



2008-09

FINANCIAL POLICIES

This brochure provides the rates for tuition, fees, room, board and deposits, effective with the beginning of the fall semester of 2008 with the exception of technology fee and London Program fees.

We urge you to familiarize yourself with the information in this brochure so that you are aware of all charges before registration. Within these pages you will find billing dates, refund policy, and other important information.

The University makes every effort to hold increases to the lowest figure possible while providing quality programs of good value. Tuition and fees cover less than seventy percent of Samford's educational and general expenditures. For the remainder of its operating needs, the University relies primarily on the generous support of the Alabama Baptist State Convention, with which the University is affiliated, investment earnings and gifts and grants from alumni, individuals, businesses, foundations and other supporters.

Samford reserves the right to change tuition, other charges, refund procedure and other policies.

Samford University is an Equal Opportunity Institution and does not discriminate in its educational and employment policies on the basis of race, color, sex, age, disability, or national or ethnic origin.

Tuition Classifications

Students are classified based on their enrollment status. Enrollment status, charges and courses covered are detailed below.

Full-Time Undergraduate Day Students: The tuition paid by students admitted as undergraduate day admits them only to courses in the regular (day) curriculum where students may take 12–18 credits without further charge. Students taking over 18 credits or courses outside the day curriculum, including evening courses are charged additional tuition at the per-credit day rate. See table on page __ for tuition and fees.

Part-Time Undergraduate Day Students: Part-time regular day students taking under 12 hours will pay the per-credit day rate for all credits. See table on page _ for tuition and fees.

Undergraduate Evening Students: The tuition paid by students classified as undergraduate evening admits them only to courses in the Metro Program. Metro Program students who enroll in day courses will pay the per-credit day rate for undergrad day courses. See table on page __ for tuition and fees.

Graduate Students (includes Law and Pharmacy): The tuition paid by students classified as Graduate admits them only to courses within the specific program. Courses outside the program are charged at the current credit hour rate for that course. See tables on pages __ and __ for tuition and fees.

Payment Terms for All Students

E-bills (electronic statements) are sent to students via the Samford University e-mail system which remains the official means of communication with students; the University no longer provides paper statements. Students are advised to check their e-mail regularly. Financial policies and payment schedules are posted at the Parent and Family and Student Information page (<http://www.samford.edu/parents>) along with information from Financial Aid and Student Records.

Registered students will receive an e-bill approximately three to five weeks prior to the payment due date. The e-bill reflects activity up to the date the e-bill was generated. Activity that transpired after the e-bill generation date can be viewed online via the Samford Portal at portal.samford.edu. The portal view provides both activity since the last statement and a complete account summary.

Students who register after the e-bill generation date (see page 4) will not receive an e-bill until the next billing cycle which is typically after the term begins. Therefore, these students must consult the online system to view their account summary and arrange payment by the due date.

Payment for each semester is noted on the payment schedule at <http://www.samford.edu/admin/bursar/payschedule.html>. Enrollment in classes may be cancelled for nonpayment on the due date. Processed payments can be confirmed on the Account Summary via the Samford Portal.

Students receive e-bill statements frequently. A student account unpaid by the payment due date is placed in past due status. Students may not receive grades or transcripts and are not allowed to participate in commencement until the past due amount is cleared. The University may charge interest on all amounts past due and those past due accounts assigned to a collection agency may be reported to the credit bureaus. Students are charged for collection costs.

It is the student's responsibility to ensure that payments are made timely. Financial arrangements for meeting this obligation are the responsibility of the parents and/or students and the supporting financial institutions.

Arrangements should be made well in advance. Fees not paid by the financial institution must be remitted by the parents and/or students by the scheduled due date. Payment by credit card or check using the ebill system is the most efficient and Samford's preferred method by which to make payment. Payment can be made using the ebill system by credit card or check. During peak payment periods, you could experience a delay in reaching the Bursar's Office to make credit card payment by phone.

Payment Options

Electronic Payment Options for Students

Students may pay their bill by accessing the online account detail available in the Samford portal at portal.samford.edu. The online account detail provides the most up-to-date information about the status of the student's account. Payment may be made by credit card (Visa, MasterCard, Discover) or e-check (direct transfer from a checking account). Steps outlined below.

- A) **To make a payment from the online Account Detail:**
1. Login to the Samford University Portal at <http://portal.samford.edu/>
 2. Select the "Banner" tab
 3. Select "Student & Financial Aid"
 4. Select "Student Account"
 5. Select "Account Detail for Term"
 - 6.. Select the desired billing term
 7. Select the "PAY NOW" option
 8. Select either "discover, MasterCard or Visa" payment Options
 9. Complete the necessary information and submit your payment

Electronic Payment Options for Students (continued)

B) From the e-bill Electronic Statement:

The e-mail notification of a new e-bill statement contains a link to the e-bill system. Clicking on the link will take the student to the e-bill system where payment can be made. Note that the e-bill system will only show account activity through the last billing cycle and thus may not represent all charges that are due. Current link: <https://secure.samford.edu/ebill/web/index.jsp>.

Payment may be made by credit card (Visa, MasterCard, Discover) or e-check. Students may also authorize parents or other designated individuals to access the e-bill system and make payments on their behalf. **To enable this feature, a student MUST access the e-bill system and set up those individuals responsible for payment of their student account as an "Authorized User." Students may set up an Authorized User by clicking on the link in their e-bill message, selecting the Authorized User tab and following the instructions.**

Electronic Payment Options for Parents or Guests

If your student has added you to the e-bill system as an "Authorized User" (see the previous paragraph), you will receive e-mail notification when a new e-bill statement is issued. Click on the link in the e-mail to access the e-bill system and make a payment.

Current Link: (<https://secure.samford.edu/ebill/web/index.jsp>) in the e-mail message. You may pay by credit card (Visa, MasterCard, Discover) or e-check.

Students MUST authorize parents or other designated individuals to access the e-bill system and make payments on their behalf.

The Samford University Portal and associated online Student Services are available:

Monday	12 a.m. to 11:45 p.m.
Tuesday–Friday	6 a.m. to 11:45 p.m.
Saturday	6 a.m. to 12:00 a.m.
Sunday	all day

Should you encounter log-in problems, please contact the Personal Technology Group at (205) 726-2662.

Other Payment Options

The Bursar's Office continues to accept payment by check and credit card (Visa, MasterCard, Discover) through the mail as well as in person. Payment by credit card or check using the ebill system is the most efficient and preferred method to make payment. During peak payment periods, you could experience delays in making payments by telephone or in person.

Questions? Please contact the Bursar's Office at broffice@samford.edu, 1-800-888-7214 (toll-free) or (205) 726-2816.

PAYMENT SCHEDULE FOR ALL STUDENTS

Semester/monthly	E-bill Generation Date	Payment Due Date
Summer 2008	May 1, 2008	May 28, 2008
Fall 2008 – 4 th year Pharmacy only	April 30, 2008	May 28, 2008
June 2008 (includes new registrations for Part of Term 3)	June 12, 2008	July 2, 2008
Fall Semester 2008	July 21, 2008	August 20, 2008
September 2008	September 3, 2008	September 30, 2008
October 2008	October 1, 2008	October 31, 2008
November 2008	November 3, 2008	November 24, 2008
December 2008	December 1, 2008	December 17, 2008
Spring 2009 (includes Part of Term J)	December 18, 2008	January 21, 2009
February 2009	February 2, 2009	February 27, 2009
March 2009	March 2, 2009	March 31, 2009
April 2009	April 1, 2009	April 30, 2009

Students participating in 2008 Fall commencement must clear their account by December 8, 2008. Students participating in 2009 Spring commencement must clear their account by May 11, 2009. Students will be dropped from classes for failure to meet payment obligations timely.

FEES—ALL STUDENTS		
Vehicle Registration Replacement Decal	\$20	per academic yr
Replacement Decal Vehicle Registration	\$5	when incurred
ID (first replacement) subsequent replacement	\$5 \$10	when incurred
Portfolio Evaluation Fee (per credit)	\$100	optional
Return Check or Stop Check Fee	\$28	each occurrence
Freshman Orientation	\$160	
Samford Outdoor Summer Adventure (SOSA)	\$200	Summer 2008
Samford Outdoor Summer Adventure (SOSA)	\$250	Summer 2009
UNDERGRADUATE DAY (U) STUDENT (FULL-TIME/PART-TIME)		
Tuition Deposit	\$250	nonrefundable
Less than 12 or more than 18 Credits	\$645	per credit
12 to 18 Credits	\$ 9,650	per semester
All Credits—Summer 2008	\$450	per credit
All Credits – Summer 2009	\$485	Per credit
Audit—Degree Seeking	\$645	per credit
Audit—Non-Degree except Applied Music and Art	\$645	per credit as space is available
Application Fee	\$35	
SPECIAL COURSE FEES—IN ADDITION TO TUITION		
Music (pre credit for Applied Instruction) Summer 2008	\$50	Per credit
Music (pre credit for Applied Instruction) Summer 2009	\$100	Per credit
Music (per credit for Applied Instruction)	\$100	per credit
Technology Fee – All Students	\$20	Summer 1
Technology Fee – All Students	\$20	Summer 2
Technology Fee – All Students	\$110	Fall semester
Technology Fee – All Students	\$20	Jan term
Technology Fee – All Students	\$110	Spring semester
Interior Design	\$80	Per semester
Student Recital Fee	\$50	Each performance
Ex. Science Activity Fee- Fitness Concepts	\$35	Per course
Ex. Science Activity Fee - Walking/Aerobics	\$5	Per course
Ex. Science Activity Fee - First Aid	\$15	Per course
Ex. Science Activity Fee - Tennis/Racketball	\$10	Per course
Ex. Science Activity Fee- Scuba Equipment	\$135	Per course
Family Studies Activity Fee - Lab Supplies	\$80	Per course
Education School Safety Screening	\$12	One time charge
Nursing Safety Screening	\$75	One time charge
BS Nursing Clinical Practice Fees	\$400	One time charge
MSN Nursing Medatrax Fee	\$80	One time charge
CRNA Nursing Medatrax Fee	\$119	One time charge
Nursing Undergrad MSN/CRNA Drug Screening	\$35	Per student as done
Nursing Undergrad School Technology Fee	\$145	Per semester
Nursing Graduate school Technology fee	\$150	Per semester
Pharmacy Safety Screening Fee	\$80	Annual each student
Pharmacy Lab Supplies	\$305	Annual each student
Extension Division—Regular and Institute Program	\$40	per course
Extension Division—Application Fee	\$8	
Residence Halls—based on double occupancy*		
Room Deposit	\$250	nonrefundable
Beeson Woods, West Campus	\$1,685	per semester
Evergreen Hall	\$1,595	per semester
Vail, Smith, Pittman, Ramsey	\$1,535	per semester
Student Apartments	\$1,280	per semester
West Campus Summer 2008	\$545	each summer term
West Campus Summer 2009	\$570	each summer term
All Dorms	\$175	Jan term
*double rooms assigned for single occupancy are 150% of the rate for double-occupancy rooms		
BOARD PLAN		
19 meals/week, plus \$ 130 declining balance (mandatory for entering freshman and students who have earned less than 24 credits)	\$1,612	Per semester

12 meals/week, plus \$ 130 declining balance (earned at least 24 credits or in second year of residency)	\$1,446	per semester
7 meals/week, plus \$130 declining balance (earned at least 64 credits)	\$1,024	per semester
19 meals/week summer 2008	\$470	Each summer term
19 meals/week summer 2009	\$488	Each summer term
12 meals/week summer 2008	\$380	Each summer term
12 meals/week summer 2009	\$396	Each summer term
19 meals/week	\$281	Jan term
12 meals/week (non-freshman)	\$244	Jan term
7 meals/week (non-freshman)	\$187	Jan term

Metro Program		
All Credits (for degree or audit)	\$320	Per credit
Summer 2008	\$290	Per credit
Summer 2009	\$300	Per credit
Application Fee	\$35	
GRADUATE		
Graduate programs Summer 2008	\$520	Per credit
Graduate programs Summer 2009	\$575	Per credit
Graduate programs as offered by Arts & Science, Business, Education, Music, Nursing (for degree or audit)	\$575	Per credit
Initial M.S.N. for Nurse Anesthesia Tuition Deposit	\$1,000	
Master Nurse Anesthesia Continuing Summer 2008	\$4,140	Per each 9 week
Master Nurse Anesthesia Continuing Summer 2009	\$4,264	Per each 9 week
Master of Science in Nurse Anesthesia cont	\$4,264	Per each 9 week
Nurse Anes. Semester Summer 2008	\$7,311	Per semester
Nurse Anes. Semester Summer 2009	\$7,310	Per semester
Master of Science in Nurse Anesthesia	\$7,310	Per semester
MSN for Nurse Anesthesia continuation fee	\$1,500	
Joint Degrees	by classification	
Application Fee	\$25	
Drug Screening Fee	\$30	
BEESON DIVINITY SCHOOL		
Tuition Deposit	\$200	Nonrefundable
Less than 9 Credits, more than 16 Credits	\$460	Per credit
9 to 16 Credits	\$4,845	per semester
All credits - summer and Jan part of term	\$185	Per credit
Application Fee	\$25	
Doctor of Ministry	\$ 300	Per credit
Dr. Ministry Summer 2008	\$270	Per credit
Dr. Ministry Summer 2009	\$300	Per credit
Doctor of Ministry Continuation Fee	\$1,000	
Doctor of Ministry Application Fee	\$50	
CUMBERLAND SCHOOL OF LAW		
Initial Tuition Deposit 2008-09	\$150	Nonrefundable
Initial Tuition Deposit 2009-10	\$250	Nonrefundable
Additional Tuition Deposit—due by June 15 2008-09	\$500	Nonrefundable
Additional Tuition Deposit—due by June 15 2009-10	\$750	Nonrefundable
less than 10 credits summer 2008	\$915	Per credit
Less than 10 credits summer 2009	\$970	
Less than 10 Credits, more than 16 credits	\$970	Per credit
Full-Time, 10 to 16 Credits	\$14,778	Per semester
Joint Law Degrees	By classification	
Comprehensive Entering Law Summer 2008	\$4,650	Summer term
Comprehensive Entering Law Summer 2009	\$4,928	Summer term
Summer 2008 Abroad Program	\$2,500	Summer term

Summer 2009 Abroad Program	\$2,500	Summer term
Master of Comparative Law Summer 2008	\$4,000	Summer term
Master of Comparative Law Summer 2009	\$4,500	Summer term
Application Fee	\$50	

McWHORTER SCHOOL OF PHARMACY

Tuition Deposit	\$450	Nonrefundable
Less than 12 Credits, more than 21 Credits	\$1,007	Per credit
12 to 21 Credits	\$12,400	Per semester
Joint Degree	By classification	
Application Fee	\$50	

RESIDENCE HALLS (PHARMACY)*

Beeson Woods, West Campus	\$2,550	June start date for Fall semester
Evergreen	\$2,735	June start date for Fall semester
Ramsey	\$2,675	June start date for Fall semester
Beeson Woods, West Campus	\$1,685	Aug. start date for Fall semester
Evergreen	\$1,595	Aug. start date for Fall semester
Ramsey	\$1,535	Aug. start date for Fall semester
Student Apartments	\$1,280	Aug. start date for Fall semester
Beeson Woods, West Campus	\$1,855	Spring semester
Evergreen	\$1,765	Spring semester
Ramsey	\$1,710	Spring semester
Student Apartments	\$1,455	Spring Semester

*Double rooms assigned for single occupancy are 200% of the rate for double occupancy rooms.

BOARD PLAN (PHARMACY)

19 meals/week, plus \$ 130 declining balance	\$2,588	June start date for Fall semester
12 meals/week, plus \$ 130 declining balance	\$2,238	June start date for Fall semester
19 meals/week, plus \$ 130 declining balance	\$1,612	Aug. start date for Fall semester
12 meals/week, plus \$130 declining balance	\$1,446	Aug. start date for Fall semester
7 meals/week, plus \$ 130 declining balance	\$1,024	Aug. start date for Fall semester
19 meals/week, plus \$ 130 declining balance	\$1,882	Spring semester
12 meals/week, plus \$ 130 declining balance	\$1,690	Spring semester
7 meals/week, plus \$ 130 declining balance	\$1,207	Spring semester

LONDON TERMS

Semester Fee	\$11,996	(does not include tuition)
Jan Term	\$2,750	(does not include tuition)
Summer 2008 Term Fee	\$3,920	(does not include tuition)
Summer 2009 Term Fee	TBD	(does not include tuition)
Pharmacy Externship – 12 weeks	TBD	(does not include tuition)
Pharmacy Externship – 8 weeks	TBD	(does not include tuition)
Pharmacy Participation Fee	\$300	
Theatre Fee	\$300	
Explorer Fee	\$300	

Other Services, Requirements and Costs

Check Cashing

The Bookstore is authorized to cash checks up to \$50 per day for a student whose account is in good standing. The face of the check must have the student's name, local address, and telephone number and student identification number. Students must present a valid photo ID. A student who presents a check to Samford University that is not honored by the bank will be charged \$28. If that check is not redeemed within 10 days of notification; the student may be subject to disciplinary or legal action. All check cashing privileges are revoked after the third returned check.

The Samford Card

All students are required to have an official Samford University photo ID (SAMFORD CARD), made and recorded by the Department of Campus Safety. These IDs offer students a convenient, safe and easy way to make purchases and utilize campus services. It is used as an identification card, meal card, library card and for access to certain facilities. With activation of an optional debit account, the SAMFORD CARD can be used to make purchases in the Bookstore, Food Court, Cafeteria, several campus copiers, and drink and snack machines. The SAMFORD CARD works similarly to a checking account in that your deposited funds are debited each time you make a purchase.

Activity Fees

Tennis, swimming, racquetball and many other recreational activities are available without charge. The fieldhouse has an indoor jogging track. Outdoor activities, such as white-water rafting, rappelling, etc., are sponsored by the Student Government Association. Fees are charged to cover the actual cost of these activities.

Medical Insurance for Students

A student injury and sickness insurance plan is available to undergraduate and graduate students and their dependents. The plan protects the insured 24 hours a day, including holidays, for a 12 month period beginning with the onset of the academic year. In most instances, an initial evaluation and referral from Student Health Services (SHS) is required prior to seeing an off-campus provider. Detailed information regarding eligibility, exclusions and rates can be obtained in the SHS office or by viewing the plan brochure at www.samford.edu/stuhealth.

Based upon Federal Regulations and University policy, all F and J visa holders must have health insurance coverage for themselves and all dependents during residency in the U.S. Insurance may be obtained by the student independently or purchased through the University but must contain certain required coverage. Proof of coverage is required before registering for classes. Samford University may terminate international students who do not continue to comply with insurance requirements. Information about specific policy carriers, minimum coverage, and premium costs are available from the Office of International Scholar and Student Affairs at (205) 726-2451.

Personal Property Insurance

Each year college students lose millions of dollars worth of personal property as a result of theft, vandalism, water or fire. Students at college have a large investment in desktop computers, laptop computers, television sets, CD and DVD players, radios, cell phones, cameras, PDA's, calculators, mini-refrigerators, clothing, text books, CD's, DVD's, albums, and other personal property. A college or university is not liable for these losses simply because the loss occurs on campus.

All students, especially those who live in Residence Halls, should insure their personal property either through their parent's homeowners insurance or through a private insurance policy. The University has established an insurance program through National Student Services, Inc. This insurer provides personal property insurance for students at over 1,000 colleges and universities. For more information on student personal property insurance see www.nssinc.com or pick up a brochure at the Residence Life Office, 106 Beeson University Center.

Membership Fees

Some student organizations have an annual membership fee. In addition, Greek organizations have monthly dues along with an initiation fee.

Laundry Facilities

Washing machines and dryers are available in each residence hall. All washers and dryers are coin-operated and many machines are equipped to accept the Samford Card.

Student Telephone Services

Local telephone service is included in housing charges. Telephones are not included and must be provided by the student. Resident students can dial any local or intra-campus call with no additional charge.

Samford no longer provides long-distance services to students. Most students use the long-distance services provided by their own cellular telephone service plan. Students who need long distance services should make arrangements with a long distance carrier and use that carrier's access (usually dialing an 800 number) to make long-distance calls. For more information regarding telephone service, contact Telephone Services at (205) 726-2996.

Financial Aid Information

Students seeking financial aid should file the 2007-08 Free Application for Federal Student Aid (FAFSA) on line at www.fafsa.ed.gov. Our priority date is March 1, 2008. Students who filed the FAFSA on or before that date will comprise the first group for which we package and award financial aid for the 2008-09 academic year. FAFSAs filed after March 1, will be processed in the order they are received. Students may obtain information regarding financial aid online at www.samford.edu/admin/finaid or by telephone at (205) 726-2905 or toll free at 1-800-888-7245. Students are encouraged to use these resources for questions regarding financial aid at Samford University.

Refund Schedule

Refunds are first available within five (5) to seven (7) business days after financial aid has been credited (disbursed) to your student account. We cannot make refunds before that time. Disbursement of aid on your account is regulated based on the first day of class. The schedule below outlines the earliest date for each term/semester refunds will be available. These dates are subject to satisfactory completion/submission by the student of all needed information. The schedule is subject to change and may be adjusted to comply with federal regulation governing refunds to students. Unless otherwise noted, refunds are available in the office of the Bursar.

REFUND SCHEDULE FOR ACADEMIC YEAR 2006-07

		Undergrads		Law	Pharmacy
		Doctor of Ministry	Nurse Anesthesia (evening schedule)	Nursing-Nurse Anesthesia - semester	
		Divinity Graduate Business		Environmental Management	
Term	Year	1st Available Date	1st Available Date	1st Available Date	1st Available Date
Summer	2008	June 2	June 2	June 2	
Summer Part of term 3	2008	July 7			
Fall	2008	August 26	August 11	August 11 (1 st year students)	June 2 (4 th year students)
				August 11 (all other law students)	August 26 (1 st , 2 nd , 3 rd year students)
Fall B	2008		October 13		
Jan Term	2009	January 12			
Spring	2009	January 27	January 12	January 12	January 12
Spring B			March 9		

Drop and Add Policy for All Students

Class Drops and Adds

Drops and adds are changes in a student class schedule that do not involve complete withdrawal from school. During the drop/add period, these rules apply:

1. If a schedule change results in a reduction of the student's total credits (less than full-time), tuition may be adjusted within 30 days. Any reduction in a student's course load may result in an adjustment in the student's financial aid.
2. After the last day to drop course(s) without financial penalty, dropping course(s) will not result in a reduction of charges for tuition or fees.
3. There are no refunds of fees unless the course related to the fee is dropped, or one withdraws as outlined below.

Charges will be adjusted according to these financial policies and the credits taken by the student. Complete withdrawal from the University is covered under the refund and withdrawal policy.

Withdrawal Refund Policy for All Students

Student Withdrawal

The University is required to contract for a substantial amount of goods and services in advance. Most of these expenses are fixed and are not subject to change on short notice. Under certain circumstances, refunds are available to students who officially withdraw from the University. A student desiring to withdraw from the University must secure from and submit to the Student Records Office an official withdrawal form. This policy applies to all terms including semesters, summer terms, Jan Term and nine-week sessions.

Withdrawal Refund Policy for Fall and Spring Semester

1. In case of withdrawal or suspension within the first week of the semester, the student may receive a refund of 100 percent of tuition and room rent for that semester. The first week of a semester ends on the last day to drop course(s) without financial penalty.
2. In case of withdrawal or suspension after the first week of the semester, but before the end of the second week of the semester, the student may receive a refund of 90 percent of tuition and room rent for that semester. The second week of a semester ends on the first Wednesday following the last day to drop course(s) without financial penalty.
3. In case of withdrawal or suspension after the second week of the semester, but before the end of the third week of the semester, the student may receive a refund of 75 percent of tuition and room rent for that semester. The third week of a semester ends on the second Wednesday following the last day to drop course(s) without financial penalty.
4. In case of withdrawal or suspension after the third week of the semester, but before the end of the fifth week of the semester, the student may receive a refund of 50 percent of tuition and room rent for that semester. The fifth week of a semester ends on the fourth Wednesday following the last day to drop course(s) without financial penalty.
5. In case of withdrawal or suspension after the fifth week of the semester, but before the end of the ninth week of the semester, the student may receive a refund of 25 percent of tuition and room rent for that semester. The ninth week of a semester ends on the eighth Wednesday following the last day to drop course(s) without financial penalty.
6. In case of withdrawal or suspension after the ninth week of the semester, no refund of tuition or room rent is available.
7. In case of withdrawal or suspension, a board plan (meal charge) refund shall be calculated on a pro rata basis.

Withdrawal Refund Policy for Jan Term

Jan Term refunds are based on days instead of weeks, and the following applies. In case of withdrawal or suspension:

- On first and second day of classes, the tuition and room rent refund will be 100 percent.
- On the third day of classes, the tuition and room rent refund will be 90 percent.
- On the fourth day of classes, the tuition and room rent refund will be 75 percent.
- On the fifth day of classes, the tuition and room rent refund will be 50 percent.
- On the sixth day of classes, the tuition and room rent refund will be 25 percent.
- After the sixth day of classes, no tuition and room rent refund is available.
- Board plan (meal charge) refund will be calculated on a pro rata basis.

Withdrawal Refund Policy for Summer Term

Summer term refunds are based on the number of weeks as follows:

1. In case of withdrawal or suspension before the end of the last day to drop course(s) without financial penalty, the student may receive a refund of 100 percent of tuition and room rent for that term.
2. In case of withdrawal or suspension after the last day to drop course(s) without financial penalty, but before the end of the first week of the term, the student may receive a refund of 90 percent of tuition and room rent for that term. The first week of the term ends on the first Friday following the last day to drop course(s) without financial penalty.
3. In case of withdrawal or suspension after the first week of the term but before the end of the second week of the term, the student may receive a refund of 75 percent of tuition and room rent for that term. The second week of the term ends on the second Friday following the last day to drop course(s) without financial penalty.

4. In case of withdrawal or suspension after the second week of the term but before the end of the third week of the term, the student may receive a refund of 50 percent of tuition and room rent for that term. The third week of the term ends on the third Friday following the last day to drop course(s) without financial penalty.
5. In case of withdrawal or suspension after the third week of the term but before the end of the fourth week of the term, the student may receive a refund of 25 percent of tuition and room rent for that term. The fourth week of the term ends on the fourth Friday following the last day to drop course(s) without financial penalty.
6. In case of withdrawal or suspension after the fourth week, no refund of tuition and room rent is available.
7. In case of withdrawal or suspension, a board plan (meal charge) refund shall be calculated on a pro rata basis.

Refund Appeal

Students or parents who believe that they have individual circumstances warranting an exception to published refund policies may appeal. To appeal, the student or parent should contact:

Dean of Academic Services
Student Records Office
Samford University

