

Policy 437:

To obtain information about a credit balance or credit refund, students should check their accounts online at <http://my.faulkner.edu>. All loan refunds are given within 10 business days of the day the credit posts to the student's account.

Policy 438:

The Flex Plan fee is charged to all students unless their account balance is paid in full before the start of classes or financial aid has been processed before the start of classes. Financial aid must be completed and showing in powerfaids for the Flex Plan fee to be removed.

Policy 439:

Each full-time student will receive up to 250 printed copies printed in the computer labs at no cost. All copies over 250 will be billed at \$.10 per page. All part-time students will be charged \$.10 per copy. All charges will be charged to the student's account.

Policy 440:

Each Faulkner student must sign up for eagle alert notification with up to 4 phone numbers and 2 email addresses. A charge of \$10 will be added to each student's account each semester. In an emergency, the eagle alert sends messages via voicemail, text message, and email.

Policy 441:

Students must be enrolled and have an email account set up in order to access computers on campus. Students are responsible for checking and maintaining their student email on a regular basis. This is the primary means of communication between the student and offices on campus.

Policy 442:

Students must obtain a parking decal from security within 5 days of the first day of class. Park properly in spaces marked. There are parking lots reserved for commuter students, faculty, and staff and are marked as such. Please park accordingly.

Traffic fines will be posted to the student's account and a hold will be placed until the fine is paid. Disputes must be made to the head of security.

Policy 443:

Students are required to sign a payment agreement before the start of each term. If a student begins the term without a payment agreement, they are subject to withdrawal. A \$100 late registration fee is assessed after the start of term. Payment agreements may be signed online by going to <http://my.faulkner.edu>.

Policy 444:

If a student withdraws from classes, they are only subject to a refund if they withdraw within a certain time frame. A student who withdraws through the 7th day from start date of term: 100%, less \$110. Through the 10th day from start date of term: 50% and after the 10th day of start date of term 0%. Drop fees are assessed on the first day of class.

Policy 445:

Upon enrollment, each student is given an ID card. This card admits students into the cafeteria, sporting events and chapel. Loss or theft of a card should be reported to the Dean of Students immediately. The replacement cost is \$50 and will be charged to the student's account.

Policy 446:

Any student who pays after a payment due date will be charged a \$100 late fee. After 2 late payments, the student will be sent a possible administrative withdrawal letter and will be given 10 days to pay or complete financial aid. If the student has not made arrangements by the 10th day, they will be withdrawn and sent an administrative withdrawal letter.

Policy 435:

Requirements to receive disbursements for books and supplies:

1. Student must be Pell grant eligible.
2. Student must provide Faulkner University with all the necessary documentation to receive Title IV funds at least 10 days before the start of the payment period.
3. The amount of Title IV funds approved for the term will result in a credit balance on the student's Faulkner account.

Students meeting all of the above requirements may receive the lesser of the credit balance or the actual cost of books from MBS Direct no later than the 7th day of the payment period.

If the student decides to opt out of the way Faulkner University provides for him/her to obtain or purchase their books and supplies, they will receive their credit disbursement through our normal process. A student deciding not to accept the school's process will need to sign an opt-out form.

Effective date:

The effective date of policy will be the start of the fall 2015 term.