



TUITION, FEES, AND COSTS

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Vice President for Business and Finance

Valdosta State University, as a unit of the University System of Georgia, receives the major portion of its operating funds through appropriations from the State of Georgia. This support enables the University to offer high quality educational programs at a minimal cost to its students.

Each year Valdosta State University offers two terms of instruction: fall, and spring, which are collectively called the academic year. Another term is offered in the summer. Charges are in accordance with the regulations and schedules set forth below, the basis of which is the number of hours scheduled. These fees are due and payable as an integral part of the registration process, and students should not commence registration without having money sufficient to pay all fees. For a student to be considered in “financial good standing” at this institution all tuition, fees, library, parking, food service, or other fees must be paid in full. The University reserves and intends to exercise the right to withhold copies of education records, cancel the enrollment of students who owe the University money, or pursue collection for unpaid balances.

The University reserves the right to change without previous notice its fees, charges, rules, and regulations at the beginning of any term. This right will be exercised judiciously.

MATRICULATION FEE SCHEDULE FOR UNDERGRADUATES
August 1999 - July 2000

These charges are based on currently approved fees converted to semester hours and are subject to change according to Board of Regents Policy.

Students taking 12 or more hours:

Legal Residents of Georgia	\$1,145.00
Non-Residents	\$3,857.00

Students taking fewer than 12 hours:

11 hours	
Legal Residents of Georgia	\$1,077.00
Non-Residents	\$3,563.00
10 hours	
Legal Residents of Georgia	\$1,001.00
Non-Residents	\$3,261.00
9 hours	
Legal Residents of Georgia	\$ 925.00
Non-Residents	\$2,959.00
8 hours	
Legal Residents of Georgia	\$ 849.00
Non-Residents	\$2,657.00
7 hours	
Legal Residents of Georgia	\$ 773.00
Non-Residents	\$2,355.00
6 hours	
Legal Residents of Georgia	\$ 697.00
Non-Residents	\$2,053.00
5 hours	
Legal Residents of Georgia	\$ 621.00
Non-Residents	\$1,751.00
4 hours	
Legal Residents of Georgia	\$ 545.00
Non-Residents	\$1,449.00
Fewer than 4 hours (Calculated Per Hour)	
Legal Residents of Georgia	\$ 76.00
Non-Residents	\$ 302.00

All new students who attend summer orientation program will be charged \$50 to cover the related costs.

Matriculation fees for 4 or more hours include student fees for Health (\$66), Activity (\$78), and Athletics (\$97). In accordance with the policies of the Board of Regents, these student fees are assessed students taking 4 or more hours, except those who enroll in all of their courses at Off-Campus Centers. Fees as stated are tentative

and subject to change based on Board of regents policy.

The fee schedule for Graduate Students is printed in the Graduate Bulletin.

Off-Campus Courses

Off-campus and on-campus matriculation fees are the same. Health, Activity, and Athletic student fees, however, are assessed only for on-campus courses.

Audit (non-credit) Fees

Fees for attending class on an audit or non-credit basis are calculated on the same schedule as regular academic fees.

Other Fees and Charges

Late Registration or Payment Fee:

Failure to register or pay fees by specified payment date \$50.00

Returned Check Fee:

For **each** check \$25.00

or (5 percent of the face amount of the check, whichever is greater)

Key Replacement Charge \$25.00

Music Lessons, including use of instrument for practice, per term:

private lessons \$50.00

group lessons \$35.00

Orientation Fee:

charged undergraduates who attend summer orientation program \$50.00

Post Office Box \$6.00

(semester rental for students not living in campus housing and desiring a box)

Transcript Fees 1-5 copies no charge

6th and subsequent copies (each) \$2.00

Priority Fee for Certification Forms/Letters/Transcripts, per copy \$5.00

Electronic transmission (FAX) of **unofficial** transcripts or certification

forms/letters, per copy (Official transcripts cannot be FAXed.) \$10.00

Graduation Fee: Bachelor's or Graduate Degree \$25.00

(Students who apply for graduation and who do not meet degree requirements must pay appropriate graduation fees again upon re-application.)

Motor Vehicle Parking Permit Annual Permit \$50.00

Lab Fees (per Lab course) \$30.00

PAYMENT OF FEES AT REGISTRATION

Tuition and fees are due and payable as an integral part of the registration process and must be paid on or before the date of registration. The amount owed is based on the courses for which students are registered, living accommodations on campus, and meal plan selected and is detailed on the registration schedule. Payment is accepted by check, Master Card or Visa, via the mail, drive-thru teller or 24-hour drop box at the University Bursary. Complete payment for tuition, dorm, apartment, meal plan, "Holds," vehicle registration, etc. must be made to validate registration. The only way registra-

tion for classes, campus housing, and meal plan can be activated is by payment of fees by the designated day. Otherwise, cancellation of registration is automatic. The University is not permitted to have accounts receivable for student fees. It is the students' responsibility to determine the balance due on their account and render payment by the fee payment deadlines. The telephone system is available 24 hrs per day for this purpose. VSU only mails invoices to students whose financial aid does not cover all fees and account charges. However, fee invoices can also be mailed or picked up at the Bursary by request.

Students who have anticipated financial aid should verify their aid is adequate to cover all charges. If aid is adequate, all classes will be automatically validated. **The student is responsible for dropping any classes to avoid unsatisfactory grades and financial liability.**

No partial payments can be accepted.

The entire fee payment instructions with deadline dates are included in the Schedule of Class offerings for each term. It is absolutely essential that each student read and adhere to the instructions and dates as stated in each term's fee payment instructions. The Valdosta State University Homepage at <http://www.valdosta.edu> is an additional resource for updated information.

All registration fees, including dormitory and cafeteria, are due upon registration. The following schedule is an example of the cost per term for a full-time student:

	Resident	Non-Resident
Tuition and Student Fees 12 hrs.+	\$1,145.00	\$3,857.00
Dormitory	945.00	945.00
Cafeteria 20 meals/week	1,055.00	1,055.00
Estimated cost of books and supplies	375.00	375.00
Estimated Total	\$3,520.00	\$6,232.00

PROBLEMS WITH PAYMENTS

Regardless of any problem with the source of funds (Direct Loans, Pell, VA, HOPE, etc.), it is a student's responsibility to have sufficient money to pay tuition and fees by the scheduled date.

REFUND OF FEES EFFECTIVE FALL SEMESTER 2000

Students officially withdrawing from Valdosta State University after paying fees for the term will be issued a 100% refund for tuition, mandatory fees, campus housing and meal plans, provided the official withdrawal occurs **NO LATER THAN** the official drop/add day for refunds. Students officially withdrawing from **ALL** classes **AFTER** the official drop/add day will receive a refund based upon the following Board of Regents Refund policy:

The refund amount shall be based on a pro rata percentage determined by dividing the number of calendar days in the semester that the student completed by the total calendar days in the semester. The total calendar days in a semester includes weekends, but excludes scheduled breaks of five or more days and days that a student was on an approved leave of absence. The unearned portion shall be refunded up to the point in time that the amount earned equals 60%.

Students that withdraw when the calculated percentage of completion is greater than 60% are not entitled to a refund of any portion of institutional charges.

A refund of all non-resident fees, matriculation fees, and other mandatory fees shall be made in the event of the death of a student at any time during the academic session.

Housing fees, post office box fees and music fees are non-refundable fees. Refunds of elective charges upon withdrawing from the institution during a term will be made on a prorated basis determined by the date of withdrawal. Flex charges are only refundable to the extent they are unspent

It is the student's responsibility to withdraw officially in accordance with university regulations which are set out in this Bulletin. Students receiving funds and financial aid monies will have their refunds restored to the following programs in this precise order: outstanding balances on non-subsidized loans, subsidized loans, PLUS loans, subsidized, Pell, SEOG, other Title IV student assistant programs, HOPE, private scholarships, and finally to the student.

No refunds for reduction in academic loads or student services are allowed unless such reductions are necessitated by schedule changes initiated by the University. Students suspended or expelled for disciplinary reasons are not entitled to a refund of any deposits or fees paid. Students who are asked to vacate their residence hall rooms as a result of disciplinary actions (but who are allowed to continue attending classes) are not eligible for a refund of that term's room rent.

Additional information about refunds and refund policies are available, upon students' request, in the Office of Student Accounts in the University Bursary located at 1200 N. Patterson Street, Valdosta, Georgia, 31698.

THE COMMUNITY COLLEGE PROGRAM FOR GEORGIANS 62 AND OLDER

Georgians 62 years of age and older are eligible to enroll as undergraduates or graduate students on a “space available” basis without paying most of the normal fees or tuition. For complete eligibility requirements and application information, contact the Admissions Office, located at 1413 N. Patterson Street.

RULES GOVERNING THE CLASSIFICATION OF STUDENTS AS RESIDENTS AND NON-RESIDENTS

1. (a) If a person is 18 years of age or older, he or she may register as a resident student only upon showing that he or she has been a legal resident of Georgia for a period of at least twelve months immediately preceding the date of registration.
(b) No emancipated minor or person 18 years of age or older shall be deemed to have gained or acquired in-state residence status for fee purposes while attending any educational institution in this state, in the absence of a clear demonstration that he or she has in fact established legal residence in this state.
2. If a person is under 18 years of age, he or she may register as a resident student only upon a showing that his or her supporting parent or guardian has been a legal resident of Georgia for a period of at least twelve months immediately preceding the date of registration.
3. A full-time employee of the University System and his or her spouse and dependent children may register on the payment of resident fees even though he or she has not been a legal resident of Georgia for the preceding twelve months.
4. Non-resident graduate students who hold teaching or research assistantships requiring at least one-third time service may register as students in the institution in which they are employed on payment of resident fees.
5. Full-time teachers in the public schools of Georgia and their dependent children may enroll as students in the University System institutions on the payment of resident fees.
6. All aliens shall be classified as non-resident students provided that an alien who is living in this country under a visa permitting permanent residence shall have the same privilege of qualifying for resident status for fee purposes as a United States citizen.
7. The president or his authorized representative may waive out-of-state tuition for international students, provided, however, that the number of such waivers in effect at any time does not exceed one percent of the equivalent full-time students enrolled at the institution in the Fall Term immediately preceding the term for which the out-of-state tuition is to be waived. Such waivers are granted for one year only and must be renewed annually.
8. If the parents or legal guardian of a minor change his or her legal residence to

another state following a period of legal residence in Georgia the minor may continue to take courses for a period of twelve consecutive months on the payment of resident fees. After the expiration of the twelve month period the student may continue registration only upon the payment of fees at the non-resident rate.

9. In the event that a legal resident of Georgia is appointed as a guardian of a non-resident minor, such minor will not be permitted to register as a resident student until the expiration of one year from the date of court appointment, and then only upon proper showing that such appointment was not made to avoid payment of the non-resident fees.
10. Military personnel on active duty and stationed in the state of Georgia, as well as their dependents, shall be assessed tuition at the same rates as a legal resident of the state. Persons severing military service shall be considered non-residents, unless they otherwise qualify for resident status.
11. Permanent legal residents of the Florida counties of Hamilton or Madison, and their dependents shall be assessed tuition at the same rates as a legal resident of the State of Georgia upon the presentation of proof of domicile satisfactory to the institution.

Please Note: In order to avoid delay and inconvenience upon arrival for registration, any question concerning residence status should be clarified immediately upon receipt of acceptance of admission, or not later than one month prior to the registration date. Questions for clarification should be addressed to Resident Committee, Personnel Department, Ashley Hall, Valdosta State University, Valdosta, Georgia 31698.

Student Responsibilities

- A. **Student Responsibility to Register Under Proper Classification:** The responsibility of registering under the proper residence classification is that of the students. If there is any question of their right to classification as a legal resident of Georgia, it is their obligation, prior to or at the time of their registration, to raise the question with the administrative officials of the institution in which they are registering and have it officially determined. The burden always rests with the students to submit information and documents necessary to support their contention that they qualify for in-state residency under Regents' regulation.
- B. **Notification Upon Becoming a Non-Resident:** Students who are classified as residents must notify the proper administrative officials of their institution immediately of any change in their residency status.

Reclassification of Non-Resident Students

Those non-resident students who believe they have met the resident requirements as previously set forth may complete a Petition for Residence Status, which is available in the Personnel Department, Ashley Hall, and must be completed and supported by the required documentation before an initial review of status can be conducted.

The initial review is conducted by a member of the Business Office staff who will rule on the basis of oral evidence and other documentation supporting the petition for resident status. The results of the initial review, if unfavorable, may be appealed to the Residence Status Review Committee and ultimately to the president, if such action is required.

Such petitions and appeals must be completed no later than 60 days following registration for the academic term for which residence status is to be effected. If the petition is granted, reclassification will not be retroactive to prior terms.

Should it be determined that the student has misrepresented or omitted material facts which results in classification or re-classification as a resident student, retroactive charges for non-resident fees will be made and must be paid prior to the close of the academic term in which they are levied.

CHECK CASHING SERVICE

All checks and money orders must be payable through a United States Bank. To accommodate students, the University will cash one personal check per day, per student for \$50.00 or less from 8:00 a.m. to 5:00 p.m., Monday through Thursday, and from 8:00 a.m. to 2:30 p.m. on Fridays, inside the University Bursary. The hours of service of the Drive-Through at the University Bursary are 8:00 a.m. to 7:00 p.m., Monday through Thursday, and until 5:00 p.m. on Friday. Checks may also be cashed in the Bookstore during the normal hours of business. Checks drawn for cash only must be made payable to "VSU-CASH."

The University will not accept two-party checks for cashing. **Parents who send their son or daughter spending money by check should make their check payable to VSU with the student's name on the "for" section of the check.**

Checks Returned by the Bank

Checks issued to the University in payment of fees, purchases of books, etc., or to be cashed for personal convenience must be paid upon presentation to the bank on which they are drawn. Checks returned to the University for insufficient funds, account closed, stopped payment, or for any other reason will be handled in accordance with the State Laws of Georgia.

Briefly, the Georgia Code requires the following procedure: The official notice of a returned check will be sent by certified letter instructing the writer either to bring cash or to send a certified check, money order, or cashier's check in the amount of the returned check, plus the returned check fee to the Cashier in the University Bursary to clear the university record. The returned check fee is \$25.00, or 5% of the face amount of the check, whichever is greater. The returned check fee applies to each returned check. If the returned check is for registration fees, the late registration fee of \$50.00 is also assessed. **The law grants ten (10) days from receipt of the official certified letter to tender payment in full for the returned check(s) and the service charges.**

Unless the full amount is paid within ten (10) days from date of receipt of this letter, the holder of the check or instrument may turn over the dishonored check or instrument and all other available information relating to this incident to the

magistrate for the issuance of a criminal warrant or citation or to the district attorney or solicitor for criminal prosecution. Immediate action will be taken against a person who issues a check on a closed account or who stops payment on a check.

Additionally, the University can suspend the student from class and from any facilities of the University for a returned check of any reason. Suspension from class will not relieve the student from the obligation for payment of the returned check and fees.

SUSPENSION OF STUDENTS FOR CAUSE

The University reserves the right to suspend any student who fails to meet his or her financial responsibility, according to the rules and regulations of the University. The rules and regulations provide that:

1. All fees are due and payable upon completion of registration. Students should not report for registration without having sufficient funds available to pay their fees. The payment instructions are in each term's class offering booklet.
2. Any check issued to the University in payment of fees, or to be cashed for personal convenience, must be paid upon presentation to the bank on which it is drawn. A student who issues a check on a bank without having sufficient funds on deposit in that bank has violated the statutes of the State of Georgia and may be prosecuted.
3. All fines for violations of the rules related to parking and traffic, and charges related to the library and other facilities such as laboratory breakage, etc., must be paid promptly. Those students having outstanding obligations will not be allowed to enroll in subsequent terms.
4. Misuse of an I.D. card may result in suspension from classes of all involved students.
5. Students who have secured short term loans must have this obligation paid in full according to the terms agreed upon with the Loan Officer to avoid suspension or possible cancellation of the term's registration.
6. Students who misrepresent the facts pertaining to their qualifications to live off-campus will be suspended from classes. In each instance, the student will be given proper notice to comply with the housing regulations before action is taken to effect suspension.
7. The University reserves and intends to exercise the right to withhold copies of education records and/or to cancel enrollment of students who owe the University money.