

UAMS Academic Affairs Policy – 3.1.1



UNIVERSITY OF ARKANSAS
FOR MEDICAL SCIENCES

Policy of the University of Arkansas for Medical Sciences Division of Academic Affairs

Subject: Student Account and Fee Administration

Number: 3.1.1

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PURPOSE

The purpose of this policy is to define the procedures for the administration of tuition and fees and other student charges.

DEFINITIONS

Tuition: Tuition is defined as payment required for credit-based instruction and related services and is charged to all students.

Fees: Fees are defined as payment required for services that benefit all students and for which all students pay, college-specific charges for services provided to students enrolled within each college, and elective fees that apply to individual students (e.g. application fees, transcript fees, housing fees, fitness center charges). Elective fees are not required by a course of study and are not considered a student fee for the purposes of generating an estimated cost of attendance.

The Registrar: The Office of the University Registrar and its staff.

The Bursar: The Student Financial Services – Bursar’s Office and its staff.

POLICY

Tuition and fee rates for UAMS programs shall be reviewed annually according to procedures and guidelines established by the Provost and Vice Chancellor for Finance and approved by the Chancellor. All tuition and fees will be approved by the Board of Trustees.

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Tuition rates may vary among programs and colleges, and may be charged on a per credit hour basis or as a flat rate.

All tuition and fee rate changes shall take effect in the fall semester of the next academic year following Board of Trustees approval, and remain in effect for a full academic year. No changes to tuition and fee rates may be made during the academic year without the approval of the Provost, the Vice Chancellor for Finance, the Chancellor, and the Board of Trustees.

Student Account Payments and Deferrals

All tuition and fee payments shall be processed through the Student Financial Services - Bursar's Office in a manner determined by that office. No other office, unit, department, college or individual shall be authorized to accept payments from students with the exception of elective fees defined above.

The student is ultimately responsible for the payment of all tuition and fees, book store charges, residence hall charges, fitness center charges or any balance on the student's account. Payments are due by the assigned due date posted on the student's account in GUS

The Student Financial Services - Bursar's Office is authorized to defer the payment of tuition and fees under the following circumstances:

1. The Student Financial Services - Bursar's Office may defer tuition and fees up to the amount authorized for a specific academic term for a student whose tuition and fees are guaranteed and will be paid by an outside agency (third party) under a documented agreement.
2. The Student Financial Services - Bursar's Office may defer tuition and fees up to the amount of the aid granted for a specified academic term for a student who has a financial aid award(s) in process.

Any exceptions or requests for deferred payment, other than the two types of deferral defined above, must be approved by the Student Financial Services - Bursar's Office.

Late Payment of Student Account

Late fees may be assessed on student accounts 30 days past due unless the student has an authorized deferment. The late fee is assessed twice a semester. All charges must be paid in order for a student to be cleared to register for classes in the subsequent term or to be cleared for graduation. The Student Financial Services - Bursar's Office will be responsible for collection of all student account charges in compliance with Academic Policy 3.1.8, *Collection of Student Tuition, Fees and Other Charges*.

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Death of a Student

UAMS will refund 100% of the tuition and fees paid for the current academic term in the event of a student's death.

Application Fees

Application fees must be developed in accordance with the annual schedule and guidelines established by the Provost and Vice Chancellor for Finance and approved by the Chancellor and the Board of Trustees. Payments for application fees are processed through the Bursar's Office. Application fees are considered elective and shall be levied only for the purpose of recovering costs associated with applications and admissions processes and may not be applied towards payment of tuition or other fees. Application fees are non-refundable.

Transcript Fees

The Office of the University Registrar is authorized to charge a fee for the production of an official student transcript. This fee shall be developed in accordance with the annual schedule and guidelines established by the Provost and Vice Chancellor for Finance and approved by the Chancellor and the Board of Trustees. This is an elective service fee (not required by a course of study) and is not considered a student fee for the purposes of generating an estimated cost of attendance.

Thesis and Dissertation Hours

Students who are completing a thesis or dissertation must be enrolled in a minimum of one credit hour of instruction and will be charged the per credit hour rate for tuition and applicable fees. Graduate students may qualify for the continuing registration fee under circumstances other than when enrolling in a term to complete a dissertation or thesis.

Continuing Registration Fee

College of Medicine students who have completed all of their coursework but who have not passed the required USMLE Step 2 -- a graduation requirement -- by the end of the graduating term will pay the continuing registration fee for subsequent semesters of enrollment, until the student passes the exam or is dismissed from the program.

Students enrolled in any other degree plan who have completed all coursework and credit-bearing activities, but have not met all graduation requirements must also pay the continuing registration fee. Payment of this fee means that the student is kept on an "active" status, and has access to all the rights and privileges of an enrolled student.

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Non-degree Seeking Students in Fully Online Course

Students enrolled in a non-degree seeking plan or sub-plan and who are enrolled in a 100% online course of 3 hours or less of instruction will be exempt from selected student fees: the transportation fee, the student health fee and the student activity fee. Courses will be determined as 100% online if listed in the official class schedule for the term in the student information system.

Incomplete Grades

Students who are working to finish incomplete coursework and have an incomplete grade are not charged tuition and fees if that is their only activity in the program. This assumes that the college / program has a policy in place that defines a deadline for the completion of any incomplete grade. Incomplete grades cannot be used to offer additional instruction – beyond that offered in the original term in which the student was enrolled but failed to complete coursework/requirements.

References

Academic Policy 3.1.8, Collection of Student Tuition, Fees and Other Charges
Academic Policy 3.1.6, Tuition for Dual Degrees and Dual Enrollment