

# WALLA WALLA UNIVERSITY



## FINANCIAL BULLETIN

2024-2025

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# ACCREDITATION OF WALLA WALLA UNIVERSITY

## Accredited by

The Northwest Commission on Colleges and Universities  
Accrediting Association of Seventh-day Adventist Schools, Colleges and Universities (Adventist Accrediting Association)

## Programs accredited by

Accreditation Council for Business Schools and Programs (Bachelor of Business Administration degree program, Bachelor of Science in Business Administration, and Bachelor of Arts in Business Administration degree programs)  
The baccalaureate degree program in nursing at Walla Walla University is accredited by the commission on Collegiate Nursing Education. [www.ccnaccreditation.org](http://www.ccnaccreditation.org)  
Council on Social Work Education (Bachelor of Social Work and Master of Social Work degree program).  
Engineering Accreditation Commission of ABET, Inc. (Bachelor of Science in Engineering degree program)  
State of Washington Professional Educator Standards Board (PESB)

## A member of

Accreditation Council for Business Schools and Programs (ACBSP)  
American Academy of Underwater Sciences (AAUS)  
American Association of Collegiate Registrars and Admissions Officers  
American Association of Higher Education  
American Society for Engineering Education  
Council for Higher Education Accreditation  
Council of Independent Colleges  
Council on Social Work Education  
National Association of College and University Business Officers  
National Association of Independent Colleges and Universities  
National Association of Student Financial Aid Administrators  
Orbis Cascade Alliance  
Washington Association of Colleges for Teacher Education  
Washington Consortium for the Liberal Arts (WaCLA)  
Washington Friends of Higher Education

## Approved by

The Attorney General of the United States for non-immigrant students  
The Washington Student Achievement Council (HECB/SAA) for enrollment of persons eligible to receive educational benefits under Title 38 and Title 10 USC.  
Washington State for training in Vocational Rehabilitation

## Authorization for Washington

Selected academic programs of study at Walla Walla University are approved by the Washington Student Achievement Council for enrollment of persons eligible to receive educational benefits under Title 38 and Title 10, U.S. Code.

## Authorization for Oregon

Walla Walla University is a non-profit corporation authorized by the state of Oregon to offer and confer the academic degrees of Bachelor of Science with a major in Nursing as described herein following a determination that state academic standards will be satisfied under OAR 583-030. Inquiries concerning the standards of school compliance may be directed to the Office of Degree Authorization, 1500 Valley River Drive, Suite 100, Eugene, OR 97401.

## Equal Opportunity Commitment

The mission of Walla Walla University is to foster the unique gifts of every individual within this Christian community of faith and discovery. The University adheres to all federal and state civil rights laws and regulations prohibiting discrimination in public and private universities of higher education (Title IX of the Education Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and Washington State House Bill 1751). Walla Walla University is a religiously qualified institution of higher education. It does not discriminate whether explicitly or implicitly against students, or applicants for admission on the basis of race, color, national origin, sex, age, honorably discharged veteran or military status, pregnant or parenting statuses, the presence of neuro diverse abilities (sensory, mental, or physical abilities), or the use of a trained dog guide or service animal by a person with a disability.

In keeping with its commitment to maintaining an environment that is free of unlawful discrimination and with its legal obligations, Walla Walla University maintains a policy prohibiting unlawful harassment and sexual misconduct including, but not limited to sex-based intimidation and harassment, hate crime, domestic and dating violence, hazing, stalking, and assault. For further information or to report an incident, go to: [wallawalla.edu/titleix](http://wallawalla.edu/titleix)

#### Administrative Policy

Because of possible fluctuation in Walla Walla University's financial position and the economy, the Administration and Board of Trustees reserve the right to adjust costs and policies throughout the school year to supersede published statements.

#### COVID Environment Administrative Policy

Tuition and general fees will cover the added cost of the adjustments and flexibility related to COVID-19, including the university's investments in technology upgrades, surveillance testing, contact tracing, isolation and quarantine spaces, and other needs. No tuition or general fee refunds beyond the university's stated tuition refund schedule will be given based upon how courses are completed. Because costs associated with online labs often equal or exceed in person costs, fees for online labs will generally be charged at the same rate, Lab fees will be adjusted for online labs with significantly lower costs.

WALLA WALLA UNIVERSITY BULLETIN  
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STUDENT FINANCE EDITION  
JULY 2024

## CONTACT INFORMATION

<b>WALLA WALLA UNIVERSITY</b> 204 South College Avenue College Place, WA 99324-1198	
Telephone Number	(509) 527-2615
Toll-Free Telephone Number (Continental U.S. and Canada)	(800) 541-8900
World Wide Web Site	wallawalla.edu
<b>MARKETING &amp; ENROLLMENT SERVICES</b>	
Associate Vice President	Trevor Congleton
Applications for Admission	Telephone Number: (509) 527-2327
Bulletins	Fax Number: (509) 527-2397
General Information	E-mail: info@wallawalla.edu
<b>ACADEMIC RECORDS</b>	
Registrar	Jerry Entze
Academic Information	Telephone Number: (509) 527-2811
Transcripts/Transcript Evaluation	Fax Number: (509) 527-2574
Information for Transfer Students	E-mail: academic.records@wallawalla.edu
<b>STUDENT FINANCIAL SERVICES</b>	
Director	Gayla Rogers
<b>STUDENT LIFE</b>	
Vice President	Darren Wilkins
Automobile Registration	Telephone Number: (509) 527-2511
Off-Campus Housing	Fax Number: (509) 527-2674
Associate VP/Dean of Students	Brooklynn Armesto-Larson
Student Life	E-mail: student.life@wallawalla.edu



HOUSING ARRANGEMENTS	
<b>Director of Residential Life &amp; Housing</b>	Jon Nickell
General Information	Telephone Number: (509) 527-2109
<b>WWU Village Housing Office</b>	Dorene Hackett
Off-Campus Housing Reservations	Telephone Number: (509) 527-2109
<b>Men's Deans</b>	Anthony Handal, Paul Starkebaum
General Information	Telephone Number: (509) 527-2111
Meske/Sittner Hall	E-mail: sittner@wallawalla.edu
<b>Women's Deans</b>	Katherine Gonzalez, Victoria Stagg
General Information	Telephone Number: (509) 527-2531
Foreman/Conard Hall	E-mail: foreman@wallawalla.edu
<b>Portland Residence Hall Dean</b>	Annette Riebe
General Information	Portland Campus
Room Reservations	Telephone Number: (503) 251-6118
<b>PORTLAND CAMPUS</b>	
10345 S.E. Market	
Portland, OR 97216	
(503) 251-6115	
<b>ROSARIO MARINE STATION</b>	
3792 Rosario Terrace Road	
Anacortes, WA 98221	
(360) 293-2326	
Note: Administrative offices are closed from Friday noon until Monday morning and on legal holidays.	

# ACADEMIC CALENDAR 2024-2025

## AUTUMN QUARTER

<i>August</i>		
7	W	Financial Clearance Begins
<i>September</i>		
22-27	S-F	Freshman Experience and Orientation
25	W	Financial Clearance Deadline (4 pm)
30	M	Instruction Begins
<i>October</i>		
4	F	Last day to Register
11	F	Last Day for Registered Students to Add a Class or Change to/from Audit
<i>November</i>		
19	T	Last Day to Withdraw from Classes
24	S	Thanksgiving Break Begins
<i>December</i>		
1	S	Thanksgiving Break Ends
16-18	MTW	Final Exams
19	R	Winter Break Begins

## SPRING QUARTER

<i>March</i>		
5	W	Financial Clearance Begins
26	W	Financial Clearance Deadline (4 pm)
31	M	Instruction Begins
<i>April</i>		
4	F	Last Day to Register
11	F	Last Day for Registered Students to Add a Class or Change to/from Audit
<i>May</i>		
20	T	Last Day to Withdraw from Classes
<i>June</i>		
9-11	MTW	Final Exams
15	S	Commencement (8:30 am)

## WINTER QUARTER

<i>December</i>		
4	W	Financial Clearance Begins
31	T	Financial Clearance Deadline (4 pm)
<i>January</i>		
6	M	Instruction Begins
10	F	Last Day to Register
17	F	Last Day for Registered Students to Add a Class or Change to/from Audit
<i>February</i>		
25	T	Last Day to Withdraw from Classes
<i>March</i>		
17-19	MTW	Final Exams
20	R	Spring Break Begins

## SUMMER QUARTER

<i>May</i>		
7	W	Financial Clearance Begins
<i>June</i>		
18	W	Financial Clearance Deadline (4 pm)
23	M	Instruction Begins
<i>July</i>		
4	F	Independence Day Holiday
<i>August</i>		
15	F	Eight-week Session Ends
29	F	Ten-week Session Ends

# STUDENT FINANCIAL SERVICES

Members of the Student Financial Services team work with parents, students, federal and state governments, the university, and others to coordinate financial arrangements for students to receive an education at Walla Walla University. Students and parents are encouraged to phone, e-mail, and visit our office for answers to questions about financing a college education.

**FINANCIAL COUNSELORS** provide assistance for financial planning. They are responsible for approving all financial arrangements and are available to discuss concerns and challenges if parents or students have difficulty meeting the terms of the payment plan the family has agreed to.

**FINANCIAL AID COUNSELORS** assist with the completion of financial aid applications and with the administration of scholarship programs.

**STUDENT EMPLOYMENT** assists students in looking for work both on and off campus. Employment personnel neither hire students nor assign them to particular jobs but works with students individually to assist them in their employment search.

**STUDENT LOAN CENTER** assists current students with completing student loan applications and loan promissory notes and obtaining additional loans to finance educational expenses; also assists with borrowers in repayment on Federal Perkins, Nursing, or Institutional Loans.

For Information	Call	Toll Free	E-Mail
Financial Counselors	(509) 527-2815	(800) 656-2815	student.financials@wallawalla.edu
Financial Aid Counselor	(509) 527-2315	(800) 656-2315	financial.aid@wallawalla.edu
Student Employment	(509) 527-2357	(800) 656-2357	student.employment@wallawalla.edu
Student Loan Center	(509) 527-2333	(800) 656-2333	student.loans@wallawalla.edu

## EXPENSES (2024-25)

This section of the bulletin is designed to help parents and students anticipate the costs connected with receiving a Walla Walla University education. This list identifies many of the expenses a student may incur, but it is not exhaustive. Students will have additional expenses for transportation, personal needs, and other necessities and extras not mentioned here. Parents and students will want to consider such expenses when making plans to cover the total university costs.

### ESTIMATED UNDERGRADUATE STUDENT BUDGETS

Dormitory Student		
	Per Quarter	Per Year
Tuition (full-time, 12-16 hours)	\$11,004	\$33,012
General Fee (Includes ASWWU Membership Dues)	405	1,215
Housing Costs	1,744	5,232
Cafeteria Meal Plan	1,472	4,416
Books (average)	255	765
Miscellaneous	600	1,800
<b>TOTAL</b>	<b>\$15,480</b>	<b>\$46,440</b>
Non-Dormitory Student		
	Per Quarter	Per Year
Tuition (full-time, 12-16 hours)	\$11,004	\$33,012
General Fee (Includes ASWWU Membership Dues)	405	1,215
Books (average)	255	765
Miscellaneous	600	1,800
<b>TOTAL</b>	<b>\$12,264</b>	<b>\$36,792</b>

### TUITION AND REQUIRED FEES

#### Undergraduate Student Tuition

1-11 quarter hours	\$917
12-16 quarter hours	\$11,004
17+ quarter hours	\$734 per additional quarter hour

#### Audit Tuition (\$459 per quarter hour)

Undergraduate students are charged for audited hours above or below bracket tuition. Graduate students are charged for all audited credits. Class fees are charged on audited classes. See the Undergraduate Bulletin for restrictions on audited classes.

Students with a Walla Walla University cumulative GPA of at least 3.00 and enrolled at least 12 hours of non-audited classes pay \$10 for each audited course instead of the "per quarter hour" charge. This fee is non-refundable after the fifth day of the quarter. Students in their first quarter at WWU are not eligible for this option because they do not have a WWU cumulative GPA.

#### Student Missionary Tuition (\$15 for 12 credits per quarter)

Participants in the Student Missionary and Task Force programs are registered as full-time students in the Experiential Program, SMTF 100, provided they meet the Student Missions Office's eligibility criteria and receive financial clearance from Student Financial Services. Registration cannot be retroactive. Contact the Student Missions Office for more information.

#### Graduate Master's Student Tuition (\$719 per quarter hour)

#### Master of Engineering Student Tuition (\$917 per quarter hour)

#### Graduate Doctoral Student Tuition (\$925 per quarter hour)

**Education and Biology Masters Student Tuition** (\$480 per quarter hour/ with teaching contract) Starting Summer 2022 or later, students are not eligible for WWU grants and scholarships, but may apply for Federal Direct Student Loans. The balance of the tuition not covered by awarded loans must be paid by the financial clearance deadline.

#### Walla Walla University High School Enrichment

**Tuition** (10% of the per-credit WWU Undergraduate tuition rate, limited to 16 credits per year)

The High School Enrichment Program provides qualified high school juniors and seniors the opportunity to enroll in Walla Walla University courses on a space-available basis. Dual credit may be earned for both the high school diploma (at the discretion of the high school) and a university degree. Courses will appear on the university transcript. Any class fees are the responsibility of the student. Please note that high school students do not get a tuition refund after the fifth day into the quarter. This applies for both on-and off-campus housing.

#### Senior Citizen Audit Tuition (\$100 per quarter)

The Senior Citizen Class Program (non-degree seeking) makes it possible for students who are 65 or more years of age to sit in a class (with teacher's permission). Class or lab fees are the responsibility of the student.

#### General Fee-Undergraduate (\$405 per quarter)

All tuition paying undergraduate students registered for 6 or more hours are required to pay this fee. Taskforce, Student Missionaries and ACA students are exempt. Besides covering the cost of housing club dues, internet access while on campus, Excess Student Accident Insurance, printing the first 100 pages in computer labs, access to the library, gym, and pool, and new technology for classrooms, etc., the General Fee includes the ASWWU dues which provides for student publications and membership in the Associated Students of Walla Walla University (ASWWU).

Students who are charged the General Fee for less than three quarters will need to pay an additional fee if they wish to receive the yearbook. Students who are exempt from paying the General Fee may purchase publications for prices set by the ASWWU editors.

**Rosario Summer Session General Fee (\$135 per quarter)**

**General Fee-Graduate (\$135 per quarter)**

All tuition paying graduate students registered for 4 or more hours are required to pay this fee. This fee covers internet access while on campus, Excess Student Accident Insurance, new technology for classrooms, graduation fee, etc. Students on the College Place campus also receive access to the library, gym and pool, and printing the first 100 pages in the computer labs.

The General Fee for graduate students does not include ASWWU dues, graduate students wanting campus publications such as the Mask and the yearbook may purchase these publications for prices set by the ASWWU editors.

**HOUSING COSTS**

**RESIDENCE HALL HOUSING**

**ROOM CHARGES ON THE COLLEGE PLACE CAMPUS**

Rent for a room with two occupants is as follows:

Conard Hall	\$1,658 per person, per quarter
Foreman Hall	\$1,744 per person, per quarter
Sittner Hall	\$1,658 per person, per quarter
Meske Hall	\$1,658 per person, per quarter

When rooms are available, single occupancy is permitted at a rate of 150 percent of the regular room rate.

Upon the student's departure, charges for delayed departure, an uncleaned or damaged room, or failure to return keys may be applied to the student's account. (For a complete listing of residence hall fines, please refer to the online Residential Life Handbook.)

<b>ROOM CHARGES ON THE PORTLAND CAMPUS</b>	<b>\$2,002 per quarter</b>
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Rooms in Hansen Hall are generally available for single occupancy only. Should double occupancy be approved, rent would be charged at the same rate as Foreman Hall for each occupant.

**ROOM DEPOSIT - PORTLAND CAMPUS**

A \$200 deposit is required to reserve a room in Hansen Hall. Upon the student's departure, a refund of up to \$130 may be applied to the student's account. Charges for delayed departure, an uncleaned or damaged room, or failure to return keys are also applied. Should the student not enroll, the entire deposit is refunded.

**PRINTING IN PC LABS**

Students will be charged for printing in the library and general-purpose PC Labs. Printed pages are charged at a rate of 10 cents per monochrome and 25 cents per color page. Each student will be given \$10 credit each quarter to compensate for technical challenges when printing in these locations. Printing charges are tallied at the end of each quarter and added to each student's account less the \$10 credit.

**UNIVERSITY-OWNED OFF-CAMPUS HOUSING**

Walla Walla University owns a limited number of apartments and houses for students to rent. Rent is charged to the student account in 3-month increments and is prorated based on check in and check out dates.

Students must apply for housing during open application periods. Priority is granted to applicants who are married and/or have children and/or are 25 years of age or older. Housing offers are made to other applicants on a first-come, first-served basis. Financial arrangements must be approved by Student Financial Services before a student may move into a residence.

Students not registered for the following quarter are required to vacate the day after the last day of finals, or if graduating in June, the day following the graduation commencement. A 30-day "move out" notice is required. Students not given a 30-day notice may forfeit up to 30 days of rent. Upon vacating, students are responsible for restoring the residence to its initial clean condition. If there are charges for an incomplete move out, cleaning, damages, moving out late, or failure to return keys, these charges will be added to the student's account.

For more information, visit [wallawalla.edu/village](http://wallawalla.edu/village) or contact Village Housing at (509) 527-2109 or [village@wallawalla.edu](mailto:village@wallawalla.edu).

**Housing Administration Fees**

A non-refundable Housing Administration Fee is required before occupying a residence. This fee covers administrative costs and may be paid by check or cash at the Village Housing Office or by credit/debit card or e-check online. Credit card companies do charge a convenience fee.

- \$250 if in a 1 bedroom or shared 2+ bedroom residence
- \$500 if married/family, or living alone in a 2+ bedroom residence

**Village Housing Eligibility**

To be eligible for Village Housing, a student must be in good standing at the university and enrolled in full time, degree track, or equivalent coursework (audit courses do not apply). In addition, student must have completed 136 credit hours and/or be 22 years of age or meet other housing policy eligibility criteria ([wallawalla.edu/village](http://wallawalla.edu/village)). Continuing students need to meet the Clean Quarter Policy requirements.

**Pet Policy**

Animals of any kind, except harmless fish in an aquarium (not to exceed 10-gallon capacity per residence) are prohibited. Service and assistance animals are restricted to students who have received prior accommodation such through Disability Support Services and the Director of residential Life and Housing.

Occupants found to have unapproved animals in housing will be given notice to remove them and provide evidence of removal within a specified time or vacate.

### Cafeteria Expenses

At registration, students living in residence halls are able to select from the following buffet-style, all-you-can-eat meal plans:

Meal Plan	Meals Per Week	Cost Per Quarter
Platinum	19	\$1,584
Platinum Flex	15+ \$160 Flex per qtr.	\$1,584
Gold	15	\$1,472
Gold Flex	12 + \$110 Flex per qtr.	\$1,472
Silver	10	\$1,250
Silver Flex	8+ \$85 Flex per qtr.	\$1,250

The Gold Flex Plan is the default meal plan, students may change their meal plan within the first 10 days of a quarter. Meals do not carry over from week to week.

Flex dollars work like a pre-paid debit card and are extra dollars that can be used throughout the quarter in the cafeteria or Student Association Center (SAC). A student can also save them up just in case they run out of meals in their selected Plan. The SAC takes either cash or Flex dollars. Flex dollars do carry over from week to week, but not from one quarter to another. Should a student use all their Flex dollars, they are able to charge meal purchases to their student account.

Students can only use one of their meals at each mealtime. Additional meals at the same mealtime are counted as guests.

Village students may select a meal plan or pay for purchases with their ID card, cash, or a credit card.

## STUDENT ORGANIZATION FEES

### Student Association Membership Dues

Student association membership dues are included in the General Fee.

### Activity Fees

These fees apply to university-sponsored extracurricular activities in which a student may choose to participate. Fees vary depending on the activity and are published prior to each activity.

### Club Membership Dues

Students may choose to belong to campus clubs and are charged dues up to \$40 per club, per quarter. Students may charge per quarter dues for membership in up to two clubs.

### Junior Class Membership Dues

Junior class dues are \$40 per year. All members of the junior class are charged dues, except for students taking classes through the Adventist Colleges Abroad (ACA) program their junior year. Those ACA students will be charged junior class dues their first quarter enrolled at WWU after their ACA year. This is only charged once per student.

### Senior Class Membership Dues

Senior class votes the amount of its membership dues and covers the cost of the class gift, and senior activities. Dues cannot exceed \$50 per school year and must be approved by

the university president. Autumn quarter graduates will be charged \$50. Should the class vote dues of less than \$50, an adjustment will be made later in the quarter.

Students pay directly for caps, gowns, announcements, graduation photos etc. Nursing students pay directly for uniforms, pins, etc.

All undergraduate students who graduate are considered members of the senior class and are charged dues prior to their graduation.

## INSURANCE

### Student Insurance

Walla Walla University believes health insurance is extremely important for all students. All undergraduate and graduate students (including international students) must be covered by a health insurance plan. Domestic students are responsible for obtaining and maintaining their health insurance. Be sure to check your health insurance plan to see if there are in-network providers in our local area or consider other health insurance plans. International students are required to purchase health insurance through our approved vendor. Information regarding international student insurance, local providers and the purchase of other insurance plans can be found at [wallawalla.edu/insurance](http://wallawalla.edu/insurance).

### Excess Student Accident Insurance

Walla Walla University covers all registered undergraduate, graduate, and doctoral students with excess accident insurance with a \$5,000 limit. Students injured while on WWU campus, in campus-owned housing, or participating in off-campus University-sponsored activities (excluding intercollegiate athletic accidents) may file a claim. Visit [wallawalla.edu/insurance](http://wallawalla.edu/insurance) or contact the Risk & Safety Officer at (509) 527-2250 for assistance.

### Personal Property Insurance

Walla Walla University is not responsible for loss of personal property. Students are encouraged to carry their own insurance for coverage of personal belongings.

## COST OF BOOKS AND SCHOOL SUPPLIES

WWU partners with Slingshot to provide students with their course materials through an auto-fulfillment program. Think of it as a subscription box for all your learning materials! Students simply enroll in classes and all required course materials will be ready for them before the first day of class. Full-time students should budget approximately \$175 to \$400 per quarter for such purchases.

Starting Fall of 2024, all new/transfer students are opted in to Slingshot automatically when they start their program at WWU with a preference for rental books set as the default, as it is typically the most affordable. Students can update this preference if they would prefer a different option such as digital, purchase used, or purchase new. Continuing students can opt in by making a course material preference selection from their Slingshot Account. Any student can opt in or opt out at any time or return any unneeded books during the first week of the term for a full refund. Opted out students can still buy books individually from the Campus Store by placing an order online or visit the store during regular hours.

## ACADEMIC FEES

### AVIATION PROGRAM

#### Flight Training Costs

In addition to the regular cost of tuition and student charges, Walla Walla University charges fees for flight training as follows:

Cessna 172	\$149 per hour
Piper Arrow	\$184 per hour
Beechcraft Duchess	\$347 per hour
Computer Simulation:	
Frasca Mentor AATD	\$42 per hour
Frasca TruFlite AATD	\$69 per hour
Instruction Fees	\$65 per hour
Student Pilot Insurance Fee (Non-refundable after fifth day of the quarter.)	\$28.53 per year
FAA Flight Medical	\$100 (cannot be charged to account)
FAA Practical Test (Check Ride)	\$500-\$900 per rating/license (cannot be charged to account)
Headset	\$300-\$1,000
iPad	\$500-\$1,000

#### Aviation Examination Fees

Federal Aviation Administration (FAA) knowledge examinations are \$175 per examination. Students must pay this fee when registering online for the examination. These examinations are required for students enrolled in the following classes:

AVIA 135	One Exam
AVIA 141	One Exam
AVIA 261	One Exam
AVIA 334	One Exam
AVIA 356	One Exam
AVIA 358	One Exam
AVIA 458	One Exam

#### Fuel Surcharge & Fees Subject to Change

An additional variable fuel surcharge fee may apply to all flights when average fuel costs exceed \$6.50 per gallon.

All aviation program fees are subject to change as a result of the fluctuation of operating costs. Please contact the Department of Technology for additional information concerning aviation flight costs.

#### Aviation Payment Options

To prevent delays in training, students must have a payment plan in place with the Aviation office. The deadline is the Wednesday before classes begin in order to be placed on the flight schedule for that quarter. These are the options:

1. Payment in full for the estimated cost of the flight courses for which they are registered. The student will be removed from the flight schedule if their balance drops below \$400 without autopay on file. Financial aid can only be considered if the student's regular tuition account has been paid in full with other funds.
2. Automatic Payment Form. The automatic payment plan can use an e-check or a credit or debit card. Charges are processed weekly. If a credit card is used, a 2.25% convenience fee is charged by the payment processor. Students and parents can enroll at: [payment.wallawalla.edu](https://payment.wallawalla.edu) (sign in, go to the Account Menu, then Payment Plans, then Add a New Payment Plan) If the Automatic payment fails, the student's flight training is put on hold until the problem is resolved.
3. Confirmation of third-party institution payment (examples: Veterans Administration, parent employer)

#### Estimated Aviation Program Costs\*

Ratings/Licenses	Estimated Flight Costs
Private	\$18,076
Instrument	\$20,569
Commercial	\$20,867
Mission/Humanitarian	\$3,210
Multiengine	\$10,504
CFI	\$9,124
CFII	\$3,924
MEI	\$7,340
Practicum	Varies based on the individual student
Total (without Practicum)	\$93,614

\*Students flight costs exceeding estimates will be charged to the students accounts as charges occur.

#### Aviation Notes

The above estimated average costs include all aviation classes. AVIA 357, 358, 458, and 460, are optional for Aviation Management and Aviation Technology students. Both majors may have practicum flight credits added, the cost of which is not included in the above estimate. Aviation Program Fees are based on an average student completing the flight class. Students are required to pay anticipated flight course expenses at the beginning of each quarter. Student flight costs exceeding the estimates will be charged to their aviation account as charges occur. If there are funds available after the course is completed, those funds can be applied to the next flight class in which the student enrolls or returned to their student account.

Please contact the Department of Technology for additional information concerning aviation flight costs.

Walla Walla University provides aircraft with the fuel costs covered by the rental rate. If a flight is not operated from our home airport and a fuel purchase is necessary, fuel can be charged to an aircraft credit card. An additional variable fuel surcharge fee will apply to any of these external fuel purchases made above a specified surcharge rate. This rate is variable depending on current regional and national fuel prices. The current fuel surcharge rate can be found at the Flight Center or by contacting a flight director. For further details consult the Aviation Program Procedures and Regulations document at [fly.wallawalla.edu](http://fly.wallawalla.edu).

Due to federal regulations, international students, including students from Canada, cannot major or minor in aviation, and may not enroll in any flight training classes. International Students are allowed to take Intro to Flight.

## MUSIC CURRICULUM FEES

### MUSIC LESSON FEES

Students may take music lessons with or without receiving academic credit for the lessons. Students enrolled in lessons will be charged fees—in addition to any applicable tuition—according to the following schedule:

#### *Lesson Fees-per quarter, plus tuition*

For credit:	Nine half-hour lessons (1 credit)	\$275, plus tuition
	Nine one-hour lessons (2-4 credits)	\$550, plus tuition

#### *Lesson Fees-per quarter*

For noncredit:	Nine half-hour lessons	\$375
	Nine one-hour lessons	\$750

A minimum of nine 30-minute lessons per quarter and daily practice totaling five clock hours per week corresponds to one credit hour of music lessons.

It is the student's responsibility to meet the appointed time for lessons. The teacher is obligated to provide opportunities for makeup lessons only in cases of illness or emergency. Excused absences may be made at the discretion of the teacher if previous arrangements have been made. Lessons falling on holidays or vacations are not made up unless this results in the student receiving fewer than nine lessons during the quarter.

If a student taking lessons discontinues the lessons, the student must submit a Change of Registration form to the Academic Records Office at the time the lessons are discontinued.

Federal financial aid cannot be used to pay for tuition for lessons not required for a student's degree.

### MUSIC LESSON FEE WAIVERS

The music lesson fee waiver program is not available for students who enroll or change majors after Fall 2020. Current students who meet the requirements will be grandfathered in until graduation.

Scholarships equal to the lesson fees charged for credit lessons are available only for music "majors in good standing" who meet the following criteria:

1. Completion of MUCT 121-123 Theory I and MUCT 131-133 Ear Training I
2. Acceptance into the music program as a result of passing a status jury exam
3. Enrollment in at least 12 credit hours (Audits and "No credit" classes do not count)

Students taking music lessons prior to meeting the above criteria are required to pay the fees during the quarter in which they register for the lessons. Music lesson fee waivers are not retroactive. Students who complete eligibility requirements at the beginning of winter quarter become eligible that quarter. Students who complete eligibility requirements at the end of spring quarter become eligible the following fall quarter. Only those lessons which are needed to complete requirements for a music major are included in the waiver program. Music majors can receive a lesson fee waiver for more than one emphasis provided they pass status jury exams for more than one emphasis and meet all the qualifications.

### INSTRUMENT RENTAL

Students may rent band or orchestra instruments for \$75 per quarter.



**Course Fees**

<u>Course Number</u>	<u>Course Name</u>	<u>Quarterly Fee</u>
XXXX 490	Internship - 0 Credit	323
XXXX 495	Alternative Colloquium	104
AUTO 114	Personal Car Care	150
AUTO 135	Internal Combustion Engine Laboratory	150
AUTO 146	Manual Drive Trains and Axles Laboratory	150
AUTO 157	Electrical Systems Laboratory	150
AUTO 215	Engine Performance Lab	150
AUTO 280	Practicum	150
AUTO 286	Engine Rebuilding Lab	150
AUTO 336	Suspension and Steering Systems Laboratory	150
AUTO 338	Brake Systems and Traction Control Laboratory	150
AUTO 356	Climate Control Systems Laboratory	150
AUTO 358	Automatic Transmissions and Transaxles Lab	150
AUTO 365	Diesel Engines	150
AUTO 414	Advanced Engine Performance	150
AUTO 434	High Performance Engine Tuning	150
AUTO 466	Body Electronics and Computer Systems	150
AUTO 473	Alternative Fuels & Hybrids	150
AUTO 480	Advanced Practicum	150
AUTO 495	Colloquium	800
AVIA 110	Introduction to Flight	428
AVIA 142	Private Pilot Flight Training I (TCO**)	34
AVIA 142	Private Pilot Flight Training I (Flight Expenses)	5,592
AVIA 143	Private Pilot Flight Training II (Flight Expenses)	5,255
AVIA 144	Private Pilot Flight Training III (Flight Expenses)	6,030
AVIA 262	Instrument Flight Training (TCO**)	34

AVIA 262	Instrument Flight Training (Flight Expenses)	5,899
AVIA 263	Advanced Instrument Flight Training (Flight Expenses)	7,611
AVIA 264	Cross Country Flight (Flight Expenses)	5,960
AVIA 280	Practicum (per credit)	2,980
AVIA 325	Advanced Cross Country Flight (Flight Expenses)	3,680
AVIA 335	Commercial Flight Training (TCO**)	34
AVIA 335	Commercial Flight Training (Flight Expenses)	8,293
AVIA 336	Advanced Commercial Flight Training (Flight Expenses)	7,795
AVIA 337	Mission/Humanitarian Flight Training (Flight Expenses)	3,210
AVIA 340	Multi-Engine Flight Training (TCO**)	34
AVIA 340	Multi-Engine Flight Training (Flight Expenses)	9,304
AVAI 357	Flight Instructor Training (Flight Expenses)	3,140
AVIA 358	Advanced Flight Instructor Training (Flight Expenses)	4,710
AVIA 455	Crew Resource Management	670
AVIA 458	Instrument Instructor Flight Training (Flight Expenses)	2,849
AVIA 460	Multi-Engine Instructor Flight Training (Flight Expenses)	6,440
AVIA 480	Advance Practicum (per credit)	3,680
BIOL 105, 106	Contemporary Biology (lab)	168
BIOL 121, 122, 123	Anatomy and Physiology (lab)	168
BIOL 141, 142, 143	General Biology (lab)	168
BIOL 222	Microbiology (lab)	168
BIOL 305	General Ecology	168
BIOL 360	Plant Biology	168
BIOL 381	Cell Biology I: Structure and Bioenergetics	168
BIOL 382	Cell Biology II: Genetics and Molecular Biology	168

BIOL 383	Cell Biology: III: Genomics and Regulation	168
BIOL 403	Ornithology - Rosario Campus	224
BIOL 405	Natural History of Vertebrates - College Place Campus	168
BIOL 405	Natural History of Vertebrates - Rosario Campus	224
BIOL 410	Limnology	168
BIOL 417, 517	Behavior of Marine Organisms	224
BIOL 422	Cancer Biology Lab	168
BIOL 426	Systematic Botany	168
BIOL 430	Molecular Biology Techniques	168
BIOL 440	Human Anatomy	672
BIOL 445	Advanced Microbiology	168
BIOL 458	Marine Biology	224
BIOL 460	Marine Ecology	224
BIOL 463	Marine Phycology	224
BIOL 464	Animal Physiology	168
BIOL 466	Immunology	168
BIOL 475, 575	Marine Invertebrates	224
CDEV 100	Experiential Program	18
CDEV 210	Career Exploration and Preparation	108
CHEM 105	Survey of Chemistry	34
CHEM 144, 145, 146	General Chemistry Laboratory	45
CHEM 324, 325	Introduction to Organic Laboratory	84
CHEM 386	Intermediate Organic Chemistry Laboratory	84
COMM/VISF 135	Essentials of Filmmaking	150
COMM/VISF 205	Screenwriting	100
COMM/VIS 260, 460	Professional Festival/Conference Participation	825
COMM/VISF 333	Audio Production	50
DRMA 252, 452 SN	Performance/Adv. Performance	39
DRMA 253, 453 SN	Technical Production/Adv. Technical Production	39
DRMA 260, 460	Professional Theatre/Conference Participation	335
DSGN 110, 111	Design Principles I, II	60
DSGN 121	Fundamentals of CAD	57

DSGN 215	Design, Theory, History, and Criticism	29
DSGN 312	Design Strategies & Methodologies	57
DSGN 370	Fundamentals of Packaging	75
EDUC 360, EDCI 560	T&L: Inclusive Literacy I	50
EDUC 361, EDCI 561	T&L: Inclusive Literacy II	50
EDUC 365, EDCI 565	Secondary Classroom management	55
EDUC 373, EDCI 573	T&L: Mathematics	55
EDUC 382, EDCI 582	Teaching K-12 Social Studies	18
EDUC 383, EDCI 583	T&L: Science and Engineering	55
EDUC 250	Intro to Teaching and Technology	115
EDUC 386	Seminar in WA Social Sciences	50
EDUC 392	Methods of Teaching K-12 Art	100
EDUC 395, 595	Secondary Methods of Instruction I	55
EDUC 396	Secondary Methods of Instruction II	18
EDUC 444	Teaching and Learning: Cultural Diversity	68
EDUC 460	Elementary Student Teaching Part I	75
EDUC 461	Secondary Student Teaching Part I	75
EDUC 470	Elementary Student Teaching Part II	75
EDUC 471	Secondary Student Teaching Part II	75
EDUC 475	Teaching Reading Skills in the Content Areas	27
EDUC 480	Elementary Student Teaching Part III	75
EDUC 481	Secondary Student Teaching Part III	75
EDUC 497	Multigrade and Rural Education	224
EDUC 550	Intro to Teaching Practices	115
ENGL 121	Intro to Analytical Writing	16
ENGL 122	Intro to Research Writing	16
ENGL 223	Research Writing	16
ENGR XXXX	ALL LABS	196

ENGR 123	Introduction to Engineering Design	118
ENGR 496, 497, 498	Capstone Engineering Project	118
ENGR 499	Capstone Project Completion	118
GBUS 190SN	Free Enterprise Practicum	323
GNRL 101	University Experience (JumpStart)	300
GNRL 401	Continuing Enrollment***	200
GNRL 501, 601	Continuing Enrollment***	300
GREK 232	Greek I	168
GREK 331	Greek II	168
HIST 337	Baseball and American Culture	84
HIST 386	Cultures of the Pacific NW	25
HLTH 217	First Aid	70
HLTH 328	Basic Therapy	38
HONR 141	Writing Seminar I	18
JOUR 257	Introduction to Photojournalism	68
MATH 112	Math for Elementary Teachers I	40
MUHL 134	World Music	46
MUPF 215SN	University Singers	28
MUPF 245, 245SN, 345	I Cantori	150
MUPF 255SN	Wind Symphony - Woodwinds	28
MUPF 256SN	Wind Symphony - Brass, Percussion	28
MUPF 266, 266SN, 366	Symphony Orchestra	150
MUPF 283SN	Big Band	56
MUPF 284SN	Steel Band	28
MUPF 285SN, 385	Voice and Instrumental Ensembles	28
NRSG 202	Fundamentals of Nursing	441
NRSG 203	Health Assessment	366
NRSG 204	Pathophysiology/Pharmacology I	366
NRSG 290	LPN Validation	172
NRSG 321, 331, 344, 421, 437, 441	Clinical Labs	706

NRSG 445	Issues & Trends in Nursing	135
NRSG 450	NCLEX Review (includes graduation testing)	345
NRSG 490	Nursing Practicum	164
NRSG 494	Internship	323
PEAC 120P, 121P	Strength & Conditioning I, II - Portland Campus	80
PEAC 144	Golf	167
PEAC 146	Tennis	15
PEAC 167	Backpacking	62
PEAC 161	Rock Climbing	97
PEAC 164	Downhill Skiing/Snowboarding	230
PETH 107	Lifeguard Training	86
PETH 205	Water Safety Instructor's Course	85
PETH 225	Care and Prevention of Injuries	65
PETH 261	Officiating Sports Activities	30
PHYS 204, 205	Conceptual Physics Laboratory	23
PHYS 214, 215, 216	General Physics Laboratory	23
PHYS 254, 255, 256	Principles of Physics Laboratory	23
PHYS 315	Physical Electronics Laboratory	196
PRDN 120	Models and Prototypes	108
PRDN 130, 230, 330	3-D Design I, II, III	54
PRDN 210, 310	Product Design Studio I, II	54
PRDN 345	Environment Design	168
PRDN 410	Product Design Studio III	57
PRDN 411	Senior Project Studio	54
PREL 451	Publication Design & Editing	51
PSYC 272	Research Methods and Statistics II	40
PSYC 430	Psychological Testing	11
PSYC 444	Cultural Diversity in Education	68
RELB 421, 421P	Interpreting the Bible	56
RELP 131	Introduction to Faith and Ministry	68

RELP 236	Church Worship	112
RELP 493	Public Evangelism II	68
SCDI 441, 442	Scientific Diving I, II	224
SMTF 100	Experiential Program	30
SOWK 205	Mental Health First Aid	23
SOWK 490	Field Education	46
SOWK 529	Field Education: Generalist	46
SOWK 530	Field Education: Clinical	46
SOWK 545	Advanced Practice with Couples and Families	203
TECH 137	Oxyacetylene Welding and Cutting	150
TECH 138	Shielded Metal Arc Welding	150
TECH 139	Specialized Welding	150
TECH 220	Introduction to Basic Woodworking	129
TECH 223	Introduction to Fine Woodworking	129
TECH 224	Advanced Woodworking	129
TECH 235	Materials and Processes	150
TECH 236	Intro to Plastics	50
TECH 241, 242, 343	Fabrication and Machining of Metals I, II, III	150
TECH 321	Technology and Society	81
TECH 335	CNC Prototyping	135
TECH 380	Space Planning and Design	100
TECH 428, 528	Design Thinking and Technology	104
VIS 101	Creative Foundations I: Sketching	75
VIS 102	Creative Foundations II: Design	75
VIS 103	Creative Foundations III: Typography	100
VIS111	Core I: Visual Storytelling	100
VIS 112	Core II: Personal Expression	100
VIS 113	Core III: Elements of Industry	100
VIS 250	Art Studio	100
VIS 260, 460	Professional Film Festival / Conference Participation	825
VIS 272	Art Production	200

VIS 373	Portfolio Design	100
VIS 496, 497, 498	Senior Art Studio I, II, III	100
VISF/COMM 135	Essential of Filmmaking	150
VISF/COMM 205	Screenwriting	100
VISF 240	Cinematography and Postproduction	300
VISF/COMM 333	Audio Production	50
VISF 425	Interactive and VR Storytelling	100
VISA 194	Painting	100
VISA 264	Sculpture	75
VISA 284	Ceramics: Hand Building	100
VISA 285	Ceramics: Wheel Throwing	100
VISA 294	Printmaking	75
VISA 374	Advanced Ceramics	100
VISD 156	Photography	100
VISD 263	Web Design Studio	40
VISD 356	Advanced Photography	150
VISD 466	UI/UX Design Fundamentals	40

\* Non-refundable after the fifth day of the quarter

\*\*TCO Training Course Outline (Digital)

\*\*\*WWU will refund the fee if the student finishes the outstanding degree prior to the 50% refund deadline for the term the fee was charged.

## STUDENT DEVELOPMENT CENTER FEES

"Drop-in" tutoring	no charge
Private tutoring	\$18 per hour

## GRADUATE STUDENT FEES

For additional information about the graduate program and about the fees graduate program participants can expect to incur, refer to the Walla Walla University Graduate Bulletin.

## EXAMINATION FEES

American College Testing Program (ACT) examination fee	
Examination fee	\$63.50
Proctoring fee	\$20 (student must pay on the day of the test)
Challenge Examinations	
Credit fee	\$60 per credit hour
Examination fee	\$30
College-Level Examination Program (CLEP) test fee:	
CLEP exam fee	\$93 (paid when registering online for the test)
Proctoring fee-WWU Student	\$30 (student must pay on the day of the test)
Proctoring fee-Non-Student	\$35 (student must pay on the day of the test)
Correspondence - test fee for online class examinations	\$20 per hour
Education State testing fees	
WEST-B (fees are paid on the exam website)	
Single subtest: \$32 per subtest (Reading, Mathematics, or Writing)	
Combo test fee: \$96 (Reading, Mathematics or Writing)	only offered for computer-based testing
Nursing Achievement Test fee	\$65
Nursing Admission Test	\$10 per examination
Out-of-schedule examination fee	\$100 per examination

Validation Examinations	
Validation fee	\$10 per credit hour
Examination fee	\$30

## OTHER FEES

Adding/dropping a class after the fifth day of the quarter	\$30
Application - Undergraduate (non-refundable)	\$40
Application - Graduate (non-refundable)	\$50
Diploma replacement: Undergraduate	\$35
Diploma replacement: Graduate	\$45
Enrollment Fee	\$200
Field trips	Teachers notify students of special fees to cover expenses
ID card replacement	\$20
Late Application for Degree (Senior Outline)	\$100
Late registration	\$75
Nursing drug test	\$60
Nursing lab make up time	\$50 per instructor hour
Nursing background security check	\$25
Returned check (including electronic check)*	\$25
Student Success Program	\$129 per quarter
Transcript Requests	
Online - Electronic Copy	\$10
Online - Mailed Paper Copy	\$12
Hard Copy - Mailed Paper Copy	\$20

\* Students will be charged if they file an Application for Degree after the deadline. For June and August graduates, the charge will be assessed if the application is not turned in by the end of winter quarter; for December graduates, if not turned in by the end of spring quarter; for March graduates, if not turned in by the end of autumn quarter.

\* Plus, any international bank fees. This charge is assessed for both paper and electronic checks. Example reasons: Insufficient Funds, Account Closed, Invalid Account Number, Stop Payment. Transactions involving fraud may be referred to the appropriate authorities for prosecution.

## FINES

## SECURITY FEES AND FINES

All student-owned vehicles must be registered annually in order to park and operate on the WWU campus. Fines may be appealed online or at the Security Office during regular business hours (9 am to 4 pm). Fines may be paid online or by contacting the Security Office. Fines not paid within two weeks of the date of issue will be assessed an additional late fee of \$15 and the entire amount charged to the student's WWU account and/or a discipline hold may be placed on the student's account preventing them from gaining financial clearance and registration finalization. In addition, any right to appeal the violation will have been forfeited.

Annual Vehicle Registration Fee	\$45
<b>SCHEDULE OF FINES</b>	
Parking in Handicapped Parking	\$75
Failure to show ID/Giving False ID Information to a WWU Security Officer	\$75
Moving Violations	\$50
<i>Including, but not limited to: speeding, driving/riding on sidewalks, failure to observe stop signs, reckless driving, driving the wrong way on a one-way street or parking lot, hydroplaning or donut type maneuvers on WWU property including fields and lots (In addition to actual damages).</i>	
Blocking Access Areas	\$50
<i>Including, but not limited to: fire lanes, hydrants, loading zones, service areas and parking spaces, trash pickup sites, other posted areas obstructing traffic, parking in a reserved space.</i>	
Removing Cones/Barriers Placed by Security or Placing Cones/Barriers to Reserve Parking Spaces without Authorization from Security	\$50
Tampering with a Parking Permit/License Plate	\$50
Failure to Register Vehicle	\$35
Parking Violations	\$25
<i>Including, but not limited to: parking in "No Parking" areas, parking out of assigned lot, parking over posted time limit, parking in non-designated parking areas, parking in yellow curb areas.</i>	
Miscellaneous Violations (i.e. disturbing others with out music or lights)	\$25
Failure to Display Permit	\$15
Intentional Damage to or Defacing of Vehicles	\$150
(In addition to actual damages.)	
<b>PORTLAND CAMPUS-PARKING VIOLATIONS</b>	
Any parking violation if fine is paid upon receipt	\$10
Any parking violation if fine must be applied to student's school bill	\$20

## PETERSON MEMORIAL LIBRARY CHARGES AND FEES

Walla Walla University Libraries are dedicated to serving the information needs of students and faculty by providing equitable access to materials. All borrowers must present a valid WWU ID card to check out library resources and are asked to respect library property and policies. The libraries' computer system is configured to send automatic courtesy and overdue notices to the borrower's WWU email address. However, it is the borrower's responsibility to monitor their library account for lending information, including items checked out and their due dates. Unless requested by another borrower, renewals are available for most items owned by the WWU Libraries. The borrower is financially responsible for lost, stolen, or irreparably damaged library materials. The library will assess any items returned damaged and will contact the borrower if the item is deemed irreparable.

**Unreturned/Damaged Items Owned by WWU Libraries**

There are no daily overdue fines for items owned by the WWU Libraries. However, materials should be returned in a timely manner, once our library computer system considers the material LOST, replacement charges and non-refundable processing fees are automatically added to the borrower's library account.

Fees may be paid by either cash or check at the Walla Walla University Libraries during the quarter they are incurred. Any unpaid fees are forwarded from the borrower's library account to the Accounting Office on a quarterly basis. Payment of lost/damage fees does not signify the sale of the library material. Library materials remain the property of the university and should be returned to the Walla Walla University Libraries if found. However, replacement charges will be refunded if a lost item is returned within one quarter of being charged.

**Lost/Unreturned/Damaged Items**

Non-Refundable Processing Fee	\$15 per item
Most Books	\$75*
Most Periodicals	\$20 per issue*
Audio/Visual Media	\$250*
Tablets, Digital Projectors, & Other Equipment	\$2,000 (maximum)

\*Books, periodicals, or A/V media may necessitate a higher replacement fee depending on the cost of the item.

**Resource Sharing**

Resource Sharing services provide scholars with access to materials outside of the WWU Libraries' main collections. Materials borrowed through Resource Sharing should be returned on time to continue a good relationship with the lending institution. Replacement fees for lost/damaged Resource Sharing materials are determined by the lending institution/entity.

**Summit:** Summit items are borrowed through Walla Walla University's partnership with other libraries in the Orbis Cascade Alliance. Lost or irreparably damaged Summit items have a replacement fee of \$90. This will be refunded if a lost

item is returned in good condition before it is processed through Summit's Annual Account Reconciliation (AAR).

Interlibrary Loan (ILL): ILL offers access to materials not currently available within the Walla Walla University Libraries or Summit collections. Most ILLs may be acquired without additional charges to the student. In a situation where an item may only be acquired with a cost or copyright fees are required by law, the student will be notified and given the option to charge these costs to their WWU account.

### **Resource Sharing Charges & Fees**

Summit: Lost/Irreparably Damaged Items	\$90 per item
ILL: Lost/Damaged Items	
Non-Refundable Processing Fee	\$15 per item
Item Replacement Fee	Determined by the lending institution
ILL: Overdue Fines	\$1 per day + any fines determined by lending institution
ILL: Failure to Pick Up Ordered Items	\$5 per item
ILL: Request Fee	Determined by the lending institution
ILL: Copyright Fee	Determined by Copyright Clearance Center

### **OTHER UNIVERSITY FINES**

Falsely setting off a fire alarm	\$1000
Setting off an explosive device	\$500
Damaging a room	varies with damage
Failure to return dorm key/mailbox key (Meske)	\$50
Failure to return non-dorm key	\$30
Failure to return mailbox key	\$30

# BILLING

## PAYMENT PLANS

Parents and students may choose whichever of the following payment plans is most convenient for them.

### Regular Payment Plan

The quarter's estimated expenses (tuition, required fees, cafeteria meal plan, rent, estimated books and other expenses) plus any previous balance, less any awarded financial aid are paid before the student receives financial clearance for the new term. Students enrolled in flight training courses will have their estimate flight costs (less scholarships and third-party payments) added to their amount due.

Students and/or parents are billed for actual charges when they are incurred.

International (other than Canadian) and Extension students are expected to use the Regular Payment Plan.

Finance charges will accrue on a past due balance.

### Monthly Payment Plan

The quarter's estimated expenses (tuition, required fees, cafeteria meal plan, rent, estimated books and other expenses) less any awarded financial aid are divided into three equal payments. The first payment plus any previous balance is due before the student receives financial clearance for registration. Students taking flight training courses will have their estimate flight costs (less scholarships and third-party payments) added to their amount due. The second and third payments are due by set dates during the next two months.

Students and/or parents are billed for actual charges as those charges are incurred.

This plan may be available in special circumstances to international students.

If the amount due is not received by the end of the month, a FINANCE CHARGE of one percent (1%), which is an ANNUAL PERCENTAGE RATE of twelve percent (12%), will be charged on the amount due.

### MONTHLY PAYMENT PLAN SCHEDULE

The schedule of monthly payments is as follows:

	<u>Autumn</u>	<u>Winter</u>	<u>Spring</u>
Down Payment+Previous Balance	Clearance Deadline	Clearance Deadline	Clearance Deadline
Second Payment	October 25	January 25	April 25
Third Payment	November 25	February 25	May 25

### Financial Clearance, Deadline, & Classes Dropped

All students must complete financial clearance each quarter. This online process available through myWWU requires students to review the following items: contact information (address, phone numbers, email address), confirm a meal plan

for dorm residents, confirm housing arrangements, confirm all paperwork for financial aid and loans is completed, make any required down payment, and agree to terms and conditions. Financial Clearance completion deadline is 4 p.m. the Wednesday prior to the start of classes. Students missing this deadline will have their classes dropped. Other students may be wait-listed for one of these classes and students are not guaranteed reinstatement into their scheduled classes once financial clearance is completed.

### Permissions

During the financial clearance process, the student will be given opportunity to review and approve/deny several permissions (Students can also change their answers on myWWU):

- Send the student a paper copy of their monthly statement of account
- Send parents/sponsors/others a paper copy of their monthly statement of account
- Permission for parents/sponsors/others to talk to Walla Walla University about the student's finances
- Permission for Walla Walla University to leave automated messages (voice or text) on the student's cell phone
- Permission for Walla Walla University to use up to \$200 of any excess Title IV financial aid towards a previous balance
- Permission for Walla Walla University to hold the student's excess Title IV financial aid until disbursement is requested
- Permission for Walla Walla University to use the student's excess Title IV financial aid to pay for charges other than tuition and fees, campus housing, cafeteria and books (examples: club dues, activities, Express charges)
- Permission to apply Washington State financial aid directly to their account.

"Title IV" funds include most federal programs of financial aid, including loans and grants. "Excess Title IV financial aid" occurs when a student's Title IV aid exceeds the cost of their tuition and fees, campus housing, cafeteria, books, and other authorized charges. This is common for graduate students. This is not common for undergraduate students, except when parents take out large PLUS Loans, however, we are still required to ask permission.

### Automatic Payment Plan

Walla Walla University offers two automatic payment plan options. (To set up an automatic payment plan, go to [payment.wallawalla.edu](http://payment.wallawalla.edu) sign in, go to the Account Menu, then Add a New Payment Plan.)

#### 1 - Monthly Amount Due

The quarter's expenses (plus any previous balance and less any awarded financial aid) are processed as automatic charges using one of the online payment methods listed below. These payments are processed around the 25th of each month. At the end of the school year (or sooner if a student finishes midyear), a final charge or credit is applied using the payment method.

During financial clearance, students on the automatic payment plan may choose to have their down payment processed that



day or defer the payment to the due date. The date will be the 25th of the month, or the financial clearance deadline date, whichever occurs first.

## 2 - Recurring Amount

The same amount is processed each month, on the date of your choosing. When you set this up, you specify the date, dollar amount, and how many times you wish the payment to be processed. Because some students use this to pre-pay expenses, these payments are processed even if the account does not show balance due.

## STATEMENTS

Itemized statements giving an account of the previous month's expenses are issued monthly. A student may choose to receive a copy of their paper statement. Students may request copies be mailed to third parties, such as parents or sponsor. All students have access to electronic copies of their statement. In addition, students may authorize other people to have electronic access to the student's statement and account charges. **Please note that statements are not issued if a student has a credit or zero balance on their student account.**

## METHODS OF PAYMENT

- Cash is accepted at the Accounting Office:

WWU Accounting Office  
103 SW 4th Street  
College Place WA 99324

Due to security concerns, WWU discourages payments with large amounts of cash.

- Paper checks and money orders should be made payable to Walla Walla University and sent to:

WWU Accounting Office  
204 South College Avenue  
College Place, WA 99324

Personal checks submitted for any tuition, fees, books, or other charges should have the student's full name and ID number written on the face of the check. Personal checks arriving without this information will have the student's ID number written on them by WWU personnel. Should the payer prefer not to have the student's ID number written on their personal check, payment should be submitted by cashier's check, money order, credit card, or cash (in person only at the Accounting Office).

- Electronic check payments may be made online at [wallawalla.edu/payment](http://wallawalla.edu/payment). These payments require bank approval and are subject to a \$25 fee for payments returned for insufficient funds or incorrect account numbers. There is no fee for valid electronic checks. These payments are credited to the student account immediately when submitted.
- Debit/Credit card payments may be made online at [wallawalla.edu/payment](http://wallawalla.edu/payment). Payments made by phone or in person are processed through this same website. WWU accepts American Express®, Discover®, MasterCard® and Visa® credit cards. Credit cards have a 2.25% processing

fee. There is no fee for debit card transactions. These payments are credited to the student account immediately when submitted.

- Students and others wishing to have funds electronically transferred (wire transfers) should contact the WWU Accounting Office at (509) 527-2312.

## PAST-DUE ACCOUNTS

A **FINANCE CHARGE** will be imposed on each item of a student's account that has not been paid by the statement due date. The **FINANCE CHARGE** is computed at the rate of one percent (1%) per month or an **ANNUAL PERCENTAGE RATE** of twelve percent (12%) on the past due balance.

The past due balance is computed by taking the statement's amount due and subtracting any payments, credits, or financial aid received by the statement due date. A grace period may be given until the end of the month, at the University's discretion. The remaining balance owing, if any, is multiplied by one percent to obtain the periodic **FINANCE CHARGE**. The minimum finance charge is \$1.

## DIPLOMA RELEASE

By action of the Board of Trustees of the University, a diploma may not be released until the following criteria are met:

The student's account is paid in full.  
The student has paid off any short-term loan co-signed by WWU.  
The student's Nursing, Perkins, or institutional loans are current.  
The student's loan exit interviews are complete.

## CHANGE IN EXPENSES

Because of possible fluctuation in Walla Walla University's financial position and the economy, the Administration and Board of Trustees reserve the right to adjust costs and policies throughout the school year to supersede published statements.

## EMPLOYMENT

Walla Walla University offers a limited work program for students on the College Place campus. The university neither assigns nor guarantees students jobs. Rather, each student who wishes to be employed is responsible for finding, getting, and keeping a job. Students may pursue job leads on their own or with the help of Student Employment. *(To request a student employment information packet, contact Student Employment at (800) 656-2357, (509) 527-2357, or [student.employment@wallawalla.edu](mailto:student.employment@wallawalla.edu))*

### FINDING A JOB

Students who wish to begin job-hunting before arriving on campus are encouraged to do so, at:

**[wallawalla.edu/employers](http://wallawalla.edu/employers)**

Students have access to Job Scene—a listing of available jobs are posted at Student Employment and online at:

**[wallawalla.edu/jobscene](http://wallawalla.edu/jobscene)**

Students who are not on campus and who do not have Internet access may telephone or contact Student Employment to request a current copy of *Job Scene*.

### APPLYING FOR A JOB

Job applications are available at:

**[wallawalla.edu/student-employment-application](http://wallawalla.edu/student-employment-application)**

Student Employment staff can assist students with application distribution to potential employers on campus.

## PAYMENT

### Amount

The pay scale for most jobs begins at minimum wage. Washington State minimum wage for 2024 is \$16.28 and is adjusted on January 1 each year. Students with advanced skills may be paid more. Also, students who stay in their jobs and whose skill levels increase may receive periodic raises.

All students working on campus are covered by workers' compensation but are not covered by unemployment insurance.

### Method

All students employed on campus are paid every other week. Payments are electronically deposited directly into a bank account at any U.S. bank, savings and loan association, or credit union of the student's choice. In most cases, students have instant access to their money through automated teller machines even when banks are closed.

Students may opt to have a percentage of their net wages (after taxes) applied to their student account. Students wishing to have this option should sign the "Voluntary Authorization for Payroll Deduction" form.

## WORK HOURS

### What Hours to Work

A student's class schedule may affect a student's employment opportunities. Many employers need student workers between 8 a.m. and 12 noon. In general, students find that having three- to four-hour blocks of time available is ideal for their work schedules.

### How Many Hours to Work

Students registered for 12 or more credit hours generally find 10 to 15 hours to be the maximum they can work per week.

## PROVING ELIGIBILITY FOR EMPLOYMENT

Federal regulations require that **all** employees hired present original documents that establish both their identity and eligibility to work. All students wishing to work on the Walla Walla University campus are required to present such documents in order to receive authorization to begin work.

## SICK TIME

WWU student employees receive sick-pay benefits, accruing 1.6 hours for every 40 hours worked and only accrues for clocked (worked) hours, not for sick hours.

# FINANCIAL AID

Families unable to meet the costs of a Walla Walla University education are encouraged to apply for financial aid from the government and the university. All financial aid applications are evaluated based on the government's standard analysis of need. This analysis determines how much each family can afford to pay for the university according to federal government guidelines. Financial aid recipients are then awarded aid packages which typically include a combination of scholarships, grants, low-interest loans, and student employment. Unless otherwise noted, all forms of financial assistance are disbursed one-third each quarter (fall, winter, and spring). ***The total amount of scholarships, grants, and subsidy (from all sources) cannot exceed WWU's packaging budget in any given year. If the total does exceed the packaging budget, the award from WWU will be reduced.***

In order to receive the maximum financial assistance available, students should plan their finances for the entire academic school year prior to registration and complete their financial aid file by April 30 prior to the school year.

Adding or dropping a class on or before the 10th day of the quarter may affect a student's financial aid package.

## SCHOLARSHIPS

Scholarships are awarded for academic excellence, student leadership, and other accomplishments. They are not awarded based on need and do not have to be repaid. Even though it is recommended that students apply for financial aid, they are not required to do so in order to receive scholarships.

## SCHOLARSHIPS AVAILABLE FOR ENTERING FRESHMEN

WWU offers many scholarships to entering, first-time freshmen. Students are advised to inform Student Financial Services of scholarship eligibility and be prepared to document eligibility as required. Entering freshmen who do not attend WWU all three quarters of their freshman year forfeit a portion of their scholarships.

This scholarship program was designed for first time freshmen who enroll after September 1, 2023. Students already enrolled prior to the 2024-25 year will remain on the scholarship program in place when they enrolled as a first time freshmen at WWU.

### Awards for Excellence in Academic Achievement

\$9,000-15,000 per year Renewable	<b>ACHIEVEMENT SCHOLARSHIP.</b> A student can be awarded a scholarship based on their high school cumulative GPA or ACT/SAT test scores, whichever has the highest dollar value.  This award is fully renewable for three additional years if the student meets the Satisfactory Academic Progress Policy (See "Satisfactory Academic Progress Policy for Financial Aid Recipients" page in the Financial Bulletin). To validate this award, evidence of high school grade-point average must be submitted to the Admission Office by the student's school. General Equivalency Diploma (GED) test scores do not qualify. Students who attend any other college or university (except for the summer) forfeit the balance of their scholarship. See wallawalla.edu/achievement-scholarship for complete official scholarship guidelines.		
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Grade-Point Average	ACT Composite Score <sup>1</sup>	SAT Composite Scores <sup>2</sup>	Annual Award
3.90 to 4.00	31+	1,440+	\$15,000
3.75 to 3.89	29-30	1,360-1,430	13,000
3.50 to 3.74	25-28	1,220-1,350	11,000
3.25 to 3.49	24	1,090-1,210	10,000
3.00 to 3.24	23	1,150-1,180	9,000

<sup>1</sup> WWU Achievement Scholarships are awarded on the ACT/SAT test taken prior to collegiate level enrollment (Exception: Running Start). If a student has not taken the test before enrollment, the test may be required for academic placement, however, it will not impact the Achievement Scholarship.

<sup>2</sup> Taken after February 2016.

\$2,500 per year  
Renewable

**OUT-OF-AREA GRANT.** A student whose residential address is outside of the States of Washington or Oregon will receive an annual award of \$2,500 and provided for an additional 3 years as long as they maintain the out-of-area residency requirement. If the student is a dependent financial aid applicant, the state of residence is that of the parent supplying information on the FAFSA. (Otherwise, we use the state in the student's permanent address.) Students who attend any other college or university (except for the summer) forfeit the balance of their grant. Students receiving this grant cannot receive the Washington College Grant. See wallawalla.edu for complete official scholarship guidelines.

\$1,000-full tuition per year  
Renewable

**NATIONAL MERIT SCHOLAR AWARDS**

Students who place well on the National Merit Qualifying Exam (taken October or November of a student's junior year in high school) are rewarded with a scholarship. See wallawalla.edu/national-merit-scholarship for complete official scholarship guidelines.

Placement Level	Award
Finalist (President's Scholarship)	Full tuition <sup>1</sup>
Semifinalist (WWU Merit Award)	\$1,500 <sup>2</sup>
Commended Student (WWU Merit Award)	1,000 <sup>2</sup>

<sup>1</sup> Renewable at 100% for one year and at 50% for two more years if student maintains 3.80 GPA. Recipients are not eligible for other academic scholarships and the Out-of-Area Grant; recipient is eligible for leadership scholarships. Subsidy and President's Scholarship cannot exceed the cost of tuition and housing.

<sup>2</sup> Fully renewable for three additional years if student maintains a 3.80 GPA. Recipient is also eligible for GPA or ACT/SAT Scholarship.

#### Other Awards for Entering Freshmen

\$500-1,500  
Nonrenewable

**EXCELLENCE IN LEADERSHIP AWARD.** Walla Walla University awards scholarships to entering freshmen who served in certain leadership roles during their junior and senior years of High School. To validate this award, evidence of the office held must be submitted to the Admission Office. Students may qualify for more than one Excellence in Leadership award up to a total of \$1,500. See wallawalla.edu/scholarships.

<u>Office</u>	<u>Award</u>
Student Association (S.A.) President	\$1,500
S.A. Executive Vice President	1,000
S.A. Spiritual Vice President	1,000
Senior Class President	1,350
Senior Class Executive Vice President	1,000
Senior Class Spiritual Vice President	1,000
Junior Class President	1,000

Junior Class Executive Vice President	750
Yearbook Editor	1,350
Assistant Editor	825
Co-Editor	750
Newspaper Editor	1,350
Assistant Editor	825
Co-Editor	750
Head Resident Assistant	850
Resident Assistant	825
Team Captain	500
Outstanding Community/Church Leadership *	500
Other Office (Junior or Senior Year) *	500

\*Office subject to WWU approval. Limit two awards of this type per student.

\$1,000-\$1,500 per year Renewable	<p><b>HONORS GENERAL STUDIES PROGRAM SCHOLARSHIP.</b> Students in the WWU Honors Program are awarded an annual scholarship after successful completion of specific courses and a minimum GPA of 3.0 or higher. Freshman and Sophomore students receive \$1,000 and Juniors and Seniors receive \$1,500. Scholarship funds will be applied to students accounts at the start of spring quarter.</p> <p><b>NEXTGEN PASTOR AND TEACHER SCHOLARSHIP (2023-24 School Year).</b> NextGen Scholarship is a donor provided partnership designed to cover the cost of tuition (up to 16 hours per quarter), less other scholarships and grants – including funding from federal, state, institutional and private sources, and educational allowance. If additional awards are received after a scholarship has been awarded, an adjustment will be made on the recipient’s financial aid award. The amount of the NextGen Scholarship is based on completed financial aid forms such as WWU Financial Aid Application and FAFSA, along with any verification documents (if selected for this process).</p> <p>To qualify for NextGen Scholarship, a student:</p> <ul style="list-style-type: none"><li>• Must be a first-time freshman</li><li>• Declare Education of Theology as a major.</li><li>• Matriculate at WWU fall, 2023 for the 2023-2024 school year.</li><li>• Solid Academic performance is required (3.00 minimum high school GPA recommended).</li></ul>
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For the 2023-24 school year, the application deadline is **May 15, 2023**. Funding is limited and will be awarded following completion of the enrollment process, including payment of the Enrollment Fee as long as funds are available. Theology majors will also receive recommendations post required interviews with the Dean of the School of Theology.

The NextGen Scholarship is renewable up to 12 quarters (up to 16 hours per quarter), provided scholarship recipient(s) must:

- Make acceptable progress towards degree completion and remain in compliance with the academic policies and Satisfactory Academic Progress Policy (See " *Satisfactory Academic Progress Policy for Financial Aid Recipients*" page in the *Financial Bulletin*).
- Submit the FAFSA and WWU Undergraduate Application annually along with any additional documents requested for verification purposes (if selected for this process).
- Should a recipient choose to change to a difference major, the scholarship will not be available for subsequent quarters. Recipients must stay within the sequence of courses required for the degree

**PELL PARTNERSHIP SCHOLARSHIP:** First-time freshmen whose families report gross income of less than \$60,000 on their FAFSA application and qualify for the Federal Pell Grant Program will pay \$0 out-of-pocket for tuition at WWU. The scholarship covers WWU tuition by combining federal qualifying and Washington state grants in partnership with generous donors. Pell Partnership Scholarship does not cover general fees or course fees. The scholarship may provide subsidized and unsubsidized Federal Direct Loans as needed (grant is not increased if loans are declined). Students may become employed at WWU and choose to apply at least \$4,000 of work earnings each academic year towards their WWU bill. Pell Partnership Scholarship will be available for fall, winter and spring quarters up to 16 credits. It may be renewed for up to 12 academic quarters (equivalent of four years) if student continues to qualify for the Federal Pell Grant Program.

To qualify for WWU's Pell Partnership Scholarship, a student:

- Must be a first-time freshman.
- Enroll full time at WWU Fall 2023 or later.
- Annually submit the FAFSA and WWU Undergraduate Application along with any additional documents requested for verification purposes (if selected for this process).

**OTHER POTENTIAL SCHOLARSHIP SOURCES.** As part of their university financial planning, students are encouraged to find out whether they qualify for scholarships from community organizations (like the PTA, YWCA, and Rotary Club), from their parents' employers, or from their local churches. Information on assistance offered in a student's hometown can be obtained through the local high-school counselor, public library, or Chamber of Commerce.

Scholarship information can also be accessed via the Internet at **finaid.org**. Students should pay special attention to FastWEB at **fastweb.com** where scholarship searches can be run for free.

## SCHOLARSHIPS AVAILABLE FOR CONTINUING WALLA WALLA UNIVERSITY UNDERGRADUATE STUDENTS

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**\$300-1,000 per year**     **EMPLOYMENT RECOGNITION AWARD** Walla Walla University distributes a number of awards to students each spring in recognition of outstanding work. Nominations for awards are made by departments and supervisors and are disbursed the following school year.

**ADDITIONAL SCHOLARSHIPS.** Additional scholarships for continuing students are offered through the generosity of alumni and friends of Walla Walla University. Over 200 scholarships exist. If an application is required, it will be available early February for the following school year. Late applications are not considered. Amounts vary.

## SCHOLARSHIPS AVAILABLE FOR UNDERGRADUATE TRANSFER STUDENTS

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Transfer students are advised to inform a financial counselor of their scholarship eligibility and be prepared to document it as required. Students who previously attended Walla Walla University are not eligible to receive these awards.

This scholarship program was designed for students who transfer to Walla Walla University after June 1, 2022. Students who transferred prior to June 1, 2022, will remain on the scholarship program in place when they initially transferred to Walla Walla University.

This award is renewable for three additional years if the student maintains a 3.00 cumulative college GPA at WWU. See [wallawalla.edu/transfer-scholarship](http://wallawalla.edu/transfer-scholarship) for complete official scholarship guidelines.

### AWARDS FOR EXCELLENCE IN ACADEMIC ACHIEVEMENT

**\$5,000-10,000 per year.**     **TRANSFER SCHOLARSHIP FOR OUTSTANDING CUMULATIVE UNIVERSITY GRADE-POINT AVERAGE.**  
May be renewable

<u>Grade-Point Average*</u>	<u>Award</u>
3.75 to 4.00	\$10,000
3.50 to 3.74	8,000
3.25 to 3.49	7,000
3.00 to 3.24	5,000

\*Students transferring with less than 12 hours of college credit completed after high school graduation will be awarded a Transfer Scholarship based on their cumulative high school GPA.

## SCHOLARSHIPS AVAILABLE FOR ALL UNDERGRADUATE STUDENTS

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**Up to \$2,000 Renewable**     **CAMP SCHOLARSHIP.** WWU matches 75% of the student's gross summer earnings up to a maximum match of \$2,000 when a student works as an overnight youth-camp staff member. (Day camps, student church interns, conference or union office workers are not eligible for this scholarship.)

**Up to \$2,000 Renewable**     **MAGA BOOKS OR COLPORTEUR SCHOLARSHIP.** Walla Walla University matches 75% of a student's gross summer earnings from either of these programs up to a maximum match of \$2,000.

These scholarships are disbursed one half each for winter and spring quarters. Walla Walla University will hold these scholarships for one year as long as the recipient does not attend another institution of higher education between the time of employment and the student's enrollment at Walla Walla University.

## SCHOLARSHIPS AVAILABLE FOR GRADUATE STUDENTS

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Students registered for less than 12 hours will receive prorated grants and scholarships.

**GRADUATE ASSISTANTSHIPS.** A few assistantships are available for graduate students in biology and the social work doctoral program. Candidates applying for these assistantships should write to the respective department chairs.

Variable  
Renewable

**GRADUATE DEAN'S SCHOLASTIC ACHIEVEMENT AWARD.** This cash award and certificate of distinction are for graduate students with exceptional academic records. The graduate faculties nominate recipients.

\$1,360  
Nonrenewable

**MASTER'S IN SOCIAL WORK DEPARTMENTAL SCHOLARSHIP.** Each student who received a Bachelor of Social Work degree from WWU and whose cumulative GPA was at least 3.00 is eligible for this award. Funds are disbursed one-fourth each quarter—fall, winter, spring, and summer—of the student's first year in the program. Recipients may also qualify for Master's in Social Work Merit Scholarships.

\$500-1,000  
Nonrenewable

**MASTER'S IN SOCIAL WORK MERIT SCHOLARSHIP.** This scholarship is awarded in recognition of an outstanding undergraduate GPA. One-fourth of the award is disbursed each quarter—fall, winter, spring, and summer—of a recipient's first year in the program. Recipients may also qualify for Master's in Social Work Departmental Scholarships.

### Undergraduate GPA

### Award

3.90 to 4.00

\$1,000 (\$250 per quarter)

3.80 to 3.89

\$ 750 (\$187 per quarter)

3.70 to 3.79

\$ 600 (\$150 per quarter)

3.50 to 3.69

\$ 500 (\$125 per quarter)

## GRANTS

### GRANTS AVAILABLE FOR UNDERGRADUATE STUDENTS

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Grants are awarded on the basis of financial need as reported on the FAFSA (Free Application for Federal Student Aid) to WWU and do not have to be repaid. All students applying for financial aid are considered for these grants. If a separate application is required, eligible students are contacted and encouraged to apply.

Up to  
\$7,395  
per year  
Renewable

**FEDERAL PELL GRANT.** This program is made available to undergraduate students by the U.S. Department of Education. There is a lifetime limit of the equivalent of six years of grant.

Up to  
\$2,400  
per year  
Renewable

**FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG).** This grant is made available to undergraduate students by the U.S. Department of Education. The student must be receiving a PELL Grant to be eligible.

\$974-9,739  
per year  
Renewable

**WASHINGTON COLLEGE GRANT.** Recipients of this grant must be current residents of and have lived in Washington State for one full year prior to the first day of the quarter for which the grant is awarded. Parents of dependent students must also have WA state residency.

There is a lifetime limit of the equivalent of five years of grant.

Up to  
\$2,894  
per year  
Renewable

**WASHINGTON STATE COLLEGE BOUND SCHOLARSHIP.** The College Bound Scholarship program is an early commitment of Washington State financial aid to eligible students who sign up in middle school and fulfill the pledge. The application deadline is June 30 at the end of the student's 8th grade year. The program encourages students who might not consider college because of the cost to dream big and continue their education beyond high school. Students commit to: Graduate from a Washington high school or home school with a 2.0 GPA or higher, be a good citizen and not be convicted of a felony and apply to an eligible college and file the Free Application for Federal Student Aid (FAFSA) in a timely manner.



Up to \$900 per year  
Renewable      **NPUC GRANT.** This need-based grant for undergraduate students is funded by the North Pacific Union Conference (NPUC) and Walla Walla University. Students must complete their financial aid files by April 30 to be considered for this grant.

Variable  
Renewable      **CLYDE AND MARY HARRIS GRANT.** This grant is available to undergraduates from Pendleton, Oregon, who show financial need. In order to be considered for this grant, students must be accepted for admission or re-admission to WWU and must complete their financial aid files, by June 30.

\$974-9,739 per year  
Renewable      **WALLA WALLA UNIVERSITY THEOLOGY GRANT.** This grant is awarded to Washington State resident students who, as a result of majoring in theology, are ineligible for the Washington State Need Grant.

Up to \$15,000 per year  
Renewable      **WALLA WALLA UNIVERSITY GRANT.** This grant is awarded to students who qualify on the FAFSA for need based aid. Recipients are required to live in university housing or with their parents during the period for which the grant is awarded. A student who meets one of the following criteria may request a housing-requirement waiver from the Office of Student Life:

Student owns his or her own home or lives with parents at their primary residence in the community

Student has lived in current residence for two or more years and is at least 22 years old

Student meets the criteria of an independent student as defined on the FAFSA

Student lives with a full-time employee of WWU and monthly rent payments are \$150 or less per month

\$500-1,500  
Renewable      **LEWISTON / CLARKSTON / POMEROY SEVENTH-DAY ADVENTIST CHURCH GRANTS.** These grants are for undergraduate members of these churches. To qualify for need-based grants of up to \$1,000, recipients must complete their financial aid files by June 30.

For grants of up to \$500 for a GPA of 3.50 or better, new students must have their transcripts and achievement test scores on file at WWU and must be accepted for admission, both by June 30. If not, enough money is available to fully fund all qualified students, the awards will be reduced proportionately.

Students who believe they may be eligible for the following grants may apply for them as each description instructs.

Variable      **BUREAU OF INDIAN AFFAIRS GRANT.** Students who have at least one-fourth American Indian or Inuit blood may obtain grant assistance from the Bureau of Indian Affairs. For applications and additional information, contact:

Northwest Regional Office  
Bureau of Indian Affairs  
911 Northeast 11th Avenue  
Portland, OR 97232-4169  
Telephone: (503) 231-6702

Up to \$3,000 Per year  
Renewable      **CHURCH MATCH GRANT.** When an undergraduate student's home church contributes to a qualifying student's educational expenses, Walla Walla University matches the first \$3,000 from the church based on a financial need of a student. The student qualifies for financial need according to the U.S. government's formula for financial aid.

The appropriation comes from local church funds.

Donations from the recipient's family are not included.

The student did not work for the church to earn the money.

No one donor gave more than 25% of the total.

The church pastor and treasurer complete and sign a request form, available online or from Student Financial Services.

Students wishing to receive this grant are responsible for asking their home churches to contribute. If a church is willing, Student Financial Services then works with the student, the home church, and the university to coordinate the matching of funds. Matching funds are only available during fall, winter, and spring quarters. Funds must be received by the end of the school year (no retroactive awards).

## GRANTS AVAILABLE FOR GRADUATE STUDENTS

Students registered for less than 12 hours will receive prorated grants and scholarships.

\$2,600 per year Renewable	<b>WALLA WALLA UNIVERSITY MASTER'S IN SOCIAL WORK GRANT.</b> This grant is awarded to students who show need through the financial aid application process. Funds are disbursed at the rate of \$650 each quarter for fall, winter, spring, and summer.
\$4,000 per year Renewable	<b>CHILD WELFARE TRAINING GRANT.</b> For more information, contact the Social Work Department at (509) 527-2590.

## LOW-INTEREST LOANS

Included in almost all financial aid packages, loans allow students to attend the university while payments and interest are typically deferred until after graduation or withdrawal from school. By applying for financial aid and demonstrating need, a student may be considered for one or more of the following loans. These loans require a student to sign a master promissory note as well as complete entrance counseling. Most loans also require a loan disclosure document and a certification form. All of these can be completed online, although paper forms are available upon request.

Variable renewable	<b>FEDERAL DIRECT STUDENT LOAN PROGRAM.</b> This program allows a student to borrow directly from the U.S. Government. Repayment of the principal need not begin until six months after the student ceases to be enrolled at least half time.
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There are two kinds of Federal Direct Loans: subsidized and unsubsidized. The U.S. government pays the interest on a subsidized loan while the student is in school. On an unsubsidized loan, the student is responsible for the interest and may either make payments on the interest or have it added to the principal. Eligibility for the interest subsidy is determined by using the federal government's standard analysis of need.

Category of Borrower	Annual Subsidized Limits	Combined Sub/Unsub Annual Limits	Total Aggregate Limit
Freshman	\$3,500	\$5,500	\$31,000*
Sophomore	4,500	6,500	31,000*
Junior or Senior	5,500	7,500	31,000*
Graduate	—	20,500	138,500**

\*Dependent Undergraduate

\*\*Includes Loans borrowed as an Undergraduate

In addition to the limits printed above, independent undergraduates may borrow additional Federal Direct Unsubsidized Loans. The borrowing limit is \$4,000 per year for freshmen and sophomores; \$5,000 per year for juniors and seniors. Dependent undergraduate students have a total limit of \$31,000; independent undergraduate students have a total limit of \$57,500.

The interest rate for Federal Direct Loans is determined by the federal government each year.

Loan origination fees are deducted from the loan amount before funds are issued to Walla Walla University.

Students sign a Master Promissory Note when they first borrow under this program. No further promissory note is required for any additional loans taken out during the next 10 years.

Borrowers must complete the Entrance Loan Counseling online.

Loan forgiveness may be available after making 120 on-time payments while working for a qualified government or non-profit employer. See [studentaid.gov/PSLF](https://studentaid.gov/PSLF)

Up to \$5,000 per year  
Renewable

**INSTITUTIONAL LOANS.** These loans are provided through the generous gifts of friends of the university. Students eligible for a Nursing Student Loan are not eligible for these loans. Repayment begins six to nine months after the borrower ceases to be enrolled at least halftime. Repayment may be extended up to 10 years with an interest rate of 5%. A complete list of these loans is available at: [loans.wallawalla.edu](https://loans.wallawalla.edu)

Choose "Review Loan Programs."

Up to \$8,955 per year  
Renewable

**NURSING STUDENT LOAN.** The federal government and Walla Walla University make this loan available to students admitted into the nursing program. Students may borrow up to \$5,693 per year (\$8,955 per year their last two years), but no more than a total of \$28,078 during their entire undergraduate period of study.

Repayment of the Nursing Student Loan begins nine months after the borrower ceases to be at least a halftime nursing student. Repayment may be extended up to 10 years with an interest rate of 5%. Repayment may be deferred if the student enrolls for graduate nursing studies.

Students are not automatically considered for the following loans. Applications and additional information are available from Walla Walla University's student loan coordinator who can be reached in the Student Financial Services office.

Up to Cost of Education less other forms of Financial Aid

**LOANS TO PARENTS (FEDERAL PLUS).** This program allows parents of dependent undergraduate students to borrow directly from the U.S. Government. Parents may borrow an amount equal to the total cost of attendance less other financial aid.

If a parent applies for a federal PLUS Loan and is denied, the student may borrow additional Unsubsidized Direct Loan funds as though they were an independent student (\$4,000-\$5,000 per year).

Repayment may begin within 60 days after full disbursement of loan funds. The interest rate for PLUS Loans is determined by the federal government each year. Loan Origination fees are deducted from the loan amount before funds are issued to Walla Walla University. Negative information reported to a credit bureau may disqualify a borrower from using this loan.

Up to Cost of Education less other forms of Financial Aid

**GRADUATE DIRECT PLUS LOANS.** This loan program allows graduate students to borrow up to 100% of their total cost of education, minus other financial aid they have been awarded. The total amount can pay for tuition, books, food, housing, transportation, and more. Although interest accrues on the loan while they are in school, the borrower can defer payments while they are enrolled at least half-time. The interest rate for the Direct PLUS Loans is determined by the federal government each year. Loan origination fees are deducted from the loan amount before funds are issued to Walla Walla University. Negative information reported to a credit bureau may disqualify a borrower from using this loan.

Up to Cost of Education less other forms of Financial Aid

**PRIVATE LOANS.** Several private lenders offer loans to students to assist with their education. Each lender sets their own terms for the loan. Lenders may require a borrower to have a co-signer before the loan is approved.

Sample Loan Payment Schedule				
Loan:	Inst./Nursing	Federal Direct	Direct (Graduate)	Graduate/Parent PLUS
Interest Rate:	5%	6.53%	8.08%	9.08%
Balance				
\$1,000	\$40	\$50	\$50	\$50
\$2,000	\$40	\$50	\$50	\$50
\$3,000	\$40	\$50	\$50	\$50
\$4,000	\$42	\$50	\$50	\$51
\$5,000	\$53	\$57	\$61	\$64
\$6,000	\$64	\$68	\$73	\$76
\$7,000	\$74	\$80	\$85	\$89
\$8,000	\$85	\$91	\$97	\$102
\$9,000	\$95	\$102	\$110	\$114
\$10,000	\$106	\$114	\$122	\$127
\$15,000	\$159	\$171	\$183	\$191

## PART-TIME EMPLOYMENT

As part of their financial aid packages, Walla Walla University students are encouraged to take advantage of part-time employment to defray part of their educational expenses. For more information, refer to the Employment section of this bulletin.

### Federal Work-Study Program

The federal government provides Walla Walla University money to expand student employment opportunities both on campus and in the community. Positions available on campus or with nonprofit agencies off campus include clerical, library assistant, teacher's aide, building maintenance, and many other jobs and community service activities. The employer pays the student directly with the federal government reimbursing the employer for a portion of the labor costs.

In order to participate in this program, a student must have a complete financial aid file and Work-Study Program eligibility, which is determined through the financial aid application process.

### Washington State Work-Study Program

The State of Washington provides Walla Walla University money to expand student employment opportunities both on and off campus. Students perform work related to their major fields of study. The employer pays the student directly, with the state reimbursing the employer for a portion of the labor costs. Washington State residency is required for job placement.

In order to participate in this program, a student must have a complete financial aid file and Work-Study Program eligibility, which is determined through the financial aid application process.

## ELIGIBILITY FOR FINANCIAL AID

In order to be considered as a potential recipient of most forms of financial aid available at Walla Walla University, a student must complete and submit the Free Application for Federal Student Aid (FAFSA) and a Walla Walla University Financial Aid Application.

To qualify for financial aid, a student must:

- Be a citizen or permanent resident of the United States.
- Show evidence of having received a high school diploma or Graduate Equivalency Diploma (GED).
- Receive official acceptance for admission to WWU.
- Show financial need through the application process.
- Register for at least 12 credit hours. (Students registered for 6-11 credit hours will receive a reduced aid award.)
- Be working toward a degree or certification.
- Maintain satisfactory academic progress as defined in this bulletin.
- Not be in default on any student loan.
- Not have already received financial aid in excess of the limits in the Satisfactory Academic Progress Policy (See "Satisfactory Academic Progress Policy for Financial Aid Recipients" section of this bulletin for further details).
- Not owe a refund on a Federal grant or loan.

Each student is responsible for keeping Student Financial Services informed of changes to the student's or the family's financial circumstances or to the information originally submitted on the WWU Financial Aid Application.

## FINANCIAL AID PROCESS

In order for the student to receive the maximum amount of financial aid, all required paperwork must be filled out completely, signed wherever required, and submitted promptly. Early applicants usually receive larger grant awards, and students will not receive aid before submitting all required forms.

**FINANCIAL AID FORMS** are available online (see below).

**LATE APPLICATIONS.** Financial aid applications received after April 30 prior to the upcoming school year are considered on a first-come, first-served basis as funds are available. Students who submit applications, corrections, or other required information less than two weeks prior the start of classes usually receive less financial aid, may encounter delays at registration, and may have to register for classes late unless they can cover the quarter's down payment without financial aid.

**LACK OF INFORMATION.** Students who do not supply the information required for each type of aid are not awarded aid until the information is received. The award is forfeited if the information is received after the program deadline.

**REAPPLICATION.** In order to continue receiving financial aid, recipients must reapply for financial aid each year.

**TRANSFER OF AID.** Funds awarded by Walla Walla University cannot be transferred to other institutions including ACA or other students.

## FINANCIAL AID PROCESS CHECKLIST

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The following outlines the steps involved in the process of applying for and being awarded financial aid:

**Step 1. Create your Federal Student Aid ID** at [studentaid.gov/fsa-id](http://studentaid.gov/fsa-id)

- The FSA ID is used to sign the FAFSA in Step 2, as well as certain federal financial aid documents.
- The student will need an FSA ID and will use the same FSA ID each year.
- If the student is dependent, one parent will need an FSA ID. The parent will use the same FSA ID each year and will use it for all of their children.

**Step 2. Complete and submit the Free Application for Federal Student Aid (FAFSA) each year.**

- Students are encouraged to complete and submit the FAFSA via the Internet at [studentaid.gov](http://studentaid.gov).
- For maximum aid, submit the FAFSA by April 30 prior to the academic school year you plan to attend WWU.
- Provide the WWU School Code (003799) on the FAFSA so your information may be released to WWU.
- The FAFSA is usually available October 1 prior to the upcoming school year and uses the prior year's tax information.

**Step 3. Complete and submit your WWU Financial Aid Application**

- Students can complete the WWU Financial Aid Application online at [www.wallawalla.edu/aid-application](http://www.wallawalla.edu/aid-application). You will need your myWWU log in information.
- Students not able to log into myWWU can access a pdf of the application at [www.wallawalla.edu/forms](http://www.wallawalla.edu/forms). email to [financial.aid@wallawalla.edu](mailto:financial.aid@wallawalla.edu).

**Step 4. Verification: The federal government selects about a third of all aid applications for verification. Only students who are notified that they have been selected for verification need to complete the following procedures:**

- If you are selected for Verification, you will be notified via your WWU email of information requested for verification. Complete each item as instructed.
- If your student (and spouse) income need to be verified, you can use the IRS Data Retrieval at [www.studentaid.gov](http://www.studentaid.gov) to update your Tax Return Transcripts to Walla Walla University. If you do not file and will not file, you must complete a Non-Filer Form available at [www.wallawalla.edu/forms](http://www.wallawalla.edu/forms). If you are an independent student, you will need to request a Proof of Non-filing letter from the IRS and mail that letter to Walla Walla University.
- If your parent's income needs to be verified, you need your parents to use the IRS Data Retrieval at [www.studentaid.gov](http://www.studentaid.gov) to update your FAFSA and IRS verified information or have your parents send in their IRS Tax Return Transcript to Walla Walla University. If your parents did not file and will not file, they must complete a Non-Proof of Non-Filing letter from the IRS and mail that letter to Walla Walla University.
- Some forms require a signature, If you are a dependent student, you must also have parents sign the form. The completed forms and all required tax paperwork can be mailed to the Student Financial Services.

**Note: An IRS Tax Transcript is obtained from the <http://www.irs.gov/individuals/get-transcript> website. Copies of the 1040 tax forms are not acceptable.**

**Step 5. Financial Aid Award.** After you have submitted all required documents, Student Financial Services will issue a Financial Aid Award.

**Your award will include:**

- An award letter detailing your financial aid package.
- A personalized estimated financial plan showing a quarterly breakdown of expenses and the financial aid from each aid sources that will be credited to your student account. The financial plan will give your estimated down payment and monthly payment for each quarter.

Unless otherwise noted, financial aid awards are disbursed one-third per quarter for fall, winter, and spring. Each time there is a change in the financial aid award, the student is issued a new award letter by email.

**Step 6. Loan Promissory Notes and Entrance Interviews.** If Student Financial Services determines you are eligible to receive loans and you plan to accept them, including the Federal Direct Loan, the Federal Nursing Student Loan (NSL), or Institutional Loans, you will need to complete the following:

- Promissory Note - a promissory note for each loan you qualify for will be electronically assigned to you. You must sign the form online before you may finalize your registration. Make a copy of the form for your record keeping.
- Entrance Interview - an entrance interview is required for each type of loan you borrow. The interview needs to be completed online. Check your to-do list on myWWU to determine which of the entrance interviews you must complete.
- Loan Reference Form - For Campus-based loans, you'll need to complete the Loan Reference Form. This will also show up on your myWWU to-do list. Make sure you list three references at different addresses.

**Step 7. Receive Financial Clearance Quarterly through myWWU.** Each quarter, students have a financial hold they must clear before finalizing their registration. All loan promissory notes and entrance interviews as well as the students down payment are required steps to complete prior to receiving financial clearance. MyWWU is available to students once they have been admitted.

## DISTRIBUTION OF FINANCIAL AID

The following figures represent the maximum amount of aid a student can receive from each source listed and the order in which the aid programs are considered.

Undergraduate Students			
	<u>Freshman</u>	<u>Sophomore</u>	<u>Junior/Senior</u>
Federal Pell Grant	\$7,395	\$7,395	\$7,395
Washington College Grant	9,739	9,739	9,739
Entitlements <sup>1</sup> /Outside Scholarships	amount varies	amount varies	amount varies
Achievement Scholarship	15,000	15,000	15,000
Out-of-Area Grant	2,500	2,500	2,500
SEOG (Pell Eligible only)	2,400	2,400	2,400
NPUC Grant for on-time files <sup>2</sup>	900	900	900
WWU Grant	15,000	15,000	15,000
Federal Direct Subsidized Loan	3,500	4,500	5,500
Federal Direct Unsubsidized Loan	2,000	2,000	2,000
Nursing Student Loan	0	5,693	8,955
Institutional Loan	3,300	2,300	200
Additional Institutional Loan for on-time files <sup>2</sup>	300	300	300
Work Program/Work-Study Eligibility	6,500	6,500	6,500
Additional Federal DUL for independent students	4,000	4,000	5,000
<sup>1</sup> Scholarships, subsidy, veteran's benefits, etc.			
<sup>2</sup> Application must be completed by April 30 prior to the school year.			
Graduate Students			
Entitlements <sup>*</sup>			amount varies
Federal Direct Unsubsidized Loan			20,500
WWU Graduate Student Need Grant			amount varies
<sup>*</sup> Scholarships, veteran's benefits, etc.			

## FINANCIAL AID FOR STUDY ABROAD

Students who wish to study for up to one school year\* through Oxford University or at any of the Adventist Colleges Abroad (ACA) programs: Universidad Adventista del Plata, Argentina; Brazil Adventist University, Brazil; Newbold College, England; Saleve Adventist University, France; Friendensau Adventist University, Germany; Istituto Adventista Villa Aurora, Italy; Middle East University, Lebanon; or Centro Universitario Adventista de Sagunto, Spain, may apply for a loan to parents (PLUS), Federal Direct Loan, Washington College Grant, or Federal Pell Grant. Most other forms of financial aid are not available for students participating in these programs. Continuing Walla Walla University students are also eligible to apply for a scholarship from the Department of Communication and Languages.

\*Students who study abroad more than one school year (except summers) will forfeit their WWU scholarships.

## FINANCIAL AID CENSUS POLICY

Rather than adjust financial aid packages each time a student changes his or her course load, WWU has chosen to use the 10th day of the quarter as a census date. Students who are enrolled at the end of the 10th day of the quarter are awarded financial aid based on the number of credit hours for which they are registered on that date. Students who are not enrolled on the 10th day:

Receive reduced (or no) financial aid awards if the students dropped all their classes before the 11th day of the quarter. (Their aid is returned to its original sources, in accordance with the Financial Aid Refund and Repayment Policy printed in this bulletin.)

Receive aid based on the number of credit hours for which they register after the 10th day of the quarter.

## VETERANS BENEFITS

Walla Walla University is an approved training institution for veterans eligible for educational benefits. The required course load is twelve hours per quarter in order to maintain eligibility to receive maximum benefits. If you have questions about veterans' policies, please contact the Veterans Administration coordinator in the Academic Records Office (509) 527-2811.

Walla Walla University in accordance with Title 38 US Code 3679 subsection (e), adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill (Ch.33) or Vocational Rehabilitation and Employment (Ch.31) benefits, while payment to the institution is pending from the VA. WWU will not prevent the student's enrollment, assess a late penalty fee, require student to secure alternative or additional funding, deny access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills.



# SATISFACTORY ACADEMIC PROGRESS POLICY FOR FINANCIAL AID RECIPIENTS

## UNDERGRADUATE STUDENTS

### OVERVIEW

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Students must maintain satisfactory academic progress (SAP) toward degree completion to receive financial aid. The requirements are as follows:

1. Maintain the required minimum quarterly and cumulative grade-point average (GPA).  
(See the "Academic Probation and Dismissal Policy" in the Undergraduate Bulletin.)
2. Complete 70 percent of the credits registered for on the 10th day of the quarter on both a quarterly and cumulative basis for the duration of studies.
3. Complete a degree program within a maximum time frame for which Walla Walla University (WWU) awards financial aid. (See "Maximum Time Frame for Aid Eligibility" in this policy.)

This satisfactory academic progress requirement applies to a student's entire period of attendance at WWU, including any periods during which the student receives no financial aid.

Academic progress is reviewed quarterly after grades are posted. At the end of each term, students who have not maintained satisfactory academic progress are notified by Student Financial Services and placed on Financial Aid Warning. If a student on Financial Aid Warning fails to meet the SAP policy the next quarter, the student becomes ineligible for financial aid.

Students who fail to maintain satisfactory academic progress may seek financial aid eligibility reinstatement. (See the "Reinstatement of Financial Aid Eligibility" section of this policy.)

**Students are responsible for monitoring their own academic progress.**

### DEFINITION OF TERMS RELATED TO THIS POLICY

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**Attempted Credits.** The number of credits a student was enrolled for on the 10th day of the quarter. Financial aid is awarded based on these credits. (*Incompletes, withdrawals, classes taken for no credit [s/nc] and failed classes are counted toward the total attempted credits. A repeated course is counted as an attempted credit each time the course is taken.*)

**Completed Credits.** The number of credits which count toward a degree. Only courses for which the student received a passing grade are included. (*Incompletes/F, withdrawals, failed courses and audits are not counted as completed credits. A repeated course is counted only once.*)

**Financial Aid Warning.** The status assigned to a student who fails to make satisfactory academic progress at the end of a quarter. The student may continue to receive financial aid for one more quarter without appealing.

**Financial Aid Ineligible.** Financial aid will be cancelled for a student who does not meet the SAP policy two quarters in a row.

**Financial Aid Probation.** The status assigned to a student who fails to make satisfactory academic progress and who has appealed and been approved to receive financial aid the following quarter enrolled. At the end of a probation quarter the student must be meeting the SAP policy or be successfully following an academic plan approved by the Financial Aid Committee.

If a student is placed on probation due to an appeal to the Financial Aid Committee and in subsequent terms meets the SAP, they are no longer on probation. In future terms, if a student fails SAP, they may appeal to the Financial Aid Committee. There is no limit to the number of terms a student may be placed on probation, as the Financial Aid Committee is reviewing these appeals on a case-by-case basis.

**Maximum Time Frame.** The maximum amount of time allowed for a student to finish a degree.

**Appeal.** The process by which a student who is not meeting the SAP policy petitions for reconsideration of aid eligibility.

### PROGRAM-SPECIFIC CONDITIONS

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**Federal Direct Loan borrowers** who drop to fewer than six credits will have their remaining loan canceled. They will need to reapply for the loan if funding for subsequent quarters is desired.

**Recipients of the Washington State Financial Aid Program** now align with Federal satisfactory academic progress regulations starting Fall 2024. There are no longer program specific considerations.

**Alaska State Loan borrowers** must complete at least 12 credits per quarter.

## REINSTATEMENT OF FINANCIAL AID ELIGIBILITY

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A student's financial aid eligibility may be reinstated by one or more of the following:

1. If the deficiency was caused by an incomplete, a student may make up the incomplete in the allowable time and request a re-evaluation of academic progress.
2. If the grade for a course is changed, a student may request a re-evaluation of academic progress.
3. The student may attend WWU without financial assistance. If the student is meeting the SAP policy at the end of the term, their financial aid eligibility will be reinstated for the next term.
4. The student may successfully complete course work at another institution. If the credits are transferable, they will be evaluated against the SAP policy and in some cases could help the student become eligible. The student must provide Academic Records with an official transcript. Attending another Institution may cancel student Merit scholarship.
5. The student may submit an appeal to the Financial Aid Committee. The SAP appeal form is found at: [wallawalla.edu/sap-appeal](http://wallawalla.edu/sap-appeal). The appeal must include an explanation of why the student failed to make satisfactory academic progress and what circumstances have changed that will allow the student to meet the SAP policy at the next evaluation. If it takes more than one quarter to be meeting the SAP policy, an academic plan for a minimum of three quarters, signed by the student's advisor, is also required. Students graduating within the next three quarters should provide a copy of the approved senior outline. If the appeal is approved, the student will be put on Financial Aid Probation and aid will be reinstated. Subsequent quarters of aid eligibility are contingent upon the student meeting the SAP policy or successfully following the approved academic plan.
6. A student who has reached the maximum time frame for aid eligibility and needs additional time to complete a degree may submit an appeal to the Financial Aid Committee. The appeal should explain why the degree could not be completed within the allowable time frame. An academic plan, signed by the student's advisor, should accompany the appeal and explain which credits are needed to finish the degree. The appeal should also be accompanied by an approved senior outline.

**NOTE:** *Reinstatement of Financial Aid awards is based on available funding. Therefore, students may not receive their original financial aid awards.*

## ELIGIBILITY REQUIREMENTS

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**Minimum Credit Requirements.** Undergraduate students are required to complete 70 percent of their attempted credits on both a quarterly and cumulative basis. *(Taking fewer than 12 credits in a given quarter changes a student's enrollment status to "part-time" and will, in most cases, affect the student's financial aid package.)*

**Maximum Time Frame for Aid Eligibility.** A student is expected to complete a degree program within an acceptable amount of time. WWU awards financial aid for a maximum of 275 attempted credits to a student working on a four-year degree and a maximum of 137 attempted credits to a student working on a two-year degree. *(The 275 hours and 137 hours include any transfer credits a student may have.)*

Washington State aid programs are awarded a maximum of 125 percent of the academic program's limit.

**Quarterly Review.** At the end of each quarter after grades are processed, the student's progress is measured using a series of five tests. The student must pass all five each quarter to meet the SAP policy:

1. Maximum Units Test. Total credits attempted (WWU and transfer) cannot exceed 275.
2. Academic Standing Test. Current term GPA and cumulative GPA must meet the Academic Probation and Dismissal Policy monitored by the Associate Vice President for Academic Administration.
3. Current Earned Units Test. Term credits completed divided by term credits attempted must be at least 70 percent.
4. Cumulative Earned Units Test. Cumulative credits completed divided by cumulative credits attempted must be at least 70 percent.
5. Two-Year GPA Test. At the end of a student's second academic year (six quarters) the student's cumulative GPA must be 2.0 or higher.

## SPECIAL CONSIDERATIONS

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**Transfer Students.** The accepted transfer credits a student earns will count toward both attempted and completed credits. The GPA from transfer credit is not considered in terms of this policy.

**High School Students With WWU Credits.** The quarters during which the student was enrolled in WWU courses prior to high school graduation do not count toward the total number of credits for which the student may receive financial aid. Academic credits earned prior to high school graduation may not be used to make up an academic deficiency.

**First-Time Aid Recipients.** When a student first applies for financial aid, the student's entire period of attendance—even periods during which the student may not have received financial aid—is evaluated in terms of the SAP policy. A student who has not maintained satisfactory academic progress will not be eligible for aid until the student makes up for the deficiency.

**Students Pursuing A Second Bachelor's Degree.** Students enrolling for a second Bachelor's degree with more than 275 transfer or WWU credits must submit an appeal to the Financial Aid Committee, with supporting documentation, requesting additional financial aid. (See "Reinstatement of Financial Aid Eligibility," #5, for clarification.)

**Dropping Courses.** Financial aid awards are based on credits for which a student is registered on the 10th day of the quarter. Courses dropped before the 10th day of the quarter are not counted in the SAP review. (*Dropping a course before the 10th day may affect the current financial aid award.*)

Dropping a course after the 10th day does not affect financial aid for the current quarter but may impact aid the subsequent quarter. SAP reviews are conducted at the end of each quarter, and any financial aid a student is awarded for future quarters is not valid until the student has passed the quarterly review.

**Co-op/Experiential Courses.** Students enrolled in off-campus programs for which credit does not apply toward a degree are regarded in terms of the policy as though they did not enroll.

**Repeated Course.** A repeated course is counted toward attempted credits each time the course is taken but is counted toward completed credits only once it is passed.

**Remedial Course.** Any remedial course work designed to increase the student's ability to pursue a program of study is counted in terms of attempted and completed credits.

**Incompletes.** An incomplete is counted toward attempted credits the quarter in which it was received. An incomplete/D- or higher is counted in completed credits for the quarter in which the student registers for the course.

**In-progress Courses.** An in-progress course is counted toward attempted and completed credits the quarter in which the student registers for it.

**Audited Courses.** Audited courses are not counted toward attempted or completed courses.

## GRADUATE STUDENTS

### OVERVIEW

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Students must maintain satisfactory academic progress (SAP) toward degree completion to receive financial aid. The requirements are as follows:

1. Maintain the required minimum term GPA of 3.0. (See the "Academic Probation and Dismissal Policy" in the *Graduate Bulletin*.)
2. Complete 2/3rds of the credits registered for on the 10th day of the quarter on both a quarterly and cumulative basis for the duration of studies.
3. Complete a degree program within a maximum time frame for which Walla Walla University (WWU) awards financial aid. (See "Maximum Time Frame for Aid Eligibility" section in this policy.)

This satisfactory academic progress requirement applies to a student's entire period of attendance as a graduate student at WWU, including any periods during which the student receives no financial aid.

Academic progress is reviewed quarterly after grades are posted. At the end of each term, students who have not maintained satisfactory academic progress are notified by Student Financial Services and placed on Financial Aid Warning. If the student does not meet the policy the next quarter, the student becomes ineligible for financial aid.

Students who fail to maintain satisfactory academic progress may seek financial aid eligibility reinstatement. (See the "Reinstatement of Financial Aid Eligibility" section of this policy.)

**Students are responsible for monitoring their own academic progress.**

### DEFINITION OF TERMS RELATED TO THIS POLICY

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**Attempted Credits.** The number of credits a student was enrolled for on the 10th day of the quarter. Financial aid is awarded based on these credits. (*Incompletes, withdrawals, classes taken for no credit [s/nc] and failed classes are counted toward the total attempted credits. A repeated course is counted as an attempted credit each time the course is taken.*)

**Completed Credits.** The number of credits successfully completed toward a degree. Only courses for which the student received a passing grade (C or better) are included. (*Incompletes/C- and below, withdrawals, failed courses and audits are not counted as completed credits. A repeated course is counted only once.*)

**Financial Aid Warning.** The status assigned to a student who fails to make satisfactory academic progress at the end of a quarter. The student may continue to receive financial aid for one more quarter without appealing.

**Financial Aid Ineligible.** Financial aid will be cancelled for a student who does not meet the SAP policy two quarters in a row.

**Financial Aid Probation.** The status assigned to a student who fails to make satisfactory academic progress and who has appealed and been approved to receive financial aid the following quarter enrolled. At the end of a probation quarter the student must be meeting the SAP policy or be successfully following an academic plan approved by the Financial Aid Committee.

**Maximum Time Frame.** The maximum amount of time allowed for a student to finish a degree.

**Appeal.** The process by which a student who is not meeting the SAP policy petitions for reconsideration of aid eligibility.

## SPECIAL CONSIDERATIONS

---

**Transfer Students.** The accepted transfer credits a student earns prior to the time of acceptance will count toward both attempted and completed credits. The GPA from transfer credit is not considered in terms of this policy.

**First-Time Aid Recipients.** When a student first applies for financial aid, the student's entire period of attendance—even periods during which the student may not have received financial aid—is evaluated in terms of the SAP policy. A student who has not maintained satisfactory academic progress will not be eligible for aid until the student makes up for the deficiency.

**Dropping Courses.** Financial aid awards are based on credits for which a student is registered on the 10th day of the quarter. Courses dropped before the 10th day of the quarter are not counted in the SAP review. (*Dropping a course before the 10th day may affect the current financial aid award.*)

Dropping a course after the 10th day does not affect financial aid for the current quarter, however it may impact aid the subsequent quarter. SAP reviews are conducted at the end of each quarter, and any financial aid a student is awarded for future quarters is not valid until the student has passed the quarterly review.

**Co-op/Experiential Courses.** Student enrolled in off-campus programs for which credit does not apply toward a degree are regarded in terms of the policy as though they did not enroll.

**Repeated Course.** A repeated course is counted toward attempted credits each time the course is taken but is counted toward completed credits only once.

**Incompletes.** An incomplete is counted toward attempted credits the quarter in which it was received. An incomplete/C or higher is counted in completed credits for the quarter in which the student registers for the course.

**In-progress Courses.** An in-progress course is counted toward attempted and completed credits during the quarter in which the student registers for it.

**Audited Courses.** Audited courses are not counted toward attempted or completed courses.

## ELIGIBILITY REQUIREMENTS

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**Minimum Credit Requirements.** Graduate students are required to complete 2/3rds of their attempted credits on both a quarterly and cumulative basis.

A student involved in research, thesis or teaching-assistantship and taking fewer than four credit hours during the quarter may receive aid for reduced hours for a maximum of four quarters. A letter from the department chair must be submitted to Student Financial Services verifying the student is involved in one of the approved exceptions and confirming the student's satisfactory academic progress.

A master student's academic progress as an undergraduate prior to starting the master's program is not considered in determining financial aid eligibility.

A doctoral student's academic progress as either an undergraduate or master's level prior to starting the doctoral program is not considered in determining financial aid eligibility.

**Maximum Time Frame for Aid Eligibility.** Graduate programs have varying academic requirements. Therefore, a student's academic progress will be evaluated in terms of the number of quarters expected to complete a given degree program.

Washington State aid programs are awarded a maximum of 125 percent of the academic program's limit.

The maximum number of quarters for which a graduate student may receive financial aid is as follows:

Degree Program	Maximum Quarters
Master of Biological Sciences	8
Master of Business Administration	7
Master of Initial Teaching:	
Elementary/State Certification	11
Secondary/State Certification	8
Master of Education:	
Teaching and Learning	7
Educational Leadership	8
Literary Instruction	7
Special Education	8
Master of Engineering	8
Master of Social Work:	
Advanced Standing	8
Regular Standing	12
Doctor of Social Work	10

**Formula to calculate maximum quarters for graduate programs.** (Number of quarter hours required to complete the degree + 10%) ÷ 7 hours per quarter (minimum full time graduate load) = maximum number of quarters eligible for aid. This answer must be rounded down. Biology was increased by 1 quarter due to the structure of their program and two summers at Rosario.

**Minimum GPA for Aid Eligibility.** Graduate students are required to maintain a term GPA of at least 3.0.

**Quarterly Review.** At the end of each quarter after grades are processed, a student's progress is measured using a series of four tests. The student must pass all four tests each quarter in order to meet the SAP policy.

1. Maximum Attempted Terms Test. The total number of terms enrolled must be less than the maximum for the program listed above.
2. Minimum Cumulative GPA Test. The student's cumulative GPA must be at least 3.0.
3. Current Earned Units Test. Term credits completed divided by term credits attempted must be at least 2/3rds.
4. Cumulative Earned Units Test. Cumulative credits completed divided by cumulative credits attempted must be at least 2/3rds.

## PROGRAM-SPECIFIC CONDITIONS

**Federal Direct Loan borrowers** who drop to less than four credits will have their remaining loan canceled. They will need to reapply for the loan if funding for subsequent quarters is desired.

**Recipients of the Washington State Financial Aid Program** must complete 12 credits or the term's attempted credits, whichever is less. If a student completes less than 50 percent of the attempted credits for one quarter or at least 50 percent but less than 100 percent of the attempted credits for two consecutive quarters, subsequent disbursements will be canceled. The student will regain their eligibility for Washington State Financial Aid for subsequent quarters (subject to program requirements) by attempting at least 6 credits, and completing the term's attempted credits or 12 credits, whichever is less.

## REINSTATEMENT OF FINANCIAL AID ELIGIBILITY

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A student's financial aid eligibility may be reinstated by one or more of the following:

1. If the deficiency was caused by an incomplete, a student may make up the incomplete in the allowable time and request a re-evaluation of academic progress.
2. If the grade for a course is changed, a student may request a re-evaluation of academic progress.
3. The student may attend WWU without financial assistance. If the student is meeting the SAP policy at the end of the term, their financial aid eligibility will be reinstated for the next term.
4. The student may submit an appeal to the Financial Aid Committee. The SAP appeal form is found at: [wallawalla.edu/sap-appeal](http://wallawalla.edu/sap-appeal). The appeal must include an explanation of why the student failed to make satisfactory academic progress and what circumstances have changed that will allow the student to meet the SAP policy at the next evaluation. If it will take more than one quarter to be meeting the SAP policy, an academic plan for a minimum of three quarters (or until graduation), signed by the student's advisor, is also required. If the appeal is approved, the student will be put on Financial Aid Probation and aid will be reinstated. Subsequent quarters of aid eligibility are contingent upon the student meeting the SAP policy or successfully following the approved academic plan.
5. A student who has reached the maximum time frame for aid eligibility and needs additional time to complete a degree may submit an appeal to the Financial Aid Committee. The appeal should explain why the degree could not be completed within the allowable time frame. An academic plan, signed by the student's advisor, should accompany the appeal and explain which credits are needed to finish the degree.

*NOTE: Reinstatement of Financial Aid awards is based on available funding. Therefore, students may not receive their original financial aid awards.*

# REFUNDS

The following refunds are calculated using the first day of class instruction as the first day of the quarter. For students who completely withdraw from school during the quarter, refunds are made 30 to 60 days after the student withdraws.

## ESTABLISHING THE DATE OF THE STUDENT'S WITHDRAWAL FROM SCHOOL

To calculate a tuition refund or a financial aid refund or repayment, Student Financial Services establishes the student's withdrawal date as follows:

1. If the student officially withdraws, the date of withdrawal is used.
2. If the student withdraws unofficially (drops out without properly notifying the school), the student's last recorded date of class attendance is used. The student's last recorded date of class attendance is determined, documented, and confirmed by the instructor, the vice president for student administration, or the Academic Records Office.
3. If the student is expelled, the date of expulsion is used.

The Academic Records Office provides Student Financial Services with lists of students who have dropped all classes or dropped to less than six credit hours.

## UNDERGRADUATE TUITION REFUNDS

If a student withdraws from school after the fifth day of the quarter, the following tuition refund policy will apply:

Withdrawal during first five days of the quarter <sup>1</sup>	100% refund
Withdrawal during second week of the quarter <sup>2</sup>	75% refund
Withdrawal during third or fourth weeks of the quarter <sup>2</sup>	50% refund
Withdrawal after the fourth week of the quarter <sup>2</sup>	no refund

<sup>1</sup> Students dropping all classes during this period will be charged a processing fee of \$75 or 5% of tuition, whichever is less.

<sup>2</sup> Students adding or dropping classes after the first five days of the quarter will be charged a change-of-registration fee of \$30 per change.

If a student drops a class and adds a class of the same number of credits on the same day, no tuition adjustment is made. This is called a "wash" and these classes are excluded from all calculations. However, if the student later drops the class that was added, this transaction is no longer considered a "wash" and may result in a tuition charge when the class is dropped. **Note:** *dropping 2 two-credit classes and adding 1 four-credit class is not a "wash."*

Tuition adjustments for class changes are processed based on the date each change is received in the Academic Records Office. Tuition is calculated by processing the adds and drops in date order, beginning with the 1st day of the quarter, using the date each change is received. For each class dropped or added, the tuition for the number of credits before the transaction is subtracted from the tuition for the number of credits enrolled after the transaction. Added classes are charged 100% tuition (tuition is not discounted for joining a class late), excluding "washed" classes.

Each time students change their class schedule, their tuition is completely re-calculated, based on all of their classes for the term, not just the current adjustment to the class schedule. The new Total Tuition Charges is compared to the student's previously charged tuition amounts, and a charge or credit is issued to their student account for the difference.

When dropped classes are processed, the refund percentage is applied against the difference of the two amounts: The tuition for the number of credits before the drop, and the tuition for the number of credits after processing the drop. **Because of the way tuition adjustments are calculated, a student who started with 12-16 credits ("bracket" tuition) and ends with 12-16 credits may be charged additional tuition.**

## TUITION ADJUSTMENT EXAMPLES

Adding or dropping any classes after registration necessitates a tuition adjustment. That adjustment may be in the form of a charge or a refund or both, as shown in the following examples.

### EXAMPLE 1

A student registers for 16 credit hours and drops three during the first five days.

#### TUITION ADJUSTMENT

Because the tuition rate is the same for 12 to 16 credit hours—the “bracketed tuition rate”—there is no adjustment to the amount of tuition charged.

### EXAMPLE 2

A student registers for 13 credit hours and drops three during the first five days.

#### TUITION REFUND

There is a 100% tuition refund on the difference between the tuition charged for 10 credit hours and the bracketed tuition rate. The refund is calculated as follows:

Tuition charged for 12 to 16 credit hours (bracketed tuition)	\$11,004.00
Tuition charged for 10 credit hours (\$ 917 per credit hour)	-9,170.00
<b>TOTAL TUITION REFUNDED</b>	<b>\$1,834.00</b>

### EXAMPLE 3

A student registers for 15 credit hours and drops all classes during the fourth week.

#### TUITION ADJUSTMENT

A 50% refund is due on the bracketed tuition and is calculated as follows:

Tuition charged for 12 to 16 credit hours (bracketed tuition)	\$11,004.00
50% tuition refund for withdrawing during fourth week of classes	x 0.5
<b>TOTAL TUITION REFUNDED</b>	<b>\$5,502.00</b>

Because these changes were made after the fifth day of the quarter, a change-of-registration fee of \$30 per change is also applied to the student's account.

### EXAMPLE 4

A student registers for 14 credit hours. On the 10th day of the quarter, the student drops a one credit class and a two-credit class and adds a one credit class and a three-credit class. The student is now registered for 15 credits.

#### TUITION ADJUSTMENT

The added one-hour class “washes” with the dropped one-hour class and no adjustment is made. Then the three-hour class is added and a tuition charge of \$734 is calculated (going from 14 credits to 17 credits puts the student outside of “bracket” tuition). Next, the two-hour drop is processed. The difference between the tuition before and after the drop is \$734 This is multiplied by 75 percent to give a credit of \$550.50. The difference between the \$734 charge for adding the 3-credit class and the \$550.50 refund for dropping the two-hour class results in a net tuition charge of \$183.50.

Tuition charged for 14 credits (bracketed tuition)	\$11,004.00	
Tuition for 17 credits (going from 14 to 17)	11,738.00	
Tuition charged for adding 3 credits		734.00
Tuition for 15 credits (going from 17 to 15)	-11,004.00	
Net difference for dropping class		734.00
75% refund for dropping during 2nd week	x .75	
Refund for dropping the two-credit	550.50	- 550.50
<b>NET TUITION CHARGED</b>		<b>\$183.50</b>

Because these changes were made after the fifth day of the quarter, a change-of-registration fee of \$30 per change is also applied to the student's account.



EXAMPLE 5

A student registers for 10 credit hours, drops two credit hours on the sixth day of classes, and adds three on the 10th day.

TUITION ADJUSTMENTS

Because the student did not make these changes on the same day, each change is processed separately, and the dropped credit hours cannot cancel out any of the added credit hours. Therefore, the student’s tuition must be adjusted as follows:

Tuition charged for 10 credit hours (\$917 per credit hour)		\$9,170.00
Tuition refunded at 75% for 2 credit hours dropped during second week of classes (\$917 x 2 credit hours x 0.75)		-1,375.00
TOTAL ADJUSTED TUITION CHARGED		\$7,794.50
When the student adds 3 credits on 10th day, the tuition is completely recalculated.		
First, tuition is calculated for 13 credits	\$11,004	\$11,004.00
Next, tuition for 11 credits is calculated (11 x \$917)	-10,087	
The difference between 13 hours and 11 hours of tuition	917	
The difference is multiplied by 0.75	X0.75	-687.75
TOTAL TUITION CHARGE FOR THIS STUDENT		\$10,316.25
NET TUITION ADJUSTMENT FOR THIS TRANSACTION (\$10,316.25 less \$7,794.50 previous charged)		\$2,521.75

Also, because these changes were made after the fifth day of the quarter, a change-of-registration fee of \$30 per change (\$60 total) is applied to the student’s account.

EXAMPLE 6

A student registers for 18 credit hours and drops 7 credit hours during the 50 percent period. After the last day to add a class, the student petitions to add 7 credit hours. The petition is approved.

TUITION ADJUSTMENTS

The student did not make these changes during registration, in a single day, or within the same refund period. Therefore, the changes are processed separately, and the dropped credit hours cannot cancel out the added credit hours. The student will be refunded 50% for the classes dropped, and when the petition is approved, the tuition will be completely recalculated, with the added classes included before the drop is recalculated. The student’s tuition must be adjusted as follows:

<i>Calculation of Original Tuition Charged:</i>		
Tuition charged for 12-16 credit hours (bracketed tuition)	\$11,004.00	
Tuition charged for two credits in excess of 16 (\$734 x 2)	+1,468.00	
TOTAL TUITION ORIGINALLY CHARGED		\$12,472.00
<i>Calculation of Tuition Refunded for Dropping Seven Credit Hours:</i>		
Tuition for 18 credit hours	12,472.00	
Less the tuition for 11 credit hours (11 x 917)	-10,087.00	
Tuition for 18 credits (\$12,472.00) less the tuition for 11 credits (10,087.00)	2,385.00	
	x .50	
NET TUITION ADJUSTMENT FOR THIS TRANSACTION		-1,192.50

ADJUSTED TOTAL TUITION CHARGED	\$11,279.50
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***Calculation of Tuition Charged for Adding Seven Credit Hours:***

Tuition is recalculated from the beginning.

Tuition charged for 12-16 credit hours (bracket tuition)	\$11,004.00
Tuition charged for 9 credit in excess of 16 (\$734 x 9)	+6,606.00
Tuition for all 25 credits	\$17,610.00
<i>Difference in tuition between 25 credits and 18 credits, at 50%</i> (\$17,610.00 – 12,472.00 = \$5,138.00)	-2,569.00
ADJUSTED TOTAL TUITION CHARGED	<u>15,041.00</u>

NET TUITION ADJUSTMENT FOR THIS TRANSACTION (\$15,041.00 LESS \$11,279.50 PREVIOUSLY CHARGED)	+\$3,761.50
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Because these changes were made after the fifth day of the quarter, the student is charged a change-of-registration fee of \$30 per change (\$60 total).

## GRADUATE REFUNDS

If a graduate student officially withdraws during the quarter, a refund, where applicable, will be made within 30 days. A graduate student who leaves school without completing withdrawal procedures will be charged until proper arrangements have been made. The beginning of the quarter is considered to be the first day of class instruction.

Graduate students withdrawing from classes during the quarter will qualify for the following rates of refund:

If withdrawal is:	Tuition refund will be:
by the second Tuesday of classes*	100%
by the third Tuesday of classes	75%
by the fifth Tuesday of classes	50%

***A tuition refund may affect awarded financial aid.***

\*Graduate students dropping all classes during this period will be charged a processing fee of \$50 or 5% of tuition, whichever is less.

For withdrawal and refund schedule for summer classes see the *WWU Summer Class Schedule*. Please refer to the *Financial Aid Refund Policy* section of this bulletin for further details.

**RESIDENCE HALL ROOM RENT REFUNDS**

Refunds of room rent, and single-occupancy charges are figured according to the following schedule:

Withdrawal during the first week of quarter	90% refund
Withdrawal during the second week of quarter	80% refund
Withdrawal during the third week of quarter	70% refund
Withdrawal during the fourth week of quarter	60% refund
Withdrawal during the fifth week of quarter	50% refund
Withdrawal during the sixth week of quarter	40% refund
Withdrawal during the seventh week of quarter	30% refund
Withdrawal during the eighth week of quarter	20% refund

**CAFETERIA CHARGE REFUNDS**

The refund of a student’s cafeteria meal plan charge is pro-rated according to the same schedule as housing rent.

**UNIVERSITY RENTAL HOUSING REFUNDS**

Students are required to give at least 30 days’ notice when moving out of university rental housing. Students failing to give proper notice may forfeit up to 30 days rent. The rent refund is prorated, based on the later of the actual check out date and the end of the 30 days’ notice.

**GENERAL FEE REFUNDS**

For students who withdraw from school, the General Fee is refunded at the same rate as tuition.

**COURSE FEE REFUNDS**

Some course fees are not eligible for a refund after the fifth day of the quarter. For course fees eligible for a refund, the course fees are refunded at the same rate as tuition.

**MUSIC LESSON FEE REFUNDS**

Music lesson fees are refunded based on the number of lessons taken through the fifth week of the quarter, after which no refunds are granted.

**FINANCIAL AID REFUNDS**

Dropping a class during the quarter may impact a student’s financial aid for the current quarter and for subsequent quarters. For this reason, students are advised to talk with a Student Financial Services counselor before dropping any classes. *(See the Satisfactory Academic Progress Policy for Financial Aid Recipients and the Financial Aid Refund and Repayment Policy in this bulletin for more information.)*

For information on financial aid refunds due in the event of a student’s complete withdrawal from school, refer to the Financial Aid Refund and Repayment Policy in this bulletin.

## FINANCIAL AID REFUND POLICY

If a student receiving financial aid withdraws from school on or after the first day of the quarter, Student Financial Services is required to calculate the amount of financial aid the student was eligible for but did not earn. That amount must be returned to its original source(s). Such refunds are calculated and coordinated on the basis of this policy. The student's withdrawal date and other individual circumstances are factored into the refund calculation.

This policy is fair and equitable, reflects the standards of Walla Walla University's accrediting agency (the Northwest Association of Schools and Colleges), and complies with the requirements of federal and state law.

### PROCEDURE FOR WITHDRAWING FROM SCHOOL

Students withdrawing from all classes must submit an official University Withdrawal Form to the Academic Records Office.

Students withdrawing from individual courses must submit a Change of Registration Voucher to the Academic Records Office. That form is to be signed by the course instructor and the student's advisor.

Each quarter's final date for dropping a course is listed in the Academic Calendar.

### FEDERAL FINANCIAL AID REFUNDS

Student Financial Services calculates federal financial aid refunds according to the Federal Financial Aid Refund Policy. These policies appear in the Federal Student Aid Handbook on file in the Student Financial Services office. Copies of the policy are available online.

#### **Determining the Student's Withdrawal Date**

To calculate a financial aid refund, Student Financial Services establishes a student's withdrawal date as indicated in the Refunds section of this bulletin. If a student did not begin the withdrawal process or otherwise notify WWU of the intent to withdraw due to illness, accident, grievous personal loss, or other circumstances beyond the student's control, the university will stipulate the withdrawal date.

#### **Determining the Percentage of the Quarter Completed**

To determine what percentage of the quarter was completed as of the student's withdrawal date, Student Financial Services divides the number of calendar days completed by the total number of calendar days in the quarter.

If the result is 60% or less, the student is considered to have withdrawn on or before the 60% point in the quarter. Conversely, a result in excess of 60% indicates the student withdrew after the 60% point.

#### **Determining the Amount of Financial Aid Earned**

Student Financial Services must determine how much of a student's financial aid award for the quarter was used, or "earned," before the student withdrew.

If the student withdraws on or before the 60% point, the student's financial aid award is prorated. The percentage of the quarter the student completed is used as the percentage of financial aid the student is said to have earned. (The remaining percentage is considered "unearned" and must be refunded.) To convert the percentage earned into the amount earned, the percentage of aid earned is multiplied by the total amount of aid available for disbursement that quarter.

A student who withdraws after the 60% point is considered to have earned 100% of the financial aid award, and no refund is due.

#### **Disposition of Difference Between Amount Earned and Amount Received**

If the amount of financial aid earned is greater than the amount the student received, Student Financial Services must comply with the procedures for late disbursement specified by Department of Education regulations.

If the amount of financial aid earned is less than the amount the student received, Walla Walla University, the student, or both must return the unearned aid.

Student Financial Services must return the lesser of:

- The amount of federal aid the student did not earn, or
- The amount of costs (housing rent, cafeteria charges, etc.) the student incurred during the quarter multiplied by the percentage that was not earned.

The student (or parent in the case of a Federal PLUS loan) must return to federal loan programs any unearned loan funds (funds the student drew off the account), in accordance with the terms of the loan. The student must also return unearned grant funds. However, the student is not required to refund 50% of the grant funds received.

The overpayment is the difference between the amount of cash disbursements the student received and the amount of non-institutional expenses the student incurred during the portion of the payment period for which the student was actually enrolled. (Wages—including those earned through the Work-Study Program—and Federal Direct and PLUS Loan program funds are not counted as cash disbursements.)

Walla Walla University may recover overpayments by charging them to the student's account, leaving no outstanding overpayments on federal aid, or report overpayments to the federal processor.

#### **Refund Disbursement Schedule**

Funds are to be credited to outstanding loan balances in the following order:

1. Federal Direct Unsubsidized Loan
2. Federal Direct Loan
3. Federal PLUS Loan
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant (FSEOG)
6. Other federal, state, private, or institutional sources of aid

The financial aid refund disbursed must not exceed the amount of financial aid the student received from that source.

Work-Study programs are not due refunds.

#### **Deadlines for Distributing Financial Aid Refunds**

Federal regulations require Walla Walla University to process refunds within 30 days of the student's withdrawal date.

## **STATE FINANCIAL AID REFUNDS**

### **General**

Students who fail to attend classes, who withdraw or reduce enrollment levels prior to the start term, fail to commence attendance in all classes for which their enrollment level/award amount are based on or who receive funding based on fraudulent information will be required to repay 100% of the funds received.

Students who have received state aid (aid disbursed prior to the start of the term) and who change enrollment status prior to the first day of the term, must have their state aid eligibility recalculated to reflect their enrollment status as of the start of the term.

Students who fail to commence attendance in all classes for which their enrollment level/award amount is based must have their state aid eligibility recalculated to reflect only their enrollment level for those classes they attended.

Students who make enrollment status adjustment (up or down) after disbursement and after the start of the term will be subject to completion of satisfactory academic progress requirements outlined under 250-21-010 (16) (a-e). Enrollment status increase must include WCG awards based on that enrollment and may not exceed need. However, students may not receive more WCG than the cost of their tuition and fees.

Please note that WSAC has defined award amounts based on actual tuition and estimated fees using a 15 credit tuition and fee amount. Adjustments are only required for less than full time enrollment, as a result of need limitations, or quarters of eligibility restrictions.

If a student's enrollment is adjusted during the tuition refund period and tuition is reduced, and the student failed to commence attendance in all classes for which their disbursement was made, the grant must be reduced to not exceed the cost of tuition and fees.

**Note:** For this section, "state grant" refers to all state grant and scholarship programs.

## **INSTITUTIONAL FINANCIAL AID REFUNDS**

Students who have a balance owing will not have their Walla Walla University aid reversed. However, students who have a credit balance will have their institutional aid reversed, up to the amount of their credit balance, using the federal aid refund policy as a guide.

# INTERNATIONAL STUDENT FINANCIAL INFORMATION

## DECLARATION OF FINANCES

To determine ability to meet educational costs, Walla Walla University requires applicants who are not citizens or permanent residents of the United States to submit a declaration of finances before final acceptance is given. Students are asked to submit 12 months of bank documentation from family/sponsors indicating ability to pay for duration of academic program. This information must be reviewed and approved before final acceptance can be given and the I-20 form, needed to secure the United States Student Visa, can be issued.

## INTERNATIONAL STUDENT DEPOSIT

Students who are not citizens or permanent residents of the United States or Canada are required to pay an International Student Deposit of \$3,000 before final acceptance can be given and the I-20 form, needed to secure the United States Student Visa, can be issued. This deposit is held as long as the student remains enrolled and will be refunded at the end of the student's studies at WWU, less any outstanding balance owed to WWU. Interest is paid on the deposit using the One-Year Constant Maturity Rate.

## INSURANCE

Walla Walla University requires all international undergraduate and graduate students, including Canadians, to have health insurance that will cover them while they are enrolled at WWU. Please see [wallawalla.edu/insurance](http://wallawalla.edu/insurance) for details regarding our international student insurance.

## BILLING

International students (except Canadian students) will be expected to use the Regular Payment Plan described in this bulletin, which requires payment of all estimated expenses for the next quarter, plus any balance remaining from a prior quarter, before financial clearance is given. The payment deadline is the Wednesday prior to the start of classes each quarter.

Students have many payment options to pay online ([wallawalla.edu/payment](http://wallawalla.edu/payment)):

- Credit cards (American Express®, Discover®, MasterCard®, Visa®) have a 2.25% processing fee.
- Electronic checks and debit cards do not have a fee.
- International students can also make payment by wire transfer. Call the Accounting Office at (509) 527-2312 for wiring instructions, or email [cashier@wallawalla.edu](mailto:cashier@wallawalla.edu).

## EMPLOYMENT

According to Immigration and Naturalization Services regulations, international students attending WWU while on student visas are only permitted to work on campus and are limited to a maximum of 20 hours of work per week during periods of enrollment. Spouses and children who are not students may not accept employment under any circumstances.

## FINANCIAL AID

### International Student Scholarship for Non-Canadian Students:

International Students attending on a student F-1 visa does not qualify for the majority of loans and grants described in this bulletin. However, these students are eligible to receive a renewable scholarship of at least \$18,500. Please note that \$18,500 is the combination and may include the following resources: Achievement Scholarship, Out of Area, Leadership, National Merit, General Studies Honors, Transfer Scholarship, Church Match Grant, if they qualify. Student may qualify for Church Match Grant in addition to the International student scholarship (if approved). The International Student Scholarship does not cover general fees or course fees. Students are also responsible for paying uncovered tuition, housing, food, and all other fees and charges.

To qualify for WWU's International Student Scholarship, a student:

- Must be a first-time freshman or transfer student enrolling Fall 2023 or later.
- Cannot be a US citizen and must enroll as an F1 Student Visa holder.
- Is required to pay a \$3,000 International Student Deposit, in addition to the \$200 enrollment fee.
- Maintain full-time enrollment status at WWU.

Parameters for International Student Scholarship:

- Renewable up to 12 quarters as long as the requirements are being met.
- Discount is calculated based on bracket tuition (12-16 credits).
- Students are encouraged to work and with an estimate of opportunity to contribute \$4,000 towards their school bill from work during the academic year and additional \$6,000 (approx.) from Summer full-time work.
- Students must apply for a US Social Security card upon arrival at WWU so they have the option to work

**FINANCIAL AID INFORMATION SPECIAL TO UNDERGRADUATE CANADIAN STUDENTS**

**International Student Scholarship for Canadian Students:**

\$8,000 Yes You Can, Canada! Scholarship is available to qualifying new students from Canada (in addition to other scholarships and financial aid). This award is renewable for up to four years if a student remains enrolled at WWU.

To Qualify for Yes You Can, Canada! Scholarship, a student:

- Must be a first-time freshman or transfer student enrolling Summer 2023 or later.
- Cannot be a US citizen and must have F1 Student Visa Status. Students with dual citizenship must apply for FAFSA.
- Must not be a recipient of Education Subsidy.
- Be enrolled full-time at WWU.

Yes You can, Canada! Scholarship has similar parameters as International Student Scholarship. Canadian students can find information about other resources at [wallawalla.edu/canada-aid](http://wallawalla.edu/canada-aid).

**Also available Financial Aid:**

Up to Cost of  
Education less  
other forms of  
Financial Aid

**CANADIAN GOVERNMENT GRANT & LOAN PROGRAMS** are administered by the government of Canada and provide financial assistance for Canadians to attend a university.

Up to Cost of  
Education less  
other forms of  
Financial Aid

**THE CANADIAN STUDENT LOAN PROGRAM**, allows students from Canada to fund their education in the USA. Students applying for this loan will need a US citizen or permanent resident co-signer. Canadian students can apply for the loan program online or by telephone and can borrow annually up to the cost of attendance. More information about this loan program can be found at: [internationalstudentloan.com/Canadian student/](http://internationalstudentloan.com/Canadian student/)

Canadian students are also eligible to receive scholarships and to hold on-campus jobs once a Social Security Number has been received. The Scholarships and Employment sections of this bulletin provide further information.

**AVIATION**

Due to federal regulations, international students, including students from Canada, cannot major or minor in aviation, nor take any flight training classes. International students are allowed to take Intro to Flight.

## FINANCIAL INFORMATION FOR SUMMER SCHOOL STUDENTS

For information on the summer school program including tuition, fees, and expenses special to summer school students, see the WWU Summer Bulletin.

## APPEALS PROCESS

A student whose situation has extenuating circumstances which the student believes warrants consideration for an exception to published policy may submit an appeal to the following:

## COMPLAINT PROCESS

Financial Aid Appeals Committee

Walla Walla University seeks to resolve all student concerns in a timely and effective manner. To that end, Walla Walla University maintains a list of contact information and resources available to current and prospective students for resolving complaints on our website at: [wallawalla.edu/complaint](http://wallawalla.edu/complaint). Links are provided to the appropriate Walla Walla University website for more information on contacts.



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204 S. College Ave. • College Place, WA 99324

(509) 527-2811 • fax (509) 527-2574

toll-free (877) 527-2811 • [wallawalla.edu](http://wallawalla.edu)

