

EMPORIA STATE UNIVERSITY
Comprehensive Fee Schedule
Fiscal Year 2008

<u>PER SEMESTER BASIC FEES</u> (16 WEEKS OR MORE)	<u>Resident</u>		<u>Non-resident</u>	
	UDGR	GR	UDGR	GR
Undergraduate students enrolled in 10 or more credit hours and graduate students enrolled in 7 or more credit hours				
Tuition	\$1,570.00	\$1,884.00	\$5,595.00	\$5,700.00
Required Campus Privilege Fees	<u>393.00</u>	<u>393.00</u>	<u>393.00</u>	<u>393.00</u>
Total Required Fees	<u>\$1,963.00</u>	<u>\$2,277.00</u>	<u>\$5,988.00</u>	<u>\$6,093.00</u>
 Undergraduate students enrolled in less than 10 credit hours and graduate students enrolled in less than 7 credit hours				
Required Campus Privilege Fees	\$ 105.00	\$157.00	\$373.00	\$475.00
Total Required Fees (per credit hour)	<u>\$152.00</u>	<u>\$204.00</u>	<u>\$420.00</u>	<u>\$522.00</u>
 <u>Employees (at least 50% time appointment or equivalent)</u>				
Undergraduate students enrolled in 10 or more credit hours and graduate students enrolled in 7 or more credit hours				
Total Required Tuition	\$1,570.00	\$1,884.00		
Undergraduate students enrolled in less than 10 credit hours and graduate students enrolled in less than 7 credit hours				
Total Required Tuition (per credit hour)	\$105.00	\$157.00		
 <u>SUMMER SESSION BASIC FEES</u> (Per Credit Hour)				
Tuition per credit hour	\$105.00	\$157.00	\$373.00	\$475.00
Required Campus Privilege Fees	<u>47.00</u>	<u>47.00</u>	<u>47.00</u>	<u>47.00</u>
Total Required Fees (per credit hour)	<u>\$152.00</u>	<u>\$204.00</u>	<u>\$420.00</u>	<u>\$522.00</u>
 <u>NEARR FEES</u> (involves the states of Nebraska, Colorado, Oklahoma, Missouri, and Texas)				
Undergraduate students enrolled in 10 or more credit hours and graduate students enrolled in 7 or more credit hours				
Tuition			\$2,355.00	\$2,832.00
Required Campus Privilege Fees			<u>393.00</u>	<u>393.00</u>
Total Required Fees			<u>\$2,748.00</u>	<u>\$3,225.00</u>
 Undergraduate students enrolled in less than 10 credit hours and graduate students enrolled in less than 7 credit hours				
Tuition per credit hour			\$157.00	\$236.00
Required Campus Privilege Fees			<u>47.00</u>	<u>47.00</u>
Total Required Fees (per credit hour)			<u>\$204.00</u>	<u>\$283.00</u>
 <u>LIFELONG LEARNING FEES</u> *				
Tuition per credit hour	\$105.00	\$157.00	\$157.00	\$236.00
Required Area Fees	<u>60.00</u>	<u>60.00</u>	<u>60.00</u>	<u>60.00</u>
Total Required Fees (per credit hour)	<u>\$165.00</u>	<u>\$217.00</u>	<u>\$217.00</u>	<u>\$296.00</u>

*An exception or waiver would be allowed for out of state residents who are employed in Kansas. Verification must be made with the Office of the Registrar.

OUT OF STATE ON-SITE CLASSES, i.e. SLIM CLASSES (Per Credit Hour)

All non-resident students will pay the non-resident rates per credit hour plus an area fee per credit hour when taking classes taught out-of-state face to face. Kansas residents will pay resident rates per credit hour plus an area fee per credit hour.

Tuition per credit hour	\$157.00	\$475.00
Required Area Fees	<u>60.00</u>	<u>60.00</u>
Total Required Fees (per credit hour)	<u>\$217.00</u>	<u>\$535.00</u>

NOTE: Students enrolled in Lifelong Learning classes will pay tuition and Lifelong Learning fees at the per credit hour rate. These charges will be applicable regardless of whether a student is enrolled in on-campus classes.

AUDITING, VISITING, OR NON-CREDIT COURSE FEES

Same charge as regular enrollment

LIFELONG LEARNING ELECTRONIC MEDIA FEES FOR TELENET, INTERNET, AND ITV

Undergraduate and Graduate
Per Course

\$60.00

LIFELONG LEARNING EQUIPMENT USE FEE OFF-CAMPUS

Fees for off-campus equipment may be assessed at an amount not to exceed \$20.00 per credit hour.

METRO LEARNING CENTER FEE (Distance Education Site Facility)

Students will be assessed a site facility fee not to exceed \$30.00 per credit hour.

Instructional Design and Technology (IDT) students will pay a \$10 per credit hour site fee and a \$40 per course technology fee.

Professional development school (PDS) students will pay fees as follows:

Block II Students will pay \$11 per credit hour site fee

Block III Students will pay a \$3 per credit hour site fee

OTHER SITE FEES (Other than Metro Learning Center)

Students will be assessed a site facility fee not to exceed \$30.00 per credit hour at sites throughout the state when the University is charged for using that site.

METRO LEARNING CENTER

Public educational entities governed/coordinated by the Kansas Board of Regents or under the auspices of the State Department of Education, may be allowed to use the Metro Learning Center on a space available basis by charging individuals the MLC fee equated to a credit hour basis. The revenue will be remitted from this collection to ESU.

WORKSHOPS AND SHORT COURSES

Fees are assessed and collected as announced in official University publications.

TUITION POLICY FOR POST-BACCALAUREATE STUDENTS

Post-baccalaureate students pay graduate tuition rates regardless of the level of course enrolled.

TUITION POLICY FOR UNDERGRADUATE STUDENTS RECEIVING GRADUATE CREDIT

An undergraduate student may apply a maximum of 12 hours of credit earned in courses numbered 500-699 to a degree program. Approval of the graduate dean prior to enrollment is required to receive graduate credit for those courses. The graduate faculty of each department determines whether graduate courses previously taken are appropriate for a given graduate degree program. Undergraduate students receiving graduate credit for graduate level courses will pay graduate fees.

GRADUATE TEACHING ASSISTANTS AND GRADUATE RESEARCH ASSISTANTS

Applicable tuition is waived for graduate teaching and graduate research assistants if working 20 hours per week. Students will be responsible for campus privilege fees. In the event that a student cancels the graduate assistantship, the student must repay the tuition waiver based upon the number of days remaining in the semester.

CONTRACTS AND COMPENSATORY CHARGES

This schedule does not limit the charges which may be collected under arrangements with other governmental or private agencies except that such arrangements may not provide for lesser charges. Tuition or other charges to more nearly cover the actual cost of instruction are specifically authorized. No tuition is charged to students enrolled in programs for which the entire cost is financed by governmental or private agencies. Students taking such courses on campus must pay all required campus privilege fees.

FEE INSTALLMENT PLANS

The University makes available an installment plan for the payment of tuition and fees. Under this plan the initial payment will be approximately thirty-three (33%) percent of the total fees due, plus a \$25.00 administrative fee. The balance is paid in two additional installments, which are due September 23, 2007 and November 2, 2007 for the fall semester and February 24, 2008 and April 4, 2008 for the spring semester. A late fee of \$25.00 will be assessed for each payment not made by the due date. An installment contract specifying amounts due may be arranged in person or the contract is available on-line. The form must be completed and returned to the Office of Cashiering Services.

The University makes available a two payment plan in the Summer. The initial payment will be ½ of the amount due plus the \$25.00 administrative fee which is due by 4:00 pm on Monday of the week the class begins. A late fee of \$25.00 will be assessed for each payment not made by the due date.

KANSAS TEACHER OF THE YEAR TUITION WAIVER

Tuition will be waived for up to nine hours annually for any past or present Kansas Teacher of the Year. To be eligible, a person must be a past or present recipient of the award under the program administered by the Kansas Department of Education and be employed as a teacher in an educational institution accredited by the Kansas Department of Education.

FEE WAIVER FOR PERSONS AGE 60 OR OVER

Residents of Kansas who are 60 years of age or over may take courses at the university without paying the regular fee. A course taken free cannot be counted toward a degree. The person will be considered an auditor in the class, and admission to the class will be by permission of the instructor and only if space is available. Interested individuals should consult with the Registrar or the Director of Admissions.

INTENSIVE ENGLISH FEES

	<u>1 Course</u>	<u>2 Courses</u>	<u>3 Courses</u>	<u>4 Courses</u>
Fall 2007/Spring 2008				
IEP Fees	\$1,370.00	\$2,740.00	\$4,110.00	\$5,480.00
Campus Privilege Fees	<u>141.00</u>	<u>282.00</u>	<u>423.00</u>	<u>393.00</u>
Totals	<u>\$1,511.00</u>	<u>\$3,022.00</u>	<u>\$4,533.00</u>	<u>\$5,873.00</u>
Fall 2007/Spring 2008 (In-state, includes Paraguay Partners)				
IEP Fees	\$685.00	\$1,370.00	\$2,055.00	\$2,740.00
Campus Privilege Fees	<u>141.00</u>	<u>282.00</u>	<u>423.00</u>	<u>393.00</u>
Totals	<u>\$826.00</u>	<u>\$1,652.00</u>	<u>\$2,478.00</u>	<u>\$3,133.00</u>
Summer 2008 (Regular)				
IEP Fees	\$910.00	\$1,820.00	\$2,730.00	\$3,640.00
Campus Privilege Fees	<u>94.00</u>	<u>188.00</u>	<u>282.00</u>	<u>376.00</u>
Totals	<u>\$1,004.00</u>	<u>\$2,008.00</u>	<u>\$3,012.00</u>	<u>\$4,016.00</u>
Summer 2008 (In-state, includes Paraguay Partners)				
IEP Fees	\$455.00	\$910.00	\$1,365.00	\$1,820.00
Campus Privilege Fees	<u>94.00</u>	<u>188.00</u>	<u>282.00</u>	<u>376.00</u>
Totals	<u>\$549.00</u>	<u>\$1,098.00</u>	<u>\$1,647.00</u>	<u>\$2,196.00</u>

DEPARTMENTAL COST-RECOVERY FEES

All departmental charges for specific goods and services (i.e., may include but will not be limited to mediated instructional costs, building use, special equipment) not explicitly identified herein will be priced at an amount that approximates actual cost. Appropriate campus administrative procedures are to be followed for approval and collection of these charges.

TESTING COST-RECOVERY FEE

Testing fees will be assessed at a rate that includes the direct cost recovery of the test plus an administration fee of up to \$25.00 per test. Appropriate campus administrative procedures are to be followed for approval and collection of these fees.

SPONSORSHIP OF STUDENT TEACHING FEE

Student teaching fee of \$125.00 will be charged each semester for those students enrolled in Professional Development School (PDS) studies.

SPECIAL FEES

Undergraduate Paper Application Fee	\$30.00
Undergraduate Online Application Fee	\$30.00
Graduate Degree Program or Certification Application Fee	\$40.00
NOTE: One time fee, charged the first time a student enrolls in a course numbered 600 or above, who is not in pursuit of a baccalaureate degree. Students applying for a 2 nd certification at the graduate level will pay the fee.	
Ph.D. Program Application Fee	\$50.00
Advanced Standing Examination Fee	\$5.00
Admissions Processing Fee	\$10.00
International Student Application Processing Fee	\$50.00

SPECIAL FEES (Continued)

Graduate International Student Application Processing Fee \$75.00

Loans and Related Interest and Charges As appropriate when authorized.

Study Abroad Programs

Courses not taught by ESU faculty will not have tuition and fees assessed. Courses taught by ESU faculty will be assessed tuition and fees at the regular rates. Additional fees for study abroad programs will be assessed as follows:

International Student Exchange Program (ISEP) Fee	
Per Academic Semester	\$200.00
Per Short-Term Exchange, longer than one month, less than a semester	\$50.00
Any program less than 4 weeks	\$0.00
ESU Academic Agreements Fee	
Per Academic Semester	\$100.00
Per Short-term exchange, longer than one month, less than a semester	\$25.00
Any program less than 4 weeks	\$0.00

Music Lessons – Academy of Music See separate fee schedule

CAAP Test Administrative Fee

One Subject Area Tested	\$25.00
Two Subject Areas Tested (taken on same day)	\$45.00
Three Subject Areas Tested (taken on same day)	\$60.00

Transcript Fee (per copy)

Mail	\$8.00
In person	\$8.00
By FAX	\$10.00
Transcript Change Fee	\$12.00

Commencement Fee

Associate, Undergraduate or Graduate degree	\$15.00
Students receiving two degrees	\$20.00

Reading and Academic Success Center

Less than one-half semester	\$10.00
One-half semester or more	\$15.00

Student Health Usage Fee

Summer Fee (effective June 1, 2006)	
Based on number of credit hours, usage fee up to:	\$41.00

Student Health usage fee for a less than full-time student is assessed prorata up to the full-time student health fee.

Fall and Spring – Part-Time :

<u>1 hour</u>	<u>2 hours</u>	<u>3 hours</u>	<u>4 hours</u>	<u>5 hours</u>	<u>6 hours</u>	<u>7 + hours</u>
\$53.09	\$43.45	\$33.85	\$24.25	\$14.65	\$5.05	\$62.65

Graduate Office Thesis Binding

One unbound copy	\$45.00
Each additional copy	21.36

NOTE: The unbound copy will be submitted by the Library to ProQuest for submission to the Library of Congress.

Returned Check Fee (per check) \$30.00

Strong Interest Test (includes tax) \$8.01

COPS/CAPS Test (includes tax) \$5.34

Counselor Education Lab Fee

Practicum and Internship Students in School Counseling, Rehabilitation Counseling, and Mental Health Counseling Programs	\$15.00/per credit hour
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SPECIAL FEES (Continued)

Student Identification Card	\$15.00
Career Services	
Alumni credentials service for 12 months from date of first request	\$15.00/year
Credentials service fee for mailing maximum of 10 sets of credentials	\$40.00
Charges per set if ordered individually	\$5.00
University Catalog Fee (per copy) \$2.00	
Distribution of free copies will be determined by the Office of the University Registrar	
No charge for Graduate Bulletin	
SWARM (New Student Program)	
Student Fee	\$50.00
First Guest or Parent Fee	\$25.00
Each Additional Guest or Parent	\$5.00

Penalty for Late Payment of Fees

Payment of tuition and fees are due before the first official day of the semester. The first official day of the semester is identified in the Academic Calendar. Monthly billing statements will be delivered via mail and/or e-mail to students with unpaid balances. Late fees will be charged monthly if balance is unpaid by the due date indicated on the billing statement.

Late fees	\$25.00 monthly
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Fee Deferment Charge (for eligible students)

Fall/Spring Semesters	
Special Installment Plan	
Through 10 th day of class	\$25.00
Through 30 th day of class	\$50.00
Through 50 th day of class	\$75.00
Summer Session	
Special Installment plan	\$25.00

Center for Early Childhood Education Fees

<u>Classroom</u>	<u>Age</u>	<u>Student Rate*</u>	<u>Faculty/Community Rate</u>
Toddler Classroom	1-2 ½ years	\$22.00/day	\$24.00/day
Preschool Classroom	2 ½ - 4 years	\$19.00/day	\$21.00/day
Preschool Classroom	4 – 6 years	\$19.00/day	\$21.00/day
Summer School Age I Program	4 -6 years	\$19.00/day	\$21.00/day
Summer School Age II Program	6-10 years	\$19.50/day	\$21.50/day

Full time staff members of the Center for Early Childhood Center will pay rates at a 20% discount of the Faculty/Community rate.

* Student rate applies to parent/guardian enrolled in at least 12 undergraduate hours, 8 hours in summer semester, or 7 graduate hours. Students enrolled in their final semester before graduating are an exception. Please inquire with the director if this situation applies. *The student's current ESU class schedule must be on file in order to receive this discount.*

Reservation Deposit (refundable**)	\$45.00	Required to reserve enrollment slot.
Enrollment Fee	\$15.00	Non-refundable and due with the first payment of each semester.
Professional Development Fee	\$ 3.00	Monthly charge per FAMILY used to cover the costs of on-going staff training expenses.
Scheduling Processing Fee	\$10.00	Charge if there is more than one change in a child's schedule during the semester.
Administrative Fee	\$ 2.00	Charge for additional copies of year-end account statement. One is printed at no charge.

SPECIAL FEES (Continued)

Center for Early Childhood Education (Continued)

Center for Early Childhood Education Fees & Deposit amounts subject to change.

- ** Reservation deposit is refundable or applied to the next semester UNLESS:
 - child's scheduled hours are reduced at any time during the semester
 - child is withdrawn from CECE before the end of the semester
 - monthly bill is not paid in full after the 3rd late notice due date
 - tuition fees are not paid in full before the end of the semester

Please see the Director of the Center for Early Childhood Education for information regarding the deposit refund policy if withdrawal occurs before the semester starts and the overall withdrawal policy. Also, contact the Director for specific information concerning pick up and drop off service, late payment penalties and returned check policy and fines for early drop off and late pick up times.

Library Fees

Fines for overdue books (maximum of \$50.00)	\$.30/day
Interlibrary loan fines	\$1.00/day
Course reserves fines	\$1.00 first hour + \$.60/each additional hour
Laptop overdue fines (maximum of \$150.00)	\$15.00/hour
Lost laptop charges	\$3000.00 replacement cost + \$100 processing fee
Lost book charges (per book or item)*	
General Collection materials	Replacement Cost + \$25 processing fee
Mary White Room materials	Replacement Cost + \$25 processing fee
Government documents	Replacement Cost + \$25 processing fee

NOTE: If book is no longer in print there may be additional charges.

Copy Fees (per copy)

Library Services	\$.10
Instructional Media Center	\$.10
Word Processing Center	\$.10
Microform reader/printer	\$.10
Library Science	\$.10
Copies of Public Documents	\$.10
Kansas Resident Library Use Card Annual Fee	\$10.00
Effective September 1, 2006 Annual Fee	\$15.00
Printing fee for KR card holders	\$.05 per page

Psychology Lab Fee	Actual Cost of Supplies Needed
Psychology Test Material Fee	Actual Amount to Cover Cost of Tests
Nursing Test Fee	Actual Amount to Cover Cost of Tests
Art Supply Fee	Actual Cost of Supplies Needed
Music Fees	See Department of Music Student Handbook for Detailed List of Charges
Physical Education Supply Fee	Supply Fee up to \$30 to cover Cost of Supplies

Physical Education Building Facility Use Fees*

Facility Reservation Fees	<u>Hourly</u>
Gymnasium	\$30.00
Swimming Pool	\$30.00
Classrooms	\$15.00
Dance Studios	\$15.00
Outdoor Facilities Fees	<u>Hourly</u>
Tennis Courts (per court fee)	\$10.00
Soccer Field	\$20.00
Practice Field	\$20.00
Softball Field	\$20.00

*All Physical Education Building use fees subject to tax at 6.8%

SPECIAL FEES (Continued)

Student Recreation Center*	
Exclusive Use (Campus Affiliates Only)	\$50.00/hour minimum charge
Student Recreation Center Fees*	
ESU Alumni	\$16.35/month + Tax
ESU Employees	\$10.50/month + Tax
ESU Students – Summer	\$10.50/month + Tax
Guest Fee Per Day	\$ 4.00 (Tax Included)
Guest Fees – 20 Visit Pass	\$40.00 (Tax Included)

Swimming Pool Fees*	
Adults (19 and over)	\$ 10.50/month + Tax
Children (18 and under)	\$ 8.50/month + Tax
Guest Fee Per Day	\$ 2.00 (Tax Included)

*All Student Recreation Center Building use fees subject to tax at 6.8%

	<u>Academic</u>		<u>Summer</u>
Parking Permit Fees	<u>Year</u>	<u>Semester</u>	<u>Session</u>
Gold lots	\$125.00	\$95.00	\$55.00
Orange lots	95.00	65.00	40.00
Violet lots	75.00	50.00	30.00
Gray lots	50.00	30.00	NC
Green lots	75.00	50.00	30.00
Brown lots	95.00	65.00	40.00
M lots	10.00	10.00	10.00

Parking Misuse Fees*	
Handicap	\$50.00
Orange Lot	\$25.00
Gold Space	\$25.00
Fire Zone	\$25.00
No Parking	\$25.00
Green Lot	\$15.00
Violet Lot	\$15.00
Gray Lot	\$10.00
Service Vehicle	\$10.00
Backwards in the stall	\$10.00
Parking over white lines	\$10.00
Against the flow of traffic	\$10.00
Improper use of permit	\$10.00
Expired Meter	\$ 5.00
Immobilized	\$25.00

*A \$5.00 late fee is added to each citation after 14 days.

WITHHOLDING OF STUDENT RECORDS

When necessary, the University may withhold the academic records of students for the nonpayment of tuition and fees, loans, other charges, and for failure to return University property.

COLLECTION POLICY

A student's records may be held and/or permission to re-enroll denied for failure to pay any indebtedness or return any property to the University. Students may be required to pay collection agency and attorney fees and all other charges necessary for the collection of any amount not paid when due.

MILITARY REFUND POLICY

Students serving in the National Guard or Reserves who are called to active duty during an academic term are entitled to receive a full refund for tuition and fees. Students who are drafted and must report for active duty during an academic term are entitled to receive a full refund of tuition and fees. All refunds are subject to presentation of official documentation. Students who volunteer for military service will be subject to the University's non-military refund policy. Room and board charges will be prorated to the extent that services have been provided.

NON- MILITARY REFUND POLICY

Refunds for students are based on the following:

<u>Withdrawal Date</u>	<u>Refund Percentage</u>
1 st calendar day through 15 th calendar day	100%
16 th calendar day through end of semester	None

For short term classes of 4 weeks or less, students must process the official drop on or before the Monday of the week in which the class begins in order to receive a refund. For classes 5 to 8 weeks, students will receive a refund if the official drop is processed on the Friday of the week in which the class begins. For classes 9 to 11 weeks, the official drop must be completed by the Monday following the first week of class. If the class duration is 12 or more weeks, the official drop must be completed by the schedule listed above.

NOTE: The first \$20.00 of all fee payments is NON-REFUNDABLE for withdrawals made on or after the first day of classes.

HOUSING RATES (Effective 2007 Fall Semester)

<u>APARTMENT RATES – ACADEMIC YEAR</u>	<u>Per Calendar Month **#</u>
One bedroom-unfurnished	\$220.00
One bedroom-furnished	268.00
Two bedroom-unfurnished	295.00
Two bedroom-furnished	360.00

NOTE: Payment is due on the 1st of each month. A \$25.00 late fee will be charged if not paid by the 1st day of the month.

** Charges for electricity, water, refuse, and gas not included.

Includes a \$5.00 annual program fee.

RESIDENCE HALL INSTALLMENT PAYMENT PLAN

Room and board charges are due and payable at the beginning of each semester. There is an installment plan available. There will be a \$15.00 per semester charge assessed in August and January if the installment payment plan is used. Board and room payments under the optional installment payment plan are due on the following dates:

<u>Fall Semester</u>	<u>Spring Semester</u>
June 10	November 10
July 10	December 10
August 14	January 15
September 10	February 10
October 10	March 10

Amounts due at each payment date will depend on the board and room plans selected. A \$25.00 late fee will be charged if installment payments are not made on time.

RESIDENTIAL HALL RATES

	<u>Semester*</u>	<u>Twin Towers</u>
Two person rooms		
Two in a room	\$1,416.00	\$1,566.00
One in a room (maximum)	\$1,841.00	\$1,991.00
Four person rooms with four in a room	\$1,416.00	---
Suite	---	\$1,641.00

*Includes a \$15.00 semester program fee

CONTRACT BOARD

Contract board is required of freshman hall occupants, and is available to students living on or off-campus. The available plans and cost per semester are:

All Access plan	\$1,374.50
Fifteen Block plan	\$1,341.50
Ten Block plan	\$1,153.50
Seven Block plan	\$ 883.50

NOTE: A \$25.00 late fee will be added for room and board payments, apartment payments, and damage charges not made when due.

SUMMER RATES

<u>Summer School Housing Costs</u>	<u>Daily</u>	<u>Weekly*</u>
Two – Four Person Occupancy	\$15.00	\$60.00

*Week is defined as four overnight stays.

EMPORIA STATE APARTMENTS-SUMMER RATES

A limited number of apartments may be available for rent during the summer. Weekly rates for the summer, if available, are (June 1, 2007-August 4, 2007):

Summer Session (10 week contract)

One bedroom-unfurnished	\$550.00
One bedroom-furnished	670.00
Two bedroom-unfurnished	738.00
Two bedroom-furnished	900.00

RESERVATIONS

A \$45.00 processing fee is required for all applications during the regular academic year. For occupancy in the Emporia State Apartments, an \$80.00 deposit and \$45.00 processing fee are required. The deposit will be returned if there are no damages beyond normal wear. A \$25.00 fee will be assessed for change of apartment assignment (if requested by tenant), and for approved early cancellations in the Emporia State Apartments. Deposits will not be refunded if the reservation is canceled or not fulfilled. Reservations are not transferable. A \$250.00 cancellation fee will be waived if the student cancels the apartment lease for any of the following reasons:

- 1) withdraw from the University
- 2) marry after contract is signed
- 3) graduate
- 4) participation in an academically sponsored program outside the Emporia area
- 5) service in military
- 6) significant medical/health conditions
- 7) subject to an approved waiver of charges from the Director of Residential Life

CONTRACT CANCELLATION

Persons who cancel their contracts are assessed contract breakage fees according to the schedule below:

<u>Fall/Spring Notification Date</u>	<u>Charge</u>
Postmarked after July 1 until August 9, 2007	100.00
Approved cancellation on or after August 10, 2007	40% of remaining amount owed on contract
<u>Spring Only Notification Date</u>	<u>Charge</u>
Postmarked after December 2, 2007 until January 13, 2008	100.00
January 14, 2008 to May 17, 2008	40% of remaining amount owed on contract

NOTE: The \$145.00 processing fee and housing pre-payment is non-refundable.

Freshman who will be under the age of 19 by their first day of fall semester and taking 12 or more hours at Emporia State University must live on campus.

After the move in date, the student will be released from this contract only for the following reasons:

- 1) Not attending the University (graduation, withdraw, transfer);
- 2) Marriage, or domestic partnership agreement, if living with significant other in the community (documentation required for verification);
- 3) Participation in an academically-sponsored program such as study abroad, student teaching, or an internship outside of the Emporia area;
- 4) Called to military service;
- 5) Significant and unforeseen health reason occurring during the contract period. A request for release for this reason must be documented by the student and reviewed and approved by the Director of Residential Life;
- 6) Received an approved waiver of charges from the Director of Residential Life
 - a. If a release is approved, the student is entitled to a refund of room and board charges in accordance with the refund policy. If any overpayment has occurred, the student's University bill will be credited on a pro rata basis according to the date of cancellation. No room and board credit will be given for cancellations effective four (4) weeks before the close of each semester.
 - b. If a contract release request is not approved, the student is eligible to cancel his or her contract upon payment of 40 percent of the remaining contract cost.
 - c. A student who has a contract for the academic year and receives approval to cancel his or her contract due to not attending the University, but subsequently registers for the spring semester is obligated to the remainder of their contractual obligation.
 - d. A student must vacate an assigned space within 24 hours after his/her withdrawal or eviction from the university/residence halls, or as directed by University Housing personnel.
 - e. A student who is evicted from the residence hall for disciplinary reasons is responsible for paying 40 percent of the remaining contract. Appeals may be made to the Director of Residential Life.

NOTE: Any refunds processed for housing contract cancellation will be assessed a \$20.00 processing fee.

CAMPUS PRIVILEGE FEES DETAIL-PER SEMESTER

Full-time Undergraduate Students in 10 or more Semester Credit Hours and Graduate Students in 7 or more Semester Credit Hours:

Educational Opportunity Fund	\$ 5.00
Student Health	62.65
Student Union Operating	39.60
Student Union Improvement	34.70
Student Union Refurbishing	15.00
Recreational Services/Physical Education Building	23.40
Recreational Facility	29.00
Athletic Activity Fee	118.15
Sports Clubs	.60
Special Events	2.00
Associated Student Government	9.15
Performing Arts	15.85
<i>Sunflower</i>	9.25
<i>Bulletin</i>	11.10
Center for Early Childhood Education	4.50
Union Activities Council	8.60
Marching Band Stipend	2.95
Quivera	.25
Visual Arts Board	<u>1.25</u>
Total Campus Privilege Fees	<u>\$393.00</u>

Part-time Undergraduate Students in less than 10 Semester Credit Hours and Graduate Students in less than 7 Semester Credit Hours: (per credit hour)

Educational Opportunity Fund	\$.35
Student Health	9.60
Student Union Operating	4.05
Student Union Improvement	3.27
Student Union Refurbishing	1.25
Recreational Services/Physical Education Building	4.97
Athletic Activity Fee	13.48
Sports Clubs	.15
Special Events	.35
Associated Student Government	.85
Performing Arts	2.68
<i>Sunflower</i>	.75
<i>Bulletin</i>	1.15
Center for Early Childhood Education	.25
Union Activities Council	.95
Marching Band Stipend	.25
Visual Arts Board	.15
Recreation Facility Fee	<u>2.50</u>
Total Campus Privilege Fees (per credit hour)	<u>\$47.00</u>