Purpose: The purpose of this policy is to state published policies and procedures regarding tuitions, fees, and refunds.

Policy Statement

1) Description
   a) Upon final approval by the University of the Incarnate Word (UIW) Board of Trustees, the updated tuition and fees schedule is published and made available to both prospective students and returning learners.

2) Primary Goal
   a) To ensure prospective students and learners understand costs associated with attending UIWSOM and the policies and procedures associated with tuition payment and fees.

3) Participants
   a) Office of Admissions, UIWSOM
   b) Office of Student Affairs, UIWSOM
   c) Office of Financial Assistance, UIW
   d) Business Office, UIW

4) Procedures
   a) Tuition and Fee Schedule – UIWSOM publishes current tuition and fees rates as soon as they are approved. This information is communicated to prospective and current learners in multiple ways, including the UIWSOM and UIW Financial Aid websites, as well as the student handbook. The links below include the current cost of attending UIWSOM and are updated regularly:

   UIW Office of Financial Assistance
   http://uiw.edu/finaid/beyonduiw.html

   UIWSOM Admissions FAQ
   http://uiw.edu/som/admissions/uwsmadmissionsfaqs.html

   UIWSOM Tuition and Fees
   http://www.uiw.edu/som/admissions/tuition.html

   b) Refund Policy – Though the unique nature of the UIWSOM curriculum may require amendments to current procedures, attempts to coincide with main campus processes ensures consistency and accuracy of student drops. The SOM curriculum is comprised of phases and units, rather than the traditional fall, spring, summer sequence of terms. The University of the Incarnate Word refunds at 100% within five business days of the start of fall, spring, and summer terms. Likewise, UIWSOM refunds at 100% within five business days, however, the start date is determined by the unit clusters. The UIW academic calendar can be found online:

   UIW Academic Calendar
   http://www.uiw.edu/registrar/documents/20172018approvedcalendar.pdf
c) Payment Options and Plans -- Other than Financial Assistance and Work-Study programs, the University accepts cash, checks, and credit cards for payment of tuition and fees. Cash and checks for the payment of tuition and fees are accepted at the Business Office, Monday through Thursday 8 a.m. to 6 p.m. and Friday 8 a.m. to 5 p.m. (drop box is located next to Room 190 in the Administration Building). Payments sent via mail should be forwarded to: UIW Business Office, 4301 Broadway CPO# 291, San Antonio, Texas 78209. All checks must include the student’s name, student account number, and specific term to insure proper credit to account. The following credit cards are accepted: Master Card, Visa, American Express and Discover. Credit/debit card payments are only accepted on the UIW ePayment Center. A 2.75% convenience fee is applied for all domestic credit/debit card payments and a 4.25% convenience fee is applied for all international credit/debit card payments. This fee is subject to change. Credit/debit card payments are not accepted in the Business Office or by telephone.

The University offers students a Tuition Payment Plan. The student can divide their charges into installments. It is the responsibility of the student to enroll in a payment plan each semester. Failure to remit these payments may result in the withholding of credits, transcripts, diplomas. In addition, a late payment fee may be assessed each month for not submitting tuition payments, as agreed. However, this will not exempt students from liability for those charges. Enrollment into this plan includes an application fee. To enroll in the deferred payment plan, or if students need additional information, they should visit the Business Office or call (210) 829- 6043.

Tuition is due on/by the first day of class or enrollment of payment plan must be completed. All fees are subject to change without due notice. Students who have not met their total financial obligations to the University will not be permitted to enroll for a subsequent academic term. Withdrawal without proper notice entails failure in all courses for the semester and the student is held liable for the full payment of tuition, fees and other charges. Students must pay their financial obligation in full to the University to have diplomas and transcripts released. In addition, if payment is not made in full, students may be prohibited from participating in the graduation ceremony. The student agrees to assume liability for any debt incurred during his/her attendance at the University. In the event of a delinquency or default, the student will pay all reasonable collection fees including but not limited to attorney fees and necessary court costs.

UIW Payment Information  
http://www.uiw.edu/busoff/documents/paymentinfoonly.pdf

UIW Graduate Bulletin  