

The Academic Integrity Pledge is a commitment to live with integrity in all areas of life, including the classroom. All forms of academic dishonesty violate this pledge and could result in dismissal from this community. All students at Cedarville pledge the following: *With my pledge to affirm the Cedarville Covenant, I attest that all work I submit is my own and is in accordance with the standards of the Academic Integrity Policy. As a member of this community, I will love God and others, live with integrity, and pursue excellence in all that I do.*

Failure to act with academic integrity includes, but is not limited to, the following: cheating on examinations or quizzes, plagiarism, knowingly furnishing false information by forgery, alteration, or misuses of documents, records, or identification, and representing another student's work as one's own. In addition, knowingly providing correct information to another student concerning exams and other future individual work is a violation of academic integrity. This includes, but is not limited to, questions to be asked on exams or answers for questions, that will be asked.

Typical penalties assigned by faculty for a lack of academic integrity include, but are not limited to, the following:

- Reducing the letter grade for the work involved
- Reducing the letter grade for the course
- Giving a failing grade for all work involved
- Giving a failing grade for the course

The assignment of penalties for lack of academic integrity shall be at the discretion of the faculty member of record for the course in consultation with the Chair or Dean of the faculty member's academic unit. All cases of academic dishonesty shall be reported to the office of the Academic Vice President in writing within six (6) instructional days of the resolution of the incident.

The procedure and process for appeals of decisions related to academic misconduct, is available on the website of the academic vice president ([cedarville.edu/academics/avp](http://cedarville.edu/academics/avp)) using the "Policies" link from that page. Students may also obtain the same information directly from the Office of the Academic Vice President.

## Financial Information

### University Financial Operating Policy

Tuition and fees are kept as low as possible to be consistent with responsible operation of the University. The revenue from students does not cover the total cost of operation.

The University is partially supported by individuals and churches who desire to share in the preparation of students for effective Christian service in all walks of life. Some funds are received from interested businesses, industries, and foundations.

Student costs are subject to change upon reasonable notification by the University. See the Academic Programs section of this catalog for costs associated with specific programs.

### Financial Registration Policy

To enable the University to be responsible in meeting its financial obligations, students must make provision for the payment of their bill at the beginning of each term. A student's registration for classes indicates a commitment to pay for related charges as stated in this catalog (see Payment Penalties).

**Students must be financially registered prior to the start of classes each term.** To be financially registered, a student must either

- Pay his or her bill in full within the first two days of the start of the term, or
- Make arrangements with the cashiers office for payment ([cedarville.edu/cashiers](http://cedarville.edu/cashiers)).

Students who do not make financial arrangements for the

payment of their bill within **the first two days of the start of class** may not be permitted to attend classes and may be asked to withdraw from the University (see Payment Penalties on page 11).

The following payment plan schedule was established to help graduate students with course schedules that encompass more than 10 weeks of instruction.

	Fall 2012	Spring 2013
First Payment Due:	August 4, 2012	January 4, 2013
Second Payment Due:	September 1, 2012	February 1, 2013
Third Payment Due:	October 1, 2012	March 1, 2013
Fourth Payment Due:	November 1, 2012	April 1, 2013

### Making Payment

Payment can be made by check, cash (in person at the cashiers office) online through our EZPAY system at [cedarville.edu/ezpay](http://cedarville.edu/ezpay) or on a major credit/debit card (mastercard and discover) with a convenience fee. For your protection, please do not mail cash. For more information, contact the Cashiers Office at 937-766-7830.

Please send payments made payable to:

Attn: Cashiers  
Cedarville University  
251 N. Main St.  
Cedarville, OH 45314

\*Please remember to include your student ID number and student name on all checks.

### Notification of the University Bill

Students who pre-register for classes will normally receive an online invoice based on their pre-registration schedule 10 to 15 days before the semester begins or on the first day of class. A paper statement of the student's account is generated each month when that account has activity. Account statements are directed to students at their current home residence. Students may view their student accounts and invoices online using CedarInfo at [cedarville.edu/cedarinfo](http://cedarville.edu/cedarinfo).

### Payment Penalties

Students not making financial arrangements within the first two days of the start of class will be charged a \$25 late payment fee.

Students with unpaid balances at the end of a semester may be denied enrollment in the next semester or denied grade reports, transcripts, and/or a diploma. Students will be responsible for any fees incurred in the collection of past due accounts.

### Interest Rates

An annual interest rate (currently 15% or 1.25% per month) will be charged from the beginning of the term in which the student first enrolled on any unpaid balance due.



## Financial Aid

General financial aid information is available from Cedarville University Financial Aid. Financial aid serves as a resource center to assist students in exploring alternative sources of educational funding. All questions may be directed to financial aid at 937-766-7866 or 1-800-444-2433. Visit the Graduate Admissions website at [cedarville.edu/gradaid](http://cedarville.edu/gradaid) for specific information on loans and scholarships for graduate students or the FAFSA website at [fafsa.ed.gov](http://fafsa.ed.gov) for general financial aid information.

### Student Rights

- You have the right to know what financial aid programs are available at your college.
- You have the right to know the deadlines for submitting applications for each of the financial aid programs available.
- You have the right to know how financial aid will be distributed, how decisions on that distribution are made, and the basis for these decisions.
- You have the right to know how your financial need was determined. This includes how costs for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous expenses, etc., are considered in your budget.
- You have the right to know what resources (such as other financial aid, scholarships, your assets, etc.) were considered in the calculation of your need.
- You have the right to know how much of your financial need as determined by the institution has been met.
- You have the right to request an explanation of the various programs in your student aid package.
- You have the right to know your college's refund policy.

### Student Responsibilities

- You must complete all application forms accurately and submit them on time to the right place.
- You must provide correct information. In most instances, misreporting information on financial aid application forms is a violation of law and may be considered a criminal offense which could result in indictment under the U.S. Criminal Code.
- You must return all additional documentation, verification, corrections, and/or new information requested by either financial aid or the agency to which you submitted your application.
- You are responsible for reading and understanding all forms that you are asked to sign and for keeping copies of them.
- You must accept responsibility for all agreements that you sign.
- You must perform the work upon which you agreed in accepting a University employment award.
- You must be aware of and comply with the deadlines for application or reapplication for aid.
- You should be aware of your college's refund procedures.

## Veterans Training Benefits and Dependents Educational Assistance

Cedarville University is approved under Title 38, Chapters 30, 31, 32, 33, 35, 1606, and 1607 U.S. Code for education of veterans and their dependents.

Inquiries concerning eligibility should be directed to the contact office of a Veterans Administration regional office. Students planning to study under one of the education laws should receive approval prior to enrolling. A Veterans Administration training officer will contact the University on behalf of disabled students to facilitate this requirement for the student.

Cedarville University students who are eligible for veterans' benefits should contact the office of the registrar.

## Refund and Withdrawal

Students who are either dropping a course or withdrawing from the University before the end of a semester may request a refund from the cashiers office. **Registration deposits are not refundable.** The effective date of withdrawal from the University is the last day of class attendance as determined by the registrar.

Tuition and course fee refunds are granted on the following schedule:

### Online Courses

Refund	Dates
100%	Within the first calendar week after the published start date of the course
75%	Within the second calendar week after the published start date of the course
25%	Within the third calendar week after the published start date of the course
No refund	Within or after the fourth calendar week after the published start date of the course

### Fall and Spring Saturday-Only Classes

Refund	Dates
100%	After the first class but before the second class
25%	After the second class but before the third class
No refund	Any time after the start of the third class

### Summer One-, Two-, and Three-Week Modules

Refund	Dates
100%	After the first class but before the second class.
50%	After the second class but before the third class
25%	After the third class but before the fourth class
No refund	Any time after the start of the fourth class

Requests for additional refund may be considered on the basis of a written petition to the office of the registrar. Course offerings changed or withdrawn by the University entitle a student to a full refund of tuition and related course fees.

Students withdrawing from a course or courses and adding another will be granted a full tuition refund to apply toward courses added. If the new total hours are fewer than the original total, the above refund schedule will apply.



## Federal Refund

In addition to the overall institutional policy requirements, the following regulations mandated by the United States Department of Education are applicable. When a refund is due a student under Cedarville University's refund policy and the student received financial aid under federal Title IV funds, a portion of the refund shall be applicable to the Title IV programs based on a federal formula, except the University work study program.

Pro Rata refunds will be calculated for all students who withdraw before the expiration of 60% of the term of attendance. A federal refund and an institutional refund will be calculated on all other students who withdraw.

### Federal Refund Policy for Stafford Loans

A portion of Title IV grant or loan funds, but not FWS funds, must be returned to the Title IV programs upon a Title IV recipient's withdrawal from the university.

#### *Withdrawal date*

The day the student withdraws is the date (determined by the university):

- The student began the withdrawal process prescribed by the university; or
- The student otherwise provided the university with official notification of the intent to withdraw; or
- For the student who does not begin the school's withdrawal process or notify the school of the intent to withdraw, the mid-point of the period of enrollment for which Title IV assistance was disbursed (unless the institution can document a later date).

If the school determines the student did not begin the withdrawal process or notify the school of the intent to withdraw due to illness, accident, grievous personal loss, or other such circumstances beyond the student's control, then the school may determine the appropriate withdrawal date.



#### *Percentage of the payment period or period of enrollment completed*

The percentage of the period of enrollment for which assistance was awarded that was completed is determined by dividing the total number of calendar days comprising the period of enrollment for which assistance is awarded into the number of calendar days completed in that period as of the day the student withdrew.

#### *Calculation of Title IV assistance earned*

To calculate the amount of Title IV assistance earned by a student, the university must first determine the percentage of Title IV assistance the student earned. Up through the 60% point of time, the percentage of assistance earned is equal to the percentage of the period of enrollment for which it was awarded that was completed as of the day the student withdrew. If the student withdrawal occurs after the 60% point, then the percent is 100%.

#### *Calculation of Title IV assistance not earned*

The amount of the Title IV grant and loan assistance not earned by the student is calculated by determining the complement of the percentage of assistance the student earned and applying it to the total amount of grant and loan assistance that was disbursed (or that could have been disbursed) to the student, or on the student's behalf, for the period of enrollment as of the day the student withdrew.

#### *Difference between amounts earned and amounts received*

The university will follow the regulations for late disbursement if the student received less grant or loan assistance than the amount earned. If the student has received more grant or loan assistance than the amount earned, then the unearned funds shall be returned by the university, the student, or both.

#### *Responsibility of the university*

The university shall return the lesser of the unearned amount of Title IV assistance or an amount equal to the total institutional charges the student incurs for the period of enrollment of which the assistance was awarded, multiplied by the unearned percentage of awarded Title IV grant and loan assistance.

#### *Responsibility of the student*

Students shall return unearned Title IV assistance minus the amount the university returns.

#### *Order of return of Title IV funds*

Excess funds returned by the university or student are credited to outstanding Title IV loan balances for the student or made on the student's behalf for which a return of funds is required. Excess funds must be credited to outstanding balances in the following order:

1. Unsubsidized Stafford loans
2. Subsidized Stafford loans