

Tuition and Fees

ADDENDUM - 9/10/2024

The tuition for the University of West Florida includes base tuition and mandatory fees. The schedule of tuition, fees, and other special fees applies to all enrolled students at the University of West Florida. Required fees are established by the Florida Legislature, Florida Board of Governors, and UWF's Board of Trustees and are generally updated each fall term. The University will make every possible effort to advertise any changes in fees when and if they occur.

You are required to complete a Financial Responsibility Statement prior to registering each term. This statement outlines the terms and conditions of the financial responsibilities and obligations associated with attending the University of West Florida.

2024-2025 Tuition and Fees

Refer to [Tuition and Fees](#) for the 2024-2025 academic year tuition and fees information. Tuition and Fees for the 2025-2026 academic year will be published as soon as they are established.

Payment of Fees

Fees may be paid by any of the following methods:

- Tuition and fees, housing, mandatory meal plans, and the University ID card may be paid online using your checking or savings account through [MyUWF](#). An e-check payment results in an electronic debit of your bank account. There is no additional fee assessed for an e-check payment. If your payment is returned as unpaid by your bank for any reason, your student account will be assessed a return item fee.
- Credit and debit cards may be used to make payments for tuition and fees, housing, mandatory meal plans, and the University ID card online through [MyUWF](#). The University partners with Transact to process credit and debit card payments, and a convenience fee will be charged. This fee will be added to your total payment and is nonrefundable. The convenience fee will be displayed prior to the completion of the transaction. Your completion of the transaction acknowledges acceptance of these payment terms.
- Students that elect to pay with their BankMobile Vibe account will also be assessed a convenience fee.
- Students may elect to pay with a foreign currency online through [MyUWF](#). The international payment option provides a simple, reliable way for students or parents to pay in their home currency, either online or by bank transfer, with competitive exchange rates.
- A parent portal is available for online payments through Transact. Student authorization is required.
- Payments by cash, check, money order, or traveler's check may be made in person at the Cashier, Building 20 East, for tuition and fees, housing, meal plans, University ID cards, and other miscellaneous charges.
- An after-hours depository box is located at Building 20 East on the main campus. All payments must include the student's name and UWF ID number to ensure correct and timely processing. Payments must be placed in the depository box by the close of business on the fee payment due date to be considered on time. Do not include cash when using the depository box.

- Mail must be received by the due date to be considered on time. Postmark date is not considered on time. All payments must include the student's name and UWF ID number to ensure correct and timely processing. Mail payments to UWF Cashier, 11000 University Parkway, Building 20 East, Pensacola, FL 32514-5750.

Students paying fees by mail or depository box must include all fee payment documents to ensure proper and timely credit for payment. Students are expected to meet all financial obligations as they become due. UWF reserves the right to cancel the registration of students who fail to promptly meet their financial obligations to the University. Students may not pay delinquent account balances applicable to a prior academic year using financial aid awards applicable to the current academic year. All delinquent balances must be paid in full prior to the disbursement of current term financial aid. It is each student's responsibility to stay informed of all registration and fee payment dates, deadlines, and other requirements by referring to the [Academic Calendar](#) and viewing their account balance in [MyUWF](#). If necessary, students should inform their parents or other interested parties of the deadline dates and the necessity for meeting them.

When to Pay Fees

A student becomes liable for tuition upon registration. There are only two due dates per term. Fees for courses remaining on the student's schedule at the close of the drop/add period must be paid by the fee payment due date. The start date of your earliest class determines your fee payment due date. Payment for classes added after the initial due date is due immediately. For more information and specific examples refer to [Tuition and Fees FAQs](#).

Payments are applied to charges on your student account in order of the charge due dates. For charges with the same due date, payments are applied first to tuition and mandatory fees and then to other charges on your account.

Authorized deferment status may be granted under certain conditions. All students placed in a deferred fee payment status must confirm the deferred status with the Cashier or Student Accounts. Failure to pay all fees or receive authorized deferred payment status by the fee payment due date may result in the assessment of a \$100 late payment fee or cancellation of the student's registration. Students whose registration is canceled due to nonpayment may appeal for reinstatement and will be assessed a \$200 reinstatement fee. The student will be held liable for all fees assessed for courses remaining on the student's registration at the close of the drop/add period for which a partial payment of fees has occurred or an authorized fee deferment status has been granted. Under such circumstances, the student's registration may or may not be canceled. An administrative hold will be placed on the student's record until the course fees and late fees are paid in full.

Deferred Payments

Deferred payment status for tuition and registration fees may be granted upon application by the student on the following grounds:

VA Benefit Deferments

Students receiving VA Education Benefits from federal programs may be eligible for deferred payment.

Veterans and other eligible students receiving VA Education Benefits (Chapters 30, 33, 35, and 1606 U.S.C.) are entitled to one deferment per academic term. A 90-day deferment is available for the Fall and Spring terms, while a 30-day deferment is available for summer and mini-terms within the Fall, Spring, and Summer terms. If benefits are further delayed, students may request an additional deferment

extension, provided the request is made before the original deferment due date.

Active duty members, veterans, or dependents using VA Education Benefits may request a deferment (promissory note) through their VA Enrollment Certification Form in MyUWF. To request an extension, they must contact the Military and Veterans Resource Center (MVRC) to verify that payments have not been received. The MVRC will submit the approved promissory note to the Cashier before the payment due date. Failure to make payment by the deferment due date will incur a \$100 late payment fee, which is not covered by VA Education Benefits. Students who do not make payment or request a deferment may have their registration canceled. If registration is canceled due to nonpayment, students may appeal for reinstatement, subject to a \$200 reinstatement fee, which is also not covered by VA Education Benefits. Students with prior term balances may be ineligible for future deferments

For students using Chapters 30, 35, or 1606 with available financial aid (Pell Grants, CSDDV, or tuition-specific scholarships), the financial aid will be applied before the deferment is posted to cover tuition, fees, and other charges, as VA funding is directed to the student.

Please note that housing and meal plan payments are not eligible for deferment. Students must arrange for these payments separately or establish payment plans with the university.

Students with prior term balances may be ineligible for future deferments.

Financial Aid Delivery

Financial aid awards, including loans, grants, and scholarships, that are complete prior to the beginning of each term will be disbursed by the Office of Financial Aid and Scholarships and refunded by Student Accounts. Tuition and fees, housing, meal plans, and any other outstanding charges are deducted from the financial aid proceeds. Any remaining funds are delivered as a refund with BankMobile Disbursements, a technology solution powered by BMTX, Inc., via the method chosen by the student. It is the student's responsibility to ensure that all tuition and fees, and other charges are paid in full by the due date. Balances not covered by available financial aid must be paid by the fee payment due date to avoid the assessment of a \$100 late payment fee.

Federal financial aid (Pell, SEOG, TEACH, and Subsidized, Unsubsidized, and PLUS Loans) may only be used to pay for tuition and fees, housing, meal plans, and the University ID card. Federal financial aid cannot be used to pay penalty fees, such as Repeat Course Surcharges, Excess Hours Surcharges, or late fees. Students may use their federal financial aid to pay other charges on their account by signing the Title IV Authorization Form. This form gives UWF permission to apply federal aid to miscellaneous charges on the students' accounts, such as bookstore charges, library fines, and health center charges.

The netting of financial aid awards begins after the drop/add period. Late awards of financial aid are processed in the same manner throughout each academic term. Excess financial aid will be refunded through BankMobile Disbursements according to the student's refund preference.

Refund Preference

Degree-seeking students may follow these simple steps to select a refund preference:

1. Log into my.uwf.edu
2. Select Financial Resources (for students) then select BankMobile Disbursements
3. Select how you'd like to receive your money

For more information, visit [BankMobile Disbursements](#).

UWF Payment Plan

Eligible students may pay current term tuition and fees, housing, mandatory meal plans, and the University ID card with a UWF payment plan. All of these charges will automatically be included in the plan; you cannot choose to exclude charges. Eligible charges will be reduced by the amount of available financial aid, private scholarships, private loans, and third-party billing arrangements. The University offers payment plans with a variable number of installment payments dependent on the date of enrollment in the plan. Enrollment in the payment plan is completed by selecting the Payment Plans link in Transact. Each installment must be paid by the appropriate fee payment due date to avoid assessment of a \$100 late payment fee. Students must have a favorable credit rating with the University to be eligible for the UWF Payment Plan. A \$15 service charge will be added to all payment plans. Contact Student Accounts at (850) 474-3037 for information.

Tuition and Fees Paid by Third Party

Students registered for courses which will be partially or fully paid by their sponsoring agencies must bring the contract or authorization forms and partial payments, if applicable, to the Cashier during the registration period. Students should review their account balance in Transact and verify their deferred status during the designated fee payment period. If the authorization is to be mailed to the Cashier by the agency, it must be received by the fee payment due date.

Students are ultimately responsible for all tuition and fees. If the agency (including the Veterans Administration) has not paid tuition and fees by the end of the semester, the student is required to pay their tuition and fees in full. Failure to do so will result in an administrative hold on the student's record and the assessment of a \$100 late payment fee.

Florida Prepaid College Program

The Florida Prepaid College Program is not financial aid. Rather, it is a third-party billing plan processed by the Cashier. Florida Prepaid participants are automatically downloaded from the Florida Prepaid website. Billing to Florida Prepaid is automatic based on the number of undergraduate credit hours a student is enrolled in each semester and the student's number of available Florida Prepaid hours.

There are different types of Florida Prepaid plans. The type of plan a student purchased will determine the amount Florida Prepaid will pay per credit hour. No Florida Prepaid plan pays material and supply fees, online fees, transportation fees, technology fees, or green fees. Any portion of the student's account balance not covered by Florida Prepaid or other financial aid must be paid by the fee payment due date to avoid the assessment of a \$100 late payment fee.

If a student chooses not to bill Florida Prepaid, they must complete the Change Florida Prepaid Billing Hours Request in [MyUWF](#) each term by the end of the fee payment period.

Refer to [Florida Prepaid Tuition Plans](#) for more information or contact 850-474-3035.

Delinquent Balances

Students with delinquent balances at the University (financial aid billings, loans, library fines, etc.) must pay in full to avoid assessment of additional collection costs. Failure to pay the balance will result in holds preventing registration as well as the release of grades and transcripts. Holds may also prevent the release of financial aid.

Tuition Waivers

Students registered for courses which will be partially or fully paid by a tuition waiver must submit the authorization form to the appropriate office prior to or during the applicable semester. Requests will not be approved retroactively. Students must confirm the tuition waiver status with the Cashier during the designated fee payment period. Any portion of the student's account balance not covered by a tuition waiver or other financial aid must be paid by the fee payment due date. Failure to do so will result in the assessment of a \$100 late payment fee or cancellation of classes. Refer to [Student Accounts and Cashier](#) for more information or contact 850-474-3035.

Late Registration and Late Payment Fees

Provided documentation is received by the institution to indicate extenuating circumstances justifying a waiver, the University Controller may waive the late payment fee and the University Registrar may waive the late registration fee when it is determined that the University is primarily responsible for delinquency of a student's account or extenuating circumstances exist beyond the control of the student.

Refund of Fees

The late payment fee and late registration fee are nonrefundable unless waived by the University Fee Appeals Committee.

Full refunds will be made to the student when a course is canceled by the University or when a student is denied access to a University course. Courses dropped during the drop/add period will be fully refunded.

A student who officially withdraws from all courses at the University within the first four weeks of the semester will be entitled to a refund of 25% of the per credit hour fee for courses for which the drop/add period has passed. Withdrawal from courses for which the drop/add period has not passed will be treated as a drop, and the per credit hour fee will be fully refunded.

Return of Title IV Funds (Student Responsibility)

The University of West Florida is required by federal regulation to monitor financial aid students who receive Title IV Funds (Pell, SEOG, Direct Loans, and PLUS Loans). Students who have officially or unofficially withdrawn (stopped attending classes without notification) from all courses before completing 60 percent of the term are not eligible for 100 percent of their federal financial aid.

The University is required to return the unearned portion of the Title IV Funds to the Federal Department of Education. Returned unearned aid that is related to federal loans will be applied to the outstanding balance of the loans.

Financial aid that is returned to the Federal Department of Education will become a debt that the student owes the University. This amount will be placed on the student's account, and a hold will be placed on the student's record preventing registration and the release of

grades and transcripts. Contact Student Accounts for exact dates and repayment requirements at 850-474-3038 or stuacct@uwf.edu.

Withdrawals and Military Tuition Assistance (TA)

As a participant in the Department of Defense Voluntary Education Program, the University of West Florida is required to return unearned TA funds to the appropriate military branch of service. TA funds are earned proportionally during an enrollment period. Unearned funds the University returns are calculated based on when a student stops attending their course(s).

Unearned TA funds that are returned to the appropriate military branch of service become a debt that the student owes the University. This amount will be placed on the student's account and a hold will be placed on the student's record preventing registration and the release of grades and transcripts. If a student is eligible to receive a refund from the University for tuition and fees or other charges, the University will apply the refund against the debt from the unearned TA.

Appeal for Late Fee Assessments and Refunds

Student appeals for late registration, late payment of tuition and fees, and refunds of tuition upon withdrawal after the refund deadline are referred to the University Fee Appeals Committee. In order to be considered, requests for refunds and other appeal actions must be submitted within six months after the end of the semester to which the refund or appeal action is applicable. Requests submitted after the deadline will not be considered.

All appeals must be submitted in writing or by email utilizing the [Fee Appeal Form](#). The appeal form with supporting documentation should be submitted to Student Accounts, Bldg 20E, or emailed to feeappeal@uwf.edu. Failure to provide adequate supporting documentation will result in a delay of the appeal. An appeal for refund of tuition and fees requires that the student be officially withdrawn from the course(s) prior to being reviewed by the Fee Appeals Committee. Appeals are reviewed for the existence of extenuating circumstances that may have prevented the student from meeting their obligations in a timely fashion. The following circumstances may warrant approval of the appeal; however, the success of the appeal rests on the facts in each individual case:

1. Call to or enlisted in active duty military service within the semester
2. Death of the student or death in the immediate family (parent, spouse, child, sibling)
3. Complete withdrawal of the student from all courses due to illness of the student that is confirmed in writing by a physician stating completion of the term is precluded
4. Administrative/University error

Circumstances generally not sufficient to support an appeal include, but are not limited to:

1. Not being aware of registration and/or tuition due dates
2. Insufficient financial aid or financial hardship
3. Lack of familiarity with UWF systems or procedures
4. Withdrawal from course(s) to avoid failure or low grades
5. Withdrawal from course(s) due to dissatisfaction with instructor(s)
6. Withdrawal due to conflicts with school/work/life balance

Note: Withdrawal appeals (academic or medical) that are submitted to the Registrar's or Dean of Students Offices at the end of the semester

or withdrawals approved retroactively for a previous semester will generally not be considered for a refund of tuition.

The submission of a fee appeal does not guarantee approval. In addition, the submission of an appeal does not extend the due date for outstanding tuition and fees or other charges while awaiting a decision by the Fee Appeals Committee. Charges not paid by the due date will be assessed the late payment fee.

If the appeal is denied, the decision of the Fee Appeals Committee may be appealed first to the University Controller, then to the Vice President of the Division of Finance and Administration, as designee of the President, who has final authority within the University. Additional appeals must be submitted within two weeks of the appeal decision. After two weeks, the appeal is closed with no further consideration.