

FREQUENTLY ASKED QUESTIONS AND ANSWERS

Table of contents

FREQUENTLY ASKED QUESTIONS AND ANSWERS	4
GRADE POINT AVERAGE	4
When is the semester GPA Calculated (Academic Balance)?.....	4
How can I check my final grades?.....	4
How is the semester Grade Point Average calculated?	4
In what scenario will I be dropped from the University due to poor academic performance?	4
What does "a student in good academic standing" mean?	4
SELECTION OF CLASS SCHEDULE	4
When can I check my appointment to select my class schedule?.....	4
Is there only one appointment assigned to those students who are on readmission, re-entry, transfer, agreement, assistantship status and those who are beginning a second program of study for the selection of their schedule?	5
Who authorizes course registration without having to comply with prerequisites or co-requisites, except for the one for bilingualism?.....	5
When should I submit proof of the bilingualism requirement?.....	5
What procedure should I follow when I did not register courses and I want to enroll for the next semester?.....	5
During schedule selection, can I add courses?	5
How should I proceed if I do not want to take every registered course?.....	5
How do I drop a course or change it for another one when I have mistakenly chosen the wrong one at the time of the schedule selection?	5
Upon selecting the schedule, can I make changes, i.e., adding or dropping courses? .	6
When does the process of course readjustment take place?	6

Can I change a course schedule? Does it have any additional cost?	6
TUITION AND PAYMENTS	6
Who pays for credits and who pays for UMES?	6
What discounts are provided by the University for the payment of tuition fees?	7
What happens if I fail to pay within the deadline of the tuition bill?	7
What is late enrollment? Does it have any additional charge?	7
If I drop one or several courses and I have a credit balance left, can I claim it or does it remain for the following semester?	7
Where can I claim the tuition bill?	8
If I do not have the bill, can I make a direct deposit to a University account?.....	8
Who do I make the check payable to if I decide to pay my tuition by check?	8
Does the check payment need to be made by cashier's check?	8
What happens when the check is returned by the financial institution?.....	8
Can I pay by a combined payment method, i.e., cash and check at the same time?.....	8
Can I pay my tuition fee at the University Bursar's Office?	8
How can I make a payment by e-commerce?	8
FINANCING OPTIONS	9
Is there a tuition installment payment plan that I can use?	9
Can the tuition fee be paid by credit card?	9
Can I pay online using several credit cards?	9
What happens if a portion of my tuition fee is in cash or check and the other portion will be paid by credit card? Or if I decide to pay using several credit cards?	9
If I finance my tuition fees through a banking institution, what is the procedure that I need to follow for the payment of the tuition bill?	9
What can I do if, after applying for a bank student loan, the banking institution did not provide an approval response before the payment deadlines?.....	10
What is the process if I apply for a loan through Banco Pichincha?.....	10

If I am going to finance my tuition fees through the ICETEX for the first time, what should I do?	10
Does the ICETEX cover the courses added during the adjustment process?	10
How can I renew the ICETEX loan?	10
CONTACTS	10
Admissions and Registrar's Office	10
Students' Fees Office.....	11
Bursar's Office	11

FREQUENTLY ASKED QUESTIONS AND ANSWERS

GRADE POINT AVERAGE

When is the semester GPA Calculated (Academic Balance)?

The process is completed on the dates announced within the academic activities calendar. This is done to generate both the semester credit average and the cumulative credit average so that the academic status of each student can be defined.

How can I check my final grades?

The query is done through Ulises. Log onto www.eafit.edu.co/ulises, enter your institutional user name and password, and click on the Consultas (Queries) tab from the menu and then click on the Historia Académica (academic record) option. Should any inconsistencies be found in one of your grades, contact the School which the course belongs to, requesting an adjustment.

How is the semester Grade Point Average calculated?

To calculate the semester GPA, multiply the final grade of each course by its number of credits, add the totals and then divide the end result by the total number of credits taken during the semester.

In what scenario will I be dropped from the University due to poor academic performance?

You will be dropped if your academic balance shows that you failed more than 80% of the credits enrolled, except if you are under conditional enrollment. In this case, you must obtain a semester Grade Point Average, higher than or equal to 3.4, and pass all the courses that you are repeating and BU0220 - Methodology of Learning, if you are taking it.

What does "a student in good academic standing" mean?

It refers to a student that has never failed or cancelled any courses throughout the duration of his/her studies at the University.

SELECTION OF CLASS SCHEDULE

When can I check my appointment to select my class schedule?

Students can review their appointment date and time through ULISES on the date announced within the academic calendar of activities. Please note that there is an appointment scheduled for every active student of the current semester. Athletes

or students with good academic standing may have two or three appointments assigned. If you miss your appointment on the date that you have been scheduled, you can enroll the same day from 17:00 and up to 07:00 a.m. the next day.

Is there only one appointment assigned to those students who are on readmission, re-entry, transfer, agreement, assistantship status and those who are beginning a second program of study for the selection of their schedule?

Yes, these students only have one appointment scheduled. They can review the date for the class schedule selection through the University webpage and their appointment through www.eafit.edu.co/ulises. If you miss your appointment on the date that you have been scheduled, you can enroll the same day from 17:00 and up to 07:00 a.m. the next day.

Who authorizes course registration without having to comply with prerequisites or co-requisites, except for the one for bilingualism?

Authorization must be received from the head of the program through the AYRE system and on the dates announced within the academic activities calendar.

When should I submit proof of the bilingualism requirement?

It must be submitted before enrolling in the course for which this is required.

What procedure should I follow when I did not register courses and I want to enroll for the next semester?

In this case, you must register the courses on the dates announced within the academic activities calendar. Keep in mind that you can only select a class schedule for those courses where places are available.

During schedule selection, can I add courses?

Undergraduate students cannot add courses during schedule selection.

How should I proceed if I do not want to take every registered course?

In this case, before choosing the class schedule, drop the courses that you are not planning to take to avoid having them charged to your tuition bill and to avoid having to drop them during the readjustment period when there would be no refund of 100%.

How do I drop a course or change it for another one when I have mistakenly chosen the wrong one at the time of the schedule selection?

You may drop the course and add another one during the readjustment period. Dates to this process may be checked within the academic activities calendar and reimbursements may be checked within the Economic Regulation.

Upon selecting the schedule, can I make changes, i.e., adding or dropping courses?

You cannot add or drop courses once you have confirmed your schedule. Changes can only be made during the week prior to the beginning of class or during the first and second week of class, bearing in mind that you will not be given a 100% refund for dropped courses. Adding courses has no additional cost. In other words, the fee will be established based on the courses' UMES or credits. To add or drop courses, tuition must be paid in full, which means that you must have the active student status.

When does the process of course readjustment take place?

Adjustments are made as follows: additions must be done during the week prior to the beginning of class and during the first week of classes according to the dates and appointments assigned for each program. Schedules may be checked through Ulises or within the academic calendar of activities; the process is carried out by logging into Ulises. Take into account:

Courses may be dropped with a 90% refund provided that this is carried out during the week prior to the beginning of classes and during the first week of class.

A 75% refund will take place when you drop a course during the second week of class.

For undergraduate students who only add courses or who add and drop courses at the same time, payment of the adjustment bill must be made within the dates established by the University. The payment deadline shall not exceed the last business day of the second week of class. Those who do not make the payment of the adjustment bill on the dates established will not be enrolled in the added courses and will not be included on the corresponding class lists, nor will they be included in EAFIT Interactiva. Thereafter, no payment of the adjustments bill can be made by ANY undergraduate students for the current academic period.

Graduate students who add courses must make payment of the tuition bill within the dates established by the University. If payment of the adjustments bill is not made within the dates established, the student will not be enrolled in the added courses and will not be included in the class lists nor will they be included in EAFIT Interactiva. Payment of adjustments bill will not be allowed to ANY graduate student after the payment deadline and once the course has started.

Can I change a course schedule? Does it have any additional cost?

According to Academic Council ruling, no group changes are allowed.

TUITION AND PAYMENTS

Who pays for credits and who pays for UMES?

Students pay for credits when the first 5 digits of their codes are lower than or equal to 20052. Students with the first 5 code digits higher than or equal to 20061 pay for UMES.

What discounts are provided by the University for the payment of tuition fees?

The University grants discounts on the total amount to be paid of the tuition and adjustments bill in the following cases:

When the payment is made by e-commerce, <http://www.eafit.edu.co/admisiones/tramites-y-servicios/Paginas/pago-portal.aspx>, a 0.5% discount is given on the amount to be paid if such payment is made by debit card. The discount does not apply if payment is made by credit card. In case of first degree of consanguinity or affinity between students (parents, brothers and sisters or husbands and wives): the discount shall apply from the second person who makes the payment of the tuition bill for the current semester and shall remain valid as long as they are active students of the institution. In order to have access to this discount, students must complete a discount application form each semester in Students' Fees Office, before making the payment and submit proof of consanguinity or affinity through the respective documents.

Paragraph: Discounts granted on the grounds of consanguinity or affinity, are neither cumulative between semesters, nor backdated, nor eligible for reimbursement in cash and they will be applied only to the current semester.

What happens if I fail to pay within the deadline of the tuition bill?

The University can only accept the payment of an undergraduate or graduate tuition bill with a late fee, until the last business day of the second week of class of the academic period.

After these dates, NO student will be allowed to complete payment of their tuition fees for the current academic period and therefore, they will not be able to gain a student status.

What is late enrollment? Does it have any additional charges?

Late enrollment applies to those students who start the schedule selection process from the first day of classes. There is a 20% additional charge on the amount to be paid.

If I drop one or several courses and I have a credit balance left, can I claim it or does it remain for the following semester?

You have both options: you may leave it as a credit balance for the following semester, or you may use it to pay for other services at the University: CEC, the Language Center or Recreation and Sports Office, among others. If you are going to request refund of the credit balance, you must have a bank account in your name for the funds to be transferred, in accordance with the payment policies of the University. To do so, you need to go to the Students' Fees Office and fill out the form provided.

In addition, the credit balances resulting from enrollment cancellation or due to a drop of courses, a process that must be completed within the time limits as provided by the university Financial Policies, may be transferable in the first degree of consanguinity or affinity.

Credit balances that are left in the University have a term of two (2) years.

Where can I claim the tuition bill?

Undergraduate or graduate students that will enter their first semester should pick up their bill at the Students' Fees Office located at building 29, first floor.

Regular students can print out their tuition bill during their course schedule selection, through the computer located in the building 29, first floor. They may also log onto Ulises, click on Consultas (Queries), Liquidaciones (Bills), and print it on a laser printer.

If I do not have the bill, can I make a direct deposit to a University account?

You cannot make a deposit to a University account. Payment is only valid if made with the tuition bill or by e-commerce. The University database will not get updated if payment is made in other formats and, hence, the student will not appear as registered. In addition, neither the banks nor the administrative staff of the institution is authorized to provide bank account numbers, or to receive tuition fee payments in other formats.

Who do I make the check payable to if I decide to pay my tuition by check?

Checks must be made payable to Universidad EAFIT.

Does the check payment need to be made by cashier's check?

Not necessarily, you may also make payment by a personal check.

What happens when the check is returned by the financial institution?

If a check is returned by the bank because of insufficient funds, account seized, account settled, a stop payment check, among others, and for reasons attributable to the drawer, you must make the payment within 3 business days of the returned check notice. Otherwise, payment will be invalidated by the University and consequently, the student will be inactive in the information systems and on the class lists. The person will not be able to regain student status for the current semester.

Can I pay by a combined payment method, i.e., cash and check at the same time?

Yes, except for Banco Bogota and Bancolombia, the rest of the banks will accept the combined payment method.

Can I pay my tuition fee at the University Bursar's Office?

No, payment must be made in the banks listed on the bottom left-hand side of the tuition bill or by e-commerce. All online payments will have a 0.5% discount.

How can I make a payment by e-commerce?

Log onto <https://app.eafit.edu.co/ecommerce/pagoAvre-ini.do>, enter your student ID, check the amount to be paid and click on the Proceder con el pago

(Proceed with the payment) option. Follow the instructions provided by the system.

Note: First find out with your bank about the requirements and maximum amounts for electronic payment. There is no need for the student to have an account in these banks since payment can be made from another person's account (the father, the mother, a friend), provided that it complies with the bank's requirements and maximum amounts for e-commerce payments.

FINANCING OPTIONS

Is there a tuition installment payment plan that I can use?

There will be some financial institutions stands located in the lobby of building 29, first floor, during the enrollment process. These institutions will help you pay your tuition through student loans. You can also check the payment and financing options through the following web page <http://www.eafit.edu.co/admisiones/tramites-y-servicios/Paginas/Alternativas-de-financiacion-v-pago.aspx>

It is important to do the loan application process at an early date since it usually takes at least a day for these institutions to approve the loan and to issue a check.

Can the tuition fee be paid by credit card?

Yes, tuition payment by credit card is only allowed through the following Web site with a single (1) credit card <http://www.eafit.edu.co/admisiones/tramites-y-servicios/Paginas/pago-portal.aspx>. The credit card must be authorized by the bank for online payments and the amount required for the online tuition payment must be enabled.

Can I pay online using several credit cards?

No, the total amount must be paid with a single credit card.

What happens if a portion of my tuition fee is in cash or check and the other portion will be paid by credit card? Or if I decide to pay using several credit cards?

Combined payments or with several credit or debit cards must be made at the University Student's Fees Office, located in the building 29, first floor. If payment is going to be made online, only the total amount will be possible.

If I finance my tuition fees through a banking institution, what is the procedure that I need to follow for the payment of the tuition bill?

The bank should give you a check made payable to the University. Once you have the check, you need to go to one of the banks listed on your tuition bill. Please bear in mind that banks do not accept partial payments.

What can I do if, after applying for a bank student loan, the banking institution did not provide an approval response before the payment deadlines?

In this case, an established late charge must be paid with your tuition bill based on the payment date.

What is the process if I apply for a loan through Banco Pichincha?

If the total amount of the tuition fee is being financed by a branch in Medellín, Banco Pichincha sends the information to the University on the business day following the approval of your loan and you do not need to do anything else. However, if financing is only for a portion of the tuition fee or if you are applying for a loan in a branch outside of Medellín, Banco Pichincha will give you a check made payable to the University for the loan amount, and then you should take your tuition bill to one of the banks listed for payment, by adjusting the difference, if necessary. The bank does not accept partial payments.

If I am going to finance my tuition fees through the ICETEX for the first time, what should I do?

You must apply for the loan directly on the ICETEX web page, www.icetex.gov.co, on the dates established by that institution. Please bear in mind that if you apply for a loan through the ICETEX for the first time, approval and checking of documents is done during the semester. Therefore, the student must pay for the tuition of the semester with his/ her own resources. Once the ICETEX draws the money, the student will have a credit balance for the following semester or a refund may be provided, if requested by the student or the person responsible for the payment.

Does the ICETEX cover the courses added during the adjustment process?

No, the ICETEX only covers the first bill that corresponds to the overall enrollment.

How can I renew the ICETEX loan?

Log onto www.icetex.gov.co and make the renewal, print the document and take it to the Students' Fees Office to update your bill.

CONTACTS

Admissions and Registrar's Office:

E-mail: admisiones.registro@eafit.edu.co

Phone: (57) (4) 448 95 00

Students' Fees Office:

E-mail: eafitcartera@eafit.edu.co

Phone: (57) (4) 448 95 00

Bursar's Office:

E-mail: tesoreria@eafit.edu.co

Phone: (57) (4) 448 95 00