

Financial Information

Tuition and Student Fees

Florida Residency for Tuition Purposes

Tuition and fees at each public institution in Florida are set by the Florida Legislature with limited flexibility given to university Boards of Trustees. These fees are assessed on the basis of residency, i.e., enrolling students are classified either as “Florida” or “Non-Florida” students.

In the determination of resident status for tuition purposes, it is the policy of the University of North Florida to follow laws of the state of Florida as well as regulations and policy guidelines established by the Florida Board of Governors. The policy on residency status for tuition purposes as adopted by the University of North Florida is subject to Florida Statute 1009.21 and the Florida Board of Governors Resolution. The guidelines listed here do not comprise a comprehensive statement regarding residency status for tuition purposes in the state of Florida. Please refer to the FACTS.org home page, www.facts.org/html_sw/residencyguidelines.html, for further information.

The law allows U.S. citizens and lawful permanent residents to be classified as a Florida resident for tuition purposes if the applicant or the dependent applicant’s parent/legal guardian has been a legal resident of the state for at least 12 months preceding the first day of classes of the term for which Florida residency is sought.

If a student meets all of the following criteria, they will be classified as a Florida resident at the time of their application:

Students requesting Florida resident status as an **independent person** must meet all of the following criteria to receive Florida residency status at the time of application:

1. The student’s nation of citizenship is the United States;
2. The student is 24 years of age or over;
3. The student’s permanent address is a Florida address;
4. The high school from which the student graduated is a Florida high school;
5. Every institution the student attended is located in the state of Florida;
and
6. The student provides written or electronic verification that he or she has been issued two of the following three Florida documents that are dated more than 12 months old:
 - a. a voter’s registration,
 - b. a driver’s license, or
 - c. a vehicle registration.



Students requesting Florida resident status as a **dependent person** must meet all of the following criteria to receive Florida residency status at the time of application:

1. The student is eligible to be claimed by his/her parent or legal guardian as a dependent under the federal income tax code;
2. The student’s nation of citizenship is the United States;
3. The student is under 24 years of age;
4. The student’s mother, father or legal guardian is the person claiming Florida residence;
5. The student’s mother, father or legal guardian claiming Florida residence has a Florida permanent legal address;
and
6. The student’s mother, father or legal guardian claiming Florida residence provides written or electronic verification that he or she has been issued two of the following three Florida documents that are dated more than 12 months old: a voter’s registration, a driver’s license or a vehicle registration.

If the student requesting Florida residency does not meet all of the criteria listed above, he or she must be evaluated further to determine his or her residency status. The student will need to provide clear and

convincing evidence that establishes that he or she, or if dependent, the student's mother, father, or guardian, has been a Florida resident for the preceding 12 months.

The documentation may include, but is not limited to, the following: driver's license, voter's registration card, vehicle registration, declaration of domicile, proof of purchase of a permanent home, transcripts from a Florida school for multiple years, proof of permanent full-time employment, a professional or occupational license, Florida incorporation, documents evidencing family ties, proof of membership in organizations, and any other documentation that supports the student's request for resident status.

Dependent or independent status will be based on a copy of a student's or his or her parents' most recent tax return. A dependent person will be one for whom 50 percent or more of his or her support has been provided by another as defined by the Internal Revenue Service. An independent person will be one who provides more than 50 percent of his or her own support.

A student, or if a dependent his or her father, mother or guardian, must maintain legal residence in the state of Florida for at least 12 months immediately prior to the first day of classes of the term for which residency status is sought in order to be considered a Florida resident. The burden of providing the documentation, which justifies the classification of a student as a resident for tuition purposes, rests with the applicant. The university may establish submission deadlines for all documentation that will be used to determine residency for tuition purposes. All determinative documents must be dated at least 12 months before the first day of classes for the term in which residency is sought. Students who are dependent on out-of-state parents or who come to Florida solely for educational purposes are generally ineligible for reclassification to Florida status.

If Florida residency for tuition purposes is denied, the student may file an appeal in writing to the Enrollment Services Appeal Committee for a final decision. Students will be notified in writing of the classification decision following an appeal.

Reclassification

All requests for change of residency with supporting documentation should be submitted to One Stop Student Services within the deadline period noted in the University Calendar during registration for any term. Requests will be reviewed and approved if documentation meets SUS Florida residency reclassification requirements. If the reclassification request is denied, the student may file an appeal, in writing, through the Enrollment Services Appeal Committee. Students must provide copies of all documentation with their appeal. Students will be notified in writing of the final reclassification decision.

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Tuition and Student Fee Schedule

Fees are subject to change without prior notice. Please contact the Cashier's Office at (904) 620-2472 or refer to their website for current tuition information at www.unf.edu/dept/controller/cashier.htm.

Application Fee: (non-refundable; each applicant) \$30

Tuition Fees: (per credit hour; includes Student Fees) for 2008-2009 are:

Graduate	Resident	Non-Resident
5000-7000 level courses	\$266.27	\$857.61
Nurse Anesthetist and	Resident	Non-Resident
Physical Therapy courses	\$281.70	\$932.17

Please refer to the Cashier's website at www.unf.edu/dept/controller/cashier.htm for 2008-2009 tuition.

Material Fee: Various fees may be assessed for certain courses: \$15 certain art courses; \$15 painting courses; \$30 all graphic design courses; \$20 printmaking courses; \$40 all ceramics and sculpture courses; \$50 all photography courses; \$35 certain music courses; \$15 or \$20 certain psychology courses; \$15 certain nursing courses; \$19 Wall Street Journal fee.

Laboratory Fee: Various fees may be assessed for certain courses: \$15 certain nursing courses; \$30 all biology, chemistry and physics classes; \$15 or \$20 certain physical therapy courses; \$15 or \$20 certain health science courses; \$30 certain computer science and engineering courses.

Distance Learning/FEEDS: A fee of \$50 will be assessed for students enrolling in distance learning sections (including FEEDS) of video-based courses conducted in the Donald D. Farshing Video Production Classroom to help supplement the additional costs involved in delivering these classes.

Orientation Fee: First-time-in-college and transfer students will be assessed a one-time, non-refundable fee of \$35.

Late Registration Fee: A fee of \$100 will be assessed for failure to register within prescribed periods.

Reinstatement Fee: A fee of \$100 will be assessed when students reinstate into courses from which they were purged for non-payment.

Late Payment Fee: A fee of \$100 will be assessed for failure to pay or pend within the prescribed payment period.

Returned Check Fee: Payments made by check which are returned for any reason (i.e. insufficient funds, stop payment, account closed, etc.) will be assessed a service fee based on the following schedule:

- \$25 If face value of check is \$.01 to \$50
- \$30 If face value of check is \$50.01 to \$300
- \$40 If face value of check is \$300.01 to \$800
- 5 percent of face value of check that exceeds \$800

Restitution must be made by cash, money order or certified check. If the University has received one returned check, future payments must be made with certified funds (cash, money order, credit card). Personal checks will not be accepted.

Duplicate Diploma Fee: There is a \$10 fee for duplicate diplomas.

Transcript Fee: There is a \$8 fee per transcript. Students will receive two official copies free when they receive their baccalaureate and/or graduate diplomas.

Identification Card: The OspreyCard is a multipurpose services card that students are required to carry. It serves as a student identification card, library card, debit card for meal plan and flexbucks, vending card, and a membership card for currently enrolled students. The OspreyCard is required for students to access a variety of campus services such as the Fitness Center, Pool, Intramural Sports, Student Health, athletic events and SG events. Students can use the prepaid debit function and receive vending discounts for beverages and snacks, and in laundry facilities in Housing. Discounts are offered by some local merchants for students presenting their OspreyCard. The OspreyCard Office is located in Daniel Hall, Bldg. 1, Room 1600. An annual charge of \$7 will be placed on the student account for card services. Replacement cards are \$15. For more information and details call the OspreyCard Office at (904) 620-4000.

Parking Permit Fees: All vehicles parking on campus must display a valid UNF parking permit. Students who do not buy an annual or term permit should park in lot 18 or lot 53 and purchase a Day Permit from the permit dispensers for \$2.80 plus sales tax = \$3 total per day. All other permits can be purchased on-line via myWings Web portal or at the Cashier's Office.

**Fees for permits that are available to students
August 2008 - August 2009:**

1st floor garages annual	\$261.68 + sales tax = \$280 total
Premium annual	\$149.53 + sales tax = \$160 total
Premium term	\$ 88.78 + sales tax = \$ 95 total
Housing annual	\$191.58 + sales tax = \$205 total
Housing term	\$116.82 + sales tax = \$125 total
Discount annual	\$ 88.78 + sales tax = \$ 95 total
Discount term	\$ 51.40 + sales tax = \$ 55 total
Motorcycle annual	\$ 60.74 + sales tax = \$ 65 total

Permits are available as hanging or as affixed decals (except for motorcycle permits which are only available as affixed decals).

Please refer to the Parking Services website www.unf.edu/parking or call (904) 620-2815 for general parking information.

Shuttle Bus Service: An on-campus shuttle bus service is available providing easy access around UNF. Operating hours are usually Monday through Friday 7 a.m. to 3 a.m. and Sunday evenings from 6 p.m. to 12 a.m. There is no service on Saturdays. A transportation access fee of \$3.85 per credit hour will be charged to all students. Students are not required to show ID nor pay any additional amount when utilizing the shuttle service. For more information on the shuttle and route maps, visit www.unf.edu/shuttle or call (904) 620-1186.

Fee Payment

All fees must be paid or pended in the Cashier's Office by the date listed in the University Calendar online unless you are automatically pended. Failure to pay or pend may result in registration cancellation, but not necessarily fee liability. A \$100 late payment fee will be assessed on all fees not pended or paid in full by the date listed in the University Calendar. If your tuition bill is deferred against pending financial aid, your aid must be disbursed to your account prior to the expiration date or you will be assessed a \$100 late fee. FINANCIAL AID IS NOT AUTOMATIC. You should check your myWings account on the status of your aid and to ensure that you've completed all documents, signed promissory notes for loans, etc. NOTE: You must be enrolled in at least 6 credit hours to qualify for Bright Futures and student loans.

A fee transaction, regardless of amount, confirms a student's intention to attend all courses for which he/she is still registered at the close of the drop/add period, and grades will be assigned unless the student officially withdraws. Students are fee liable for all courses they register for (unless they drop the course by the published deadlines to do so) regardless of attendance in the class.

A fee payment check returned for any reason (i.e., insufficient funds, stop payment, account closed) does not cancel the student's fee liability. A service charge and a \$100 late payment fee will be assessed and the payment must be made by cash, money order or certified check. If the University has received one returned check, future payments must be made with certified funds (cash, money order, credit card). Personal checks will not be accepted.

Florida Prepaid

There are two main types of tuition prepaid contracts—tuition or tuition and local fees. Tuition accounts cover the matriculation, financial aid, building & capital improvement fees (at the undergraduate rate—currently \$86.01 per credit hour). The students with tuition only accounts will have to pay the local fees (currently \$34.22 per credit hour) by the tuition due date to avoid a \$100 late payment fee assessed to their account. Students who have tuition and local fee accounts have most of their fees covered, but will have the transportation access fee (currently \$3.85 per credit hour) and other nominal charges (such as ID card fee) to pay.

The Cashier's Office automatically defers the Prepaid amount on the student's bill based on the number of credit hours registered or the number of hours remaining on the student's prepaid plan, whichever is less. Students who do not want the University to bill Prepaid for a particular semester must submit an **opt-out** form to the cashier's office by the end of the second week of the semester. The opt-out form is valid for one semester only, and must be completed every semester you wish to opt out. The form is available in the Cashier's Office and online at www.unf.edu/dept/controller/cashier/student_forms/htm.

Students who have Florida Prepaid for dormitory charges must submit a copy of their Prepaid card to housing by the housing due date. Student's accounts are not credited until the payment is received by Florida Prepaid.

Reinstatement of Registration

Students whose registrations are cancelled due to failure to pay or pend fees may apply for reinstatement by submitting a reinstatement petition to One Stop Student Services prior to the reinstatement deadline (which is the end of the third week of classes as noted in the University Calendar that appears online). Students must reinstate in all courses for which they were originally registered. If reinstatement is approved, the student must pay all delinquent financial liabilities and will be charged a \$100 reinstatement fee and a \$100 late payment fee.

Fee Refunds

Full refunds will be issued for each course dropped before the close of the drop/add period indicated in the University Calendar online. Students can drop courses in person, or online via the myWings web portal. A full refund will be made for University cancellation of courses or denial of a student's admission to a course. Courses dropped within this period will not appear on the student's transcript.

After the close of the drop/add period, students who **completely** withdraw from the University will receive a 25 percent refund (less building / capital improvement

fees). This refund is dependent on the University's approval of a student's written notice of withdrawal from the University. Such written notice should be made in person at One Stop Student Services by the date indicated in the University Calendar as the last day to receive a 25 percent refund; however, written notice of withdrawal may be given by mail postmarked by the 25 percent refund deadline. This 25 percent refund applies only to fall, spring and cross-term summer.

Fee Petitions

To request a full refund after the drop/add period, a student may file a petition if one of the following conditions are met and documentation is provided:

1. Student's involuntary call to active military duty.
2. Death of the student or a member of the student's immediate family (parent, spouse, child, sibling).
3. Incapacitating illness of such duration or severity, as confirmed in writing by a physician, that completion of the term is impossible.
4. A situation in which the University is in error.

To file a fee petition, a student, or someone acting on the student's behalf with written authorization, must:

- a. officially withdraw from the course(s) or the University;
- b. complete a fee petition available in the lobby of the Cashier's Office (Building 1, Room 1230) and attach documentation supporting one of the conditions indicated above;
- c. submit the fee petition with appropriate documentation to the Controller's Office for processing.

The petitioner will be notified of outcome after committee review. Students have six months from the assessment of the fees in question to file a fee petition. Petitioning for a refund is not a guarantee that a refund will be approved. The decision of the Fee Committee is final.

Students may not petition for a refund of the third attempt repeat surcharge.

Tuition fee refunds provided to students will be processed against any outstanding charges prior to remitting a check to the student.

Financial Holds

Failure to pay outstanding amounts due UNF will result in a financial hold being placed on the student's records and the registration process. A financial hold prohibits processing of requests for transcripts, registration, reinstatement, enrollment verification, release of grades, and receipt of diploma until the debt is cleared by the Cashier's Office.

Waiver of Tuition:

Florida Residents over 60 Years of Age

Waivers are available to Florida citizens over the age of 60. Citizens using these waivers are restricted to

registering in certain courses on a space-available basis and must register as auditing (seating privilege). Registration may be done in person or via myWings on the date(s) listed on the website. No waivers will be processed after this date. The University will automatically pend Senior Citizen Waivers if properly registered in One Stop Student Services. Waivers do not waive late registration, reinstatement fees, or miscellaneous fees.

Children of law enforcement officers and fire fighters who are unlawfully and intentionally killed while performing their duties

Florida statutes provide that the state shall pay certain educational expenses for the children of law enforcement officers and firefighters who are unlawfully and intentionally killed while performing their duties.

Additionally, any dependent child of a Special Risk member of the Florida Retirement System may receive a full waiver of undergraduate fees at a state university if the Special Risk member was killed in the line of duty. Check for all registration and deadline information at One Stop Student Services, (904) 620-5555.

Student Employment at UNF

For the purpose of employment at the University of North Florida and in order to consider a student exempt from the payment of the Federal Insurance Contributions Act (FICA), student workers must be enrolled at least half-time and regularly attending classes at UNF.

For the purpose of employment at the University of North Florida, a half-time undergraduate student is defined as a degree-seeking student enrolled in a minimum of six credit hours in fall and spring semesters (four credit hours for summer). Graduate students must be enrolled in four credit hours in fall and spring (three credit hours during the summer).

Student workers participating in the Federal College Work Study Program (FWSP) at the undergraduate and graduate level are required to be enrolled in a minimum of six credit hours in each semester (fall, spring and summer) and are limited to 20 work hours per week while classes are in session.

Student workers, except FWSP and international students, are allowed to work up to 40 hours per week and retain FICA exemption. International students must be enrolled full-time and are limited to 20 work hours per week during fall and spring semesters. These student workers should check with The International Center for further information, (904) 620-2657.

Any student not meeting the above criteria or not showing sufficient legal documentation approving exemption from FICA shall be required to have FICA

deducted from all wages earned during the period of ineligibility. If a student's status changes from non-exempt to exempt from FICA, none of the FICA previously withheld shall be refunded.

Students interested in employment opportunities other than Federal Work Study are urged to refer to the job listing maintained by the Office of Human Resources and the Career Services Office, or to seek employment independently.

Student Financial Aid Application Procedures

The financial aid program at the University of North Florida is committed to serving all students. Its purpose is to provide financial assistance for students who would be unable to further their education without such support. Educational opportunities should not be limited by the financial resources of the students and their families, although the University expects students and/or their families to make a maximum effort to help with University expenses.

UNF provides a comprehensive student financial aid program. All aid is based on individual need, educational costs, and availability of funds. Awards may consist of scholarships, loans, grants, and/or employment. Funds are limited; therefore, students are encouraged to complete their file by the April 1 priority date for early consideration. Applications after April 1 are considered on a funds-available basis only. Inquiries concerning financial aid should be directed to One Stop Student Services. To apply for aid the following steps must be met:

1. Complete and process the Free Application for Federal Student Aid (FAFSA). You may complete your FAFSA at www.fafsa.ed.gov.
2. If selected for verification, students will be required to provide copies of relevant federal income tax returns (1040, 1040A, 1040EZ, and W2 Forms). Dependent students must also provide parents' tax information. Independent married students must provide spouse tax information. Other information may also be requested to meet federal verification regulation requirements.
3. To be awarded financial aid, a student must be accepted into a degree-seeking major and be enrolled in a sufficient number of credit hours. Courses taken in an audit status are not eligible for financial aid, nor can they be considered when determining sufficient enrollment for financial aid.

Types of Financial Aid

Federal Subsidized Stafford Loan Program:

Graduate students may borrow up to \$8,500 per academic year from the "subsidized" Federal Stafford Loan. The maximum aggregate limit is \$65,500, which includes any loans outstanding from undergraduate study from the "subsidized" Federal Stafford Loan Program.

Federal Unsubsidized Stafford Loan: Students who feel that it is necessary to borrow additional funds through the “unsubsidized” Federal Stafford Loan should contact the One Stop Student Services Center for additional information.

Federal Work-Study: The Federal Work-Study Program is a federal program supported with matching funds from UNF. This employment program is designed to assist students by providing employment opportunities and work experience while attending school. Students are paid an hourly rate on a biweekly basis. Students must demonstrate financial need through completion of a FAFSA.

Graduate PLUS Loans: The Graduate PLUS Loan Program enables students to borrow directly from lending institutions to assist in defraying the cost of attending eligible post-secondary institutions. An eligible graduate student may borrow up to the cost of education minus other aid. This amount is in addition to amounts borrowed under the Federal Stafford Loan Program.

Graduate Assistantships: A limited number of graduate assistantships and fellowships are available to qualified students. Continuation of the awards is based on the student’s satisfactory performance in both academic and assigned duties. Graduate students who wish to apply for assistantships should write to the chairperson of the department in which they plan to enroll. Graduate students must be enrolled in nine credit hours for fall and spring or six credit hours for summer to be employed and classified as a graduate assistant.

Graduate Matriculation Fee Waivers

The state of Florida funds a limited number of graduate matriculation fee waivers for graduate students who are on either graduate assistantships or fellowships. These matriculation fees waivers can be used to offset a portion of a graduate student’s in-state tuition. A student must be a fully admitted graduate student to qualify under this program. Because each college administers this program using different requirements, students are encouraged to contact their college as early as possible to determine their eligibility.

Out-of-State Tuition Waivers

Out-of-State tuition may be waived for certain full- and part-time enrolled non-residents who have skills or abilities, which will contribute to the academic environment of the University. UNF attracts a great majority of its students from Northeast Florida. In an effort to create a diversified student body, the University actively seeks a limited number of students who reside outside of Florida. Non-resident students should contact the individual college to apply. Awards are made based on the availability of funds.

Appeals Procedure

An appeal is a request for re-evaluation of your offer of financial assistance based upon changes in the circumstances reported on your application for financial aid. If you think some aspect of your financial situation was overlooked during the award process that would affect an evaluation of your need, you are entitled to an appeal. To have your award reevaluated, you should contact the One Stop Student Services Center. Appeals of financial aid offers will be considered subject to federal, state and University regulations, as well as available funds.

Satisfactory Academic Progress Policy

The Higher Education Act of 1965, as amended, requires institutions of higher education to establish and apply standards of academic progress that all students must meet to qualify and remain eligible for assistance from the Title IV student financial aid programs. Therefore, to maintain satisfactory academic progress to be eligible to receive financial aid, students must maintain specified grade point averages and proceed through the program at a pace leading to completion within a specified time frame. Satisfactory academic progress will be measured at the end of each semester.

Required Grade Point Averages

Graduate Students must achieve a minimum term grade point average of 3.0 to be considered making satisfactory progress.

Required Completion Rate

Graduate students are required to complete 67 percent of all credit hours attempted.

Requirement of Maximum Time Frame

The Higher Education Act requires that institutions establish a maximum time frame in which students receiving Title IV funds are expected to complete their program of study. To remain eligible for financial assistance, the students must complete their degree as follows: Graduate students’ eligibility for financial aid ends when they have exceeded 45 attempted hours for all graduate level work.

Probation and Reinstatement Procedures

When a student fails to meet any of the standards outlined above for a specified period, the student will be placed on warning after the first occurrence, probation after the second occurrence, and suspension after the third occurrence. During the warning and probation terms, the student is allowed to continue to receive financial aid. If the student fails to meet the requirements at the end of the probation period, the student will no longer be making satisfactory progress and will be ineligible for federal financial aid.

Reinstatement of Aid

Students who have been terminated can reestablish eligibility by successfully completing the required number of hours and by attaining the overall cumulative grade point average by the end of the next period. The student must then submit a copy of the new transcript and follow the appeal process listed below.

Policy for Student Appeals

If a student is ineligible for federal financial aid based on the satisfactory academic progress requirements, the student may appeal this decision by completing the Satisfactory Progress Appeal form and returning the form to the One Stop Student Services Center. Enrollment Services Processing will review the appeal and determine whether suspending financial aid is justified. The student will be advised in writing of the decision. If appeals are denied at this level, the student may appeal to the Enrollment Services Appeal Committee.

The following steps are required when submitting an appeal:

1. Submit the Satisfactory Progress Appeal Form.
2. Clearly state the circumstances that affected your academic performance.
3. Provide written documentation of your special circumstances.
4. Attached supporting documentation that validates your statements.
5. Identify the steps you have taken to ensure that you will not fall below satisfactory academic progress standards in the future.
6. For students who have exceeded the maximum time frame requirement, submit the Special Graduation Contract that the student and the academic advisor must sign.
7. Sign and date your petition.

Some examples of acceptable reasons that must be validated are listed below:

1. A student's serious illness or accident that must be documented from a medical or mental health professional.
2. Death in the student's family that must be documented by providing a copy of the death certificate.
3. Other unforeseeable circumstances beyond the control of the student that caused the student to fall below the satisfactory progress standards.

Appeal Deadline

Appeals must be submitted to the One Stop Student Services Center within three weeks of the date of notification of unsatisfactory progress. It is the responsibility of the student to decide when an appeal is appropriate and to initiate an appeal before the specified deadline.

Withdrawals and Incompletes

Students who withdraw from courses after the drop/add period are not considered to be making satisfactory academic progress and may be required to repay a proportionate amount to financial aid programs.

Withdrawals and incompletes are not considered completed courses. It is the responsibility of the student to provide information on changes made after the normal grading periods.

Return of Title IV Aid

For all financial aid students who withdraw or stop attending classes before completing more than 60 percent of the term, a portion of the total federal aid received, excluding Federal Work Study earnings, may need to be repaid. The amount of federal aid that you must repay is determined by the Federal Formula for Return of Title IV funds (Section 484B of the Higher Education Act). If you never attended classes, then all the funds disbursed would have to be repaid. The steps taken to determine the repayment are as follows:

- Step 1.** Determine the percentage of the enrollment period the student attended before withdrawing. (days attended divided by total days in the period minus break days.)
- Step 2.** Determine the amount of Title IV aid earned by multiplying the total Title IV aid (other than Federal Work-Study) for which the student qualified by the percentage of time enrolled.
- Step 3.** Compare the amount earned to the amount disbursed. If more aid was disbursed than was earned, determine the amount of Title IV aid that must be returned by subtracting the earned amount from the disbursed amount.
- Step 4.** Allocate the responsibility for returning unearned aid between the school and the student according to the portion of disbursed aid that could have been used to cover institutional charges and the portion that could have been disbursed directly to the student once the institutional charges were covered.
- Step 5:** Distribute the unearned funds back to the appropriate Title IV program.

Scholarship Programs

Students interested in scholarship information can visit www.unf.edu/finaid/scholarships/index.html.

UNF Graduate Scholarships

Each year the University of North Florida sets aside money to support a limited number of graduate scholarships. A student must be a fully admitted graduate student to qualify under this program. Because

each college administers this program using different requirements, students are encouraged to contact their college as early as possible to determine their eligibility.

Delores A. Auzenne Fellowship for Graduate Study

The Delores A. Auzenne Fellowship for Graduate Study is designed to assist the University in increasing enrollment of minority graduate students who are enrolled in disciplines in which there is under-representation of the minority group at the graduate level. The award is \$5,000 for year-long, full-time study.

Special Summer Graduate Program

This six-week summer program provides \$1,300 stipends to minority students who have been accepted to graduate programs at the University to provide the necessary skills and preparation essential for success in graduate school.

Tuition Deferment

If a student accepts a financial aid award, the University will automatically defer the payment of tuition for approximately five weeks after the semester begins. The deferment of tuition and fees against anticipated financial aid will expire several weeks into the semester. If a student's anticipated aid has not disbursed by the time the deferment expires, the student may have a late payment fee assessed. In these situations, the financial aid is not necessarily lost or cancelled; it simply indicates the tuition deferment has expired. Students should proactively monitor their myWings account for financial aid requirements and/or messages. Some types of aid are excluded from tuition deferment including Federal Work Study Program and Florida Prepaid Program.

A student who cannot automatically defer the tuition must make payment online via myWings or in person at the Cashier's Office by the end of the first week of classes.

A student whose aid has not disbursed by the fourth week of classes must make payment online via myWings or in person at the Cashier's Office by the end of the fifth week of classes to avoid late fees and registration holds.

Any questions concerning this process should be referred to the One Stop Student Services or the Cashier's Office.

Financial Aid and Scholarship Disbursement

The first disbursement of financial aid checks occurs after the third week of classes. As students' files are cleared, financial aid checks are issued to eligible students on a weekly basis throughout the term. If you are a first time borrower at UNF under the Federal Stafford Loan Program, you must complete a loan entrance interview before your funds will be released.

Any monies owed to the university will be deducted from the first available financial aid or scholarship source. If funds remain after institutional charges have been deducted, a check for the remainder will be mailed to the student or deposited via direct deposit on established disbursement dates.

NOTE: All financial aid recipients should be prepared to purchase textbooks and to meet their living expenses during the first four weeks of class.

Veterans Assistance Certification

The One Stop Student Services Center is available to assist veterans eligible for any of the educational benefit programs administered by the Veterans Administration. Students who believe that they are eligible for benefits may receive assistance by calling One Stop Student Services Center at (904) 620-5555.

All degree programs at UNF are approved for VA purposes by the state approving agency for veterans training.

Types of Programs, Eligibility & Benefits

Chapter 30 - Montgomery G.I. Bill: First entered active duty July 1, 1985 or later and completed initial obligated period of active duty of two years or more or who completed two years of active duty and enters the selective reserve for four or more years. Certain Chapter 34 eligible are entitled after Dec. 31, 1989.

Chapter 31 - Vocational Rehabilitation: Must have a service-connected disability rated at 10 percent or more which causes a demonstrable employment handicap.

Chapter 32 - Veterans Educational Assistance Program:

Served on active duty for at least 181 continuous days and enlisted for the first time between Jan. 1, 1977 and June 30, 1985 inclusive, and signed up prior to April 1, 1987 to make contributions.

Chapter 35 - Dependents Educational Assistance Program:

Spouse and/or child of a veteran with permanent and total service-connected disability; or whose death was service connected; or who died of any cause while rated as having a permanent and total service-connected disability.

Chapter 1606 - Educational Assistance for the Selected Reserve:

Enlisted: enlisted, re-enlisted, or extended enlistment for a six-year period after June 30, 1985.

Officer: added six years to current obligation after June 30, 1985.

Students must expect a possible delay of 60 days in receipt of benefits during their first term at UNF to allow for processing of forms at the regional level. Initial certifica-

tion can be made for one semester during which time the student may be waiting for transcripts or test scores (i.e., GRE, GMAT). However, students may not be certified for a second term until fully admitted into a graduate program.

Veterans who plan to attend UNF under any of the veterans training laws must contact One Stop Student Services at (904) 620-5555. The office will assist veterans with completing all forms necessary for transferring and initiating educational benefits.

Certification of School Attendance

One Stop Student Services certifies school attendance to the appropriate veterans administration office.

Full-Time	12 hours or more
Three-Quarter	9-11
Half-Time	6-8
Less than Half-Time, more than One-Quarter Time	4-5
One-Quarter Time.	1-3

Graduate students who enroll in 3000 or 4000 level courses may have their level of certification lowered as a result of enrollment in such courses.

To expedite processing of certification, students receiving VA education benefits must report to One Stop Student Services at UNF after registering for course work. Students are responsible for notifying One Stop Student Services whenever their course load changes. In order to be eligible for benefits, veterans must maintain the same academic and conduct standards expected of all UNF students. Students will be placed on unsatisfactory progress status and benefits will be suspended when both the cumulative and term grade point average fall below 3.0 during the term following probation status. All veterans should consult One Stop Student Services for specific information about requirements for benefits. Call One Stop Student Services at (904) 620-5555 located in Building 2, Founders Hall.

VA Work-Study

Veterans receiving VA educational benefits who are enrolled at three-quarter training time or more are eligible for VA Work Study programs. If you are interested in these programs, please contact One Stop Student Services at (904) 620-5555.