



UNIVERSITY of NORTH ALABAMA

Student Financial Services

FACT SHEET: Refund and Repayment Policy for University Scholarships

To help scholarship recipients understand how enrollment status affects their scholarships, Student Financial Services has prepared this fact sheet

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Definitions

UNIVERSITY SCHOLARSHIPS. UNA students who receive the following types of University Scholarships are subject to this refund/repayment policy:

- | | | |
|---------------------|--------------------------|--------------------|
| <i>Academic</i> | <i>Academic Transfer</i> | <i>Leadership</i> |
| <i>University</i> | <i>Band</i> | <i>Choral</i> |
| <i>Publications</i> | <i>LaGrange Society</i> | <i>Cheerleader</i> |
| <i>Miss UNA</i> | <i>Endowed</i> | <i>Athletic</i> |

REFUND. The University of North Alabama establishes a REFUND PERIOD at the beginning of each semester. Changes in enrollment status (withdrawal, dropping classes) during this refund period normally generate a **refund of tuition and certain fees**. The University Business Office calculates the amount of the refund.

+ The exact dates of the refund periods for each semester are published in the Schedule of Classes each semester.

REPAYMENT. If a student’s account has been credited with funds from University scholarships, the refund will be repaid to the scholarship fund according to this policy. If a student’s account has also been credited with federal funds, the federal refund/repayment policy is administered **FIRST**.

Policy Statements and Examples

DROPPING CLASSES DURING REFUND PERIOD. If a scholarship student drops classes during the refund period, a partial refund of tuition will be generated. The refund will be distributed to the student and to the scholarship proportionately. Dropping classes may affect the renewal of scholarships.

<i>Example</i>	Total Tuition (12 hours)	=	\$2,004
	Paid by Scholarship	=	\$1,002
	Percentage of Total Tuition Paid by Scholarship	=	50%
	Paid by Student	=	\$1,002
	Percentage of Total Tuition Paid by Student	=	50%
	Cost of (3) Hour Course	=	\$501
	50% Refund from Dropping (3) Hour Course	=	\$250.50
	Amount Refunded to Student (\$250.50 x 50%)	=	\$125.25
	Amount Refunded to Scholarship (\$250.50 x 50%)	=	\$125.25

DROPPING CLASSES AFTER REFUND PERIOD. No repayment of scholarship funds is required. However, dropping classes may affect the renewal of the scholarship.

COMPLETE WITHDRAWAL DURING REFUND PERIOD. The refund will be distributed to the student and the scholarship program proportionately.

As a result of complete withdrawal, your scholarship may not be renewed for future semesters.

If the student received federal financial assistance, federal refund is applied **FIRST**.

<i>Example</i>	Total Tuition (12 hours)	=	\$2,004
	Paid by Scholarship	=	\$1,002
	Percentage of Total Tuition Paid by Scholarship	=	50%
	Paid by Student	=	\$1,002
	Percentage of Total Tuition Paid by Student	=	50%
Withdrawal During 50% Refund Period			
	Total Refund	=	\$1,002
	Percentage Refunded to Student (\$1,002 x 50%)	=	\$501
	Percentage Refunded to Scholarship (\$1,002 x 50%)	=	\$501

COMPLETE WITHDRAWAL AFTER THE REFUND PERIOD. No repayment of scholarship funds is required. However, the scholarship will not be renewed.

General Scholarship Guidelines

Generally, students who receive University scholarships must:

- ***Enroll in at least 12 hours***
- ***Maintain continuous enrollment***
- ***Meet grade point average requirements***
- ***Complete a minimum of 24 hours each academic year***
- ***Cover undergraduate studies***

Note: Scholarship students may use summer to improve grade point average or to meet the 24 hour minimum requirement.

Summer Scholarships

As a rule, University scholarships are not awarded for the summer term. Scholarship students who are December Graduates and who meet all other scholarship requirements may receive the final semester of the scholarship for their final undergraduate summer at UNA. To receive this summer award, a student should submit a written request to the University Scholarship Committee.

Special Circumstances

A student may appeal the loss of a University scholarship resulting from this policy. The student's written statement explaining extenuating circumstances leading to withdrawal or change in enrollment status should be addressed to the University Scholarship Committee and will serve as the appeal.

University Scholarship Committee
C/O Director of Student Financial Services
UNA Box 5014
Florence, AL 35632-0001