



# Financial Information

## FEES

The university and its governing board reserve the right to change fees and rates without prior notice. Fee assessments are calculated on student level, not course level.

*Please Note:* All fee listings in the fee section of this catalog show the rates authorized and in effect for the 2002-2003 academic year. (Note that separate schedules apply to Huntington and South Charleston classes.) Fee schedules are available in the Office of the Bursar and the Office of the Registrar in Huntington, and in the Office of Business Affairs in South Charleston.

## ENROLLMENT FEES

### Regular Semester-Huntington Campus

	Resident Rate	Metro Fee <sup>1</sup> Rate	Nonresident Rates
Tuition Fee	\$155.00	\$550.00	\$550.00
Registration Fee	50.00	250.00	250.00
Higher Education Resources Fee	238.00	274.00	600.00
Faculty Improvement Fee	35.00	105.00	105.00
Student Center Fee	36.00	36.00	36.00
Activity Fee	128.00	128.00	120.00
Athletics/Title IX	94.00	94.00	94.00
Operations Fees	724.00	11402.00	2504.00
Library/Computing Fee	120.00	170.00	200.00
<b>Total Regular Student Fees</b>	<b>\$1580.00</b>	<b>\$3009.00</b>	<b>\$4467.00</b>
College of Business Fee <sup>2</sup>	175.00	\$350.00	\$350.00
Health Professions Fee <sup>2</sup>	225.00	\$600.00	\$600.00
Health Sciences <sup>2</sup>	50.00	100.00	100.00
CITE <sup>2</sup>	100.00	200.00	200.00
Psychology Doctorate Fee <sup>2</sup>	1068.00	1054.00	1446.00

<sup>1</sup>Fee is applicable to students with residency classifications in the counties of Gallia and Lawrence, State of Ohio, and the counties of Boyd, Carter, Floyd, Greenup, Johnson, Lawrence, Martin, and Pike, Commonwealth of Kentucky.

<sup>2</sup>Program Specific Fees. College of Business Fee is assessed to all Business majors. Health Professions Fee is assessed to College of Nursing and Health Professions majors. Health Science Fee is assessed to all in Clinical Lab Science, Communication Disorders and Dietetics majors. CITE Fee is assessed to all College of Information Technology and Engineering majors. Psychology Doctorate Fee is assessed to all students pursuing a doctorate in psychology.

## Regular Semester-South Charleston Campus

	Resident Rate	Metro Fee <sup>1</sup> Rate	Nonresident Rates
Tuition Fee	\$155.00	\$550.00	\$550.00
Registration Fee	50.00	250.00	250.00
Higher Education Resources Fee	238.00	274.00	600.00
Faculty Improvement Fee	35.00	105.00	105.00
Operations Fees	757.00	1412.00	2662.00
Library/Computing Fee	200.00	300.00	300.00
<b>Total Regular Student Fees</b>	<b>\$1435.00</b>	<b>\$2891.00</b>	<b>\$4467.00</b>
College of Business Fee <sup>2</sup>	175.00	350.00	350.00
College of Information Tech./Eng. (CITE) <sup>2</sup>	100.00	200.00	200.00

## Regular Semester-Biomedical Sciences Program

	Resident Rates	Metro Fee <sup>o</sup> Rates	Non-Resident Rates
Tuition Fee	\$155.00	\$550.00	\$550.00
Registration Fee	50.00	250.00	250.00
Higher Education Resources Fee	200.00	200.00	600.00
Faculty Improvement Fee	35.00	105.00	105.00
Student Center Fee	36.00	36.00	36.00
Activity Fee	128.00	128.00	128.00
Athletics/Title IX	94.00	94.00	94.00
Health Professions – Med Science	1950.00	2700.00	4150.00
<b>Total Regular Fees</b>	<b>\$2648.00</b>	<b>\$4063.00</b>	<b>\$5913.00</b>

## RESIDENCE HALLS FEES

### Room and Board Total Per Semester

### Regular Semester - 16 weeks

	19-Meal	15-Meal	10-Meal
Double Occupancy:			
Buskirk, Twin Towers	2690.00	2649.00	2560.00
Hodges, Holderby, Laidley	2550.00	2509.00	2420.00
Single Occupancy:			
Buskirk, Twin Towers	3091.00	3050.00	2961.00
Hodges, Holderby, Laidley	2770.00	2729.00	2640.00
Deluxe Single Occupancy:			
Buskirk, Twin Towers	3159.00	3118.00	3029.00
Hodges, Holderby, Laidley	3118.00	3077.00	2988.00

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## Summer Term - 5 Weeks

Double Occupancy	\$841.00
Single Occupancy	966.00

## COMMUTER MEAL PLANS

Sixty Meals	\$343.00
Thirty Meals	175.00
Twenty Meals	122.00

## RATES FOR MARRIED STUDENT HOUSING

Efficiency Apartment	\$313.00
One Bedroom Apartment - Building One	349.00
Two Bedroom Apartment - Building One	384.00
Renovated One Bedroom - Building One	384.00
One Bedroom Apartment - Building A, B, & C	468.00
Two Bedroom Apartment - Building A, B, & C	504.00
Storage Rooms in A, B, & C (per month)	25.00

## SPECIAL STUDENT FEES

### \*Application Fees:

Resident - Graduate	\$ 30.00
Non-Resident - Graduate	\$ 40.00
Resident - School of Medicine	\$ 50.00
Non-Resident - School of Medicine	\$ 80.00
Physical Therapy Program - CC	\$ 30.00
Nursing	\$ 30.00
Dietetic Internship Program	\$25.00
Clinical Lab Fee - College of Education	\$100.00
College of Fine Arts - Art Fee	\$ 25.00
Damage Deposits:	
Married Student Housing	\$ 200.00
Dormitories	\$ 50.00

*Diploma Replacement	\$ 30.00
Electronic Course Fee/Graduate (per credit hour)	\$175.00

### \*Graduation Fees:

Master's Degree	\$ 30.00
First Professional Degree	\$ 50.00
*Improper Dormitory Check-out Fee	\$ 50.00

### Laboratory Fee:

CTC-CISCO	\$ 50.00
CTC-CISCO National Exam Fee	\$125.00
CTC-Culinary Arts	\$50.00
CTC-Eng Tech/Medical/Paramed/Environ	\$ 30.00
CTC-Transition Institute	\$ 20.00
Graduate Psychology	\$ 30.00
Journalism	\$ 30.00
Physical Therapy Assistant Program	\$ 30.00
Science	\$ 50.00

Late Fee-Rent - After 15th of Month	\$ 10.00
Late Registration/Payment Fee	\$ 25.00
Mail Box - Re-Key (per lock)	\$ 15.00
Meal Card/ID Replacement	\$ 10.00
MUGC Alternative Assessment (per credit hour)	\$ 25.00
Off Campus Course Fee (per credit hour)	\$33.00
Orientation/Student Success Fee	\$ 50.00
Placement Fee - English/Math CTC	\$ 10.00
Regents B.A. Degree Evaluation	\$ 200.00
Reinstatement Fee - Course Schedule	\$ 25.00
Reservation Deposit - Dormitory	\$ 100.00
Returned Check Fee	\$ 15.00
Room Re-Key - Per Lock	\$ 20.00
Transfer Evaluation Fee	\$ 50.00
Transcript (After First)	\$ 6.00

\*Non-refundable

## PAYMENT OF FEES

Tuition fees for a regular semester, a Summer Term, an Intersession, and any special class are due and payable to the Office of the Bursar in accordance with dates established and listed in the Marshall University Schedule of Courses, the University's official Bulletin of Course Listings and Registration Instructions as published by the Office of the Registrar for each term of enrollment. Enrollments (registrations) not paid on or before the official due dates will be cancelled and the student will be subject to withdrawal from the University (see Withdrawal/Reinstatement Policy). Failure to receive an invoice will not be accepted as a reason for missing the payment deadline. Reregistration for enrollments not paid by the official due dates will be required when allowed and approved by the appropriate academic dean and the Office of the Registrar.

Students may pay fees by Visa/MasterCard/Discover or with a personal checking account on-line at [www.marshall.edu/bursar](http://www.marshall.edu/bursar). **Students may also make personal checking account payments by phone at 1-800-438-5389 or 304-696-6736. Visa/MasterCard/Discover payments may be made by phone at 1-800-696-MILO or 1-304-696-MILO.**

Student deferred payment plans for tuition will be offered for the fall and spring semester. All available financial aid from the term must be credited to the student's account prior to determining the amount available for deferral. Contact the Office of the Bursar for current deferred payment plan information. A student's residence services fees (room and board) are due at a semester rate payable in accordance with dates established by the Office of Residence Services.

Huntington campus students who are recipients of financial aid through the University's loan or scholarship program, the University's Department of Intercollegiate Athletics, or any governmental agency, or by private loan or scholarship, must complete arrangements for payment through the Director of Student Financial Aid (Room 122, Old Main Building) and the University Bursar (Room 101, Old Main Building).

A student's registration is not complete until all fees are paid.

A student's registration will be cancelled when payment is made by a check which is dishonored by the bank. A charge of \$15.00 will be made for each check returned unpaid by the bank.

A student who owes a financial obligation to the University will not be permitted to enroll in subsequent semesters until the obligation is paid.

Students who withdraw properly and regularly from the institution will receive refunds of fees paid in accordance with the student refund policy published each semester in the University schedule of courses.

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A student who is required to withdraw from the institution for disciplinary reasons may not receive refunds of fees paid.

## REFUND PROCEDURE

During the period designated by the Office of the Registrar for Registration, Late Registration, and Schedule Adjustments for a regular semester or a summer term and published in the Marshall University Schedule of Courses Bulletin, enrollment fees (tuition fees) will be refunded to students for:

1. Classes officially dropped from the student's course schedule which results in a reduction of the student's total scheduled semester hours from full-time status to part-time status. Example: Graduate enrollment dropping of classes to adjust course schedule from 9 or more hours to fewer than 9 hours.
2. Classes officially dropped from the student's course schedule (when the enrollment is in a current part-time status) which results in a reduction of the student's total scheduled semester hours. Example: Graduate enrollment dropping classes to adjust course schedule from 9 hours to 8 hours to 7 hours, *etc.*
3. Official complete withdrawals from all classes in the student's course schedule. Example: Graduate withdrawal from enrollment from 9 or more hours to 0 hours, 8 hours to 0 hours, 7 hours to 0 hours, *etc.*
4. Students receiving financial assistance covered by Title IV of the 1992 Higher Education Act, who officially withdraw shall receive a refund in accordance with the Higher Education Amendments of 1998. Marshall University will determine how much Title IV aid a student has received and not earned at the time of total withdrawal. The amount of aid earned is calculated on a prorata basis through 60% of the payment period.

At the conclusion of the Late Registration and Schedule Adjustment period, refunds will be processed only to students who completely withdraw from the semester or summer term.

### Cancellation of Class:

When it becomes necessary to cancel a class by administrative and/or faculty action, a student is granted a full refund of the fee for the class cancelled unless he/she registers in another course of like value in terms of semester hours. This action does not apply to withdrawals due to disciplinary action or withdrawals due to nonpayment of financial obligations.

### Residence Services

Request for withdrawal from Marshall University on-campus housing must be addressed in writing to the Department of Residence Services. Refunds, if applicable will be based on the date cancellations are received. Fall cancellations must be received before July 1 and Spring or Summer cancellations must be received ten (10) business days or more prior to the official opening date of Housing, in order to receive deposits back. Voluntary withdrawal following these dates and prior to the opening of residence halls will result in a full refund less the one-hundred dollars (\$100.00) reservation deposit. Withdrawal between the opening day for Housing and the first Friday will result in a refund of fifteen weeks room and board. Withdrawals after the first Friday will result in a forfeiture of monies paid for room. A prorated refund will be processed for any unused portion of the Board plan. Students whose residence is terminated automatically forfeit all monies paid for that semester. Students who are denied admission, declared academically ineligible to return, or are unable to return for medical reasons, will be refunded on a prorated basis.

**Refunds to students called to armed services - enrollment fee only will be processed in accordance with policy established by the Office of the Registrar.**

**Late fees are nonrefundable.**

# **WITHDRAWAL/REINSTATEMENT FOR NONPAYMENT OF FEES AND OTHER FINANCIAL OBLIGATIONS**

## **A. ENROLLMENT AND RESIDENCE HALL FEES**

1. Through late registration each semester, a schedule of withdrawal for nonpayment will be included in the Marshall University Schedule of Courses. Following late registration, the Bursar will send written notification to the student advising of administrative withdrawal for nonpayment of Enrollment or Residence Hall Fees.
2. Upon notice from the Bursar, the Registrar will initiate a complete withdrawal for students not paying fees. The withdrawal will be “Administrative-Nonpayment of Enrollment Residence Hall Fees”.
3. The Registrar will notify the instructors that the student should not be permitted to continue attendance in the class.
4. If the student fulfills the financial obligation, the Bursar’s Office will notify the student and his/her academic dean. The academic dean will have discretion to approve registration. In case of approval by the dean, the student, the instructors, and the Registrar will be notified in writing immediately.
5. Upon receipt of notice from the academic dean, the Registrar will initiate the procedure to register the student in the courses for which the student was enrolled at the time of withdrawal.
6. Students who do not meet their financial obligation for enrollment and residence hall fees will have all entries of that registration on the Registrar’s permanent record erased.
7. A student who owes a financial obligation to the University will not be permitted to enroll in subsequent semesters until the obligation is paid.
8. If a student disputes an administrative withdrawal, he/she may file an appeal with the Student Grievance Board through the Office of Student Affairs. (The Student Grievance Board is a subcommittee of the Student Conduct and Welfare Committee). This appeal must be filed before the effective date of withdrawal established by the Bursar. The administrative withdrawal will be suspended until the President of the University acts upon the recommendation of the Student Grievance Board.

## **B. OTHER OBLIGATIONS**

1. Failure to properly fulfill other types of financial obligations may result in administrative withdrawal from the University.
2. Upon notice from the Bursar, the Registrar will initiate a complete withdrawal for a student not paying financial obligations. The withdrawal will be “Administrative-Nonpayment of Financial Obligations” and will be dated with the effective date of processing of the withdrawal. Under these conditions, the procedures outlined under A-3, A-4 and A-5 above will be followed.
3. Students who do not meet these “Other Financial Obligations” and who are administratively withdrawn from the University will receive the grade determined by the withdrawal policy in effect at the time the administrative withdrawal was initiated.
4. A student who owes other types of financial obligations to the University will not be permitted to enroll in subsequent semesters until the obligation is paid.
5. If a student disputes an administrative withdrawal, he/she may file an appeal with the Student Grievance Board through the Dean for Student Affairs. (The Student Grievance Board is a subcommittee of the Student Conduct and Welfare Committee). This appeal must be filed before the effective date of withdrawal established by the Bursar. The administrative withdrawal will be suspended until the President of the University acts upon the recommendation of the Student Grievance Board.

## GRADUATE ASSISTANTSHIPS AND FINANCIAL ASSISTANCE

Most departments offering graduate degrees have funds for graduate assistantships. The amount of the award may vary but includes the waiver of tuition and some fees. Graduate assistants will normally carry a nine hour load. Special permission to carry a reduced load must be obtained from the appropriate department chair and the Graduate Dean. Information about graduate assistantships may be secured by contacting the department chair or the Graduate College Office.

Note: By an act of Congress, all graduate assistants must submit an approved I-9 form. Payment of the GA stipend will not be authorized until this form is accepted by the Human Resources Office.

Inquiries about graduate fellowships, work-study opportunities, loans, and other forms of financial assistance for graduate students should be directed to the Graduate College Office or to the Office of Student Financial Assistance, Marshall University, Huntington, WV 25755.

A limited number of **graduate and professional tuition waivers** are available through the Graduate College in line with state and institutional policy. Announcements are made at the appropriate time concerning procedures and deadline dates for each term.

## SPECIAL FINANCIAL ASSISTANCE CONCERNS

**Satisfactory Academic Progress Standards for Financial Assistance Eligibility - Graduate Students:** In order to be able to receive financial assistance, Federal Regulations require that a student be making satisfactory progress toward the completion of his/her degree or program. Marshall University has adopted standards by which to monitor financial aid recipients' progress. (These standards insure the proper distribution of financial assistance to eligible students.)

Satisfactory academic progress will be questioned of graduate students only when their Grade Point Average drops below 3.00 or the completion ratio drops below 80%. Eligibility for graduate students seeking a master's degree will cease with the completion of the first master's degree. Students seeking a second degree at the doctoral or professional degree level will be given consideration on a case by case basis.

Withdrawing from classes after the drop/add period can have a negative effect on continued eligibility as it can serve to increase the time required to complete one's program. Repetitions will be dealt with according to the University's policy governing Grade Point Averages and will be included in classes registered for and completed.

Students not meeting the above standards will receive notification from the Office of Financial Assistance as soon as such status is discovered. This notification will indicate ineligibility for financial aid, suggest that academic assistance can be found through the Student Development Center, and inform the student about his or her right to appeal.

Financial assistance recipients who are eligible for refunds of fees paid to the University for tuition, fees, room and/or board will receive a refund only after the assistance disbursed to the student for the payment period has been recovered. For additional information, refer to the section titled "Refund Procedure."

Answers to questions regarding these and other concerns with financial assistance, including more specific information are available from the Office of Student Financial Assistance, phone 1-800-438-5390 or (304) 696-3162.