assessed against those accounts which have contracted for an externally deferred payment plan or for students who have company reimbursement. During the period of registration (usually one month), interest for current semester charges will be suspended so that all the necessary paperwork relating to loans, federal grant programs, etc., can be processed.

Student financial aid cannot be credited to a student’s account until the University’s Financial Aid Office has certified the aid and the student has completed all paperwork, promissory notes and the entrance interview.

Students are responsible for all attorney’s fees and other reasonable collection costs and charges necessary for the collection of any amount not paid when due.

### Refunds & Refund Policy

The University follows the Title IV federal aid refund policy. Student tuition account refunds will be based on a weekly percentage using the table below.

<table>
<thead>
<tr>
<th>Before completed weeks</th>
<th>100%</th>
<th>Before completed 6 weeks</th>
<th>60%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before 2 completed weeks</td>
<td>80%</td>
<td>Before completed 7 weeks</td>
<td>53%</td>
</tr>
<tr>
<td>Before 3 completed weeks</td>
<td>80%</td>
<td>Before completed 8 weeks</td>
<td>47%</td>
</tr>
<tr>
<td>Before 4 completed weeks</td>
<td>73%</td>
<td>Before completed 9 weeks</td>
<td>40%</td>
</tr>
<tr>
<td>Before 5 completed weeks</td>
<td>67%</td>
<td>No refunds after 9 completed weeks</td>
<td></td>
</tr>
</tbody>
</table>

Request for withdrawal must be obtained from the Registrar’s Office. Neither verbal communication nor failure to appear in class will be considered official notification of withdrawal. Refunds will be granted only to those students who have followed the procedural policy of completing the proper forms.

For students receiving Title IV federal aid, a return of Title IV funds policy will be applied for students who withdraw. Information concerning the return of financial aid is available from the Financial Aid Office.

**Note:** A special refund policy for BOLD is explained under the degree requirements, p. 28.

### Financial Aid

The Financial Aid Office coordinates all financial aid programs. This office also provides information regarding private scholarships, loans and grants (non-institutional, non-governmental aid).

Most forms of financial aid are available to full-time students (12 credits per semester). However, some financial aid is available to students enrolled at least half-time (6 credits per semester) and some students eligible for federal Pell Grants may receive them while enrolled less than half time. All aid recipients must have a high school diploma or a GED and be fully admitted as a degree-seeking student. Most aid available to adult students is based on financial need as determined by the FAFSA (see How to Apply section), although non-need based federal loans are available as well. The most common types of aid available to adult degree-seeking students are federal Pell Grants, state grants and federal student loans.

Wheeling Jesuit University evening scholarships equal to the cost of three undergraduate credit hours per semester may be awarded to degree-seeking undergraduates enrolled in the Adult and Continuing Education program.

To be considered for scholarships, students must apply by the Fall semester add/drop deadline to be considered for a scholarship for the upcoming academic year. If yearly funds are not expended during the Fall, students may apply for the scholarship for the second term by submitting a scholarship application and the FAFSA (Federal Application For Student Aid) by the Spring semester add/drop deadline. Scholarships are awarded on an academic year basis (summer not included). Recipients may reapply each academic year and will be considered on an equal basis with all new applicants.

In addition to meeting the deadline, students must have at least a 3.2 cumulative GPA at WJU (or at a prior school) and be enrolled for at least 3 credit hours during the semester in which funding is awarded. Students who already have a bachelor’s degree are not eligible.

The scholarship is based on a student’s academic record, although preference is given to those without employee reimbursement or need-based financial aid. Applications are available in the Division of Adult and Continuing Education.

For continued financial aid eligibility, the recipient must maintain minimum satisfactory academic progress, which includes successful completion of all credits and at least a 2.0 cumulative GPA. However, scholarship recipients must maintain a 3.2 cumulative GPA and successful credit completion. For example, if a student is awarded aid based on enrollment for 6 credits a semester, 6 credits must be successfully completed each semester. If a student enrolls for 12 credits, the student must successfully complete 12 credits each semester.

Withdrawal from a class or from all classes may impact aid eligibility, both in the semester in which a student withdraws and subsequent semesters. Refunds are made based on University policy as specified in the “Refunds” section of this catalog. Refunds to financial aid programs are made in compliance with the U.S. Department of Education regulations, state program regulations and University regulations. The federal refund policy is as follows:

#### Federal Title IV Refund Policy

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdrawal, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations.

If a student leaves the institution prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

\[
\text{Percentage of payment period or term completed} = \frac{\text{the number of days completed up to the withdrawal date divided by the total days in the payment period or term.}}{(\text{Any break of five days or more is not counted as part of the days in term.})}
\]

This percentage is also the percentage of earned aid.
Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

\[
\text{Aid to be returned} = (100\% \text{ of the aid that could be disbursed} - \text{the percentage of earned aid}) \times \text{the total amount of aid that could have been disbursed during the payment period or term.}
\]

If student earned less aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal.

The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal.

Refunds are allocated in the following order:

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Unsubsidized Direct Stafford Loans (other than PLUS loans)
4. Subsidized Direct Stafford Loans
5. Federal Perkins Loans
6. Federal Parent (PLUS) Loans
7. Direct PLUS Loans
8. Federal Pell Grants for which a Return of funds is required
9. Federal Supplemental Opportunity Grants for which a Return of funds is required
10. Other assistance under this Title for which a Return of funds is required (e.g., LEAP)

**How to Apply**

1. The student must be fully accepted for admission to the University in order to receive an official offer of financial aid. An applicant should apply for financial aid and for admission concurrently.

2. An applicant for aid must submit the Federal Application For Student Aid and list Wheeling Jesuit University Federal school code: 003831. Most states use the FAFSA for their grant programs; check with your state grant agency for details. FAFSA’s are available from Wheeling Jesuit University. Students may submit their FAFSA’s directly to the Department of Education’s Central Processor by mail or by using the internet at www.fafsa.ed.gov.

3. Wheeling Jesuit University may require verification of information and may request a copy of an applicant’s federal income tax return, the applicant’s parents’/spouse’s federal income tax return, W-2 statements and other documents.

**Endowed Scholarship**

*Linda K. Baron Memorial Scholarship.* To benefit an adult student in need who is enrolled in the BOLD program. Student must file Free Application for Student Aid (FAFSA).

**Veterans**

Wheeling Jesuit University is approved for veterans’ benefits. For information concerning veterans’ eligibility, contact the Registrar’s Office or your local Veterans’ Administration office. Veteran’s benefits must be reported on the FAFSA form.
Degree Programs & Requirements

Degree programs available include:
Bachelor of Science Degree in Business Administration (BSBA)
  • Accounting
Bachelor of Science in Nursing for RNs (BSN) (online)
  • RN to MSN track available (online)
Bachelor of Liberal Arts (BLA)
Bachelor of Arts in Organizational Leadership and Development (BOLD)
Bachelor of Science in Healthcare Leadership (BSHL) (online)

The Core Curriculum

The term “core” at Wheeling Jesuit connotes the “heart” of the curriculum which is centered around the Human Person. Its purpose is to give concrete expression to the Mission of the University: “educating for leadership, educating for life and educating men and women for others.”

The core intends to provide all students, regardless of major, with the skills that will enable them to pursue their own integral development and contribute to the common good. In a spirit of free inquiry, it also enables them to articulate a coherent vision of reality and a set of resulting ethical principles. In so doing, it empowers students to discover and to discern that which is true, good and beautiful.

Rooted in the rich Catholic and Ignation traditions, Wheeling Jesuit affirms that all reality is the work of a loving Creator in whose image and likeness we are made. It views human persons as rational, responsible, communal and called to contribute to creation with their own unique set of skills and opportunities. Convinced that dialogue among differing world views is vital, Wheeling Jesuit welcomes men and women from a rich variety of spiritual and ethnic traditions and encourages all students to grow in their faith as a foundation for promoting peace and justice throughout the human community.

Concerning Skills
Students should think creatively and critically and be able to:
  • Evaluate and construct clear arguments based on the rules of logic
  • Participate actively in society as scientifically literate citizens
  • Read various types of literature, identify their literary form and assess the accuracy and truthfulness of their content
  • Use basic mathematical methods to solve quantitative problems

Students should communicate effectively and be able to:
  • Write fluently, grammatically and eloquently
  • Search effectively for information using contemporary tools
  • Assemble and deliver a cogent oral presentation with poise
  • Engage in reasoned and informed inquiry and discussion
  • Communicate across cultures and languages
  • Recognize and use non-verbal and symbolic modes of communication
  • Define problems, identify methods of approaching them and build models to resolve them
  • Use modern technology effectively in all of the above

Concerning a Vision centered on the human person

A goal central to Jesuit education is that students develop a vision of reality that enables them to ask questions leading to an understanding of:
  • The nature of persons: their origin, historical context and destiny
  • The place of persons in the world community of the past, the present global community and the future
  • The role of persons in contemporary culture, including an understanding of the scientific worldview, the aesthetic view and experience of life, the philosophical and religious dimension of life and the historical context of culture
  • The ethical implications of their vision of the person
  • The integration of the methods and content of the various disciplines

Concerning Values
In addition to the skills and vision described above, the core should also help students to develop the following attitudes and convictions:
  • A commitment to and passion for lifelong learning
  • A commitment to base their lifelong ethical decisions on their vision of the person and of the world
  • A deep respect for all persons, resulting in a desire to know and learn from men and women from various cultural, religious and racial backgrounds
  • A strong desire to serve others, improve the human condition and promote faith, peace and justice
  • A willingness to take leadership roles in their professional work, with a particular commitment to ethical decision-making in personal and professional situations
  • A sense of responsibility for their actions and the consequences of their actions