



UNIVERSITY *of* NORTH ALABAMA

Office of Student Financial Aid

FACT SHEET: Refund and Repayment Policy for University Scholarships

Definitions

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

<i>Academic University</i>	<i>Academic Transfer Band</i>	<i>Leadership 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 University Bulletin and class Schedule.

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 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. If a student drops below 12 hours during the refund period the full scholarship may be revoked.

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**.

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 27 hours each academic year*
- *Cover undergraduate studies*

Note: Scholarship students may use summer to improve grade point average or to meet the 27 hour minimum requirement.

Special Circumstances

A student may appeal the loss of a University scholarship resulting from this policy. You may find the scholarship appeal form at the Office of Student Financial Aid website or at this link: [Scholarship Appeal Form](#)