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Students take advantage of bright spring weather to try out their climbing skills on the new ice wall near the Student Recreation Center on the Fairbanks campus.

# 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 Table 12).

- 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.

TABLE 12 **2013 - 2014 TUITION**

	Resident	Non-resident
100 - 200-level courses	\$168/credit	\$600/credit
300 - 400-level courses	\$204/credit	\$636/credit
500-level courses	varies	varies
600-level courses	\$391/credit	\$799/credit

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

### RESIDENT AND NON-RESIDENT 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 U.S. armed forces, and their dependents, who are eligible for Veteran's Administration 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 (WICHE) Western Regional Graduate Program (WRGP);
- students enrolled in four or fewer credit hours within the UA system during a semester;
- students from other states or provinces whose public universities waive non-resident tuition surcharges for Alaska residents, or who are from foreign cities and

provinces with established Alaskan 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 non-resident if within two years prior to applying for residency they:

- were absent from Alaska for an aggregate of more than 120 days 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 and the Registrar.

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

Residency criteria, as paraphrased above, are determined by UA Board of Regents residency policy and regulations found at [www.alaska.edu/bor/policy/05-10.doc](http://www.alaska.edu/bor/policy/05-10.doc). For more information and applications, students should contact the Office of Admissions and the Registrar.

## Basic Student Fees

### ASUAF

**Cost:** \$42 per semester.

**Who pays:** All students enrolled in 3 or more credits.

**What's covered:** Associated Students of the University of Alaska Fairbanks (ASUAF) represents student views and concerns to the university administration, board of regents and Alaska Legislature. The ASUAF fee also pays for publication of the UAF student newspaper, the *Sun Star*; the student-managed ASUAF Concert Board; and KSUA, the student radio and on-campus television station. Other services provided through ASUAF include a half-hour attorney consultation, academic travel funding, international student identification cards, subsidized student club activities and much more. Contact ASUAF at 907-474-7355 or visit [www.uaf.edu/asuaf/](http://www.uaf.edu/asuaf/).

### ATHLETICS

**Cost:** \$8 per credit hour (to a maximum of \$96 per semester)

**Who pays:** All Fairbanks area students (Fairbanks campus or Community and Technical College sites) enrolled in 3 or more credits.

**What's covered:** The Athletics fee provides admission to all home athletic competitions. Admission will only be guaranteed until the start of each event. Fee excludes post-season competitions. For more information regarding event/ticket policies visit [www.alaskanook.com](http://www.alaskanook.com).

### COURSE FEES

**Cost:** Varies

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

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

### HEALTH INSURANCE

**Cost:** Annual: \$2,087; fall semester 2013: \$761; spring semester 2014: \$754; spring/summer: \$1,326; summer: \$572

**Who pays:** Students enrolled in 9 or more credits, students living in university housing and all international students with F-1 and J-1 visas (including Canadian students) must have health insurance coverage. If you do not already have health insurance, you must buy the student health insurance coverage provided through the university. Coverage is not valid until your account is paid or you are enrolled in a payment plan. Departments such as the Student Health and Counseling Center, Residence Life (housing) and the Office of International Programs may request proof of insurance from you at any time during the semester. Insurance is optional for students enrolled in 6 – 8 credit hours. To be eligible for the UAF student insurance plans, students must actively attend classes for at least the first 31 days after the date for which coverage is purchased. Correspondence, home study, Internet and distance education courses alone do not fulfill the eligibility requirements that the student actively attend classes. You must take at least 3 credits of on-campus (in the

TABLE 13 **BASIC STUDENT FEES**  
(per semester unless otherwise indicated)

ASUAF	\$42
Athletics	\$8/credit to a maximum of \$96
Course Fees	varies
Health Insurance	annual \$2,087
Semester (9 credits or more; may be waived if the student has insurance)	fall \$761/spring \$754
Annual (may be waived if the student has insurance)	spring/summer \$1,326 summer \$572
Parking Permit	
8 credits or fewer	\$41
9 or more credits	\$78
annual permit	\$143
spring/summer	\$143
multi-vehicle	additional \$10
Student Health and Counseling Center	\$105
Summer semester (6 or more credits)	\$66
Student Recreation Center	\$75
Student Sustainability	\$20
Technology	\$5/credit to a maximum of \$60
Transportation	
1 – 3 credits	none
4 or more credits	\$13
UA Network	
2 percent of tuition	varies
Wood Center Student Life	
1 – 8 credits	none
9 or more credits	\$25

All fees are subject to change.

classroom) courses in order to meet eligibility requirements. Remaining credits may include correspondence, home study, Internet or distance education courses. Students taking 6 or more credit hours who do not meet eligibility requirements because they are not physically attending classes may enroll in the plan on a voluntary basis using the Distance Education enrollment form and paying the Distance Education rate. Distance Education enrollment forms are available at the Student Health and Counseling Center or from the Student Resources website at [www.uhcsr.com/selfservicesupport/students/CollegeHome.aspx](http://www.uhcsr.com/selfservicesupport/students/CollegeHome.aspx).

**What's covered:** Most accidents and acute illnesses up to a specified maximum amount per illness or injury. See [www.uaf.edu/chc/student-health-insurance/](http://www.uaf.edu/chc/student-health-insurance/) for more information.

**How to pay:** Insurance is not automatically charged to your account, you must add the health insurance fee to your bill during fee payment. You can also add the insurance premium on the web at <http://uaonline.alaska.edu> or at the Bursar's Office in Signers' Hall.

**Waivers:** International students on F-1 and J-1 visas (including Canadian students) who meet specified requirements may get a waiver signed at the Office of International Programs and Initiatives. Evidence of equivalent coverage must be presented in English and in advance of the fee payment period. Call OIP at 907-474-5327 for details.

## PARKING PERMIT

**Cost:** Single vehicle, \$41 for 8 or fewer credits; \$78 for 9 or more credits; \$143 annual permit.

**Multi-vehicle** — With any of the permit options, you can register up to four vehicles for an additional \$10. You will receive a hang tag that will allow you to park one vehicle on campus at a time. (Campus residents may not purchase the multi-vehicle option. Employees are not eligible to purchase parking permits at student rates.)

**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 have a parking permit or permit displayed on the vehicle at all times, including evenings.

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

**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 order your permit:** Request your permit through UAF's online parking system at [www.uaf.edu/parking/](http://www.uaf.edu/parking/). Select the type of parking permit/s needed, your delivery option and payment method. You may instantly print a two-week temporary permit for use until your permit arrives in the mail or you pick it up.

**How to pay:** Complete your permit purchase at UAF's online parking system at [www.uaf.edu/parking/](http://www.uaf.edu/parking/). Payment options are MasterCard, Visa, Discover or "student account," if you have added parking to your student account. You may also pay for the permit at UAOnline or at the Bursar's Office in Signers' Hall or 116 Eielson.

**How to acquire permit:** Depending on the method chosen, you may pick up the permit at the location indicated at the time of purchase, or if the mail option was chosen, it will be mailed to you. Permits may always be picked up at the Bursar's Office in Signers' Hall or 116 Eielson. Bring your current state vehicle registration with you to ensure correct info for your file.

It is the responsibility of all students parking a vehicle on any UAF property (on or off-campus) to be knowledgeable of UAF parking regulations, available online at [www.uaf.edu/parking/](http://www.uaf.edu/parking/). For more information, call 474-PARK (7275), email [uaf-parkingservices@alaska.edu](mailto:uaf-parkingservices@alaska.edu) or "chat" online at [www.uaf.edu/parking/](http://www.uaf.edu/parking/).

## STUDENT HEALTH AND COUNSELING CENTER

**Cost:** \$105 per fall or spring semester; \$66 summer

**Who pays:** Fall and spring semesters: students enrolled in 9 or more on-campus credits (optional for students taking 6 – 8 credit hours), students living in university housing, and all students purchasing student health insurance. Summer sessions: students enrolled in 6 or more on-campus credits (optional for students who are enrolled in less than 6 credits if they are enrolled in the upcoming fall semester for 6 or more credits and were eligible for student health center services in the preceding spring semester).

**What's covered:** Basic medical and counseling services at the UAF Student Health and Counseling Center on the Fairbanks campus.

**Waivers:** Students who meet all of the following conditions may waive the Health Center fee: 1) no courses on the Fairbanks campus or at University Park, 2) not living in university housing and 3) not purchasing the university student health insurance plan. Pick up a health center fee waiver form from the UAF Bursar's Office on the Fairbanks campus, or call 907-474-7043.

## STUDENT RECREATION CENTER

**Cost:** \$75 per semester

**Who pays:** All Fairbanks area students (Fairbanks campus or Community and Technical College sites) enrolled in 9 or more credits (correspondence classes do not count towards this total). Students enrolled in 3 – 8 credits who want access to the Student Recreation Center and its facilities have the option of paying the fee that grants permission to use the facilities. This fee is not available for students enrolled in fewer than 3 credits. Students taking courses outside the Fairbanks area are not required to pay this fee.

**What's covered:** The SRC fee provides for use of the SRC and its facilities. 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 or she is a full-time 907-474-5886.

## STUDENT SUSTAINABILITY

**Cost:** \$20 per semester

**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 funds energy efficiency programs and renewable energy projects or other sustainability issues. Preference is given to projects which reduce UAF's non-renewable energy consumption at the main campus and CTC sites. For more information visit [www.uaf.edu/sustainability/rise/currentproposals/](http://www.uaf.edu/sustainability/rise/currentproposals/).

## TECHNOLOGY

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

**Who pays:** All students.

**What's covered:** The fee remains at the campus at which it was collected and is used to support technology that enhances academics.

## TRANSPORTATION

**Cost:** \$13 per semester

**Who pays:** All Fairbanks area students (Fairbanks or Community and Technical College sites) enrolled in 4 or more credits 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 campus and to various university facilities off campus.



**TABLE 14 OTHER FEES**  
(per use unless otherwise indicated)

<b>Application for Admission</b>	
Certificate or Associate Degree	\$40
Baccalaureate	\$50
Graduate	\$60
<b>Application for Graduation</b>	\$50 (\$80 if late)
<b>Campus Housing</b>	
Residence halls, per semester	\$1,895 – 3,100*
Fairbanks campus family housing, per month	\$790 – 1,630**
Kuskokwim campus housing	Contact campus
<b>Credit by Examination</b>	\$40/credit
<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>	\$35; \$100
<b>Late Placement Test or Guidance Test</b>	\$5
<b>Meal Plans, per semester</b>	\$655 – 2,250
<b>New Student Orientation (Fairbanks area)</b>	\$75 fall \$35 spring
<b>Payment Plan</b>	\$50
<b>Post Office Box</b>	\$45/semester; \$90/annual
<b>Records Duplication</b>	\$5/document
<b>Reinstatement Fee</b>	\$100
<b>Returned Check Fee</b>	\$30
<b>Textbooks (approximate)</b>	\$250 – 1,100/semester
<b>Thesis Binding</b>	\$20 minimum/thesis
<b>Transcripts</b>	
Electronic, \$12; paper, \$15	\$12 – 15
Expedited paper	\$30

All fees are subject to change

\* Plus one-time application fee of \$40 and a refundable \$315 damage deposit

\*\* Plus one-time application fee of \$50 and a refundable \$600 damage deposit

## UA NETWORK FEE

**Cost:** 2 percent of tuition

**Who pays:** All students.

**What's covered:** The UA network charge covers rapidly rising costs, especially in the maintenance and enhancement of the university-wide technology infrastructure. The 2 percent network charge is applied on a per-credit-hour basis (rounded to the nearest dollar) to tuition, non-resident surcharges if applicable, and fees in lieu of tuition for credit and non-credit courses. The minimum network charge per course is \$3.

## WOOD CENTER STUDENT LIFE

**Cost:** \$25 per semester

**Who pays:** All Fairbanks area students (Fairbanks campus or Community and Technical College sites) enrolled in 9 credits or more. Students taking courses outside the Fairbanks area are not required to pay the Wood Center Student Life fee.

**What's covered:** The Wood Center Student Life fee supports Nanook traditions such as Starvation Gulch, Winter Carnival and SpringFest as well as student activities and projects.

## Other Fees

### APPLICATION FOR ADMISSION

**Cost:** \$40 – \$60

**Who pays:** Applicants to certificate and associate degree programs should include \$40 with their admissions application, applicants to bachelor's programs should include \$50 and applicants to graduate programs, \$60.

**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 July 15 for summer graduation.

**What's covered:** Credit check, degree requirement audit and certification of eligibility to graduate.

### CAMPUS HOUSING

#### Fairbanks campus single student housing

**Cost:** \$355 deposit (\$40 nonrefundable application fee; \$315 refundable damage deposit)

Double rooms	\$1,895
Single rooms*	\$2,325
Double room/single occupancy*	\$2,790
Cutler Apts./quadruple rooms	\$2,130 – \$3,100

\* Extremely limited availability.

#### Fairbanks campus family housing

**Cost:** \$50 nonrefundable application fee, \$600 damage deposit (\$300 due when you are assigned a housing unit; \$300 due at check-in)

Efficiency to three-bedroom apartments: \$790 – \$1,630

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

#### Residence hall phone line

**Cost:** \$120 per semester (for an optional shared land line connection in your dorm room; bring your own phone/answering machine. You are welcome to bring your own cell phone.)

#### Kuskokwim Campus housing

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

### 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 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 wait listed, 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 (i.e. MATH F107X to DEVM 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 at [www.uaf.edu/register/](http://www.uaf.edu/register/) for the procedure for adding a class.

**What's covered:** Processing of late payments.

**LATE PAYMENT FEES**

**Cost:** \$100; \$35 per month for late payment plan payments

**Who pays:** All students who have missed the fee payment deadline and have a balance of \$100 or more. An additional \$100 fee will be added to accounts which are 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:** \$655 – \$2,250

**Who pays:** All residence hall students are required to purchase a meal plan, with the exception of graduate students and residents of Cutler Apartment Complex. Students who do not live on campus but are interested in purchasing a meal plan can contact Dining Services at 907-474-6661. Please review your dining contract for more details. All prices are per semester.

**What's covered (per semester):**

**Platinum** — Unlimited meals, including breakfasts at Wood Center Food Court and lunch and dinner at Lola Tilly Commons, and \$75 Munch Money.....\$1,830

**Gold** — Unlimited meals at Lola Tilly Commons, lunch and dinner Monday through Friday, as well as brunch and dinner Saturday, Sunday and holidays, and \$100 Munch Money. (Note: Breakfast may be purchased using Munch Money.) ..... \$1,810

**Denali Block Meal Plan** — 250 meals and \$200 Munch Money. Meals can be used for breakfast at Wood Center and lunch and dinner at Lola Tilly. Block meals can be exchanged in \$5 blocks toward any meal at all retail dining locations on campus (excluding Subway).....\$2,120

**Chena Meal Plan** — a Munch Money-only plan for juniors, seniors and graduate students .....\$1,200

**WCC (Wickersham, Cutler, commuters) Meal Plan** — a Munch Money-only meal plan. This plan is available for students living off campus, in Wickersham Hall or in Cutler Apartment Complex. ....\$655

**Nanook Meal Plan** — \$2,250 in Munch Money that can be spent at any UAF campus dining location and most vending locations. This plan provides maximum flexibility, there are no restrictions on use of dining locations or who can enroll..... \$2,250

Munch Money is a declining-balance account used exclusively for food purchases at any UAF campus dining location and at most vending machines. Munch Money will not roll over into the next academic year beginning in the fall of 2013.

Meal plans and Munch Money can be purchased from Dining Services in 118 Eielson or at [uaf-dining-dept@alaska.edu](mailto:uaf-dining-dept@alaska.edu).

*Note: Lola Tilly Commons and Wood Center Food Court are closed throughout the UAF holiday break and Spring Break.*

**NEW STUDENT ORIENTATION**

**Cost:** \$75 for fall semester and \$35 for spring; covers all programs except special Outdoor Adventures activities.

**Who Pays:** Any new student may participate in UAF New Student Orientation on the Fairbanks campus. NSO is required for all first-time baccalaureate degree-seeking 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:** \$25 – 50 depending on when you sign up. Discount only applies to online enrollment via UAOnline.

**Who pays:** Students who are 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 [www.uaf.edu/finserv/business/](http://www.uaf.edu/finserv/business/) for more information.

**POST OFFICE BOX**

**Cost:** \$45 per box per semester, \$90 annual, \$30 summer only.

**Who pays:** Students who wish to receive U.S. Postal Service mail on campus may rent a post office box in the full service post office located in Constitution Hall. USPS mail is delivered on campus to post office boxes only, not to street addresses. The fee can be paid at the campus post office, via UAOnline or at the Bursar's Office in Signers' Hall or 116 Eielson.

**What's covered:** Post office box space, postal and mail forwarding services.

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

**THESIS BINDING**

**Cost:** \$20 minimum for each hardbound copy; other fees may be charged to cover microfilming, copyright, map pockets or postage.

**Who pays:** Graduate students upon completion of thesis or dissertation.

**What's covered:** Book binding for graduate theses and dissertations, including the two copies that are required for the UAF Rasmuson Library.

**TRANSCRIPTS**

**Cost:** \$12 – \$30

Electronic: \$12

Paper: \$15

Expedited paper: \$30

**Who pays:** Anyone who requests their own transcripts from the Office of Admissions and 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. Official transcript requests are handled by Avow Systems, Inc. (accessible via UAOnline) and by the Office of Admissions and 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; they are sent via U.S. mail. Transcript requests are processed as they are received, and cannot be held for grades or degrees.
- **Unofficial transcripts** are accessible via UAOnline. Unofficial transcripts are also available from the Office of Admissions and the Registrar for \$3 per copy. An unofficial transcript is printed on regular paper and released unsealed. Unofficial transcripts are available for pick up or can be mailed to the student only.

**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. 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 into your classes; the payment will be applied toward your debt.

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 full debt.*

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 debt 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 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 debt 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

### • 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 for each class. 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. The employee must be employed for at least six months to be eligible and must maintain a cumulative GPA of 2.0 for undergraduate courses and 3.0 for graduate courses. 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 [www.uaf.edu/finserv/business/](http://www.uaf.edu/finserv/business/).

## Refunds

### TUITION AND FEES

Students who withdraw from courses or cancel enrollment must submit a completed official withdrawal form to the Office of Admissions and the Registrar. UAF may fully or partially refund undergraduate, graduate and non-resident 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 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

1. If a student withdraws within five business days of the first class meeting, UAF will refund 100 percent of tuition and fees.
2. 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 prior to 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 of funds 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 3 – 5 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 debt 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 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 which 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, etc.). 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 [www.uaf.edu/finserv/forms/](http://www.uaf.edu/finserv/forms/), through the Bursar's Office in Signers' Hall at the Fairbanks campus or at CTC. Once received, the appeal will be evaluated by a campus-wide 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 page 61.

Any refund of room charges will be based upon the days remaining in the semester. A \$75 service charge will be subtracted from each refund of meal plan charges, regardless of the date of withdrawal. No refunds are available after the 12th week of the semester.

### **MEALS**

Please refer to your board plan agreement for specific information about meal plan refunds.

## **Where to Get More Information**

### **Office of the Bursar**

University of Alaska Fairbanks  
115 Signers' Hall  
P.O. Box 757640  
Fairbanks, AK 99775-7640  
Email: [UAF-Bursar@alaska.edu](mailto:UAF-Bursar@alaska.edu)  
Online: [www.uaf.edu/finserv/business/](http://www.uaf.edu/finserv/business/)  
Telephone: 907-474-7384  
Fax: 907-474-5898

# Financial Aid

## What is Financial Aid

Most students will need financial aid to help pay for the cost of attending college. Financial aid in the form of scholarships, grants, loans and employment is available at the University of Alaska Fairbanks to eligible students who need assistance to attend school.

Financial aid can be used to help pay for tuition, fees, books, supplies and living expenses such as room and board.

The Financial Aid Office provides counseling and information services to students and parents and administers a comprehensive program of financial assistance. Specific information regarding financial aid programs at UAF can be found online at [www.uaf.edu/finaid/](http://www.uaf.edu/finaid/). The Financial Aid Office is located in 107 Eielson. Contact Financial Aid at 907-474-7256, toll-free at 888-474-7256, or via email at [financialaid@uaf.edu](mailto:financialaid@uaf.edu).

## Who Receives Financial Aid

To receive financial aid you must:

1. Be admitted to a financial aid-eligible certificate or degree program at UAF;
2. Be a U.S. citizen or eligible non-citizen (F-1 and J-1 students are not eligible for state or federal financial aid, but may apply for University of Alaska Foundation or UAF privately funded scholarships, and graduate fellowships or assistantships.);
3. Be registered with Selective Service if you are a male 18 or more years old;
4. Have a valid social security number;
5. Be making satisfactory academic progress as defined by the financial aid office policy (policies and forms can be found online at [www.uaf.edu/finaid/](http://www.uaf.edu/finaid/));
6. Not be in default on any federal education loan and not owe a refund because of overpayment of a previous federal grant or loan at any college or university;
7. Have earned a high school diploma, GED or equivalent.

## How to Apply for Financial Aid

The forms needed to apply for federal, state and UAF financial aid programs are available at the UAF Financial Aid Office or on our website [www.uaf.edu/finaid/](http://www.uaf.edu/finaid/).

All students must complete the Free Application for Federal Student Aid (FAFSA) to be considered for grants, scholarships, tuition waivers, loans and work study.

FAFSA forms may be completed online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The earliest date students may begin completing the form is Jan. 1.

The priority application deadline for UAF is Feb. 15. If you miss the deadline, you may still apply for financial aid, but you might not be eligible for institutional scholarships or some state/federal grants.

Remember to apply for a PIN (Personal Identification Number) at [www.pin.ed.gov](http://www.pin.ed.gov), which you will use to electronically access and sign your FAFSA. Parents of dependent students will also need a PIN.

## Costs of Attending UAF

The information in Table 15 for a typical full-time undergraduate student for the school year is provided to help students estimate the total cost of attending UAF:

TABLE 15 ESTIMATED UAF LIVING EXPENSES		
	Single student living alone off campus	Single student living in UAF residence hall
Tuition and fees*	\$7,312	\$7,312
Books, supplies	\$1,400	\$1,400
Room and board**	\$10,500	\$7,450
Transportation	\$2,000	\$ 400
Misc./personal	\$2,250	\$2,250
TOTAL	\$23,462	\$18,812

\* Estimate includes Alaska resident tuition costs for freshmen/sophomores. Includes Wood Center student life, student government, technology, transportation, UA network, athletics, Student Recreation Center and health center fees. Does not include health insurance, parking, sustainability, travel or special costs associated with international or exchange students. Add \$11,640 for non-resident tuition. Costs are subject to change.

\*\* Double room and 19 meals per week

Standard budgets do not always fit everyone. Financial aid staff will try to provide methods of covering unusual expenses such as medical bills, special child care or emergency items. Since eligibility is based on prior year income, you may request a review of your eligibility if your income changes from loss of job, divorce, death or disability.

## How Eligibility is Determined

Within two to four weeks after the FAFSA is filed, the financial aid office receives a student aid report from the U.S. Department of Education. The information on this form is used to determine a student's eligibility for financial aid at UAF.

Once our office has received this report, students will receive an email from our office either requesting more information (such as copies of income tax forms, proof of citizenship, etc.) or an award notice detailing your eligibility for financial aid. This information is also available via UAOnline at <http://uaonline.alaska.edu>. Students should respond to requests for more information promptly in order to avoid delays.

The total amount of financial aid awarded will be based on the FAFSA results and the student's cost of attendance.

## Scholarships, Grants and Tuition Waivers

Grants are usually based on financial need, whereas scholarship awards are based on academic achievement as well as financial need. These types of aid do not have to be repaid. Most grants and scholarships are designed for undergraduate students.

- **University of Alaska Scholars Program**

UA Scholars are exceptional graduates of Alaska high schools who are offered a unique opportunity to attend the University of Alaska with an \$11,000 scholarship paid over eight semesters at \$1,375/semester. The UA Scholars Program encourages Alaska's high school graduates to pursue their advanced education in the 49th state. Alaska high schools designate the top 10 percent of the junior class at the end of their junior year for the UA Scholars Award. UA Scholars may use their awards at any of the UA system campuses. The award may also be applied to costs of qualified student exchange programs. Contact the UA Scholars coordinator at the Office of Admissions and the Registrar at 907-474-7500 or 800-478-1823.

- **Chancellor's Scholarship**

This award is available to high school students transitioning to college for the first time. A UAF application for admission, including the scholarship supplement form that is part of the application, must be received by Feb. 15 to be considered for this award. You may apply online at <http://uaonline.alaska.edu>. For more information contact the Office of Admissions and the Registrar at 907-474-7500 or 800-478-1823.

- **Alaska Performance Scholarship**

The Alaska Performance Scholarship is available to Alaska residents who graduate from an Alaska high school (public, private or home school) in 2011 or later. Students must complete high school, achieve a high school GPA of at least 2.5, earn a minimum score on college or career readiness test, enroll at least half time, remain in good standing and have qualifying education costs remaining after using all other non-loan aid. Students can receive up to eight semesters of award with three maximum annual award levels: up to \$4,755, \$3,566 and \$2,378. To qualify, students must complete the FAFSA as soon as possible. For more information visit [www.APS.alaska.gov](http://www.APS.alaska.gov) or call 800-441-2962.

- **Human Achievement Award**

This service award is given to graduating high school seniors and transfer students who demonstrate a record of volunteerism, community service and a commitment to high academic standards. A UAF application for admission, including the scholarship supplement form that is part of the application, must be received by Feb. 15 to be considered for this award. You may apply online

at <http://uaonline.alaska.edu>. For more information contact the Office of Admissions and the Registrar at 907-474-7500 or 800-478-1823.

- **UAF Privately Funded Scholarships**

Several hundred privately funded scholarships are available to all prospective and current students in a variety of academic majors. A UAF application for admission, including the scholarship supplement form that is part of the application, must be received by Feb. 15 to be considered for most scholarships. Continuing students must complete the scholarship supplement form only. You may apply online at <http://uaonline.alaska.edu>. For more information contact the Office of Financial Aid at 907-474-5372 or 888-474-7256.

- **University of Alaska Foundation Scholarships**

Scholarships are available for students attending any campus in the UA system. Applications are available in the UAF financial aid office or at the UA Foundation Office, 206 Butrovich Building. The deadline is Feb. 15. For information telephone 907-474-7687, email [sdfnd@alaska.edu](mailto:sdfnd@alaska.edu), or visit [www.alaska.edu/foundation/](http://www.alaska.edu/foundation/).

- **Army ROTC Scholarships**

The U.S. Army awards four-year scholarships to high school students each year based on nationwide competitions. Students may use these scholarships to attend the university of their choice provided that university is also host to an Army ROTC program. The UAF Army ROTC program supports campus-based competition for four-, three- and two-year scholarships for qualified UAF students. These scholarships may be used for undergraduate or graduate programs. Army ROTC scholarships pay UAF tuition and mandatory fees, \$900 annually for books and supplies, and provide a monthly stipend for living expenses ranging from \$300 to \$500 depending on the length of the scholarship.

For more information about the Army scholarship program, eligibility requirements and the application process, contact the Department of Military Science at 907-474-6852 or email [rotc@uaf.edu](mailto:rotc@uaf.edu).

- **Bureau of Indian Affairs (BIA) and Native Corporation Scholarships**

The federal Bureau of Indian Affairs offers grants to undergraduate full-time students. Applicants must be at least one-quarter American Indian or Alaska Native. These grants supplement other financial aid and are based on financial need. Grants range from \$50 to \$3,000 or more each year. The average grant at UAF is \$1,600. Further information on BIA grants can be obtained from the BIA Regional Office, 1675 C Street, Anchorage, Alaska, 99501-5198, or by telephone at 907-271-4115.

Some regional and village corporations provide scholarships to shareholders. Contact your local corporation for details on eligibility and application procedures.

- **University of Alaska Grant**

This need-based tuition assistance grant is awarded to eligible students who have completed fewer than 60 credits toward an undergraduate degree. Applicants must complete the Free Application for Federal Student Aid (FAFSA) by April 15, be an Alaska resident, admitted to a degree program, enrolled in at least 6 credits and maintaining satisfactory academic progress. Award amounts vary and are capped at a maximum of \$1,000.

- **Pell Grant**

The federal Pell Grant is a need-based grant available to undergraduate students to help pay college costs. Since this grant is based on financial need, students must complete the Free Application for Federal Student Aid (FAFSA). A federal processor will send applicants a Student Aid Report (SAR) indicating whether they qualify. Federal Pell Grants award up to \$5,550 for the 2011 – 2012 academic year.

- **Federal Supplemental Educational Opportunity Grant**

This grant is for exceptionally needy undergraduate students. Award amounts range from \$600 to \$1,000 each year.

- **Student Support Services Grants**

Student Support Services offers grant aid to qualified program participants who have made use of the SSS academic support services and are on a limited income. To be eligible to participate, you must be a first generation college student (neither parent has a college degree), have a documented learning or physical disability, or qualify as a low income student. Visit [www.uaf.edu/sssf/](http://www.uaf.edu/sssf/) for more information.

- **Alaska Advantage Grant**

The Alaska Advantage need-based grant is awarded to Alaska residents attending Alaska institutions. Priority is given to students pursuing degrees in Alaska workforce priority programs (such as allied health, social and community services, or teaching) or who have an ACT score of 25 or higher or SAT score of 1180 or higher. Part-time awards range from \$500 to \$1,000 per academic year. Full-time awards range from \$1,000 to \$3,000 per academic year.

- **Western Undergraduate Exchange Award**

UAF participates in the Western Undergraduate Exchange (WUE) administered by the Western Interstate Commission for Higher Education (WICHE). Only new undergraduate degree applicants claiming residency in Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington or Wyoming are considered for a WUE award that reduces non-resident tuition to 1.5 times the resident tuition rate. WUE award applicants must submit an application for admission and clearly mark their interest in WUE on the form. Admission is restricted to an approved list of degree programs. Priority deadline for reviewing WUE applications is Feb. 15. For more information contact the Office of Admissions and

the Registrar at 800-478-1823 or 907-474-7500, or online at [www.uaf.edu/admissions/](http://www.uaf.edu/admissions/).

*Note: Students attending any campus of the University of Alaska system under the Western Undergraduate Exchange (WUE) program are assumed to be receiving the benefit of reduced tuition because of their residency in a partner state. Therefore, time spent in WUE does not count toward the time required to establish residency in Alaska for tuition purposes. If students end their participation in WUE, they could begin establishing residency for tuition purposes as set forth in the resident and non-resident tuition policy on page 55.*

## Graduate Assistantships

You must be admitted to a graduate program to receive an assistantship. Research and teaching assistantships are awarded to qualified graduate students by each department or program. For application information, contact the department or program directly. For more information, see How to Earn a Graduate Degree, page 202.

Fellowships are available through the University of Alaska Foundation, the Graduate School and private organizations. A limited number of these awards are granted each year, and the amounts vary. For information, contact the UA Foundation, 907-474-7687, or the Graduate School, 907-474-7464, or visit online at [www.uaf.edu/gradsch/](http://www.uaf.edu/gradsch/).

## Loans

Loans represent a major source of assistance as you try to meet the full costs of your education. Educational loans generally have long-term repayment schedules and offer low interest rates. They often have provisions for deferring payments and may offer more benefits related to financial need.

Any student who borrows money for college should understand the specific conditions and requirements regarding disbursements, deferments and repayment options. Students who fail to meet the conditions of the satisfactory academic progress policy may be denied all federal aid.

UAF participates in the Federal Student Loan Program. The Federal Stafford Loan provides loans from the federal government. The program offers subsidized and unsubsidized loans. Subsidized loans are for students who have financial need; the government makes interest payments on the loan while the student is in school, in grace period or in deferment. Unsubsidized loans are those for which the student is responsible for interest payments even while in school.

Table 16 below outlines estimated monthly payments over a 10-year repayment period. Loan repayment calculations are available at [www.finaid.org](http://www.finaid.org).

TABLE 16 **STUDENT LOAN REPAYMENT SCHEDULE**

Total Loan	Monthly Payments	8.25 Percent Interest	Total Repayment
\$ 5,000	\$ 61	\$2,359	\$ 7,359
\$10,000	\$123	\$4,718	\$14,718
\$15,000	\$184	\$7,098	\$23,078
\$20,000	\$233	\$8,965	\$28,965
\$25,000	\$307	\$11,796	\$36,796



Students must be enrolled in at least 6 credits to qualify for a state or federal loan. Yearly limits for dependent students are \$5,500 for first-year students, \$6,500 for second-year students and \$7,500 for upper-level undergraduates. Independent students may borrow, including the subsidized federal loan, up to \$9,500 as first-year students, \$10,500 as second-year students and \$12,500 as third- or fourth-year students. Graduate students may borrow \$20,500. The interest rate varies annually and is capped at 8.25 percent.

The Federal Parent Loan for Undergraduate Students (PLUS) is a program for parents of dependent students. The cost of attending UAF determines the annual loan limits. A variable interest rate or finance charge, not to exceed 9 percent, is determined each year for the federal PLUS programs.

The Alaska Commission on Postsecondary Education (ACPE) offers both federal and state loan programs. These loans are available to all students attending UAF. Through its federal component, AlaskAdvantage offers Stafford (subsidized and unsubsidized) and PLUS loans. State loans include the Alaska Supplemental Education Loan (ASEL), the Family Education Loan, the Teacher Scholarship Loan, and the Winn Brindle Scholarship Loan.

Students seeking an Alaska Supplemental Education Loan (ASEL) must apply using the Free Application for Federal Student Aid (FAFSA) and the ASEL Master Promissory Note.

The ASEL loan can be used as a supplement to any other aid, provided the total amount of aid does not exceed a student's calculated cost of attendance. ASEL approval also requires a student to have good credit. Undergraduates may borrow up to \$8,500, and graduate students up to \$9,500. Repayment begins no later than six months after the borrower stops attending school at least half time. The interest rate is variable and is made public every July. Interest is charged from the day of disbursement.

The Alaska Family Education Loan Program allows the student's family to share the cost of the student's education. A family member can borrow up to \$8,500 for an undergraduate and up to \$9,500 for a graduate student. The interest rate is 5 percent and the borrower begins repayment within 60 days of the final disbursement.

The Teacher Scholarship and Winn Brindle Scholarship loans can be used only for specific fields of study. For information on these two programs, please contact the Alaska Commission on Postsecondary Education (ACPE), 3030 Vintage Boulevard, Juneau, Alaska 99801, telephone 800-441-2962, or visit online at [www.state.ak.us/acpe/](http://www.state.ak.us/acpe/).

Applicants must apply each year and applications are available for all Alaska loan programs via the ACPE website or through their offices. UAF receives ACPE loan disbursements via electronic funds transfer (EFT). Loans are processed within 7–10 days from time of receipt at ACPE offices in Juneau or Anchorage and can be disbursed to a student's UAF account within two days of receipt by the financial aid office.

Advance of funding (previously known as a textbook loan) may be available to students with enough certified financial aid available to cover all semester expenses and the requested advance of funding. Financial aid must be

verified and guaranteed before an advance will be issued. In order to obtain an advance of funding, applicants must provide a textbook list, verified financial aid and a completed and signed advance of funding form. A \$10 service charge is assessed and due when the advance of funding form is submitted. Applications and more information are available at the UAF Bursar's Office.

## Student Employment

Campus jobs help many UAF students pay college costs. Many student positions are available across UAF campuses, as well as the University of Alaska statewide system offices in Fairbanks; more than 1,000 students are employed in these jobs. Full-time student status is not required unless specified by a department. However, students who are less than full time are subject to FICA withholding, and departments that hire part-time student employees are subject to the applicable benefit rate charge.

Student employees may work up to 20 hours each week while classes are in session and up to 40 hours when classes are not in session. Pay rates are based on the job classification. The average pay varies from \$300 to \$500 each month. Since there is no "pool" for workers, students apply directly to the departments with position vacancies. Job announcements and information on how to apply for positions are available from Career Services, 110 Eielson, 907-474-7596, or from Human Resources, Administrative Services Center, 907-474-7700, or at [www.uakjobs.com](http://www.uakjobs.com).

The Federal Work Study program provides jobs for graduate and undergraduate students with financial need. Job placement and working conditions are similar to regular student employment. To qualify for FWS, students must be eligible for federal financial aid as determined based on information provided on the required FAFSA form.

## Veterans' Services

The UAF Financial Aid and Veterans' Services Office advises and monitors the educational progress and status of veterans who attend UAF using VA educational benefits. They also assist veterans, service members and eligible dependents with the paperwork needed to begin and continue certification under the various GI Bill benefits. If you qualify and wish to use your benefits, you must be fully admitted to UAF and in a state-approved degree or certificate program. A complete list of benefit programs is available at [www.uaf.edu/veterans/benefit\\_programs/](http://www.uaf.edu/veterans/benefit_programs/). If you are unsure whether you are entitled to GI Bill benefits, contact the Department of Veteran Affairs in Muskogee, Okla., at 888-442-4551 (888 GI BILL 1) or online at [www.gibill.va.gov](http://www.gibill.va.gov).

Specific questions regarding Vocational Rehabilitation should be directed to the local Veterans' Center, 540 Fourth Avenue, Suite 100, Fairbanks, Alaska 99701, or call 907-456-4238.

Because the Department of Veterans' Affairs processes benefit payments as a reimbursement, you should initiate your VA paperwork 60 – 90 days before your classes start. You can apply for veteran benefits online at <https://vabenefits.vba.va.gov/vonapp/main.asp>. You can request certification for your UAF VA educational benefits at [www.uaf.edu/veterans/apply/](http://www.uaf.edu/veterans/apply/), or visit our office at 107 Eielson, call 907-474-6391, toll-free at 888-474-7256 or email [financialaid@uaf.edu](mailto:financialaid@uaf.edu).

## Remaining Eligible for Aid

Students receiving financial aid are required to maintain satisfactory academic progress. Undergraduate students must satisfactorily complete a minimum of 67 percent of total credits attempted each year and have a cumulative grade point average of 2.00 (3.00 for graduate students).

Students may appeal the suspension of aid. Appeals must be in writing and must state the reasons for failure to maintain satisfactory standards of progress, as well as the steps the student will take to meet those standards in the future. Appeals should be directed to the financial aid office, which will determine if the requirements for satisfactory academic progress will be waived. Academic progress requirements are subject to changes in federal or state law and institutional policy. A complete description is available at the financial aid office or at [www.uaf.edu/finaid/](http://www.uaf.edu/finaid/).

## Payment to the Student

Disbursement of financial aid is usually in equal amounts. Students are given one-half of the total award at the beginning of each semester. Tuition, fees and all other amounts due to UAF at the time financial aid is released to the student must be paid before the balance of aid is released to the student.

All financial aid checks as well as checks from outside organizations (such as Native corporations, clubs, etc.) are initially credited to the student's account to pay for any debt owed to the university. Any balance remaining is refunded to the student in accordance with the university's refund policy. Students who receive federal financial aid and totally withdraw from classes during a semester may have to pay back a portion of the federal financial aid received for that semester. The amount to be repaid is based on the number of class days attended before withdrawal compared to the total days in the semester and amount of federal aid received. If the withdrawing student is entitled to a refund of tuition and fee charges, all or part of the refund may be returned to the federal financial aid programs. The amount of a refund, repayment or return of federal financial aid is based on U.S. Department of Education regulations concerning return of federal financial aid. Any refund or repayment calculation exceeding the amount of refund determined by university policy will be charged to the student. Financial aid recipients are strongly encouraged to confirm the amount of any personal liability before processing a total withdrawal from classes.

## Important Financial Aid Dates

- **Jan. 1**  
Apply for federal aid with the Free Application for Federal Financial Aid (FAFSA). It is best to apply well before the time you will need the financial aid.
- **February**  
Apply for admission to UAF. Financial aid cannot be processed for students who have not been admitted to a UAF degree or certificate program.
- **Feb. 15**  
UAF scholarship application due. This application usually requires two to three weeks to complete, so applicants should start early.
- **May to August**  
Complete and mail the Alaska Supplemental Education Loan Application to Juneau or Anchorage or apply online at [www.state.ak.us/acpe/](http://www.state.ak.us/acpe/).
- **May to July**  
Submit federal loan applications to UAF financial aid office or apply online at [www.uaf.edu/finaid/](http://www.uaf.edu/finaid/). Processing time is three to four weeks. If sent to UAF in time, loans will be disbursed during fee payment.
- **June 1 for fall; Oct. 15 for spring**  
Deadline for admission to graduate programs, with all supporting documentation, transcripts and test scores.
- **July 1**  
Deadline for undergraduate admission to UAF for the fall semester. This is an absolute MUST. UAF cannot process financial aid for students who have not been admitted.

## Rights and Responsibilities of Accepting Financial Aid

As a financial aid recipient at UAF, you have the right to:

1. Know what financial programs are available to you.
2. Know how to apply, how eligibility is determined and what terms and conditions are related to your aid.
3. Know how the university determines whether you are making satisfactory academic progress toward your degree and what happens if you are not making such progress.
4. Request an explanation of your financial aid package, including what portion is gift and what portion must be repaid and the terms of repayment.
5. Know the costs of attending UAF and the refund policy for students who withdraw.

For continued receipt of financial aid you must:

1. Complete and file all financial aid forms accurately and on time.
2. Read and understand all documents you sign. You should also keep copies for your records.

3. Know the limits and conditions of financial aid programs.
4. Notify the financial aid office of any change of address, name, marital status, attendance status or receipt of additional financial awards.

## Where to Get More Information

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### Office of Financial Aid

University of Alaska Fairbanks  
107 Eielson Building  
P.O. Box 756360  
Fairbanks, AK 99775-6360  
Email: [financialaid@uaf.edu](mailto:financialaid@uaf.edu)  
Online: [www.uaf.edu/finaid/](http://www.uaf.edu/finaid/)  
Telephone: 907-474-7256  
Toll-free: 888-474-7256