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

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

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

Telephone: 269-471-6395 or 800-253-2874  
Email: ISS@andrews.edu

, which is part of Human Resources, assists students in their on-campus employment needs. The office provides information regarding employment opportunities, assistance with necessary paperwork, administers employment tests

Undergraduate non-refundable	\$30
Graduate non-refundable	40

**FINANCIAL INFORMATION**

For information on how to register online, visit [www.andrews.edu](http://www.andrews.edu) and click on “Registration Central.” senior exit tests and major field tests. \$42  
Senior exit tests are scheduled once during fall and summer semesters and twice during spring semester. Major field tests are scheduled for summer, fall, and spring semesters. Students who must reschedule are charged an additional fee.

—Undergraduate Student Cash Plan.  
 Pay in cash the full estimated charges for the undergraduate year (tuition, room, board, books, insurance and fees) on or before each fall semester registration. By taking advantage of this plan, tuition is “locked” at the same rate for the next three consecutive school years. The only financial aid available under this plan may be a Federal Plus Loan, Andrews Partnership Scholarship, and External Scholarships. The first year’s charges will be discounted 5% after out-of-pocket expenses; tuition for years 2, 3, and 4 will be discounted to equal the undiscounted rate of the first year.

5% Discount Plan. Pay total yearly estimated charges (tuition, room, board, books, insurance and fees) on or before fall semester registration and receive a 5% discount on expenses not covered by financial aid.

2% Discount Plan. Pay total semester’s estimated charges (tuition, room, board, books, insurance and fees) on or before each semester’s registration and receive a 2% discount on expenses not covered by financial aid.

Arrange to make installment payments toward estimated ‘out-of-pocket’ expenses for the semester. The installment plan requires several conditions to be met in order to participate.

1. All previous account balances (including installment plan balances) must be paid in full.
2. The plan is not to exceed more than 60% of the estimated ‘out-of-pocket’ expenses for the semester.
3. Payments are to zero the account by the end of the semester to which the plan applies.
4. Late payments will incur a late payment fee of \$25.
5. A 1% monthly (12% per annum) interest charge will be added to the installment amount.

are not accepted.

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

Application fee per portfolio	\$25
Evaluation fee per portfolio (max. 5 credits)	85
Recording fee per credit hour	35

\$10

A master’s student, who has advanced to candidacy, registers under program continuation when not registered for credit courses or other non-credit continuation (project, thesis, recital, and/or comprehensive exam). See p. 46.

Seminary Spouse, refer to the SDA Theological Seminary section of this bulletin. Spouse of a full-time AU student may receive a 33% discount on Center for Intensive English Program courses.

Refund checks resulting from credit on the student’s account will not be available to the student until approximately five days after the semester drop/add date. The checks will be mailed to the address the student has written on the request form. Checks will only be issued from credit on the account when the check is requested. Students should monitor their credit balance carefully since funds from a future semester are not available until the funds are available to withdraw.

- is required for:
- Taskforce and Student Missionary appointees
  - Adventist Colleges Abroad applicants
  - Off-campus academic experiences

Account balances must be paid in full before students leave the United States. When a student on tour is sent home for medical, financial, or citizenship reasons, all travel costs must be paid by the student and/or family.

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

\$700

The estimated semester cost of textbooks is \$700. Students are charged only the actual amount of their bookstore purchases.

Binding (each volume)	\$20
Copyright (optional)	47
Microfilming (dissertations only)	71
Copyediting (thesis)	79
Copyediting (doctoral dissertations)	158

Rush Service Free  
\$10

Students may not receive a transcript or diploma under the following circumstances:

- Owing a student or housing account
- Having a balance guaranteed by Andrews University
- Being in default on a government loan
- Needing to complete loan exit counseling

Students may request that a transcript be sent to the following:

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

Fee—20% of graduate tuition per credit

The following details enable students to send funds electronically to Andrews University:

Fifth Third Bank: Cincinnati, OH  
 Swiftcode: FTBCUS3C  
 ABA#042000314  
 Andrews University  
 Account # 02112175  
 Student’s Name:  
 Student’s ID # :

## ANDREWS UNIVERSITY

The registration fee is due on or before each semester's registration. Any credits (over 16) are charged at the regular per-credit master's tuition rate.

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

Applicants attending the main campus from outside the United States (except Canada and Mexico) must make an advance deposit of \$2,000. This deposit must be paid in cash. No university scholarships may be applied to pay the deposit.

This deposit is not available to cover registration expenses; the deposit earns interest during the time the student is enrolled. The deposit plus interest is refunded when the student's enrollment is terminated; alternatively, it can be used as partial payment for the final semester of registration. International students do not get a discount on their deposit when the deposit is used to pay tuition costs.

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

Once the deposit and resource verification are received and accepted, the university authorizes the International Student Services Office to issue the I-20 Form for the purpose of securing a United States student visa.

The International Student Services Office provides an agreement called Statement of Acknowledgement by which the prospective student/sponsor commit themselves to maintaining a full study load at Andrews University and to abiding by the INS rules and regulations. This signed statement is required of the student, sponsor and parent or spouse (if applicable) and mailed with the application.

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

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

All international students who enter the U.S. on an Andrews University I-20 Form are considered Andrews University students and are expected by law

to report immediately to the International Student Services Office in preparation to enroll for the upcoming academic semester. The international student has to study at Andrews University for at least one complete semester before he/she is eligible to transfer to any other school in the country.

International students could also come to study in the United States of America on an Exchange Visitor (J-1) Visa. Andrews University enrolls such students when the General Conference takes the financial and legal responsibility in issuing the "DS2019" document. The General Conference is authorized by the Department of State to issue this document. Therefore, the General Conference is responsible for all the students who come on J-1 visa status.

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

### Fall and Spring Semester adjustments

100%	1 <sup>st</sup> –11 <sup>th</sup> calendar day
70%	12 <sup>th</sup> –18 <sup>th</sup> calendar day
40%	19 <sup>th</sup> –25 <sup>th</sup> calendar day
0%	26 <sup>th</sup> –last day of semester

### Summer Session adjustments

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

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

Federal and State regulations require the university to return a portion of any refund adjustment made affecting the program(s) involved when a student drops any classes or withdraws from school after receiving financial assistance under any Federal Title IV program (other than College Work-Study). Refer to p. 63 for Financial Aid Refund Policy.

**FINANCIAL INFORMATION**

Double Occupancy Package Plan	\$1,295
Single Occupancy	1,943
Double Daily rate	12.33
Single Daily rate	18.50

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

The residence hall package includes room and limited health care. It does not include health care lab work and x-rays, comprehensive psychological interventions and testing, books, supplies, transportation, health insurance, food, or other miscellaneous expenses.

\$100

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

\$100

Students are charged a fee if they leave the university without proper check out. An extra charge is made for cleaning, depending on time involved.

Non-returned key fee	\$10
Lock change fee	50

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

Undergraduate residence hall students under age 22 are required to participate in the Declining Balance Meal Plan. Purchases may be made at the Terrace Café, Gazebo Restaurant, and campus vending machines. All food prices are a la carte.

Select from the following meal plans according to individual lifestyle and schedule needs:

Minimum	895	1,790
Light	995	1,990
Economy	1,095	2,190
Comfort	1,195	2,390
Athlete	1,295	2,590

The Café Account is a plan for graduate and undergraduate students not living in a dormitory. Students use their ID card to

purchase cafeteria meals. A \$50 minimum is required. To open a café account with cash, check or credit card, visit the Food Service Office. To open a café account with a credit balance on a student account, visit the Student Financial Services Office.

The application fee is divided as follows:

Security Deposit	200
Cleaning Fee, non-refundable	100
Processing Fee, non-refundable	20

Efficiency Apartments	\$392-402
One-bedroom Apartments	468-492
Two-bedroom Apartments	487-569
Three-bedroom Apartments	603-668
Four-bedroom Apartments	665
* Apartment rates include all utilities, basic telephone, and basic cable.	
House Apartments (some utilities included)	352-691

Before possession, the following is required:

Security Deposit	\$300
Cleaning Fee, non refundable	100

Unfurnished houses, no utilities \$396-632

The Housing Office provides apartment descriptions and application forms upon request. If notice of cancellation is received four weeks before the date of stated occupancy, the application fee is refunded minus the \$20 processing fee. Apartments or houses are assigned from the processing list in the order in which the application fee is received.

A student's immediate family includes husband, wife, and children only. Any other relatives (parents, in-laws, brothers, sisters, etc.) who desire to live with students must first receive permission from the housing manager. Rent is increased by \$20 for each person each month.

Although the first month's rent is prorated to the date of occupancy, students are required to pay one month's rent in advance. Thereafter, rent is due in advance on the 1<sup>st</sup> of each month. A late fee of \$10 is charged for any payment made after the 10<sup>th</sup> of the month. Pay at the Housing Office in person or by mail. Address all payments and inquiries to:

University Housing  
Garland G Building  
Andrews University  
Berrien Springs, MI 49104-0920  
USA

When tenants plan to move, they must notify the Housing Office 30 days before the planned move-out date. Rent for thirty days is charged from the day this notice is received. A late-departure fee of \$10 per day is charged to those who exceed the 30-day notice period.

Music ensemble fee adjustments

- Half tuition rate for students who register for music ensemble

Senior clinical year	
Clinical Laboratory Science—Fall/Spring	\$315
Summer	210

*English Language Institute (ELI)*

Each semester for each non-credit hour \$220

Levels are:

Basic Level: students register for 24 non-credit hours

(total cost each semester) 5280

Intermediate Level: students register for 16 non-credit hours

(total cost each semester) 3520

In addition, Intermediate students may take one regular college class.

Advanced Level: students are required to take ENSL167 (3 credits) and ENSL168 (4 credits) at the regular college tuition rate, in addition to regular college or graduate classes. Students in the advanced level may be required to take additional non-credit ELI classes.

Refer to p. 52 for tuition rates, and p. 66 for CIEP details.

*Action America*

Fee for four-week session (summer) \$2,400

Fee for six-week session (winter) 3,600

This fee covers tuition, lodging, food, entrance fees for activities, transportation to and from the South Bend airport, and the Institutional TOEFL. Fees do not include textbooks, health insurance or airfare to and from Andrews University.

Health insurance is available through Andrews University for \$65 per month. Action America participants must either show proof of insurance or purchase insurance at Andrews University.

*Adventist Colleges Abroad—English as a Second Language Program*

Each semester \$375

In addition to the English Language Institute tuition in the Center for Intensive English Programs (CIEP) above.

Reading examination in French or \$42

German for MA and doctoral candidates in the Seminary and the School of Graduate Studies

Credit by examination other than CLEP 42

(College Level Examination Program) test for undergraduate students (each examination and each course)

Credit by examination other than CLEP test for under- 42

graduates who want to have the language requirements of the College of Arts and Sciences waived (no credits are given)

Students wishing to charge private lessons or non-credit music classes to their account must receive authorization from Student Financial Services, prior to signing up for the lessons.

Private music lessons (non-credit) \$263

Fourteen 30-minute lessons.

There is an additional \$60 fee for students taking private music lessons for credit or non-credit.

Music class (non-credit) \$263

Fourteen 50-minute sessions with a minimum of four students.

Offered on demand. No tuition charged.

**FINANCIAL INFORMATION**

All Aeronautical Technology Majors taking AFLT flight training courses (116, 117, 216, 217, 306, 307, 456, 466, 467, 474, and 486) will receive a 50% rebate on the tuition paid for these AFLT courses only. These funds will be applied to the student's flight account during the semester for which the student is enrolled in that class. Aviation majors will be required to pay the regular price when these funds are gone. Non-majors taking AFLT104 will receive 1 hour of dual instruction for each semester credit enrolled.

Instructor	
35 hrs dual @ \$30/hr	\$1,050
10 hrs ground @ \$30/hr	300
Aircraft	
55 hrs (C-152) @ \$55/hr	3,025
FAA exams	<u>265</u>

Instructor	
75 hrs dual @ \$30/hr	\$2,250
30 hrs ground @ \$30/hr	900
Aircraft	
105 hrs (C-152) @ \$55/hr	5,775
10 hrs (C-172RG) @ \$85/hr	850
FAA exams	<u>530</u>

Instructor	
15 hrs dual @ \$30/hr	\$450
10 hrs ground @ \$30/hr	300
Aircraft	
15 hrs (Aztec) @ \$200/hr	3,000
FAA exams	<u>175</u>

Instructor	
15 hrs dual @ \$30/hr	\$450
25 hrs ground @ \$30/hr	750
Aircraft	
5 hrs (C-152) @ \$55/hr	275
10 hrs (C-172RG) @ \$85/hr	850
FAA exams	<u>355</u>

Instructor	
15 hrs dual @ \$30/hr	\$450
25 hrs ground @ \$30/hr	750
Aircraft	
15 hrs (C-152) @ \$55/hr	825
FAA exams	<u>265</u>

Instructor	
15 hrs dual @ \$30/hr	\$450
25 hrs ground @ \$30/hr	750
Aircraft	
15 hrs (Aztec) @ \$200/hr	3,000
FAA exams	<u>175</u>

Instructor	
20 hrs dual @ \$30/hr	\$600
15 hrs ground @ \$30/hr	450
Aircraft	
20 hrs (C-150TW) @ \$54/hr	<u>1,080</u>

Instructor	
20 hrs dual @ \$30/hr	\$600
25 hrs ground @ \$30/hr	750
Aircraft	
20 hrs (C-172RG) @ \$85/hr	1,700
FAA exam	<u>90</u>

Class instruction (private, commercial and instrument)	\$200
Private instruction	arranged

Required Minimum Tool Set	\$2,100
Laboratory Fee (per semester)	150
Airframe & Power Plant students	

For AU student (written and oral/practical)	\$645
For non-AU students (oral/practical)	750

Cessna 152	\$55
Cessna 150 Tail Wheel	54
Cessna 172	70
Cessna 172 RG	85
Piper Aztec	200

\* Prices are subject to change without notice

Pre-professional year 1	\$410
Pre-professional year 2	590
Professional years 3 and 4	590
Professional year 5	675
(Charges per semester, excluding summer)	

Mayline ruler	\$125
Key for drafting desk	10
Board cover	40
Cleaning fee	25

**Class Schedule**