



| Quarter | Dates | Overpayment Release Dates | Tuition Waiver Release Dates (if applicable) |
|---------|-----------------------|---------------------------|--|
| Summer | 06/07/2010-08/13/2010 | 06/07/2010 | 07/09/2010 |
| Fall | 09/07/2010-11/19/2010 | 09/07/2010 | 10/08/2010 |
| Winter | 11/29/2010-02/25/2011 | 11/29/2010 | 12/31/2010 |
| Spring | 03/07/2011-05/20/2011 | 03/07/2011 | 04/08/2011 |

Distance Education –The distance education budget includes tuition, fees, and an allowance for books & supplies.

Eligibility –

- Admitted as a degree seeking student
- Be a U.S. citizen or eligible non-citizen as determined by FAFSA results
- Complete and submit the RFUMS Distance Education Application
- Complete the **mandatory** online Entrance counseling through [Grad Guide](#)
- Be enrolled at least half-time (defined as **6** credits per quarter)
- Maintain satisfactory academic progress

Reapplication – The continuation of your financial aid from year to year is not automatic. All recipients must reapply for aid each academic year. Students can apply for the FAFSA at www.fafsa.ed.gov and complete the Distance Education application available on the Student Financial Services website. The RFUMS school code is **001659**.

Course Work – Distance Education students must enroll at least half time (**6 credit hours**) to be eligible for federal assistance. Financial aid will not cover classes that are being audited.

Entrance Counseling – If this is your first time attending RFUMS and/or first time borrowing federal loans, you must complete the entrance counseling session. This session is available online at:

<https://gradguideentrance.usafunds.org/login.aspx?schoolId=00165900>

Overpayment –The quarter award will not be posted to the student’s account until Student Financial Services has verified your enrollment.

Withdrawals – Students withdraw from RFUMS for various reasons. Students who withdraw should follow the withdrawal procedure. The Federal Government has implemented a withdrawal policy for institutions. It is called the Return of Title IV Funds. If you receive financial aid and withdraw or leave the university without notice before the mid-point of the quarter, you may be required to repay and refund received and other aid disbursed on your account. You will be notified of the amount that must be repaid.

E-mail and Web Advisor – Student Financial Services utilizes RFUMS e-mail to correspond with the student. Students should regularly check their e-mail for updates, important news and various correspondences. Students should also review their financial aid award summary, grades, and billing information on Web Advisor.

Distance Education Guidelines 2010-2011



Billing – Students are billed forty five days prior to each quarter start date. Billing statements for all active student accounts are mailed to the student’s billing address on file with Academic and Retention Services.

Although the university will accept payments from a third party, the student is responsible for settling all debts to the university by the appropriate deadlines.

Credit Cards - The Accounting and Business Office accepts credit cards payments for tuition, student services fees, disability/health insurance fees, and institutional housing; however, the following requirements do apply:

- Mastercard, Visa, Discover and American Express are accepted by phone or fax.
- All financial aid funds must be applied to the balance first before using a credit card for payment
- Credit card payments will not be accepted on accounts already paid in full unless the student provides written authorization to hold the pre-payment for future quarters in which the student owes an outstanding balance after applying financial aid funds.
- Convenience fee of 2.50% will be charged for all credit card payments

Direct Deposit - Direct deposit for financial aid overpayment checks is highly recommended. RFUMS will not be held responsible for any fees or charges that result due to checks written when a student had insufficient funds in his/her account. RFUMS is also not responsible for late charges on any past due bills a student may incur. It is the student's responsibility to ensure the deposit has cleared prior to writing checks.

A direct deposit made in error must immediately be returned to RFUMS. To sign up for direct deposit log on to Web Advisor and complete the banking information or complete the direct deposit form

Payment Processing - Students whose accounts have a credit balance (i.e. financial aid exceeds charges for tuition, and fees) will receive an automatic payment either via direct deposit to the student's personal bank account or via a check mailed to the student's local address. Payments will be processed every Wednesday and Friday and the direct deposits should arrive in the student's personal bank account within 2 business days and checks should arrive within 7 business days after processing.

If students have not previously set up direct deposit and would like to have funds deposited directly to their personal bank account in the future, log on to Web Advisor to do so.

If a student does NOT want to have payment sent automatically via direct deposit or check, please complete an Authorization to Hold Funds Form and return to the Accounting and Business Office.