

# FEES, EXPENSES, AND AID

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**The rates and procedures in this section are subject to change without notice.**

The Board of Regents of the University of Idaho approves rate changes each April. For the most current rate information, go to [www.uidaho.edu/current-students/student-accounts](http://www.uidaho.edu/current-students/student-accounts) (<http://www.uidaho.edu/current-students/student-accounts/>).

Students are encouraged to register early for classes at the University of Idaho. Information about the registration process is available from the Registrar's Office at [www.uidaho.edu/registrar](http://www.uidaho.edu/registrar) (<http://www.uidaho.edu/registrar/>) or 208-885-6731. Information regarding fees is available from the Student Accounts Office at [www.uidaho.edu/current-students/student-accounts](http://www.uidaho.edu/current-students/student-accounts) (<http://www.uidaho.edu/current-students/student-accounts/>) or 208-885-7447.

## Student Accounts and Cashiers

**Bruce Pitman Center; 208-885-7447; [acctrec@uidaho.edu](mailto:acctrec@uidaho.edu); [www.uidaho.edu/current-students/student-accounts](http://www.uidaho.edu/current-students/student-accounts)**

The Student Accounts Office coordinates charges and billing for student's accounts including tuition and fee charges; room, meals, and family housing charges; student health center, library over dues, and parking tickets; and other miscellaneous charges. The office also collects payments, administers payment plans, distributes financial aid refunds, and assists students who have a third-party sponsor.

## Billing and Payment Information

Students are billed via email in July for fall semester and billed via email in January for spring semester. Students are also billed via email monthly throughout the semester for unpaid balances. All semester fees and tuition are due on or before the first day of each semester. Charges incurred over the course of the semester are considered due in full within 10 days of the posting date. The University of Idaho does not drop courses for nonpayment. Students are responsible for dropping courses prior to the first day of the term to avoid being billed. Deadlines for dropping classes are posted each academic term on the Registrar's website. Failure to drop classes before the final deadline may affect refund status and grading. Accounts with balances due greater than \$500 will be blocked from adding/dropping/registering. Official transcripts will not be released for students owing the university except for students receiving Title IV funding. Federal loan and grant regulations do not permit using federal financial aid to pay a balance from a prior aid year without the student's authorization. Students may access their account information on MyUI at <https://my.uidaho.edu/>. Failure to receive a bill does not relieve students from payment responsibilities.

Credit card payments for student fees, tuition, and room and board are not accepted at the cashier's window; these payments need to be made online through MyUI (<https://my.uidaho.edu/>). A \$3 or 2.85% service fee (whichever is higher) is assessed on credit card payments of student fees, tuition, and room and board. The fee will not apply to incidental charges, like parking tickets, health center charges, etc. that are paid by credit card at the cashier's window. The University's web check application allows customers to pay online directly from a bank account, and web checks are not subject to the service fee.

The Family Educational Rights and Privacy Act of 1974, as amended, also known as the Buckley Amendment, is a federal law that governs the confidentiality of student records. Generally, the law requires that educational institutions maintain the confidentiality of what are termed "education records," ensures that each student has access to their education records, and provides students with a limited opportunity to correct erroneous education records. This means that the University cannot release student records (grades, account information, class schedule, student ID, etc.) to anyone other than the student without written consent from the student. A Consent to Release of Information Form is available for the student to complete and return to the University.

## E-mail Usage and Online Account Access

The University of Idaho's official email policy states, "A University assigned student e-mail account shall be the University's official means of e-mail communication with any student required to have a UI e-mail account. Students are responsible for all information sent to them via their University assigned e-mail account." Accordingly, the Student Accounts Office will use the official U of I email address to communicate with students. Interim billing notices and other information are sent using e-mail only, and it is essential that all students regularly check their U of I email accounts. Student Account information is available on MyUI (<https://my.uidaho.edu/>) on the Student Accounts card called "Accounts and Billing". If parents or other individuals need access to student billing information, the student is responsible for granting them authorized user access to the information.

## Student Financial Aid Services

**Bruce Pitman Center; 208-885-6312; [finaid@uidaho.edu](mailto:finaid@uidaho.edu); [www.uidaho.edu/financial-aid](http://www.uidaho.edu/financial-aid) (<https://www.uidaho.edu/financialaid/>)**

The office of Student Financial Aid Services assists students and their parents who apply for financial assistance in the form of scholarships, grants, loans, and part-time work to help pay the cost of attending college. These programs may include scholarships, Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOG), Federal or Idaho State Work Study Programs (FWS or IWS), Federal Direct Loans, Federal Direct Graduate PLUS, and Federal Direct Parent Loans to Undergraduate Students (PLUS). Financial aid is expected to supplement student and family resources. The office also assists students in finding part-time jobs off campus.

## Priority Dates

Because funds are limited, to receive priority consideration for all available funds, student applicants must submit the Free Application for Federal Student Aid (FAFSA) to the federal processor by the priority date each year. This priority date applies to incoming and continuing students and students starting both fall and spring semesters. The link to the FAFSA page can be found on the Financial Aid homepage (<https://www.uidaho.edu/financial-aid/>). In addition to the FAFSA, students who are new to the university must also have a complete application for admission on file by the priority date. Students who meet both priority

dates will receive first consideration for funds for which they qualify. Students who do not meet both priority dates will still be considered for the guaranteed scholarship programs, Federal Pell Grants, and Federal Direct Loans, which are available throughout the year.

## Enrollment

Financial aid during the academic year is usually awarded in expectation of full-time enrollment: 12 credits per semester for undergraduate students, 10 credits per semester for law students, and 9 credits per semester for graduate students. If a student is receiving aid as a full-time student, they must be registered as a full-time student to receive the aid on the first day of class. Students are required to enroll full-time to receive scholarships, unless the donor specifies special circumstances allowing part-time enrollment. All students must enroll at least half-time (6 credits per semester for undergraduate students or 5 credits per semester for graduate and law students) to be eligible for direct loans. Students must be enrolled in the required number of credits through the 10<sup>th</sup> day of classes (census date) of the semester to continue receiving financial aid and scholarships for the semester.

For federal loan eligibility determinations, the following enrollment classifications will be used:

- Undergraduate enrollment will be 6-8 credits for half-time, 9-11 credits for three quarter time, and 12 or more credits for full time.
- Graduate enrollment will be 5-6 credits for half time, 7-8 credits for three quarter time, and 9 or more credits for full time.
- Law enrollment will be 5-6 credits for half time, 7-9 credits for three quarter time, and 10 or more credits for full time.

## Work Study

Students who are awarded Federal Work Study or Idaho State Work Study must earn their award amount through offered part-time employment. Students must indicate their interest in the work study program on the FAFSA. Awards based on financial need and available funds are made to students who meet the priority dates.

## Direct Loans

The University of Idaho participates in the Federal Direct Loan Program. Loan funds are provided to the student directly from the U.S. Department of Education through the University of Idaho rather than coming from a bank or lender. Students who accept these loans are asked to sign a Master Promissory Note (MPN) and complete entrance counseling. Students only need to sign an MPN and complete entrance counseling once every 10 years. Once the signed MPN and entrance counseling are received, the funds will be credited to the student's account.

## Eligible Programs

Students who have one or more bachelor's degrees or are working toward an additional undergraduate degree or a teaching certificate and are not yet admitted to graduate school are considered to be second degree-seeking undergraduates and are not eligible for federal grant programs (Pell and FSEOG). They are restricted to undergraduate borrowing limits for loan programs. Graduate students and students in the College of Law are eligible to apply for direct unsubsidized and graduate PLUS loans. Non-degree-seeking and certificate only students (those not enrolled in a degree program) are not eligible for any type of federal financial aid. Correspondence classes are not included in the determination of enrollment status.

## Satisfactory Academic Progress

Students at the University of Idaho must maintain Satisfactory Academic Progress (SAP) to receive federal student financial aid. To meet SAP requirements, a student must maintain a minimum cumulative GPA, complete a certain percentage of attempted credits, and complete a degree program before exceeding 150% of required credits.

The requirements to maintain Satisfactory Academic Progress differ based on whether the student is in an undergraduate, graduate, or law degree program. The requirements can be found at [www.uidaho.edu/financial-aid/keep-your-aid](http://www.uidaho.edu/financial-aid/keep-your-aid) (<https://www.uidaho.edu/financialaid/applyingforaid/keepingyourfinancialaid/keepingyouraid/>).

At a minimum, SAP will be reviewed at the end of each spring semester. Students not meeting the stated minimum requirements of SAP are no longer eligible to receive assistance under Title IV Higher Education Act (HEA) programs. For purposes of evaluating satisfactory academic progress, the academic year is defined as summer, fall, and spring. Therefore, the summer performance prior to fall and spring will be included in the review. Students receiving financial aid for the first time are considered to be in good academic standing until they reach the defined annual evaluation time for SAP. It should be noted the eligibility criteria for financial aid differ from those for academic eligibility contained in regulation L-6 (<https://catalog.uidaho.edu/general-requirements-academic-procedures/l-academic-standing-probation-disqualification-reinstatement/>).

Undergraduate students wishing to appeal a suspension of financial aid should complete the Petition for Financial Aid Reinstatement Form and contact the dean's office in the college in which they are enrolled. Graduate students should complete the Petition for Financial Aid Reinstatement form and contact the College of Graduate Studies, and law students should contact the College of Law. Any special circumstances concerning the student's academic progress for student financial aid will be reviewed on an individual basis. The Director of Student Financial Aid Services may reinstate a student based on special circumstances unique to that student.

Upon receiving the completed Petition for Financial Aid Reinstatement Form from the student, the student's academic dean (or designee) may recommend a waiver of satisfactory academic progress criteria due to special circumstances detailed on the petition form. If the petition is denied, the Director of Student Financial Aid Services will review the recommendation and make the final determination of whether to waive the suspension for the student. The decision of the academic college and the Director of Student Financial Aid Services may be appealed to the Student Financial Aid Committee, and their decision may be appealed to the Administrative Hearing Board.

If the petition is granted, the suspension will be waived for one term and all federal financial aid/eligibility will be reinstated unless the Academic Plan section of the Petition for Financial Aid Reinstatement form has been completed to encompass multiple terms.

## Scholarships

Students who wish to apply ONLY for scholarships not based on financial need must do one of the following to receive consideration:

1. Students who are attending the university for the first time need to have a complete application for admission, including all transcripts and required test scores (freshmen), on file by the priority date.
2. Students who are enrolled at the university during the prior spring semester in at least 9 credits for undergraduate students, 10

credits for law students, or 6 credits for graduate students are automatically considered (without completing any additional forms) for scholarships not based on financial need.

- Students who are enrolled at the university for the prior spring semester but in less than 9 credits for undergraduate students, 10 credits for law students, or 6 credits for graduate students will need to notify the Associate Director for Scholarships in Student Financial Aid Services by the priority date of their interest in scholarships not based on financial need.
- Students who previously attended the university but were not enrolled during the prior spring semester must notify the Associate Director for Scholarships in the Office of Student Financial Aid Services of their intent to enroll by the priority date.

## Athletic Scholarship Appeal

Students who have had their athletic scholarship aid reduced or eliminated may appeal the loss of funds by submitting an appeal in writing to the chair of the Student Financial Aid Committee.

Financial aid policies and procedures are subject to change without notice to ensure compliance with federal, state and university regulations. The Office of Student Financial Aid Services may be contacted for current information (208-885-6312). Additional information is available at the Financial Aid website (<https://www.uidaho.edu/financial-aid/>).

## Annual Expenses

Estimated annual expenses include the cost of undergraduate student fees, nonresident tuition (if applicable), graduate/law/architecture fees (if applicable), room and board, books, and miscellaneous costs (clothing, laundry, transportation, incidentals, social/recreational expenses, fraternal affiliations, and personal needs). For an estimated cost of attendance, see the Financial Aid website (<https://www.uidaho.edu/financial-aid/>).

Students can choose to pay fees in installments. Payment information is shown in the "Deferred Payment of Fees" section further below. The university accepts cash, personal checks, bank drafts, money orders, travelers' checks, Discover, VISA, MasterCard, wire, and ACH payments.

## Full/Part-Time Registration Fees

See the Student Accounts website (<https://www.uidaho.edu/current-students/student-accounts/>) for all current fee rates.

### Architecture Dedicated Fee

The State Board of Education granted approval to charge a professional fee to all College of Art and Architecture students on a semester basis over and above general tuition and fees. The fee is levied in addition to tuition and nonresident tuition (if applicable). The professional fee is used to directly support technology and computing for students and faculty, supplement budgets, hire temporary faculty, support the college's visual and design resource centers, cover professional accreditation costs, and partially support student field trips, guest lecturers, and student organizations. Undergraduate students carrying 10 or more credits or graduate students carrying 9 or more credits pay the full-time professional fee. Undergraduate students carrying 9 credits or less or graduate students carrying 8 credits or less pay the part-time professional fee.

## Graduate Tuition Fee

Graduate students pay this fee in addition to the tuition and nonresident tuition (if applicable). Students carrying nine or more credits will pay the full-time graduate tuition fee; students carrying eight credits or less pay the part-time graduate tuition fee.

## Law Fee

Law students pay the graduate tuition fee and the law dedicated fee in addition to tuition and nonresident tuition (if applicable). Students carrying nine or more credits will pay the full-time law dedicated fee; students carrying eight credits or less pay the part-time law dedicated fee.

## Undergraduate Student Fee

Unless exempted, all undergraduate students carrying 10 or more credits, all graduate students carrying 9 or more credits, and all research/instructional assistants (including faculty-staff spouses) on full appointment pay the full-time undergraduate student fees. Undergraduate students carrying nine credits or less and graduate students carrying 8 or less credits pay the part-time undergraduate student fees. Undergraduate and non-degree students enrolling in graduate courses must also pay the appropriate graduate tuition fee for graduate level courses. In addition, students in certain divisions may need to pay special fees (see Special Fees (p. 3) below).

Payment of full-time fees covers most laboratory and course charges and entitles the student to membership in the Associated Students University of Idaho (ASUI), a nontransferable student identification card, the services of the Alumni Office, and the other services and facilities maintained by the university for the benefit of the students, subject to charges for special services and the payment of the special fees listed below. No reduction in fees can be made for students who may not want to use any part of these services.

## WUE Fee

The Western Undergraduate Exchange Program fee (<https://www.uidaho.edu/financial-aid/cost-of-attendance/>) is calculated by taking 150% of the institution's full-time undergraduate tuition rate. This fee is in addition to the undergraduate student fees. Nonresident tuition is not assessed to WUE (<https://www.uidaho.edu/financial-aid/scholarships/undergraduate/wue/>) students.

## Nonresident Tuition Fee

Students who are classified as nonresidents of the state of Idaho pay this fee in addition to the regular student tuition and fees. Undergraduate students carrying ten or more credits and graduate students carrying nine or more credits will pay the full-time nonresident tuition fee. Undergraduate students carrying nine credits or less and graduate students carrying eight credits or less pay the part-time nonresident tuition fee. For tuition purposes, a student may be classified as an Idaho resident; see the Registrar's Office website (<https://www.uidaho.edu/registrar/registration/residency/>) for more information. Students currently enrolled at U of I may obtain information and interpretation of the residency regulations from the Registrar's Office. Students who have not yet enrolled may contact the Admissions Office.

## Special Fees

### Drop Fee (\$5)

This fee is charged for each course dropped with a W after the tenth day of the semester, excluding full semester withdrawals.

## Admission Application Fee

For information concerning the application fee, see the section Application Procedures (<https://catalog.uidaho.edu/student-services/admission/>).

## Graduation Fee (\$25)

This fee is payable at the time the student applies for each degree to be awarded by the university. An additional late service charge of \$35 is charged for each application filed after the date listed in the registration calendar.

## Extramural Credit Application Fee (\$35) and Extramural Credit Fee (\$75 per course granted)

Students seeking extramural credits earned under regulation I-2 (<https://catalog.uidaho.edu/general-requirements-academic-procedures/i-alternative-credit-opportunities/>) must pay the application fee at the time of application. The per-course fee is charged to the student's account at the time the credit is granted.

## Lab and Course Fees

Special fees are charged for certain courses. Examples include the College of Letters, Arts and Social Sciences charging a general shop fee and the Movement Sciences department charging special fees for physical education courses. Special Course fees are noted in the comment section for each course on the online class schedule (<https://webpages.uidaho.edu/schedule/>).

## Late Payment Fee (\$100)

Students who pay after the tenth day of classes must pay the \$100 late payment fee. Students who have not paid by the last day of the month in September, October, or November for fall and February, March, or April for spring will be charged an additional \$100 late payment fee for each month the balance is not paid in full unless enrolled in an approved payment plan.

## Music Special Fees

All students who enroll in individual instruction pay a course fee. Additionally, fees are charged for some required courses within the music major curriculum. For current fees, consult the School of Music (208-885-6231) or see the online class schedule (<https://webpages.uidaho.edu/schedule/>).

## Petition Fee (\$10)

This fee is charged for each petition submitted to the Academic Petitions Committee or Graduate Council.

## Registration Fee for Employee Dependents

Under the Employee Dependent Education Tuition & Fee Waiver Program (FSH 3780 (<https://www.webpages.uidaho.edu/fsh/3780.htm>)), enrollment in the University for reduced fees (50% reduction of in-state tuition and fees) is extended to the dependents (as defined by the Federal Income tax code, Sect. 152) of board-appointed U of I employees on regular appointment who work at least half-time, including those on official leave. The Employee Dependent Tuition & Fee Waiver Program is a qualified tuition reduction plan under Sect. 117 of the Internal Revenue Code. Under this program, fees waived for enrollment in undergraduate courses are exempt from federal, state, and social security taxes. Reduced fees for graduate level courses (5000 and above) are subject to tax; the tax is payable by the employee, and deductions are made from the employee's paycheck by semester. Provisions of federal or state

law may, however, change at any time. Consultation of a tax advisor for implications for a student's individual situation is recommended.

## Registration Fee for Senior Scholars

Idaho residents 60 years of age and older are permitted to enroll in courses on a space-available basis. The fee is \$20 plus \$5 per credit. Senior scholars are enrolled after the regular registration days. In addition to this fee, special course fees for specific courses are assessed (see Lab and Course Fees). Registration under this program entitles the student to instruction and library privileges only. It does not include insurance, student health services, ASUI membership, Recreation Center privileges, or free admission to athletic events. Seniors who are graduate or instructional assistants may not use the senior scholar waiver.

## Registration Fee for Staff

Under the Employee Educational Assistance Program (FSH 3740 (<https://www.webpages.uidaho.edu/fsh/3740.html>) and FSH 3760 (<https://www.webpages.uidaho.edu/fsh/3760.html>)), board-appointed U of I employees on regular appointment who work at least half time (including those on official leave) may enroll in the university at the reduced rate of \$20 registration fee plus \$5 per credit. Special Lab and Course Fees must be paid by employee. Reduced fees are not eligible for refunds. The Educational Fee and Tuition Reduction Program is a qualified tuition reduction plan under Section 117 of the Internal Revenue Code for undergraduate courses. Under this program, waivers for undergraduate fees are exempt from federal and state employment taxes. For graduate courses, the program qualifies as an Educational Assistance Program under Section 127. Under this program, fee waivers for graduate courses, 5000-level and above, are exempt from employment taxes up to an annual amount of \$5250.00. The tax is payable by the employee, and deductions are made from the employee's paycheck by semester.

## Registration Fee for Staff Spouse

Under the Educational Fee and Tuition Reduction Program, enrollment in the University for reduced fees (\$20 registration fee plus \$5 per credit) is extended to the spouses of board-appointed U of I employees on regular appointment who work at least half-time (including those on official leave). The Educational Fee and Tuition Reduction Program is a qualified tuition reduction plan under Section 117 of the Internal Revenue Code. Under this program, fees waived for enrollment in undergraduate courses are exempt from federal, state, and social security taxes; fees waived for graduate level courses (above 5000) are subject to tax; tax is payable by the employee. Provisions of federal or state law may, however, change at any time. Reduced fees are not eligible for refunds.

## Student Health Service Fees

Student Health Services provides a broad spectrum of outpatient medical care services. Please visit the Student Health Services website (<https://www.uidaho.edu/studenthealth/>) for hours of operation, health insurance plans, scope of services, and fees for services. Student health insurance fees are also available on the Student Accounts website at [www.uidaho.edu/current-students/student-accounts](http://www.uidaho.edu/current-students/student-accounts) (<http://www.uidaho.edu/current-students/student-accounts/>).

## Transcript Fee (\$12.50)

Official transcripts may be ordered at a cost of \$12.50 per copy. For instructions on ordering transcripts, see the Registrar's Office website (<https://www.uidaho.edu/registrar/>).



## WWAMI Fee

First-year students who enroll in the WWAMI Medical Education Program pay this fee in addition to the undergraduate student fee. For the current WWAMI fee, contact the Student Accounts Office (208-885-7447).

## Deferred Payment of Fees

The University of Idaho offers payment plans to students. Fees, tuition, on-campus housing, meal plans, and SHIP charges are eligible to be included in a payment plan. Payment plans require an enrollment fee at the time the plan begins. Please contact Student Accounts for additional information at 208-885-7447 or visit [www.uidaho.edu/current-students/student-accounts](http://www.uidaho.edu/current-students/student-accounts) (<http://www.uidaho.edu/current-students/student-accounts/>).

## Refund of Fees

### Regular Withdrawals

Students who withdraw in accordance with the regulations governing withdrawals are entitled to the following refund of tuition and fees. Refunds are calculated on total fees and tuition charged. Refunds are based on the official date of withdrawal, which is considered to be the date the student begins the withdrawal process. Reduced fees paid by individuals using the employee/employee spouse educational benefit, the senior scholars benefit, or the employee dependent waiver benefit are not eligible for refunds. Special lab and course fees are non-refundable after the second week of class unless otherwise specified by the department charging the fee. All requests for refund of fees must be formally initiated in the semester in which the fees (charges) were incurred. Applicable federal Title IV financial aid funds will be returned to the Department of Education based on statutory regulations.

1. When the official date of withdrawal is prior to or on the first day of classes, 100 percent of fee and tuition charges are refunded.
2. When the official date of withdrawal is after the first day of classes but before the close of the second week of classes, 100 percent of fee and tuition charges are refunded.
3. When the official date of withdrawal is after the close of the second week of classes, no refund is given.

### Financial Credit Policy for Hardship Withdrawals

In instances of hardship withdrawals, to encourage students to continue pursuing their education, the University issues financial credits based on the chart below, subject to the following terms:

1. Financial credits are calculated based on the total tuition and fees charged.
2. Financial credits are based on the effective date of the hardship withdrawal, as determined by the authorized University official or committee.
3. Financial credits may be used only by the student who was issued such credit. It is not transferable or assignable to others.
4. Reduced fees arrangements, including, but not limited to, any reduced fees paid by individuals using the employee educational benefit, the employee spouse educational benefit, the employee dependent waiver benefit, the senior citizen waiver benefit, or any other institutional waivers are not eligible for financial credits.
5. Special lab and course fees are non-refundable after the second week of the semester unless otherwise specified by the department charging the fee, and they are also not eligible for financial credits.

6. Applicable federal Title IV financial aid funds will be returned to the Department of Education based on statutory regulations. U of I policies and protocols regarding scholarships and institutional aid will also apply. Any financial credit received under this policy shall be automatically applied first to pay any debt owed by the student.
  - a. When the results of the return of Title IV financial aid funds create an owing balance on the account, any financial credit will be automatically applied to the owing balance on the account. If there is still an owing balance after the financial credit is applied, the student will be billed, and the owing balance will be due within ten days of the billing date.
  - b. When the results of the return of Title IV financial aid funds and scholarships create a credit balance on the account, the student will not be issued a refund, but rather a financial credit will be placed in a holding account to be used by the student to pay tuition and fees in future semesters. Once the student is registered and charged tuition and fees for a future semester, the student is responsible for requesting that Student Accounts apply the financial credit to pay tuition and fees posted on the student's account.
7. Any financial credit received under this policy will be valid for the following six semesters (with the summer counting as one semester). For example, if financial credit is received for the Spring 2025 semester, such financial credit must be used by the Spring 2027 semester.
  - a. Students who are unable, for hardship reasons, to use the financial credit before it expires, may petition to request an extension of the expiration date using the appeal process described below.
8. Students may appeal the refund of fees for hardship withdrawals. Appeals must be submitted to the Vice President for Finance and Administration (VPFA) or designee using the process outlined below. Students must provide the following criteria to support their appeal with sufficient documentation:
  - a. Student appeals under this policy are limited to mistakes by the University in applying this policy, requests for extension of financial credit expiration date, or exceptional circumstances.
  - b. To engage in the appeal process, visit <https://www.uidaho.edu/current-students/student-accounts/tuition-fees-refunds/tuition-and-fee-refunds/>.
9. Any time before the financial credit expires, a student who received a financial credit under this policy may elect to receive 50% of amount of financial credit in the form of a refund. To do so, students must fill out the Hardship Withdrawal Refund Election Form (<https://www.uidaho.edu/current-students/student-accounts/tuition-fees-refunds/tuition-and-fee-refunds/>) and provide it to Student Accounts before the financial credit expires. This election is final and cannot be reversed.

### Hardship Withdrawal Fall & Spring Deadlines/Refunds Percentages

Approved hardship withdrawal applications will be subject to the financial credit terms below.

1. Any withdrawal during the first ten days of the semester is treated as a regular withdrawal and is subject to the Tuition and Fee Refund Policy.
2. When the effective date falls after the first ten days and within week 3 and week 4 of the semester, 75% of tuition and fees charged is credited.

3. When the effective date falls within week 5 through week 8 of the semester, 50% of tuition and fees charged is credited.
4. When the effective date falls within week 9 through week 12 of the semester, 25% of tuition and fees charged is credited.
5. When the effective date falls within week 13 and week 14 of the semester, 10% of tuition and fees charged is credited.
6. When the effective date falls within week 15 and week 16 of the semester, 0% of tuition and fees charged is credited.

### Hardship Withdrawal Summer Deadlines/Refund Percentages

Approved hardship withdrawal applications will be subject to the financial credit terms below. Any withdrawal during the first three days of the semester is treated as a regular withdrawal and is subject to the Tuition and Fee Refund Policy.

1. When the effective date falls after the first three days and within a week that corresponds to 25% or less of the term for that course, 75% of tuition and fees charged is credited.
2. When the effective date falls within a week that corresponds to 25.1% to 50% of the term for that course, 50% of tuition and fees charged is credited.
3. When the effective date falls within a week that corresponds to 50.1% to 75% of the term for that course, 25% of tuition and fees charged is credited.
4. When the effective date falls within a week that corresponds to 75.1% to 87.5% of the term for that course, 10% of tuition and fees charged is credited.
5. When the effective date falls within a week that corresponds to 87.51% or more of the term for that course, 0% of tuition and fees charged is credited.

## Human Resources, Student, and Temporary Hiring

**415 W. 6th St; 208-885-3609; [employment@uidaho.edu](mailto:employment@uidaho.edu); [www.uidaho.edu/human-resources](http://www.uidaho.edu/human-resources)**

Human Resources assists students in gaining employment experience to supplement financial support. Office hours are Monday through Friday from 8:00 a.m. to 5:00 p.m. Hiring departments across campus post available positions through the Human Resources office, and all students are eligible to apply for positions listed on the Human Resources website. Job vacancies, applications, and additional information are available online at [www.uidaho.edu/human-resources](http://www.uidaho.edu/human-resources) (<http://www.uidaho.edu/human-resources/>). All employment and payroll forms for students are completed at the Human Resources office.

### Off-Campus Employment

Job Location and Development (JLD) works with the local business community to develop off-campus part-time, full-time, and summer jobs for students. The JLD office is located on the first floor of the Pitman Center in the Student Financial Aid Office. JLD services are available to all students. For more information, call 208-885-2778 or visit [www.uidaho.edu/financialaid](http://www.uidaho.edu/financialaid) (<https://www.uidaho.edu/financialaid/>).

In addition, the Idaho Department of Labor (<https://www.labor.idaho.gov/>), located at 1350 Troy Highway behind the Eastside Marketplace in Moscow, is a free service and lists jobs in the community. The classified sections of the Moscow/Pullman Daily News

(<https://dnews.com/>) and the campus paper, The Argonaut (<https://www.uiargonaut.com/>), also carry job listings.

## Veterans' Benefits for Educational Assistance

The Military and Veterans Services Office assists veterans, dependents, reservists, and national guardsmen who are eligible for educational benefits through the Veterans Administration. Students expecting to receive veterans' benefits must apply for benefits and should contact the Military and Veterans Services Office at least six weeks before the beginning of each semester.

To qualify for payments, all veterans must be released under honorable conditions. To receive full benefits, a veteran must be pursuing an approved course of study leading to a degree or other professional objective. To be considered full time, undergraduate students must carry 12 credits or the equivalent and graduate students must carry 9 credits or the equivalent (see regulation O-1 (<https://catalog.uidaho.edu/general-requirements-academic-procedures/o-miscellaneous/>)).

For guidance on veterans benefits, please contact the Military and Veterans Services Office by visiting 901 Paradise Creek Street, LLC Building #3, Moscow, ID 83844; calling 208-885-7989; or emailing [veterans@uidaho.edu](mailto:veterans@uidaho.edu).