



# 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</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 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](#)