

## Thank you for your interest in Gardner-Webb University!

### Admissions Information

To apply for admission to a graduate program, the applicant should submit the following: (1.) a completed application, either paper format or online at <https://admissions.gardner-webb.edu/apply/>; (2.) a \$40 non-refundable application fee; (3.) Graduate Cohort Registration Form (4.) an official transcript of all previous academic work beyond high school (add-on licensure requires graduate-level transcripts only) to be sent directly from each institution attended (the Privacy Act requires that each student request in writing that transcripts be released; use the form provided with application) (5.) scores on either the Graduate Record Examination, Miller Analogies Test, PRAXIS II Subject Assessment, or NTE; (6.) three professional references, including at least one from a current or former supervisor, on Gardner-Webb Graduate School reference forms (references from friends or family members not acceptable); (7.) for programs leading to graduate level educator's license, evidence of "A" level North Carolina Teacher's license or equivalent; and (8.) for Executive Leadership Studies and Add-On Licensure, an Internship Supervisor Form. **The deadline for a completed application file is Friday, January 2, 2026. Remaining admissions documents will only be accepted after the deadline on a case-by-case basis.**

### Transferring Credits

Because of the modular curriculum and cohort nature of these Master's programs, transfer credit may not be possible. These programs are designed and delivered in modules that do not match traditional three-hour courses. A candidate may request a conference with the department chair for each of these programs to evaluate transcripts for possible credit. Credit will not be given for courses taken more than six (6) calendar years before acceptance to graduate study nor for courses taken towards another completed master's degree. Students currently enrolled in a graduate degree program at Gardner-Webb must have prior written approval to take courses from another institution for transfer credit. Transfer credit will not be accepted for any course in which students earned below a grade of B.

### Financial Responsibility

Students may not select classes, receive transcripts, graduate, or register until all account balances have been satisfied with the university. These payment policies are strictly followed. Failure to meet financial obligations to the university may result in the delinquent account being placed with a collection agency. Students are responsible for all attorney fees and other collection costs incurred by the university in such cases.

### Refund Policy

Registration in the University is considered a contract binding the student for charges for the entire semester. However, it is the policy of Gardner-Webb University to give pro-rata charge reductions through 60% of the enrollment period in the event a student OFFICIALLY WITHDRAWS FROM SCHOOL. Graduate program students may withdraw from class(es) by accessing MyGWU. Click on the Registration link on the left side of the screen. Click on Withdrawal Information, and The Office of the Registrar Withdrawal page will open in a new tab or window. Select the option for Graduate Students and complete the withdrawal form provided. An e-mail confirmation will be sent to the student's GWU e-mail address when the withdrawal has been processed. Please retain this email for your records. The withdrawal date is the date this process begins. Reductions will be computed on total charges for tuition, but not on fees. Students leaving school for disciplinary reasons will not be eligible for any reduction and will be liable for the entire semester's charges. Students who withdraw from individual classes after the drop/add period will receive no charge reduction. For purposes of interpreting this policy the pro-rata charge reduction percentage is equal to the number of calendar days (includes weekends) remaining in the semester divided by the number of calendar days in the semester. No charge reduction will be given after the 60% period of enrollment for the semester. When a student's charges are reduced, Federal, State, Institutional and Noninstitutional Aid will be adjusted in accordance with the regulations governing the respective programs. Please contact the Student Account Office for current regulations concerning these programs at **(704) 406-4287**. Leaving the University without officially withdrawing may result in a student forfeiting all financial aid and, thus, becoming responsible for the entire balance.

### Tuition Information

The anticipated cost per credit hour is \$590 for these cohort master's degree and licensure-only programs. Students will be responsible for a \$85 per semester digital learning fee, a \$139 TaskStream fee, an internship fee of \$107 for each internship credit hour, and a program completion fee.

### Important Contact Information

Graduate Information Office	Kristie Creamer	704-325-2527	<a href="mailto:kcreamer@graduateprogram.org">kcreamer@graduateprogram.org</a>
Financial Planning Office	Abbey Smith	704-406-2226	<a href="mailto:financialplanning@gardner-webb.edu">financialplanning@gardner-webb.edu</a>
Student Accounts Office	Becky Toney	704-406-3564	<a href="mailto:rtoney@gardner-webb.edu">rtoney@gardner-webb.edu</a>