

## OTHER FINANCIAL INFORMATION

### WHO TO CONTACT

**Student Financial Services Office (SFS)** assists applicants in making financial arrangements to attend Andrews University, identifying costs, and comparing them to available resources. Students who need help identifying financial assistance for which they may qualify should contact Student Financial Services. Many financial aid programs have limited funds and have time lines which require considerable lead time to process applications and to make awards. Therefore, students must apply for financial assistance well in advance of the time of enrollment to assure proper consideration. Contact Student Financial Services by any one of the following methods:

Website: [www.andrews.edu/sf](http://www.andrews.edu/sf)  
 Address: Student Financial Services  
 Andrews University  
 Administration Building, Ground Floor  
 Berrien Springs, Michigan 49104-0750  
 Telephone: 269-471-3334 or 800-253-2874  
 Fax: 269-471-3228  
 Email: [sfs@andrews.edu](mailto:sfs@andrews.edu)

**International Student Services Office.** All international students who enter the U.S. on an Andrews University I-20 Form are considered Andrews University students and are expected to report immediately to the International Student Services Office to enroll for the upcoming academic semester. The office is located in the Campus Center.

Telephone: 269-471-6395 or 800-253-2874  
 Email: [ISS@andrews.edu](mailto:ISS@andrews.edu)

### EMPLOYMENT OFFICE

**The Employment Office**, which is part of Human Resources, assists students in their on-campus employment needs. The office provides information regarding employment opportunities, assistance with necessary paperwork, administers employment tests and is responsible for updating employment files. The office is located in the Administration Building, Second Floor.

#### Employment Office

Telephone: 269-471-3570  
 Fax: 269-471-6293  
 Email: [employment@andrews.edu](mailto:employment@andrews.edu)  
 Website: [www.andrews.edu/HR](http://www.andrews.edu/HR)

### STUDENT INSURANCE OFFICE

**The Student Insurance Office**, which is part of the Benefits Office of Human Resources, provides information regarding student accident and sickness insurance, as well as providing a student advocate to help mediate for the student, if necessary. The office is located in the Administration Building, Second Floor.

#### Student Insurance

Telephone: 269-471-3097  
 Fax: 269-471-6293  
 Email: [stuins@andrews.edu](mailto:stuins@andrews.edu)

### INSURANCE

#### Rates

Single student premium (approximately)	* \$874
Student & 1 Dependent	* \$1,951
Student & 2 Dependents	* \$2,640

\* Rates reflect 2005–06 school year and are subject to change each school year.

**Accident/Sickness.** Every international student in “student status” and every other student registered for 6 or more credit hours is to be covered by at least an Accident and Sickness Plan. This may be purchased through the university by signing up online in Registration Central at registration time. International students are required to include all dependents that are here in the U.S. and there is an additional fee for adding dependents. Payment for this coverage can be charged to the student’s account. The insurance is **non-refundable** after the drop/add date.

**Waivers.** Students who have comparable coverage from elsewhere may waive the student insurance plan by entering their insurance information in Registration Central at registration time. Proof of Insurance must be taken to the Student Insurance Office in the Administration Building before drop/add date for verification of coverage.

**Brochures.** Information describing the insurance coverage can be viewed at [www.andrews.edu/HR/stu\\_insurance.html](http://www.andrews.edu/HR/stu_insurance.html) or at the Student Insurance Office in the Administration Building.

**The Premium** is charged to the student’s account via information entered in Registration Central. A waiver will prevent this charge from occurring (see Waivers above).

**Medicaid.** Michigan Medicaid is considered proof of insurance for U.S. citizens and Permanent Residents and should be entered into the waiver section of Registration Central at registration time. The only difference is that the student will be required to bring their current Medicaid card to the Student Insurance office in the Administration Building **before drop/add date** for verification of current coverage. This must be done for each registration period that the student is enrolled in school. If proof of current Medicaid is not provided, the student will be charged for the student insurance and the charge will be **non-refundable**.

**Note:** Medicaid from any other state will not be accepted as proof of insurance.

**International students are required to have insurance irrespective of their class load.**

## MISCELLANEOUS MONEY MATTERS & GENERAL FEES

Students have two types of expenses while attending the university—educational (tuition, books, insurance and fees) and living (housing and meals).

The university makes every effort to maintain the costs published in this bulletin. The university reserves the right to make changes as necessitated by unexpected increases in costs. Such changes are announced in advance of the semester in which they become effective.

**Additional Costs.** In addition to tuition, class fees, lab fees, room, and food service, plan on funds to cover books, supplies, transportation, health insurance, and other personal expenses. These additional costs must be provided for each semester. Charges are generally billed during the first month of each semester. All other personal and miscellaneous expenses are handled on a cash basis.

**Alternative Loans.** Andrews University Student Financial Services includes all awarded financial aid (such as loans, etc.) as resources to determine alternative loan eligibility.

#### Application Fee

Undergraduate non-refundable	\$32
Graduate non-refundable	43

**Auditing a Class.** The cost of auditing a class is the same as the cost of enrolling for credit.

**Carrying Charge** of 1% is charged on all unpaid account balances monthly.

**Cash Withdrawal.** Andrews University is unable to serve as a bank for students. Sometimes students have a credit balance on their student account they need to withdraw to pay living or education expenses. Students may request a cash withdrawal at the front desk in Student Financial Services. A maximum of three cash withdrawals may be requested during an academic term. The maximum dollar amount per cash withdrawal is \$300. Cash withdrawals are not available by credit card. Cash withdrawals will not be paid on monies anticipated in a future term. The student must present a current AU student ID or valid driver's license for release of funds.

#### Change of Registration \$20

Dropping/adding a course, changing from credit to audit, or from audit to credit after the "last day to enter any class" as published in the academic calendar, will be assessed a fee.

**Club Dues.** Clubs approved by Student Services may charge club dues to student accounts only during September and January. Appropriate forms with required information are turned in to Student Financial Services by September 25 and January 25. Student accounts cannot be used for fund-raising. Maximum annual dues are \$30.

**Credit Balances** on student accounts may be withdrawn by or at the direction of the person responsible for the student's account after the final statement is issued—usually thirty days after the last day of school.

**Credit Card Payments** will be accepted to pay account balances, but cannot be accepted for a student to make a cash withdrawal from his/her student account. Secure payment can be made via the Andrews web page at [www.andrews.edu](http://www.andrews.edu). This requires a login and password. The following information is required:

Student Name:  
 Student ID #:  
 Type of card: (Visa/MC/Discover/American Express)  
 Card #:  
 Expiration Date:  
 Name on Card:  
 Telephone:

#### Credit by Examination Fees

CLEP exam fee—per test	\$57
CLEP exam fee—per credit	32

Administrative fee—per test	22
Departmental examination—per credit	32
Examination fee	14
Student Missionary Recording fee—per credit (undergraduate only)	32

**Ending Balance.** When a student leaves the university, any balance of \$5 or less is neither collected nor refunded after 90 days.

#### Examination Fees

New student and freshman testing	\$40
Mathematics Placement Examination	15
Special administration of any test	57
Language Proficiency Examinations (each)	51
Other than CLEP for seminary, graduate school (reading examinations), and undergraduate students.	
Graduate Record Examination (GRE)	as announced
Each exam—paid to Educational Testing Service, Princeton, NJ.	

**Exit Procedures.** Check-out procedures must be followed when a student leaves Andrews University without the graduation process. Students should ask for Andrews University Student Exit Procedure Forms from the dean's office in the school in which they are enrolled. All required signatures on the form must be obtained to ensure that the necessary information has been given both to the student and to the departments listed on the form.

**Financial Clearance** is required in order to:

- Complete registration at the beginning of each term
- Graduate or receive a certificate or diploma
- Receive a transcript or other certification of academic achievement

In order to obtain financial clearance to complete registration, any previous account balance (academic or housing) must be paid in full. All required documents must be turned in to Student Financial Services 60 days prior to registration.

#### Free Class

For university employees, refer to section 4:6-100 of the Employee Handbook.

For university salaried employee spouse, refer to section 2:726 of the Andrews University Working Policy.

**General Fees** for on and off main campus.

**Main-campus.** All main-campus students (those attending classes on the main campus in Berrien Springs) enrolled for 4 or more credits will be charged the following general fee each semester at registration:

Undergraduate students	\$256
Graduate students	199
Seminary students	211
Summer school students	96

**Distance education.** All students in different forms of distance education programs who pay tuition directly to the main campus will be charged the following general fee each semester at registration.

Students obtaining education under a package price will be charged one-third of the cost per term.

**Graduation Fee.** All students from affiliation and extension programs will be charged a graduation fee as follows:

Undergraduate	\$76
Graduate	89

**Identification Card.** Each Andrews University student is issued an identification card that remains the property of the university. The original card is free. There is a fee to replace a lost or damaged card. \$20

**Immunization Costs** as required  
 Certain classes require immunization (i.e., biology, clinical laboratory science, nursing, physical therapy, and speech pathology). Immunization costs are charged to the student's account.

**Incomplete Grade** \$20

**Late Registration—service fee** \$60

**Master's Program Continuation Fee** \$160  
 A master's student, who has advanced to candidacy, registers under program continuation when not registered for credit courses or other non-credit continuation (project, thesis, recital, and/or comprehensive exam). See p. 50.

**Non-Current Student Accounts** on which no payments are being made, may be turned over for third party collection. Students whose accounts are non-current must pay the account in full, including collection costs, before they may register for any additional coursework.

**Non-Sufficient Funds (NSF).** Charge for returned checks. \$25

**Payment Plans**

**A. Tuition Guarantee Plan**

The **Tuition Guarantee Plan** is available to full-time undergraduates whose only aid is Andrews Partnership Scholarship and external scholarships. Pay in full the estimated charges (tuition, room, board, books, insurance and general fees) by **August 15** to guarantee the tuition rate. The tuition rate for the first year is guaranteed for the next three consecutive school years. The out-of-pocket expenses (charges less Andrews Partnership Scholarship and external scholarships) paid for Year One will be rebated 5% during the first semester. The tuition rate for Year Two, Year Three, and Year Four will be rebated to equal the tuition rate for Year One. Email sfs@andrews.edu after making your payment to assure the rebate is posted to the student's account. Students may break their sequential years of enrollment at Andrews University by serving as a Student Missionary/Taskforce worker or attending an ACA campus for a year. Students should notify their financial aid advisor prior to departure. Cash withdrawals and refunds are unavailable. All approved rebates will be applied to the student account after the last day to add/drop a class. Students on the Tuition Guarantee Plan with Education Allowance may have the plan revoked if the paying organization doesn't pay for the current academic year by April 25.

**B. Cash Rebate Plans**

**5% Rebate Plan**—Full-time undergraduate and graduate students may choose to pay their estimated out-of-pocket expenses (charges less financial aid resources) for the full year by **August 15** and receive a 5% rebate. Email sfs@andrews.edu after making your payment to assure the rebate is posted to the student's account. The minimum payment to qualify for the rebate is \$1,000. The rebate is unavailable for payment made after the first day of class. Cash withdrawals and refunds are unavailable. All approved rebates will be applied to the student account after the last day to add/drop a class.  
**2% Rebate Plan**—Full-time undergraduate and graduate students may choose to pay their estimated out-of-pocket expenses (charges less financial aid resources) in full for

the semester and receive a 2% rebate per semester. The minimum payment eligible for the rebate is \$500. Each payment must be received by **August 15 for Fall semester** and **December 15 for Spring semester**. Email sfs@andrews.edu after making your payment to assure the rebate is posted to the student's account. The rebate is unavailable for payment made after the first day of class. All approved rebates will be applied to the student account after the last day to add/drop a class.

- C. Installment Plan**—Arrange to make installment payments toward estimated 'out-of-pocket' expenses for the semester.
1. All previous account balances (including installment plan balances) must be paid in full.
  2. The plan is not to exceed more than 60% of the estimated 'out-of-pocket' expenses for the semester.
  3. Payments are to zero the account by the end of the semester to which the plan applies.
  4. Late payments will incur a late payment fee of \$25.
  5. A carrying charge will be posted to an unpaid balance at the end of the current academic term.

**Post-Dated Checks** are not accepted.

**Prior Accounts.** Students may register only when accounts with other schools have been paid.

**Prior Learning Assessment (PLA) Fees**

Application fee per portfolio	\$31
Evaluation fee per portfolio (max. 5 credits)	104
Recording fee per credit hour	42

**Reduced Tuition Fee.** Seminary spouses should visit the SDA Theological Seminary Dean's Office.

**Refund Check Policy**

Refund checks resulting from credit on the student's account will not be available to the student until approximately five days after the semester drop/add date. The checks will be mailed to the address the student wrote on the request form.

Refund checks will only be issued from credit on the account at the time the check is requested. Students should monitor their account balances carefully since funds from a future semester are unavailable until the appropriate time in the future term.

Student Financial Services is unable to serve students as a bank. A maximum of three credit refund checks may be requested during a term.

Students receiving federal loans are encouraged to carefully read their Disclosure Statements so they know the loan disbursement schedule. Financial funds from future semesters are unavailable until the funds reach the University's bank. Students should plan their budgets accordingly.

Every Direct Loan must have two disbursement dates which means that some semesters, often summer, there will be a 1/2 disbursement after the last day to drop or add a class, and a second 1/2 disbursement halfway through the semester. **Note:** Half-time enrollment is required for student loans to disburse to the account. A class does not count towards the half-time enrollment status until within ten (10) days of its start date.

To pick up a refund check in Student Financial Services, the student must show current Andrews University ID or valid driver's license. For a student's spouse to pick up the refund check, the student must sign a letter giving permission for the spouse to pick up the check. Without the appropriate documentation, the refund check will not be released.

**Registration Central.** For information on how to financially clear and register online, visit [vault.andrews.edu](http://vault.andrews.edu) and log on to “Registration Central.”

**Rescheduling** senior exit tests and major field tests. \$57

Senior exit tests are scheduled twice during fall and spring semesters and once in the summer.

Major field tests are scheduled for summer, fall and spring semesters. Students who must reschedule are charged an additional fee. \$57

**Student Financial Services (SFS) Approval** is required for:

- Taskforce and Student Missionary appointees
- Adventist Colleges Abroad applicants
- Off-campus academic experiences

Account balances, including installment payments not yet due, must be paid in full before students are financially cleared. When a student on tour is sent home for medical, financial, or citizenship reasons, all travel costs must be paid by the student and/or family.

**Student Status.** Student status is achieved only after a student is both academically and financially cleared. Only then may students attend classes, take examinations, participate in graduation exercises, and live in university housing.

**Textbooks** \$500

The estimated semester cost of textbooks is \$500. Students are charged only the actual amount of their bookstore purchases.

#### Thesis/Dissertation Fees

Binding (each volume)	\$23
Copyright (optional)	56
Microfilming (dissertations only)	81
Copyediting (thesis)	95
Copyediting (doctoral dissertations)	191

**Transcript** Free

Rush Service (does not include overnight delivery) \$20

**Transcript and Diploma.** Students may not receive a transcript or diploma under the following circumstances:

- Owing on a student or housing account, including installment payments not yet due
- Having a balance guaranteed by Andrews University
- Being in default on a government loan
- Needing to complete loan exit counseling

**Transcript Exception.** Students may request that a transcript be sent to the following:

- An employer or an organization for scholarship or licensure purposes (Student Financial Services must be given documentation of an employment offer or scholarship application).

## ACADEMIC TRANSCRIPT EXCEPTION POLICY FOR STUDENT LOAN BORROWERS IN DEFAULT

University policy prevents the Academic Records Office from releasing academic transcripts for borrowers who are not paying on their Federal Stafford (Subsidized/ Unsubsidized), GSL, Federal Supplemental Loan for Students (SLS) or Federal Perkins Loans. Every request is handled on an individual basis; however, if the borrower complies with the appropriate guidelines below, the academic transcript requested directly from the Academic Records Office may be issued for the following two limited purposes:

### For Educational Purposes

1. The transcript is to be sent directly to the academic institution.
2. The borrower must have made the necessary payments to the lending institution to bring the loan payments up to date.
3. The borrower must have made six consecutive monthly payments as scheduled prior to release of the transcripts .
4. The provisions and conditions in #1 and #2 above are certified in writing by the lending institution or the guaranty agency handling the loan.
5. A copy of the letter described in #4 above confirming satisfactory status is sent to Student Financial Services. The confirmation letter is valid for the purposes of this policy for six months from its date, and future requests may be denied if the satisfactory status is not maintained.

### For Employment Purposes

1. The transcript is released for employment purposes only and is so stamped.
2. The transcript is sent directly to the prospective employer and may not be shared with any other party.
3. The borrower in default must contact the guaranty agency (or agencies) in writing to acknowledge the student loan debt and make an acceptable repayment commitment of a specified monthly amount.
4. A copy of the letter written to the borrower’s lender or guaranty agency, as stated in item #3 above, must be sent to Student Financial Services.
5. Future requests for academic transcripts may be denied should a borrower not fulfill his/her promise as stated in the letter to the guaranty agency.

**Updating Course Work** Fee—20% of graduate tuition per credit

**Wiring Funds.** The following details enable students to send funds electronically to Andrews University:

Fifth Third Bank  
38 Fountain Square  
Cincinnati OH  
Credit to: Fifth Third Bank-Southwest  
ABA#042000314  
Swiftcode: FTBCUS3C  
Andrews University  
Account # 02112175  
Student’s Name:  
Student’s ID # :

## MASTER OF DIVINITY PROGRAM

The registration fee is due August 15 for Fall semester, December 15 for Spring semester, and May 10 for summer term. Any credits (over 16) are charged at the regular per-credit master’s tuition rate.

Approved courses taken outside the Seminary are charged at the established tuition rate. In some cases the student may request a 50% discount. A per-credit Recording Fee is charged by the university for Clinical Pastoral Education (CPE) credits earned in approved centers not connected with a graduate-level school. See the Seminary chaplain for further information about this program.

## INTERNATIONAL STUDENTS

**Advance Deposit.** Applicants attending the main campus from outside the United States (except Canada and Mexico) must make

an advance deposit of \$2,000. This deposit must be paid in cash. No university scholarships may be applied to pay the deposit.

All students are encouraged to pay the \$100 SEVIS I-901 fee at the Western Union Quick Pay services or to contact Andrews University International Recruiter in case of unavailability of the Western Union services in their countries. This fee is required by the U.S. Immigration and Customs of all students seeking an F-1 or J-1 visa from an embassy or consulate as well as students applying for admission at a U.S. port-of-entry (such as Canadians) to begin initial attendance at U.S. schools.

**SEVIS Fee.** International students coming to the United States for the first time must pay a SEVIS fee along with the cost of the visa, collected by an American Consulate, needed to enter this country. Beginning September 1, 2004, the Department of Homeland Security (DHS) must collect a congressionally mandated \$100 fee to cover the costs of the Student and Exchange Visitor Program (SEVP). International students and exchange visitors are subject to this fee which is used to administer and maintain the Student and Exchange Visitor Information System (SEVIS) and support compliance activities as well as SEVIS Liaison Officers who provide information and assistance to students and schools. In general, the University will send instructions regarding payment of this fee along with an international student's I-20. To make this payment online or find out more about the SEVIS fee please visit <http://www.fmjfee.com>. It is very important to have paid your SEVIS fee before your visa interview. If you are a Canadian student you must have your original receipt with you at the USA port of entry.

**Unclaimed Foreign Deposits Policy.** International student deposits that have not been refunded within four years after the student reaches non-current status shall be transferred from the student's international student deposit account to a quasi endowment account.

Student Financial Services will monitor the international student deposit account on an annual basis to determine the appropriate transfer of funds to the International Graduate Assistance Fund Account. At the discretion of Student Financial Services, these funds will be available as payment on account to assist graduate international students in their financial clearance process.

The initial funds shall be established as a quasi endowment from which 80% will be invested and 20% will be available annually.

Any subsequent requests will be claimable after identifying that the person is the one who paid the deposit to the account.

**Deposit Allocation.** This deposit is not available to cover registration expenses; the deposit earns interest during the time the student is enrolled. The deposit plus interest is refunded when the student's degree is completed or enrollment is terminated; alternatively, it can be used as partial payment for the final semester of registration. International students do not get a discount on their deposit when the deposit is used to pay tuition costs. If the student doesn't complete the educational program during the term the deposit is used to meet expenses, the deposit must be reinstated for financial clearance.

**Resource Verification.** Bank documentation as well as other forms of financial documentation are required to prove ability to support one's educational expenses. This documentation must be sent to the university directly from the bank. Sponsors in the USA will be required to sign an affidavit of support. In addition, the applicant must demonstrate adequate financial support for the duration of the program for which (s)he is applying.

**I-20 Form.** Once the deposit and resource verification are received and accepted, the university authorizes the International

Student Services Office to issue the I-20 Form for the purpose of securing a United States student visa.

**Payment Plan.** For first-year undergraduate international students, the entire Andrews University Partnership Scholarship will be applied the second semester. For all students, full payment of expected costs (tuition, room, board, insurance, books and fees) less any scholarships and loans is required 45 days in advance of each semester (Fall semester payment is due July 15; Spring semester payment is due December 15).

After receiving the I-20 Form, it is often advantageous for the international student applicant to then make payment for the first semester's tuition and fees (the specific amount will be communicated to each student, and will be based on the student's area of study and living arrangements), and to use the receipt for that payment as part of the formal student visa application process in the home country.

**Arrival to Andrews University Campus.** All international students who enter the U.S. on an Andrews University I-20 Form are considered Andrews University students and are expected by law to report immediately to the International Student Services Office in preparation to enroll for the upcoming academic semester.

**General Conference Sponsorships.** The General Conference of the Seventh-day Adventist Church is the sponsoring organization of the Exchange Visitor program and is authorized by the Department of State to issue the DS2019 document. The exchange visitor is required to present the DS2019 and the original copy of the \$100 SEVIS Fee Receipt at the American Consulate in order to obtain a J-1 visa. This visa (J-1) enables the exchange visitor to pursue his/her study or to do other options as indicated on the DS2019.

## TUITION ADJUSTMENT POLICIES

Tuition refunds are given to students who withdraw from school or drop individual courses during the academic term. These tuition adjustments are based on the date when all the appropriate drop forms with all the required signatures are completed and filed with the Academic Records Office.

### Fall and Spring Semester adjustments

100%	1 <sup>st</sup> -10 <sup>th</sup> calendar day
70%	11 <sup>th</sup> -17 <sup>th</sup> calendar day
40%	18 <sup>th</sup> -24 <sup>th</sup> calendar day
0%	25 <sup>th</sup> -last day of semester

### Summer Session adjustments

100%	1 <sup>st</sup> -3 <sup>rd</sup> calendar day
50%	4 <sup>th</sup> -10 <sup>th</sup> calendar day
0%	11 <sup>th</sup> -last day of term

**Courses with Special Schedules.** When courses are scheduled for irregular periods of time, adjustments are based on the ratio of the length of the course to the length of the academic period for that course.

**Financial Assistance Adjustments.** Federal and State regulations require the university to return a portion of any refund adjustment made affecting the program(s) involved when a student drops any classes or withdraws from school after receiving financial assistance under any Federal Title IV program (other than Federal Work-Study). Refer to p. 70 for Financial Aid Refund Policy.

# CHARGES

## RESIDENCE HALL CHARGES

### Residence Hall Charges For Each Semester

Double Occupancy Package Plan*	\$1,555
Single Occupancy	2,721
Double Daily rate	15
Single Daily rate	21

Summer session lengths vary, therefore, Summer room charges are calculated on a per day basis.

\* The residence hall package includes room, all utilities, basic telephone and basic cable, reduced health club membership rate and limited health care. It does not include health care lab work and x-rays, comprehensive psychological interventions and testing, books, supplies, transportation, health insurance, food, or other miscellaneous expenses.

### Residence Hall Room Deposit \$150

In order to have a room deposit refunded, new students who do not attend Andrews and/or do not move into the residence hall must cancel their room reservation 10 days before the start of the summer session and 30 days before the beginning of either Fall or Spring semester. (Returning residence hall students must cancel by July 1 for Fall semester to qualify for a deposit refund as indicated.) Cancellations must be made through the respective residence hall.

### Improper Residence Hall Check Out \$110

Students are charged a fee if they leave the university without following checkout procedures. An additional charge may be assessed, depending on the amount of cleaning/repairs required.

### Residence Hall Non-returned Key and Lock Change Fees

Non-returned key fee	\$25
Lock change fee	50

**Personal Effects Insurance.** The university does not provide personal effects insurance coverage. The university is not responsible for the loss or damage, from any cause, of personal belongings brought to the campus. This is true even though students are required by the university to purchase certain items or to keep them in a specified place. The university recommends that students purchase their own personal effects insurance coverage.

## MEAL PLAN CHARGES

### Residence Hall Meal Plan

Undergraduate residence hall students under age 22 are required to participate in the Declining Balance Meal Plan. The Meal Plan charge of \$1175 per semester is charged in two parts, a non-refundable \$470 food service operations fee, and a \$705 declining balance charge which is put into the student's meal account to use for food purchases. A discount is given off posted food prices in the Terrace Café and Gazebo Restaurant for Meal Plan participants. A refund of up to \$400 of the declining balance account will be made at the end of the semester should a student not use it all. Students who run out of funds may add to the balance during the semester.

All residence hall students of Andrews University employees receiving 70% education allowance must select a meal plan regardless of the student's age.

Meal plan cost per semester	\$1,175
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### Café Account

Minimum amount to open a Café Account \$50  
The Café Account is a plan for graduate and undergraduate students not living in a dormitory. Students use their ID card to purchase cafeteria meals. To open a café account with cash, check or credit card, visit the Food Service Office. To open a café account with a credit balance on a student account, visit the Student Financial Services Office.

## FAMILY & GRADUATE HOUSING CHARGES

### Apartments

#### Application Fee \$320

The application fee is divided as follows:

Security Deposit	215
Cleaning Fee, non-refundable	109
Processing Fee, non-refundable	21

#### Rental Rates (each month)\*

Efficiency	\$430-440
One-bedroom	505-530
Two-bedroom	525-590
Three-bedroom	585-705
Four-bedroom	705

\* Apartment rates include all utilities: local telephone, basic cable television, and high-speed Internet

### Houses

#### Processing Fee, non-refundable \$20

Before possession, the following is required:

Security Deposit	\$300
Cleaning Fee, non refundable	100

#### Rental Rates (each month)

Unfurnished houses	\$430-830
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The Family & Graduate Housing Office provides apartment descriptions and application forms upon request. Application forms can also be downloaded from [www.andrews.edu/housing](http://www.andrews.edu/housing). If notice of cancellation is received four weeks before the date of stated occupancy, the application fee is refunded minus the \$20 processing fee. Apartments or houses are assigned from the processing list in the order in which the application fee is received.

A student's immediate family only includes husband, wife, children, parents and biological siblings. Birth certificates must be provided showing the relationship to the student. Any other relatives (cousins, nieces, nephews, in-laws, etc.) who desire to live with students must first receive permission from the housing director. Rent is increased by \$20 per month for each additional person that is not immediate family as described above, or the student does not have legal guardianship over. No overcrowding is allowed.

Single students wanting to share an apartment with a roommate will pay an additional \$20.00 rent per month. The monthly rent, along with the additional extra person charge, will be divided between the roommates.

**Rent Payments.** The first month's rent is prorated to the date of occupancy. Students are required to pay the first month's rent in advance. Thereafter, rent is due in advance on the 1<sup>st</sup> of each month.

A **late fee of \$20** is charged for any payment made after the 10<sup>th</sup> of the month. Payments can be made at the Family & Graduate Housing Office either making use of the drop box or in person.



## COLLEGE OF TECHNOLOGY CHARGES

### FLIGHT

**Flight Majors:** Flight-training fees need to be paid at the beginning of each semester. This is to insure that flight training progresses without interruption due to financial limitations. Fees may be adjusted for students with prior flight experience. Instructor fees are paid out of course tuition.

**Non-Flight Majors Taking AFLT104:** Students enrolled in AFLT104 will be entitled to a free flight.

**Community (Non-Flight Majors) Taking Flight Training:** Flight-training fees will be on a pay-as-you-go basis. Ground School classes are available with no college credit for \$250 per course. Credit for such courses may be obtained by registering through the registrar's office and paying regular tuition.

**Flight Training Fees and Rates:** Rates and fees are subject to change without notice due to changes in operating costs (insurance, fuel, etc.). Every attempt will be made to maintain published rates. Check with the airpark administration for current rates. Flight-training fees listed below apply to this bulletin

#### Course Fees For Flight Enrollment

AFLT118, Flight Training I:	\$9,168
AFLT218, Flight Training II:	8,135
AFLT318, Flight Training III:	11,498
AFLT326, Flight Training IV:	12,050
AFLT427, Multi-Engine and Single-Engine Land Flight Instructor Ratings:	5,895
AFLT466, Airplane Instrument Flight Instructor Rating:	2,893

### AVIATION MAINTENANCE

Required Minimum Tool Set	\$2,500
Laboratory fee for materials (per semester)	300
FAA Exams (Maintenance)	
For AU student (written and oral/practical)	870
For non-AU students (written, oral, and practical)	1,470

## DIVISION OF ARCHITECTURE CHARGES

Professional program application	\$40
Professional education fees for Studio courses	
Pre-professional year 1	\$480
Pre-professional year 2	680
Professional years 3 and 4	680
Professional year 5	790
(Charges per semester, excluding summer)	

Fee for drafting desk, stool & lamp	\$35
<b>Deposit Fees</b>	
Mayline ruler	\$142
Key for drafting desk	12
Board cover	46
Cleaning fee	28

**Other departmental charges for individual courses are listed in the *Class Schedule*. These charges, which may be significant, are added to tuition.**

## ACADEMIC SCHOLARSHIPS FUNDED BY ANDREWS UNIVERSITY

**The Andrews Partnership Scholarship reflects the university's desire to recognize academic achievement as well as assist students in achieving a degree in a Christian environment at Andrews University.**

### ANDREWS PARTNERSHIP SCHOLARSHIP

**Merit-based.** Andrews Partnership Scholarship is available to undergraduates including Canadian and international students. The Undergraduate Admissions Office will determine the scholarship amounts for incoming freshmen and transfer students. To establish the scholarship amount, the Undergraduate Admissions Office will determine a rating based on the following guidelines:

- Confirmed U.S. SAT or ACT scores
  - Confirmed U.S. cumulative GPA (following the conclusion of the sixth semester for academy or high school)
- Contact the Undergraduate Admissions Office for further details.

ANDREWS PARTNERSHIP SCHOLARSHIP award amounts are as follows:

Scholarship	4-Year Total
\$8,000	\$32,000
\$6,000	\$24,000
\$4,000	\$16,000
\$2,000	\$ 8,000

**Transfer Students** (transferring 25 or more semester credits) to Andrews University who are full-time undergraduates and in their first degree program may be eligible for an Andrews Partnership Scholarship. Based on their college GPA, the Undergraduate Admissions Office will grant an Andrews Partnership Scholarship according to the following:

GPA	Scholarship Amount
3.50 and higher	\$6,000
3.00 to 3.49	\$4,000
2.50 to 2.99	\$2,500
Below 2.50	-0-