

UNIVERSITY FINANCIAL INFORMATION

STUDENT ACCOUNTS

At the time of acceptance for admission, a University account is opened for each student. This account remains open until graduation. The primary use of this account is for University charges and payments. If an account shows credit balances, a student may request a refund in the form of cash, check or a transfer to an Eagle Card account. Each student is encouraged to open and maintain an account at a local bank for personal matters.

BILLING ADDRESS

Residential Campus students are assigned a University mailbox, which is their primary address for all University correspondence. However, all financial statements can be sent to any address designated by the student. Billing address change forms are available in the Student Accounting/Cashier Office.

PAYMENT PROCEDURES

Cash, Visa, MasterCard, Discover, AMEX, and personal checks are acceptable forms of payment. Payments may be made via ERAU Online. A credit card is the only method accepted at this web site payment location. An ERAU online password must be used to access information. Payments made by mail should be addressed to the campus Cashier's Office and timed to arrive prior to the first day of class. If full payment cannot be made by this date, tuition pay-

ment agreements on outstanding balances are available. There will be fees incurred for deferring payment. Fees may vary depending on the campus attended. Charges incurred subsequent to registration are due 30 days from the date of invoice or the last day of class, whichever occurs first. All payments should include student's name and identification number.

When a student's account is delinquent, registration for that term is subject to cancellation and registration for any subsequent semester will be denied. A delinquent student account will result in suspension of all academic processing and information on class performance, grades, and transcripts will be withheld. Continued delinquency may result in administrative withdrawal from the University. Administrative withdrawal will not relieve a student of the obligation to pay outstanding debts. Sums remaining unpaid will be charged interest at the maximum rate allowed by law. The student is also subject to the costs of collection, including collection agency fees and reasonable attorney's fees for making such collection. Delinquent accounts may be reported to one or all three major credit bureaus.

BOOKS, SUPPLIES AND TOOLS

Purchases are made directly from the University Bookstore. Cash, checks, Eagle Dollars, Visa, MasterCard and AMEX are accepted. Students whose estimated financial aid is higher than the total amount for

Financial Information

tuition and fees may request to use these funds for book purchases from the Cashier's Office. Extended Campus students should see their resident center for this information.

Residential Campus Tuition and Fees

FALL, 2003/SPRING, 2004 TUITION

Students registering for coursework during the spring or fall term totaling 12-16 credit hours are billed according to a 'block tuition' rate. Registration for coursework equaling one through eleven credit hours is charged on a per-credit hour basis. Students whose undergraduate course loads during fall or spring semesters are greater than 16 hours are charged the semester rate plus a per-credit hour charge for those credit hours over 16.

Summer tuition rates are determined solely by the number of credit hours per term. Each summer term is billed separately.

Detailed tuition rates are described in the 2003/2004 financial insert.

HOURLY FLIGHT RATES

Rates vary by type of aircraft or simulator. Please see the financial insert applicable to your campus for specific rates.

PAYMENT FOR FLIGHT INSTRUCTION

The University uses a cash basis payment method for all flight instruction. Payment is expected at the completion of each training session.

The following is a description of the flight payment process.

After completing the training session, you will proceed to the Flight Operations Payment station. A flight ticket will be presented to you indicating the type of instruction and the number of hours you just received. Your signature and the instructor's signature will be required to validate this instruction. Charges for that session will be calculated and payment will be collected using your credit card, Eagle Card, or personal check. Your payment will be processed and you will be given a receipt.

If your method of payment cannot be processed for whatever reason, the training session will be charged to your student account. A hold will be placed on your flight account until this transaction is paid. And further instruction, not already scheduled, will be suspended until payment is received.

This method will provide flexibility in making payments. If you do not wish to use a credit card or do not have one, Eagle Dollars, or checks give you other options. Remember any combination of these payments the methods may be used at any time.

Financial Information

ROOM AND BOARD

Room and Board fees may be incurred each semester by students attending the Daytona Beach or Prescott campus and should be used when estimating the cost of attendance. Freshman and sophomore students may have a requirement to live in University-managed housing and participate in the ERAU Dining Services meal program. A variety of meal plans are offered to suit individual needs.

Please reference the campus financial brochure and/or Housing and Dining Services brochures for the appropriate campus current options, requirements, and costs.

MANDATORY FEES

The following fees are mandatory where applicable. Please see the financial insert for your campus to determine specific fees.

- Student Government Association fee
- Health service fee
- International student insurance fee
- International student service fee
- Technology Fee

USER FEES

Other fees apply for services that are not considered mandatory. Please see the financial insert applicable to your campus for a detailed listing.

REFUND POLICY

Students who officially withdraw from all classes are eligible for partial refund of tuition. Spring and fall tuition refunds at Daytona and Prescott campuses for reduction of hours are not available after the last day of add/drop. Summer term refunds at these campuses are calculated on a per-course basis.

During all terms the effective date of the withdrawal, as determined by the Records and Registration Office, governs refund computations. Students who are suspended for disciplinary reasons will not be eligible for a full or percentage refund.

Please reference the Withdrawal/Refund Schedule applicable to the campus you are attending.

The following are refundable according to the Withdrawal/Refund Schedules:

- Tuition
- Student Government Association fees
- Housing fees (less housing processing fee)
- International student service fee
- Health service fee
- Technology fee
- Meal Plans – unused balance at time of withdrawal.

Financial Information

UNIVERSITY WITHDRAWAL/REFUND SCHEDULE

Fall/Spring Semesters

Period I	Class days 1-5*	100%
Period II	Class days 6-10	80%
Period III	Class days 11-15	60%
Period IV	Class days 16-20	40%
Period V	Class days 21-25	20%
Period VI	Class days 26 and after	0%

*Less \$100 administrative fee

Summer A/B terms

Period I	Class days 1-3*	100%
Period II	Class days 4-6	80%
Period III	Class days 7-9	60%
Period IV	Class days 10-12	40%
Period V	Class days 13-15	20%
Period VI	Class days 16 and after	0%

*Less \$100 administrative fee

Requests for refunds due to circumstances clearly beyond the student's control, such as illness, required military service, etc., must be in writing and accompanied by appropriate documentation such as a physician's statement, military orders, etc.

A request for refund must be submitted within 60 days of the date the student completed a change of registration. Refund petition requests will normally be processed within ten business days. Personal appeals for denied requests must contain additional documentation not previously presented.

DEPARTMENT OF EDUCATION WITHDRAWAL/REFUNDS POLICY

Students receiving financial aid who withdraw will be subject to the refund policies specified by the U.S. Department of Education. Refunds of Federal Aid for students who officially withdraw on or before the 60% point of the enrollment period will be determined by calculating and comparing the amounts due under the federal refund schedule and the University refund schedule.

REQUIRED ADVANCE TUITION DEPOSIT (NEW STUDENTS ONLY)

Refundable in full, provided written notice is furnished at least 60 days before the first day of registration for the semester.

HOUSING CONTRACTS

Students who have housing contracts must contact the Housing Office to release their obligation. Any refunds will be determined at that time. All housing deposits will remain on account until the housing contract expires. The Housing Office will authorize release of the deposit to the student account.

Financial Information

Financial Assistance

Embry-Riddle participates in a number of federal, state, and University-administered programs that help students and their families meet educational costs.

Embry-Riddle believes the primary responsibility for financing education lies with the student and the student's family. Therefore, the student should apply for financial aid early, save money, look for ways to reduce costs, and become aware of specific program requirements by reading all financial aid publications. Financial aid awards are meant to supplement what the student and family can contribute toward costs and rarely cover all educational expenses.

A complete description of financial assistance programs and optional financing programs available to students and their parents is published annually by the Financial Aid Office. Students should consult this publication for information about eligibility criteria, application procedures, and deadline dates. Published information is available on the web under the Financial Aid section (www.embryriddle.edu). Students who expect to need help in meeting their financial obligations are encouraged to seek such assistance through one or more of the programs available for this purpose.

ELIGIBILITY REQUIREMENTS

To be considered eligible to apply for most financial programs students must:

1. Be U.S. citizens or eligible non-citizens;
2. Be enrolled or accepted for enrollment as at least a half-time student in a degree program;
3. Be making satisfactory progress toward a degree;
4. Be registered with Selective Service if required to do so;
5. Establish financial need;
6. Not be in default on a loan or owe a repayment on a previous financial aid award received at any institution.

THE APPLICATION PROCESS

Federal Applications are mailed to students after they apply for admission to the University, or students may apply through the internet at <http://www.fafsa.ed.gov>. Each year, students are required to re-apply for financial aid. Students are mailed a federal PIN by the Department of Education to renew their aid application each year through the internet at <http://www.fafsa.ed.gov>. Returning students may also request application materials from the Financial Aid Office. Students attending the extended campus may request their financial aid materials through the center, the Financial Aid Office or through the internet at <http://www.fafsa.ed.gov>.

Financial Information

EXTENDED PAYMENTS

Students who use financial assistance to pay their University charges may have the payment date extended for the amount of their award if their funds are not ready to be disbursed by the date payment is due. This is called a payment extension. Any difference between the total charges and the amount of the extension granted must be paid according to the University's payment procedure.

To qualify for a payment extension, students must have applied for financial assistance and must have received **final** approval of their award.

PROGRAMS AVAILABLE

The major categories of financial assistance programs include loans, grants, scholarships, and student employment. Loans from state and federal government sources or from private lenders must be repaid; the interest rate, however, is usually low and the repayment period is extended. Grants and scholarships do not have to be repaid, nor does the income earned through student employment. Most of these programs are based on the student's financial need.

Grants

FEDERAL

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant

STATE AND INSTITUTIONAL

- Arizona - Leveraging Educational Assistance Partnership (LEAP)
- Arizona - Private Postsecondary Financial Assistance Program (PFAP)
- ERAU Grant
- Family Discount Grant
- Florida Student Assistance Grant
- Florida Resident Access Grant
- Florida Bright Futures Scholarship Program
- Grants from other states

Loans

FEDERAL

- Federal Direct Stafford Loan
- Federal Direct Parent Loan for Undergraduate Students
- Federal Perkins Loan
- Guaranteed Access to Education Loan - and
- Other private educational loans

Employment

FEDERAL

- Federal Work-Study Program

EMBRY-RIDDLE

- Embry-Riddle Student Employment
- Off-Campus Referral Program
- Resident Advisor Program

Financial Assistance

Scholarships

University endowed scholarships are awarded to students based on: academic achievement, participation in on-campus activities/employment, essay completion, and need. Students may submit a scholarship application after completing at least one semester with a cumulative grade point average of at least 3.00. Scholarships are very competitive. A limited number are awarded to entering freshmen and community college transfers who possess outstanding academic credentials. For more information about scholarships, students should contact the Financial Aid Office of the campus they plan to attend.

OTHER FINANCIAL ASSISTANCE PROGRAMS

Air Force Reserve Officer Training Corp (ROTC)

The United States Air Force (USAF) offers ROTC academic scholarships to students who meet specific academic, medical and physical requirements. These scholarships cover most, if not all, of the University's tuition and book costs while providing qualified students at least \$250 per month in tax-free subsistence. For more information refer to the Special Academic Programs and Opportunities section of the catalog.

Army Reserve Officer Training Corp (ROTC)

Army offers ROTC academic scholarships to qualified students. For more information refer to the Special Academic Programs and Opportunities section of the catalog.

U.S. Marine Corps Platoon Leaders Class Program

The program offers a guaranteed aviation contract to young men and women who meet the physical and academic qualifications. The Marine Corps also offers contracts in various non-flying military fields. Financial assistance is available for qualified applicants.

Financial assistance of up to \$7900 per year is available to qualified students.

To be eligible for the U.S. Marine Corps Platoon Leaders Class Program, a student must be enrolled full-time. Openings are available for both men and women with any major.

For more information if attending the Daytona Beach campus, contact Capt. Navarro, 1-800-290-2680 (toll free). Contact Captain Knutson for further information regarding the Prescott campus. You may call collect at (602) 257-0310.

Financial Assistance

Naval Reserve Officer Training Corp (ROTC)

The Navy and Marine Corps offer academic scholarships, which are competitive in nature and can be for four, three, or two years. The scholarship covers full tuition, a book allowance, and a monthly stipend. For more information, please refer to the Special Academic Programs and Opportunities section of the catalog.

STUDENT GOVERNMENT ASSOCIATION LEADERSHIP PROGRAM

The Student Government Association (SGA) at each residential campus offers partial tuition waivers for elected officials of the organization. The amount of the waiver varies depending on the position held. The goal is to stimulate interest in holding elected office and to recognize the commitment student leaders make in such positions.

For information about the criteria students must meet to run in an SGA election, or for other information about the program, contact the Student Government Association office.

FLIGHT LEADERSHIP/FELLOWSHIP PROGRAM

The Flight Leadership/Fellowship Program is available to students enrolled in the Aeronautical Science Degree program. It is designed to identify, develop, and reward

students for demonstrated outstanding academic and leadership abilities.

Students are selected for the Flight Leadership portion of the program based on academic excellence and leadership potential. Selection for the Flight Fellowship portion is made from those Flight Leadership students who complete all required flight courses, demonstrate outstanding academic and leadership qualities, and satisfactorily complete the Embry-Riddle Flight Instructor Evaluation and Standardization Program.

While not every Flight Leadership student is offered a Flight Fellowship, those who are selected will serve as department Flight Instructor and Tutor while finishing their degree requirements.

The Flight Leadership Program is highly competitive. Interested students should contact the Flight Department Chair for additional information.

ATHLETIC GRANTS

The University offers a limited number of Athletic Grants for qualified students. Awards are available for baseball, basketball, golf, men's and women's soccer, men's and women's tennis, wrestling, women's volleyball and men's and women's cross country. The maximum value permitted by the NAIA is the actual cost of tuition, room, board, books, and fees. However, most grants are awarded as partial tuition waivers. To qualify, students must meet both University and NAIA eligibility requirements. The grants are highly compet-

Financial Assistance

itive and interested students should contact the Athletic Department for specific details.

RONALD E. MCNAIR SCHOLARS PROGRAM

Named in honor of the African-American mission specialist who died in the 1986 Challenger disaster and funded by the U.S. Department of Education with 156 programs at universities around the country, this prestigious diversity program offers financial aid, academic and other support services to eligible under served (low income/first generation) or under-represented (minorities and women in certain degree programs), upper-division students who are interested in pursuing graduate studies after leaving ERAU. In addition to some financial aid, the program provides mentoring, academic and career counseling, graduate school preparation, funded research opportunities and cultural/social activities. Acceptance in the program is selective and based on a special application process; eligible transfer students are welcome to apply. For more information, contact:

ERAU McNair Scholars Program
(Tel) (928) 777-6935
prmcnair@erau.edu
<http://mcnair.pr.erau.edu>

VETERANS' EDUCATION BENEFITS

Embry-Riddle degree programs are approved by the appropriate State Department of Veterans' Affairs (State Approving Agency) for enrollment of persons eligible to receive education benefits from the Department of Veterans' Affairs (DVA).

For further information concerning approved programs and the application process, eligible persons should contact the Veterans' Certifying Official at the campus they plan to attend.

Students must be pursuing a degree in a specific program to be eligible to receive benefits. Admission procedures for veterans and other eligible persons are the same as those for other students. Students who do not satisfy all requirements for full admission may be certified for two terms; however, they may be required to repay the DVA for some or all benefits received if they do not achieve full admission status during that time.

Title 38, United States Code, sections 3474 and 3524, requires that education assistance to veterans and other eligible persons be discontinued when the student ceases to make satisfactory progress toward completion of the training objective. Accordingly, benefits will be interrupted for residential campus students who remain on academic probation beyond two semesters and for Continuing Education students who remain on academic probation beyond two consecutive periods of 12 credit hours. The DVA

Financial Assistance

will be appropriately notified of the unsatisfactory progress. A specific request must be submitted by the student to reinstate benefits. The DVA will determine eligibility for reinstatement of benefits.

Veterans' progress will be measured according to University standards as published in this catalog and the rules and regulations of the DVA apply. The criteria used to evaluate progress are subject to change. Application and interpretation of the criteria are solely at the discretion of Embry-Riddle. Students are responsible for notifying the certifying official of any change in their enrollment or change in personal information affecting their eligibility. Students also must remain in compliance with University and Department of Veterans' Affairs requirements. Students may receive education benefits only for courses that are required for their designated degree program. Students who receive DVA benefits are subject to strict academic regulations and should be aware of how auditing courses, repeating a course, changing degree programs or enrollment status, and other actions may affect their eligibility to receive benefits.