Other departmental charges for individual courses are listed in the *Class Schedule*. These charges, which may be significant, are added to tuition.

## STUDENT AID AND OTHER TYPES OF FINANCIAL ASSISTANCE

Many of the financial-aid programs presented in this bulletin are governed by federal and state regulations. Every attempt has been made to be accurate in the program description at the time of printing. Changes, however, may be made over which the university has no control.

**DEFINING FINANCIAL NEED**

When figuring eligibility for financial aid, *need* is determined by using the following equation, commonly referred to as the Financial-aid Formula:

$$\begin{array}{r} \text{Cost of Attendance} \\ \text{Less Family Contribution (EFC)} \\ \hline \text{Less Resources} \\ \hline = \text{Educational Need} \end{array}$$