Financial Policies

- Tuition and Fee Information | 131
- General and Technology Fees | 132
- Housing and Meal Plan | 132
- Bookstore | 133
- Financial Clearance Agreement | 133
- Payment Plan | 133
- Billing Statements | 134
- Collection Policy | 135
- Students Employment | 135
- Employee Tuition Benefit | 136
- Family Discount | 136
- Alumni Tuition Discount Policy | 136
- Eighth-Semester Free Program | 137
- Refunds | 138
- Tax Forms | 139
- International Students | 139
- Adventist Colleges Abroad | 140
- Student Missionary Program | 140
- Release of Transcript or Diploma | 141
- Participation in Commencement Ceremony | 141
- Personal Property Loss | 142

Information

Student Accounts Office | Cashier Office
Washington Adventist University
7600 Flower Avenue • Takoma Park, MD 20912-7796
301-891-4210 | 301-891-4488 | Fax: 301-576-0115
studentaccount@wau.edu | accounting@wau.edu
Introduction
Washington Adventist University (WAU) is committed to giving every student the opportunity to obtain a Christian education. The Student Accounts office works alongside the Student Financial Aid Office to assist students and families in making a high-quality private education affordable. Parents and students are encouraged to plan early and be aware of the costs associated with obtaining a degree at Washington Adventist University.

In addition to WAU’s participation in the federal and state student aid programs, the university offers institutionally funded academic scholarships, need-based grants, music scholarships, and athletic scholarships. Additional financing options are available to parents of dependent undergraduate students and graduate students through the Federal Direct Parent PLUS Loan program, and private alternative loans. Please see a financial aid adviser for assistance.

The Student Accounts Office is responsible for:

- Financial Clearance
- Financial payment arrangements through a WAU payment plan, as well as accept payments through the Cashier Office.
- Providing assistance to questions regarding student tuition and fee charges, and financial aid credits.
- Generating billing statements related to student account receivables tuition and fee charges, student activity fees, general fees, technology fees, room and board fees, special class assessment fees, campus parking permit fees, etc.
- Posting of student refunds and adjustments.
- Posting tuition discounts and employee tuition benefits.
- Issuing 1098-T tax forms.

The Student Accounts Office has compiled helpful information about fees and expenses. Our goal is to make planning for education at WAU as stress-free as possible.

Student Accounts office hours:
Monday through Thursday — 9 a.m. to 5 p.m.
Friday — 9 a.m. to noon.

Cashier Office hours
Monday through Thursday — 9:30 a.m. to noon, 1 p.m. to 5:30 p.m.
Friday — 8:30 a.m. to noon.

Note: Both offices are closed for Convocation on Wednesdays from 11 a.m. to 12:30 p.m., except during the summer.
Tuition and Fee Information

Information on student costs is given below to assist in financial planning. Tuition, fees, and room and board charges are billed in full at the beginning of each semester. All other costs are billed monthly and are due the last day of the month. In the event that the institution experiences a transition from in-person instruction to virtual instruction, all tuition costs and fees will be treated as regular in-person instruction charges.

Semester Tuition Charges

- Under 12 semester credit hours .......... $975 per hour
- 12-18 semester hours package .......... $11,700 per semester
- Over 18 semester credit hours .......... $11,700 plus $975 per hour above 18

Estimated Student Budget

<table>
<thead>
<tr>
<th>Residence Hall</th>
<th>Nonresidence Hall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester</td>
<td>Year</td>
</tr>
<tr>
<td>Tuition (12-18 hours)</td>
<td>$11,700 ...... $23,400</td>
</tr>
<tr>
<td>General fee (12+ hours)*</td>
<td>$450 ........... $900</td>
</tr>
<tr>
<td>Technology fee (12+ hours)**</td>
<td>$450 ........... $900</td>
</tr>
<tr>
<td>Books/supplies (estimate)</td>
<td>$600 .......... $1,200</td>
</tr>
<tr>
<td>Double room and board</td>
<td>$5,049 ...... $10,098</td>
</tr>
<tr>
<td>Single room and board</td>
<td>$6,064 ...... $12,128</td>
</tr>
</tbody>
</table>

Total estimated costs $18,749 .... $37,498........ $13,700 ...... $27,400

* Less than six hours, $110 per semester general fee.
Six to 11 hours, $225 per semester general fee.

** Less than six hours, $110 per semester technology fee.
Six to 11 hours, $225 per semester technology fee.

Special Fees and Charges

- Confirmation fee (U.S. citizens) .................................................. $175
- Confirmation fee (Non-U.S. citizens escrow) ................................ $2,000
- Applied music fee ........................................................................ $165
  
  Music majors and minors are charged applied music fees
  for only the first MUPI (private instruction course) each semester

- Athletic fee (all athletes per year) .................................................. $500
- Challenge and validation exam fee ................................................ $125
- Credit by examination (recording fee per credit hour) ............... $50
- Experiential Education | Internship fee .............................................. $50
- Experiential learning evaluation fee (SGPS) ............................... $150
- Foreign Language Assessment Test Service (FLATS)
  
  Recording fee per credit hour .................................................. $50
- Insufficient funds check fee and penalty ....................................... $50
- Nonrefundable graduation application fee ................................. $85
- Online technology fee (SGPS) ..................................................... Per SGPS online course $200
- Parking fee (per semester)......................................................... $50
- Portfolio fee (teacher certification) ............................................. $50
- Private music instruction, non-academic credit ............Half-hour session $490
- Residence hall room reservation ............................................. Cash payment of $150
- SGPS registration fee (one-time fee) .......................................... $275
- Senior Class dues .......................................................... Determined by the senior class
Summer tuition (per credit hour) ................................................................. $345
Student ID card replacement .......................................................... Cash payment of $50
Transcript fee (non-rush) ................................................................. $5
Transcript fee (rush) .............................................................................. Cash payment of $10
WAU payment plan administrative fee (per semester) ..................... $75
Withdrawal fee ......................................................................................... $100

NOTE: Laboratory/course fees are assessed for courses requiring clinical supervision, specialized equipment or laboratory supplies. Additional fees are assessed for courses requiring specific materials. Nursing students may be assessed extra fees by the Nursing department. See the Course Information section beginning on Page 309 for approximate fees that may be associated with each course. The university reserves the right to adjust the laboratory/course fees during any given time of the school year.

General Fee
The general fee applies to all students and defrays the cost for WAU campus activities, health services, student association, campus life, library resources, and intramural sports programs. The fee is $450 for students registered for 12 or more credit hours per semester. For a student enrolled for six to 11 credit hours per semester, the fee is $225. If the student is registered less than six hours per semester, the fee is $110.

This fee is charged at registration and is nonrefundable, except for complete withdrawals. If the student completely withdraws from the university, the fee is refundable on a prorated basis per WAU’s refund policy. The general fee makes contributions to campus activities, health services, Student Association and Campus Life, library resources, and intramural sports programs. The general fee does not cover transcript or rush transcript request fees.

Technology Fee
The technology fee applies to all students and defrays the cost for WAU’s computer labs available to all students, classroom technology, instructional technology, telecommunications, wireless, and other technology on campus. The fee is $450 per semester for students registered for 12 or more credit hours and $225 for students enrolled for six to 11 credit hours. For students registered for less than six hours, the fee is $110. The fee is charged at registration and is nonrefundable except for complete withdrawals. If the student completely withdraws from the university, the fee is refundable on a prorated basis per WAU’s refund policy.

Housing and Meal Plan
Students who live in the residence halls are required to be on the meal plan. The cost for the meal plan for one semester is $2,814. The cost of the meal plan entitles students to eat all they wish when the dining room is open. Community students may pay a flat rate in cash for each meal on a declining balance card. Contact Dining Services for more information about the balance card.

RESIDENCE HALL COSTS — Single students under 21 years of age not living with family are required to reside in the University residence hall. These
accommodations are charged by the semester at the rate of $2,235 (double occupancy) or $3,250 (single occupancy). Students will not be refunded for absences from the residence hall during regular vacation or for other reasons as long as the student’s personal effects remain in the room.

Before checking into the residence hall at the beginning of a semester, students must be financially cleared. Likewise, students already domiciled in the residence hall must be financially cleared to remain in the residence hall at the beginning of each semester. Financial clearance is obtained through the Student Accounts office located in Wilkinson Hall, Room 351.

A $150 reservation deposit will be refunded once the student correctly checks out with the residence hall dean. The deposit will be applied to the student’s account. A student will be charged for any loss or damage to the room or its furnishings See the residential hall dean for more information.

**Bookstore**

Books required for classes may be purchased at the University Bookstore All currently registered and financially cleared students with valid identification codes may charge books and school supplies to their student accounts. If students reach the maximum amount available, they will not be allowed to make an additional purchase without the approval of the Office of Student Accounts. The WAU bookstore accepts cash, checks, Visa, American Express, Discover and MasterCard.

**Financial Clearance Agreement**

The purpose of the Financial Clearance Agreement is to ensure students understand their financial obligations to Washington Adventist University upon registering for classes. Financial clearance must be obtained each semester to finalize the registration process. The deadline for non-SGPS students is August 27, 2021 for Fall 2021. The deadline for non-SGPS students is January 7, 2021 for Spring 2022.

Registration is not final until a signed financial clearance agreement and promissory note have been turned in to the Student Accounts office. Students will not be allowed to register for any subsequent semesters or obtain financial clearance until all outstanding balances are $1,000 or less. Students must obtain financial clearance and remain financially cleared to move into the residence halls and/or remain in the residence halls. Students who do not obtain financial clearance by the deadline or Friday before classes begin will be dismissed and deregistered from their courses.

**Payment Plan**

For students who are not able to make payment in full for each semester's expenses, Washington Adventist University offers an interest-free payment plan. Payment plans for the 2021 Fall semester begin in July and end in December. Payment plans for students who enroll for the 2022 Spring semester start in October and end in April.
Any obligation(s) incurred during the semester will be billed by the university and will be due as noted on the itemized monthly statements. Failure to make payments by the 25th of the month may result in the student’s immediate dismissal. Students will receive a financial hold (FH) and will not be allowed to register for any subsequent semesters or obtain financial clearance until all outstanding balances are $1,000 or less. A $75 processing fee will be applied and included in the first month’s payment each semester.

Balances due after financial aid, scholarships, and subsidies are subtracted will be divided into monthly installments for the semester only. The monthly installment amount is due by the 25th of each month irrespective of pending aid.

Please contact Student Accounts for more information about the WAU Tuition Payment Plan. Payments can be made directly to WAU online through WebAdvisor at webadvisor.wau.edu, with the Cashier Office located in Wilkinson Hall, Room 104A, by phone at 301-891-4488, or by mail to the address listed under billing statements.

Note: The university is converting to new platforms that students can use to manage their academic and financial records. As a result, WebAdvisor may be phased out and eventually replaced in the middle of the academic year. Announcements regarding use of any online platforms will be made when change is finalized.

Billing Statements

Itemized statements are issued each month and reflect the account activity for the previous month. Tuition, required fees, residence hall room charges, and meal plans will appear on the first month’s statement. Other charges will appear as they are incurred. Pending financial aid will be subtracted from the amount owed, with the remaining balance the responsibility of the student. Statements are mailed to the preferred address provided to Washington Adventist University by the student.

It is expected that statement balances will be paid by the 25th of each month. The University operates on a cash basis and is dependent upon prompt payment of accounts.

Payments can be made online through WebAdvisor at webadvisor.wau.edu, with the Cashier Office located in Wilkinson Hall Room 104A, or by phone at 301-891-4488. Lastly, by checks or money order made payable to Washington Adventist University and sent to:

Washington Adventist University
Office of Student Accounts
7600 Flower Avenue
Takoma Park, MD 20912-7796

Please include student identification number on check or money order. Students are required to keep their addresses current with the Office of the Registrar to ensure timely notification of their itemized statements.

Note: The university is converting to new platforms that students can use to manage their academic and financial records. As a result, WebAdvisor may be phased out and eventually replaced in the middle of the academic year. Announcements regarding use of any online platforms will be made when change is finalized.
Collection Policy
Students completing or terminating their studies with the University are required to make arrangements for paying any unpaid accounts. If satisfactory arrangements are not made within 30 days after leaving the University, the student’s account will be placed with a collection agency or attorney.

Prompt payment of their accounts will assist students in establishing and maintaining an excellent credit rating, as the payment status of both current and delinquent accounts are reported to credit bureaus. If the university is required to employ a collection agency or an attorney to collect defaulted accounts, all charges for collection services, including court costs, will be added to the student’s account.

By their enrollment and continued attendance at the University, students agree to pay all actual collection costs, late fees, interest, and attorney’s fees incurred by WAU in the course of collecting the student’s account and acknowledges that those fees typically will not be less than an amount which is 35 percent of the outstanding account balance. Please contact a collections specialist for additional assistance at collection01@wau.edu.

Student Employment
Washington Adventist University is committed to assisting students with job placement. Opportunities exist for part-time work on and off campus. The Office of Human Resources posts job opportunities. The employment postings appear online at wau.catsone.com/careers and on the bulletin board outside the Office of Human Resources located in Wilkinson Hall, Room 431. The student must be eligible to work in the United States, have a Social Security number, and be a registered and financially cleared full-time student. Students need to consider their class schedule when determining their work availability.

For details on student employment policies, including the maximum number of hours students may work on campus, see the Washington Adventist University Employee Handbook.

Students employed on campus who wish to credit a percentage of their earnings directly to their account may do so by completing a Payroll Deduction form. The form is available in the Office of Human Resources. Once the account is paid in full, the student can discontinue the payroll deductions by indicating the change on a new Payroll Deduction Form. The student may request the money from their account when a payroll deduction creates a credit balance.

Students who wish to have tithe deducted from their earnings may exercise this option by indicating on the appropriate form. The form is available in the Office of Human Resources.

Student employees may pick up their payroll checks at the Accounting Services cashier window every other Thursday after 1 p.m. The office hours are 9:30 a.m. to 5:30 p.m. Monday through Thursday and 8:30 a.m. to noon on Friday. The office is closed from 11 a.m. to 1 p.m. Mondays and Wednesdays, and from noon to 1 p.m. on Tuesdays and Thursdays, except during the summer.
Employee Tuition Benefit

Washington Adventist University provides a tuition assistance program to eligible employees. See the Washington Adventist University Employee Handbook for additional information. All eligible employees who choose to use this benefit should turn in signed and approved copies of the documents to the Office of Human Resources. The form is available in the Office of Human Resources.

Family Discount

When two students from the same immediate family are both enrolled as traditional full-time students (taking 12 hours or more) at Washington Adventist University, and each has the same financial sponsor, a tuition discount of 5 percent will be applied to each statement. A 10 percent discount will be applied when three or more students have the same financial sponsor and are enrolled as traditional full-time students.

The discount will not be given to students receiving WAU Tuition/Education Assistance or to students admitted into the School of Graduate and Professional Studies (SGPS). The Office of Student Accounts must receive written notice from the financial sponsor to receive this discount.

Alumni Tuition Discount Policy

All alumni of Washington Adventist University who have earned a Bachelor of Arts, Bachelor of Science or Bachelor of Music degree from the University are eligible for a 50 percent tuition discount on all classes taken for credit subject to the following conditions:

1. The alumnus must pursue a second undergraduate degree not related to the degree already earned.
2. The class must have vacancies.
3. The class must be needed by at least five other students paying full tuition.
4. The alumnus must have been out of school for a minimum of one year (12 months).
5. The alumnus would not be eligible for any other form of WAU-based scholarship.
6. The discount would not apply to any reduced tuition programs such as School of Graduate and Professional Studies or Bachelor of Science in Nursing for RNs.
7. The discount does not apply to fifth-year certification programs, Master of Arts, MAT programs or graduate programs.
8. The amount of the 50 percent tuition discount will be calculated on the traditional student tuition rate.

If the University is offering special programs or summer tuition rates that are lower in cost than the 50 percent discount on traditional student tuition, then the alumnus must enroll at the program’s regular tuition rate.
Eighth-Semester Free Program

Freshmen who qualify for the Eighth-Semester Free (four years) program can obtain their eighth semester tuition-free. The discount is available to incoming freshmen, including international, who sign and submit a Commitment Form in the Office of Admissions and commit to completing their degree in eight consecutive semesters (four years) or 10 consecutive semesters (five years) if enrolled in a five-year program.

WAU will cover the final semester of tuition, up to the block rate of tuition, for students who pass a review by the Office of the Registrar and Student Financial Services for graduation by the end of their seventh or ninth semester. The discount does not apply to fees or room and board. To qualify for the Eighth-Semester Free program, a student must:

1. Apply for Eighth-Semester Free Program with Admissions immediately after being accepted to WAU and before the start of their first semester
2. Sign the Eighth-Semester Free Commitment form
3. Be a new traditional undergraduate full-time freshman pursuing a degree
4. Maintain continuous full-time enrollment at WAU for eight consecutive semesters, or 10 consecutive semesters (five years) if a program requires an additional year, including Adventist Colleges Abroad (ACA) semester(s).
5. Maintain a minimum 2.0 cumulative grade point average and maintain a minimum of a “C” or better in all major courses. Nursing students must also fulfill eligibility requirements as defined by the Nursing Department
6. Remain in good disciplinary standing per the university’s Standards of Conduct
7. Complete their degree in eight or 10 consecutive semesters
8. Apply for graduation before their final semester

The Eighth-Semester Free Program is awarded as a scholarship and does not apply to transfer students, SGPS students, and courses completed in the final semester at outside colleges and universities, including Griggs University.

Students receiving their Eighth-Semester Free are ineligible for other institutional aid including athletic scholarship, music, academic scholarship, Student Association scholarship, need grant, alumni scholarship, WAU grant, mock trial scholarship, and the like.

Students may withdraw their Eighth-Semester Free Commitment if accepting the scholarship results in the loss of institutional aid totaling more than the Eighth-Semester Free amount.

An Eighth-Semester Free recipient who does not graduate when expected will forfeit the free tuition and will be required to pay for the semester.
Refunds

Credit Refund Policy

If federal student aid disbursements to the student’s account create a credit balance, the credit balance will be refunded directly to the student or parent within 14 days after the date the balance occurred on the student’s account. Credit refunds are issued in the form of a check by Accounting Services through the Cashier Office on Tuesdays and Thursdays.

Should students want to hold their credit balance until the next semester, they must submit a Federal Student Aid (FSA) Credit Balance Authorization form to Student Accounts. Parents receiving a Federal Parent PLUS loan that results in a credit balance must submit a signed FSA Credit Balance Authorization form if they would like to hold the credit balance on the student’s account instead of receiving the refund.

Students withdrawing from classes or school after a credit refund has been issued will be responsible for the balance of their account. Please contact a Student Accounts adviser for WAU payment plan options.

Schedule Changes/Withdrawal From All Classes

Students who withdraw from all classes or change their class schedule will receive a refund of tuition, fees and room charges based on the refund schedule listed below. If the student has not attended any classes and/or receives a grade of AW for non-SGPS students, 100 percent of fees and charges will be refunded. A $100 withdrawal fee will be charged if no classes have been attended including confirmation of a completed withdrawal form. See the Office of the Registrar for more information regarding the submission of the withdrawal form.

If the student has attended one class for one day of the week, the following is applied (shorter period for summer registration):

<table>
<thead>
<tr>
<th>Week</th>
<th>Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>100 percent</td>
</tr>
<tr>
<td>2</td>
<td>90 percent</td>
</tr>
<tr>
<td>3</td>
<td>80 percent</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Week</th>
<th>Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>70 percent</td>
</tr>
<tr>
<td>5</td>
<td>60 percent</td>
</tr>
<tr>
<td>6</td>
<td>50 percent</td>
</tr>
</tbody>
</table>

After the sixth week of classes, no refund will be given.

Financial aid received by students who completely withdraw from classes during a semester will be refunded to the appropriate federal aid program based on the student’s withdrawal date and the applicable refund policy.

See Financial Aid Refund Policy, Page 97.

Residence hall students withdrawing from all classes must contact the residence hall dean and complete checkout within 24 hours. Refunds on residence hall room charges will be prorated to the exact day of moving.

Students changing their schedules or withdrawing from school need to visit the Office of the Registrar and complete an add/drop form.
Refunds will appear on the next regular monthly statement. Students may exchange classes by dropping and adding equal credit hours at no additional tuition charge. Students may also drop or add within the block of hours (12 to 18) without incurring other charges or receiving a refund.

Students who fall below 12 credits may be charged $975 per credit hour and students who go above 18 credits will be charged $975 per credit hours. 

See the Student Financial Aid office for more information on how this may affect financial aid.

**Tax Forms**

The Form 1098-T is a tuition statement that colleges and universities are required to issue to most students who paid for “qualified educational expenses” in the preceding calendar year. Qualified educational expenses include tuition and mandatory enrollment fees as well as equipment fees that are required for your courses. However, the university is not required to prepare Form 1098-T for every student even if they paid for qualified educational expenses.

This includes students whose entire qualified tuition and expenses were entirely waived or paid with scholarships, or covered by formal billing arrangements between WAU and the student’s employer or a government entity such as the Department of Veteran Affairs.

Courses for which no academic credit is offered or earned even if the student is otherwise enrolled in a degree program, or students who are nonresident aliens, i.e. not tax residents of the United States of America. (Please note WAU’s general practice has been to provide nonresident aliens with a Form 1098-T, when applicable, even though its not legally required to do so.)

If you are eligible to receive Form 1098-T, then your 2021 1098-T Tax form will be available by January 31, 2022. Forms will be available immediately through WebAdvisor for students who submit an electronic consent or otherwise mailed to the preferred address provided to WAU by the student.

**Note:** The university is converting to new platforms that students can use to manage their academic and financial records. As a result, WebAdvisor may be phased out and eventually replaced in the middle of the academic year. Announcements regarding usage of any online platforms will be made when change is finalized.

**International Students**

In addition to the academic requirements, international students must:

- Deposit $2,000 before an I-20 student visa is granted. (Students from Canada, Bermuda and the Bahamas are exempt from the escrow deposit). The deposit will be held in escrow until the student’s academic program is completed.

- Provide proof of ability to pay their educational expenses for each academic year (financial documentation such as bank statements, tax records, letter of employment stating salary, and the like) and complete an Affidavit of Support (Form I-134).
International students are eligible to participate in the WAU Payment Plan. Please check with the Office of Student Accounts, Room 351, Wilkinson Hall, for additional information.

Adventist Colleges Abroad
The Adventist Colleges Abroad (ACA) is an opportunity for qualified undergraduate students to learn a foreign language and become immersed in a new culture while completing requirements of their programs at WAU. See Academic Information – Foreign Language and Culture Study, Page 30, for participating institutions, eligibility and application procedures.

Before participating in ACA, students must:

1. Be accepted into a matriculating program.
2. Attend WAU for one academic year before participating in the ACA program.
3. Pay in full the remaining ACA balance after financial aid is applied to their account before attending ACA. The total cost to study abroad varies by ACA institution.
4. Before leaving to participate in ACA, the student’s past and current account balances must be paid in full.

Students enrolled in the Adventist Colleges Abroad program through WAU may apply for federal and state student financial aid. Financial aid will only be processed for those students who have attended WAU for one academic year. WAU institutional scholarships, excluding Eighth Semester Free, cannot be used for ACA. Financial aid covers tuition only. Room and board, flight, and other costs are not covered by financial aid and must be paid independently by the student.

Dependents and spouses of WAU employees can participate in ACA. WAU Educational Benefit will be 70 percent of WAU’s rate of tuition. The amount is determined once earned ACA quarter hours are converted to semester hours. Generally, 18 quarter hours are the equivalent of 12 semester hours. An ACA student must complete 18 quarter hours to receive the full Pell Grant and Maryland State Grant amounts.

WAU’s ACA faculty adviser can provide any information students, and their families may need to assist in planning a study abroad experience.

Information
Jonathan Scriven, D.IR. | ACA Director
jscriven@wau.edu

Student Missionary Program
Before leaving on a student missionary or task force assignment, the student’s account must be paid in full.
Release of Transcript or Diploma

By action of the WAU Board of Trustees, a diploma or official transcript may not be released until the following criteria are met:

- The student’s account is paid in full.*
- The student’s Federal Perkins and Federal Nursing loans are current.
- The student completes the Federal Perkins Loan, Nursing Loan, or Direct Loan exit interview(s).

* In the case of professional exams, internships, USCIS, and NAIA (for student eligibility) a transcript will be sent directly to the professional examiners, the student’s employer (for an internship), USCIS, or NAIA.

A money order can be used to cover the balance of the student’s account to expedite the release of transcripts, diplomas, and other legal documents. Requests for transcripts must be in writing and signed by the student.

For further details, see Academic Information – Requesting Transcripts, Page 45.

Participation in Commencement Ceremony

In addition to academic requirements, graduation candidates must meet the following financial requirements before they will be permitted to participate in Commencement (march in the Commencement ceremony), receive their diploma, or receive their transcripts.

1. Account balance and estimated charges must be paid in full by April 1, 2022, for spring graduation/participation in Commencement ceremony.
2. Debts owed to the Collections Department due to a bad debt account must be paid in full.
3. Employee account expenses incurred due to student employment must be paid in full.
4. Rent account expenses due to living arrangements in school housing must be paid in full.
5. Federal and Perkins loan exit interviews must be completed.

Please contact the Office of Student Accounts for more information.
Personal Property Loss
The university cannot accept responsibility for any losses or damage to personal property of any student. It is highly recommended that students obtain personal insurance while enrolled at the university.