



FINANCIAL INFORMATION

Adult & Graduate Studies Program

Tuition

Current costs for AGS programs may be accessed from the [Cost of Attendance](#) portion of the [AGS Financial Aid website](#). Any questions regarding payments or problems associated with a student's account should be directed to the AGS Fiscal Services Office (toll free: 1-800/375-4647; local: 335-6260; or ags-fs@okwu.edu).

If students choose financial aid as a method of paying for tuition, **all** forms must be completed in full and returned to the Financial Aid Office **prior** to the first class session.

Oklahoma Wesleyan University reserves the right to change the tuition and fee schedule at any time. However, tuition and fees generally remain constant throughout any given academic year.

Refund Policy – Dropping a Course

OWU has established a refund policy within the guidelines provided by section HEA 484B of the Higher Education Act. The regulations of the Act are available for review in the Financial Aid Office. The following refund policies apply to dropping an AGS course:

1. The application fee, registration fee, and graduation fee are non-refundable.
2. Educational resource fees are refundable **if** the course is dropped at least 30 days prior to the course start. If the course is dropped fewer than 30 days before the course start, the fee is **not refundable** even if materials are returned to OWU.
3. For credit-bearing courses, tuition will be refunded according to the following policy:
 - a. An administrative fee will be charged to students who drop any AGS course.
 - b. If students give **written** notification to AGS Student Services **prior** to the first class session, the full tuition will be refunded.
 - c. If students give **written** notification to AGS Student Services **prior** to the second class session, 80% of tuition will be refunded.
 - d. **No tuition is refunded** to students who drop **after the second class** session.
 - e. Students will be charged full tuition when a course is retaken.
4. For students who have received financial aid, the amount of any award will be adjusted (if applicable) before any money is refunded to the student.

Refund Policy – Course Cancellation

Except under the conditions described above, refunds are not given on books or other educational materials unless AGS cancels a course.

Refund Policy – Withdrawal From the University

The following policies apply to withdrawal from the University:

1. Students must give written notification to the Registrar of their intent to withdraw from the University. Student Services will assist students in completing the temporary or permanent withdrawal form.
2. Refunds for any courses in which students are enrolled at the time of withdrawal will be handled according to policies outlined in **Refund Policy – Dropping a Course** (above).
3. For students who are recipients of Title IV financial aid, money will be returned to those Title IV sources (in the order of priorities determined by federal regulations at the time of withdrawal) before any disbursement is made to students.
4. After the above steps have been followed, any credit balance in students' accounts will be refunded.

Student Accounts – Policies and Procedures

The following procedures govern the payment of student tuition and fees:

1. All tuition and fee payments may be made by cash, check, cashier's check, or money order made payable to Oklahoma Wesleyan University, 2201 Silver Lake Road, Bartlesville, OK 74006. Please mark any envelopes containing payments: "Attention: Student Accounts."
2. All students eligible for financial aid must have all paperwork completed prior to registration.
3. All students—including those receiving financial aid—are responsible for paying the registration fee at the time of registration. All students are required to sign a Registration Contract.
4. Students who register less than 30 days in advance of the start of a course will be charged a late registration fee.
5. Students whose accounts are in arrears will not be allowed to register for courses in the next Step or program.
6. Tuition and fees for College After Hours (electives) courses must be paid at the time of registration for those courses.
7. All tuition and fees must be paid before a student can re-enter Oklahoma Wesleyan University.
8. The issuing of transcripts and release of diplomas are contingent upon students' accounts being paid in full. This includes all tuition, all fees, and any late fees and/or penalties.

Satisfactory Progress Policies

Section 132 of the Educational Amendments of 1976 states that a student is entitled to receive federal student assistance benefits only if "that student is maintaining satisfactory progress in the course of study s/he is pursuing, according to the standards and practices of the institution."

The purpose of the policy is to offer a consistent method of monitoring the academic progress of financial aid recipients at OWU in compliance with the Satisfactory Progress Law.