FINANCES

TUITION, ROOM AND BOARD COSTS

Graduate Tuition
$506 per credit hour (reduced by available scholarships, see page 13)

Student tuition includes these items:
  Classroom instruction; use of the Library, PC laboratories, Science laboratories, Gymnasium, Student Center; Nurse’s on-campus Health Service; Cap and gown for graduation; and Diploma.

Residence Hall Package
Students who reside in the residence hall are required to select from one of three meal plans offered through the cafeteria. Students who do not live in the residence hall may sign up for a meal plan.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence Hall</td>
<td>$1,190.00</td>
</tr>
<tr>
<td>Required meal plan choices:</td>
<td></td>
</tr>
<tr>
<td>A. 19 meals per week + $50 Rusty Bucket or</td>
<td>$1,713.00</td>
</tr>
<tr>
<td>A(R) 15 meals per week + $428 Rusty Bucket</td>
<td></td>
</tr>
<tr>
<td>Total room/board package (A)</td>
<td>$2,903.00</td>
</tr>
<tr>
<td>B. 15 meals per week or B(R) 12 meals per week + $317 Rusty Bucket</td>
<td>$1,587.00</td>
</tr>
<tr>
<td>Total room/board package (B)</td>
<td>$2,777.00</td>
</tr>
<tr>
<td>C. 10 meals per week or C(R) 07 meals per week + $292 Rusty Bucket</td>
<td>$1,460.00</td>
</tr>
<tr>
<td>Total room/board package (C)</td>
<td>$2,650.00</td>
</tr>
</tbody>
</table>

The Rusty Bucket is a snack shop within the cafeteria that is open Monday-Thursday from 8:30 to 7:00 pm and on Friday from 8:30 to 4:00 pm.

Please note these guidelines before choosing a meal plan:
1. No decrease in chosen meal plans after registration week.
2. Refunds are on pro-rata basis only when withdrawing from school or moving from residence hall.
3. Meals do NOT accrue from week to week.
4. Meals over the chosen plan are cash only, at walk through price.

Residence Hall Package includes:
  A room in one of the residence halls
  Meals at the cafeteria
  Local telephone Service
    Fall Semester- Friday before registration through the last day of exams.
    Spring Semester - Friday before registration through graduation.
  Reduced hours during thanksgiving and Spring break

Residence Hall Deposit
To reserve a room, students are required to pay a general deposit of $100 to the respective residence hall. The deposit will be held until the student graduates, moves out of the residence hall, or withdraws from the university. The deposit is refundable on condition that the checkout procedure of the residence hall is followed (see Residence Hall Handbook). Should a student cancel an application for admission before August 22, the deposit will be refunded.

Private Room Fee
Private room fees are an additional $595.00 per semester subject to space availability, dean approval, and financial clearance.

OTHER EXPENSES

Books
Books and class supplies will cost approximately $100 per class. Students must pay cash for books.

Checks
Returned checks not honored by the bank will carry a $25.00 charge.

Fees
A technology fee of $100 per semester is required of all students. This fee is non refundable.
A late registration fee of $100 cash is required for requests to hold classes beyond registration day. This fee is non-refundable.

Field Trip Costs
Students will pay for their own food and lodging on class trips.

Fines
The cafeteria will assess fines for infractions of cafeteria policy.
The library will assess fines for overdue library materials and lost items.
Residence halls will assess fines for improper checkouts, lost keys, and infractions of residence hall policies.
Miscellaneous fines may be assessed as deemed appropriate by the administration.
Graduating Class Dues

Graduating class dues are a mandatory fee voted by the graduating class each year to cover expenses such as class gift, announcements, flowers, and miscellaneous class activities.

Identification Card

An I.D. card is provided to the student for cafeteria, library, and gym use. The first card is provided free of charge and is valid as long as the student is enrolled. There will be a $5.00 cash replacement charge for a lost, stolen, or damaged card.

Insurance

Automobile insurance is the responsibility of the student. The University does not carry insurance covering theft, loss, or damage of any kind.

Medical insurance is required for all students registered for 6 or more credit hours. Medical insurance can be purchased at registration for approximately $170 per academic year if the student is not covered by another plan. No refunds will be made after the second week of classes.

Medical insurance coverage for International students will be charged at approximately the following rate: Fall semester $305, Spring semester $427. (This is the INS required twelve-month coverage.)

Personal property insurance is the responsibility of the student. The University is not responsible for the loss of personal property by fire, theft, or other causes. It is recommended that students arrange for insurance coverage of their personal belongings with an insurance agency of their choice. Residence hall students are advised not to keep money in their rooms. Students may deposit money in the student bank at the Business Office. Students may withdraw this money any time during the regular office hours.

Low Balance Write-Offs

Credits or debits of less that $5 will be written off at the end of the semester.

Transcripts

Requests for expedited delivery of transcripts will be assessed the following charge: $20 for express mail service; $5 for same day office service, and $5 for fax service. A transcript is collateral for any unpaid student account balance and/or Payment Plan II FSB short-term loan. Transcripts and diplomas are not released if a student’s account and/or FSB note is not paid in full, if government loans are not current in repayment, or if the academic file is incomplete. If a check to pay off a student account or First State Bank balance accompanies a transcript request, the transcript will be held until the check is cleared. Requests accompanied by a money order or a bank draft are processed more quickly. Accounts may be paid by credit card.

PAYMENT PLANS

SWAU offers three payment plans for fall and spring semesters to help students manage their university expenses. Classes taken during the summer require full payment at the time of registration for each module.

Plan I - Cash

When the total charges for a semester are paid on registration day, a discount of 3% is given on the cash paid for tuition, room, and board. (Before this discount is figured, all scholarships, loans, grants, awards, other discounts, and university aid funds are subtracted.) Students using this plan must bring with them at registration time the full amount of the package plan, plus miscellaneous charges such as music lessons and private room fee. A cash discount is not given on ESL, PBS, or other discounted programs. This discount does not apply to payments made by credit card.

Plan II - Bank Financing

Students choosing Plan II will be required to have a minimum of 50% of the semester’s charges covered at registration. The 50% can include aid the student is receiving. The balance will be financed through First State Bank of Keene with a short-term loan. When the bank note (and any amount due the University) is paid by the maturity date, the University will give the student a 3% rebate on cash paid during the semester. This rebate is not given on fees, scholarships, loans, grants, awards, discounts, university aid funds, educational subsidy, or credit card payments. Rebates will be applied to the student’s account after the semester has ended.

Bank notes paid after the maturity date. (December 2 for fall semester, April 17 for spring semester) will not qualify for the rebate. If an unpaid balance remains after the due date, arrangements for payment must be made with Student Financial Services. The bank balance must be paid in full before a student can receive a diploma or academic transcript.

This is a short-term loan payment plan, and is due in full on the date specified. When making payments on this loan please note that any balance owed at SWAU is deducted from the payment first. Any remaining credit will then be sent to FSB (around the 10th and 23rd of each month). Payments you specifically want paid on a FSB loan should be sent directly to First State Bank of Keene, P.O. Box 676 Keene, TX 76059. Always include the student’s full name and social security number with the payment.

Plan III - Contract with SWAU

This plan is a two-payment contract with the University. One payment, half the semester charges, is due at registration and one payment is due six weeks after registration. No rebate or cash discount will be given under this plan.

The second payment is due:

Fall semester ...... October 11
Spring semester ... February 21
Wiring Money
Contact the Admissions Office, Business Office, or Student Financial Services for instructions on wiring money to a student’s account.

REFUNDS
Tuition, Room and Board Institutional Refund
Tuition charges for students dropping classes will continue until the drop voucher is filed at the Records Office. Room and board charges will continue until the student’s personal belongings have been removed from the residence hall and clearance has been filed with the residence hall dean.

Refunds to students dropping all, or some, classes will be prorated on a weekly basis as shown in the chart below. The same is true for room and board refunds.

<table>
<thead>
<tr>
<th>Week</th>
<th>Tuition Refund%</th>
<th>Room &amp; Board Refund%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Week</td>
<td>100%</td>
<td>93.75%</td>
</tr>
<tr>
<td>Second Week</td>
<td>84%</td>
<td>87.50%</td>
</tr>
<tr>
<td>Third Week</td>
<td>72%</td>
<td>81.25%</td>
</tr>
<tr>
<td>Fourth Week</td>
<td>60%</td>
<td>75.00%</td>
</tr>
<tr>
<td>Fifth Week</td>
<td>48%</td>
<td>68.75%</td>
</tr>
<tr>
<td>Sixth Week</td>
<td>36%</td>
<td>62.50%</td>
</tr>
<tr>
<td>Seventh Week</td>
<td>24%</td>
<td>56.25%</td>
</tr>
<tr>
<td>Eighth Week</td>
<td>12%</td>
<td>50.00%</td>
</tr>
<tr>
<td>Ninth Week</td>
<td></td>
<td>43.75%</td>
</tr>
<tr>
<td>Tenth Week</td>
<td></td>
<td>37.50%</td>
</tr>
<tr>
<td>Eleventh Week</td>
<td></td>
<td>31.25%</td>
</tr>
<tr>
<td>Twelfth Week</td>
<td></td>
<td>25.00%</td>
</tr>
<tr>
<td>Thirteenth Week</td>
<td></td>
<td>18.75%</td>
</tr>
<tr>
<td>Fourteenth Week</td>
<td></td>
<td>12.50%</td>
</tr>
<tr>
<td>Fifteenth Week</td>
<td></td>
<td>6.25%</td>
</tr>
</tbody>
</table>

Refunds are not made on the following:
- Absences
- Insurance
- Music Lessons two weeks after registration day
- Technology Fee
- Vacations
- Weekend leaves

Return of Federal Funds
When a student receives federal student aid funds and subsequently withdraws from the university, a portion of these funds may have to be returned to the Federal Government. The return amount is based upon the percentage of assistance earned up to the date of withdrawal within the enrollment period. No return is required after the 60% point in time. Repayment to federal student aid funds will be made in the following order: Unsubsidized Federal Stafford Loan, Federal Stafford Loan, Federal Perkins Loan. If it is determined that the student must return funds which were received directly, the student may set up a repayment plan through Student Financial Services. The University will apply this policy to all federal student aid recipients. Contact Student Financial Services for information regarding this policy, including examples of the application of this policy.

SCHOLARSHIPS
MBA Scholarships.

1. A scholarship of $150 per credit hour for all MBA students who attain a formula score of 1,100.  
2. A scholarship of $100 per credit hour for all MBA students who attain a formula score of 1,000.  
3. A scholarship of $50 per credit hour for all MBA students who maintain a graduate cumulative grade point average (GPA) of 3.00. This scholarship will be awarded for the first semester, and thereafter will be based on the graduate GPA.

Note: The formula score is calculated as 200 x undergraduate cumulative GPA + GMAT score.

MEd Scholarships.
A scholarship of $50 per credit hour for all MEd students who maintain a graduate cumulative grade point average GPA of 3.00. This scholarship will be awarded for the first semester, and thereafter will be based on the graduate GPA.

STUDENT FINANCIAL AID
Eligibility for the following programs is based upon results of the FAFSA. Students who do not hold a bachelor’s degree and who are taking undergraduate as well as graduate classes will receive grant money only on undergraduate classes, and loans will be limited to the undergraduate amounts. Refer to the undergraduate bulletin for further information about undergraduate federal student aid.

Federal Student Loan Programs
Loan programs require completion of an initial master promissory note. Students receiving any of the following loans must complete entrance counseling before receiving the first disbursement of their loan and must have exit counseling before graduating or withdrawing from the University. Loans normally have a ten year repayment period.
Determining Financial Need. Financial need is calculated by subtracting the student’s Expected Family Contribution from the cost of attending the University. Cost of attending the University includes tuition, fees, books and supplies, room and board, transportation, and personal expenses. The Expected Family Contribution is the amount a family can be expected to contribute to educational costs. The federal processing center arrives at this figure by evaluating the answers given by students on the Free Application for Federal Student Aid (FAFSA).

FINANCIAL AID ACADEMIC PROGRESS STANDARDS

SWAU’s Satisfactory Academic Progress (SAP) policy specifies the standards a student must maintain to be considered making progress in his/her course of study. The policy also establishes the criteria by which a student who has failed to maintain satisfactory progress may reestablish his/her eligibility for financial assistance.

SWAU’s Satisfactory Academic Progress policy for graduate students contains a qualitative component which requires a cumulative grade point average of 3.00. The quantitative satisfactory progress policy specifies a maximum time frame in which a student must complete his or her educational program in academic semesters. (Request an undergraduate bulletin for undergraduate SAP standards.)

### SAP Semester Number          Minimum Cumulative credits

<table>
<thead>
<tr>
<th>Semester Number</th>
<th>Minimum Cumulative credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.5</td>
<td>4.5</td>
</tr>
<tr>
<td>1.0</td>
<td>6.0</td>
</tr>
<tr>
<td>1.5</td>
<td>9.0</td>
</tr>
<tr>
<td>2.0</td>
<td>12.0</td>
</tr>
<tr>
<td>2.5</td>
<td>15.0</td>
</tr>
<tr>
<td>3.0</td>
<td>18.0</td>
</tr>
<tr>
<td>3.5</td>
<td>21.0</td>
</tr>
<tr>
<td>4.0</td>
<td>24.0</td>
</tr>
<tr>
<td>4.5</td>
<td>27.0</td>
</tr>
<tr>
<td>5.0</td>
<td>30.0</td>
</tr>
<tr>
<td>5.5</td>
<td>33.0</td>
</tr>
<tr>
<td>6.0</td>
<td>36.0</td>
</tr>
</tbody>
</table>

Semester Number = 1.0 for 9 or more attempted credit hours within a semester = 0.5 for 4.5 to 8 attempted credit hours = for fewer than 4.5

Transfer hours = 0.5 for each three-hour course accepted toward the SWAU Master’s program

Note: For purposes of SAP, credit hours taken during the summer session are counted as one semester.
Transfer hours are considered in the quantitative standards after the student has completed 12 credit hours at SWAU. Progress will be reviewed at the end of each semester. Students who do not meet the progress standards will be placed on financial aid suspension. This suspension will result in loss of federal and state aid until the student again attains the required standard according to the schedule.

**Financial Aid Appeal Process.** A student may submit a written appeal to the Student Finance Committee describing the circumstances which attribute to his or her failure to make academic progress. A Financial Aid Appeal Form may be obtained from Student Financial Services. Appeals may be made under these conditions:

1. The student has experienced serious illness (chronic, long-term, hospitalization, etc.)
2. The student has a degree plan change; individual schedule will be considered.
3. The student, out of financial necessity, carried an extremely heavy full-time workload over an extended period of time.
4. Upon recommendation of the Academic Vice President.
5. At the discretion of the Assistant Financial Vice President for Student Finance.

**INTERNATIONAL STUDENT (F-1, J-1) REQUISITES for SWAU I-20**

Southwestern Adventist University classifies as an international student all applicants not a citizen or permanent resident of the United States. SWAU is approved by the U.S. government for the admission of non-immigrant students (F-1 status). International students should not leave their country with the intention of enrolling at Southwestern Adventist University without a letter of acceptance and an I-20 form issued by SWAU.

After academic acceptance is granted, an international graduate student must meet the following requirements to obtain I-20 and I-901 forms necessary for issuance of a student visa for entry into the U.S. and enrollment at SWAU:

1. Submit a Certificate of Finance form and documentation to prove financial ability to meet the costs of tuition, lodging, food, fees, medical insurance, and personal expenses while studying at SWAU.
2. Submit a deposit of $1,000 and a pre-payment of $4,000 (a combined total of $5,000) if the applicant is not a citizen of U.S. Territories or Canada. The $4,000 pre-payment will be applied to the student’s first semester expenses at SWAU (including books) and the $1,000 deposit will cover dormitory room reservation/damage deposit and I-901 SEVIS fee. The remaining $800 of the deposit will be retained in a reserve fund. The reserve fund will become available to the student upon graduation or permanent withdrawal from school if the student’s account balance is zero. No interest is paid on the deposit held in reserve. The deposit and pre-payment will be returned to applicants who do not enter the U.S. to enroll, minus a processing fee of $200.
3. Submit a legible copy of a current passport, showing legal name.

**General Information & Policies for International Students**

**Arrival on Campus**

When international students arrive at SWAU they should take their Passport, Visa, I-20, and I-94 card to the Foreign Admissions Counselor in the Undergraduate Admissions Office so copies can be made to go into their admissions file.

**I-20 Transfer to Another School**

International students must be enrolled full-time for a minimum of one semester before SWAU will transfer a student’s I-20 to another school. The student must see SWAU’s Foreign Admissions Counselor to have their I-20 transferred to another school.

**Immigration Reporting**

As required by U.S. law, SWAU notifies the U.S. government through the Student & Exchange Visitor Information System (SEVIS) when an I-20 is issued, when an international student enrolls or does not enroll at SWAU and if an international student drops out or falls below a full load of classes. Change of addresses are also reported to the U.S. government through this system. It is imperative that all international students on an I-20 notify the International Student Advisor or SWAU’s Foreign Admissions Counselor in advance if they move to a new residence or plan to transfer to another school or if they plan to drop below the 12 minimum required hours of classes.

**Medical Insurance**

SWAU requires all international students to purchase major medical insurance coverage at registration if not already insured through the SDA system.

**Orientation Program**

An *International Student Orientation* is conducted before each semester’s registration. Attendance is required for all non-ESL non-immigrants who are new to SWAU, including international transfer students. New international students who do not attend this orientation will be required to attend a makeup session. *All international students are given an International Student Handbook at orientation or can pick up a handbook at the Undergraduate Admissions Office.*

**Residence Halls**

After being accepted, international students who plan to live in one of SWAU’s residence halls should immediately submit a housing information form. The room reservation/damage deposit required by SWAU residence halls is included in the international student deposit.

**Work**

According to current U.S. immigration laws, international students with student visas may work on-campus provided the student is enrolled in a full course of study and is making progress toward the completion of a degree. On-campus employment is limited to a maximum of 20 hours per week when school is in session but may go up to 40 hours per week during school vacations. International students in F-1 status are required by law to secure permission from the International Student Advisor before accepting any off-campus employment.