

**EMPORIA STATE UNIVERSITY**  
**Comprehensive Fee Schedule**  
**Fiscal Year 2009**

<u>FALL/SPRING SEMESTER FEES</u>	<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	\$1,647.00	\$1,988.00	\$5,903.00	\$6,014.00
Required Campus Privilege Fees	<u>421.00</u>	<u>421.00</u>	<u>421.00</u>	<u>421.00</u>
Total Required Fees	<u>\$2,068.00</u>	<u>\$2,409.00</u>	<u>\$6,324.00</u>	<u>\$6,435.00</u>
 Undergraduate students enrolled in less than 10 credit hours and graduate students enrolled in less than 7 credit hours				
Required Campus Privilege Fees	\$ 110.00	\$166.00	\$394.00	\$501.00
Total Required Fees (per credit hour)	<u>\$161.00</u>	<u>\$217.00</u>	<u>\$445.00</u>	<u>\$552.00</u>
 Employees (at least 50% time appointment or equivalent) (See Note)				
Undergraduate students enrolled in 10 or more credit hours and graduate students enrolled in 7 or more credit hours				
Total Required Tuition	\$1,647.00	\$1,988.00		
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)	\$110.00	\$166.00		
<b>NOTE: Employee fee waiver form must be completed and submitted by student.</b>				
 <u>SUMMER SESSION FEES</u> (Per Credit Hour)				
Tuition per credit hour	\$110.00	\$166.00	\$394.00	\$501.00
Required Campus Privilege Fees	<u>51.00</u>	<u>51.00</u>	<u>51.00</u>	<u>51.00</u>
Total Required Fees (per credit hour)	<u>\$161.00</u>	<u>\$217.00</u>	<u>\$445.00</u>	<u>\$552.00</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			\$2,470.00	\$2,988.00
Required Campus Privilege Fees			<u>421.00</u>	<u>421.00</u>
Total Required Fees			<u>\$2,891.00</u>	<u>\$3,409.00</u>
 Undergraduate students enrolled in less than 10 credit hours and graduate students enrolled in less than 7 credit hours				
Tuition per credit hour			\$166.00	\$249.00
Required Campus Privilege Fees			<u>51.00</u>	<u>51.00</u>
Total Required Fees (per credit hour)			<u>\$217.00</u>	<u>\$300.00</u>
 <u>OFF-SITE AND DISTANCE EDUCATION FEES</u> *				
Tuition per credit hour	\$110.00	\$166.00	\$166.00	\$249.00
Required Area Fees	<u>64.00</u>	<u>64.00</u>	<u>64.00</u>	<u>64.00</u>
Total Required Fees (per credit hour)	<u>\$174.00</u>	<u>\$230.00</u>	<u>\$230.00</u>	<u>\$313.00</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.				
 <b>NOTE: Students enrolled in Off-Site and Distance Education classes will pay tuition and Off-Site and Distance Education fees at the per credit hour rate. These charges will be applicable regardless of whether a student is enrolled in on-campus classes.</b>				
 <u>OUT OF STATE ON-SITE CLASSES, i.e. SLIM CLASSES</u> (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		\$166.00		\$501.00
Required Area Fees		<u>64.00</u>		<u>64.00</u>
Total Required Fees (per credit hour)		<u>\$230.00</u>		<u>\$565.00</u>

### AUDITING, VISITING, OR NON-CREDIT COURSE FEES

Same charge as regular enrollment

### OFF-SITE AND DISTANCE EDUCATION ELECTRONIC MEDIA FEES FOR TELENET, INTERNET, AND ITV

Undergraduate and Graduate  
Per Course

\$60.00

### OFF-SITE AND DISTANCE EDUCATION 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

#### Degree Program students

Post-baccalaureate students seeking graduate degrees pay graduate tuition rates. All tuition and fee charges listed on Page 1 will apply to this group of students.

#### Enrichment Program students (Certificate, Licensure or Non-Degree Seeking)

Post-baccalaureate students who are not in a degree seeking program may apply through the Graduate application process for consideration of undergraduate tuition for courses numbered 100 – 499. Courses numbered 500 and above will be charged at the graduate rates. The full-time tuition rate in the Fall and Spring semesters does not apply to these students. All courses are charged by the credit hour regardless of the number of enrolled hours.

### 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.

### 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.

## EXTENDED PAYMENT AGREEMENT

The University makes available an Extended Payment Agreement for account balances. Under this plan, students make a \$150 account payment by the Friday before classes begin. This down payment, which can include financial aid, will retain the student's class schedule. If a student can not pay the account balance in full by the first day of class, a \$50 administrative fee will be applied to the account for an automatic payment extension of 25 calendar days. If charges are not paid on or before the first extension, an additional \$50 administrative fee will be automatically applied for an additional 25 calendar day extension. Any account balance remaining after the second payment extension is considered past due. A late fee of \$25 will be assessed each month the balance remains outstanding. An Extended Payment Agreement can be completed in person or on-line. The form must be completed and returned along with payment to the Office of Cashiering Services prior to the Friday before classes begin.

In the summer, the University requires that students pay all charges in full prior to the first day of class. An Extended Payment Agreement is available *only* to students receiving Pell financial aid. A \$150 payment and the Extended Payment agreement form must be received prior to 4:00 pm on Monday of the week the class begins. A late fee of \$25 will be assessed for each month the account balance remains past due after the disbursement of Pell aid.

## INTENSIVE ENGLISH FEES

<u>Fall 2008/Spring 2009</u>	<u>1 Course</u>	<u>2 Courses</u>	<u>3 Courses</u>	<u>4 Courses</u>
IEP Fees	\$1,450.00	\$2,900.00	\$4,350.00	\$5,800.00
Campus Privilege Fees	<u>153.00</u>	<u>306.00</u>	<u>459.00</u>	<u>421.00</u>
Totals	<u>\$1,603.00</u>	<u>\$3,206.00</u>	<u>\$4,809.00</u>	<u>\$6,221.00</u>
<u>Fall 2008/Spring 2009 (In-state, includes Paraguay Partners)</u>				
IEP Fees	\$725.00	\$1,450.00	\$2,175.00	\$2,900.00
Campus Privilege Fees	<u>153.00</u>	<u>306.00</u>	<u>459.00</u>	<u>421.00</u>
Totals	<u>\$878.00</u>	<u>\$1,756.00</u>	<u>\$2,634.00</u>	<u>\$3,321.00</u>
<u>Summer 2009 (Regular)</u>				
IEP Fees	\$960.00	\$1,920.00	\$2,880.00	\$3,840.00
Campus Privilege Fees	<u>102.00</u>	<u>204.00</u>	<u>306.00</u>	<u>408.00</u>
Totals	<u>\$1,062.00</u>	<u>\$2,124.00</u>	<u>\$3,186.00</u>	<u>\$4,248.00</u>
<u>Summer 2009 (In-state, includes Paraguay Partners)</u>				
IEP Fees	\$480.00	\$960.00	\$1,440.00	\$1,920.00
Campus Privilege Fees	<u>102.00</u>	<u>204.00</u>	<u>306.00</u>	<u>408.00</u>
Totals	<u>\$582.00</u>	<u>\$1,164.00</u>	<u>\$1,746.00</u>	<u>\$2,328.00</u>

## 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 <sup>st</sup> calendar day through 15 <sup>th</sup> calendar day	100%
16 <sup>th</sup> 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.

## WITHHOLDING OF STUDENT INFORMATION

When necessary, the University may withhold a student's official transcript for the nonpayment of tuition and fees, loans, other charges, and for failure to return University property.

## COLLECTION POLICY

A student's official transcript 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.

## 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<sup>nd</sup> 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

Graduate International Student Application Processing Fee \$75.00

### 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

### 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

SPECIAL FEES (Continued)

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>
\$54.40	\$44.55	\$34.70	\$24.85	\$15.00	\$5.15	\$64.25

Graduate Office Thesis Binding

One unbound copy	\$45.00
Each additional copy	20.00 + point of destination sales tax

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

Student Identification Card	\$15.00
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Loans and Related Interest and Charges	As appropriate when authorized.
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Music Lessons – Academy of Music	See separate fee schedule
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Returned Check Fee (per check)	\$30.00
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Strong Interest Test (includes tax)	\$8.01
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COPS/CAPS Test (includes tax)	\$5.34
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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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Community Counseling Services Client Fees

The detailed schedule below is applicable to individual, couple or family counseling. A fee of \$10 will be charged of clients in Group Counseling.

Household Income	\$0 - \$10,000	\$10,001 - \$20,000	\$20,001 - \$30,000	\$30,001 - \$40,000	\$40,001 - \$50,000	\$50,001 +
Household Size						
1	\$5	\$10	\$15	\$20	\$25	\$30
2	\$4	\$9	\$14	\$19	\$24	\$29
3	\$3	\$8	\$13	\$18	\$23	\$28
4	\$2	\$7	\$12	\$17	\$22	\$27
5	\$1	\$6	\$11	\$16	\$21	\$26

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

**NOTE:** If sets are ordered individually, a fee will be charged.

University Catalog Fee (per copy)	\$2.00
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Distribution of free copies will be determined by the Office of the University Registrar  
No charge for Graduate Bulletin

SPECIAL FEES (Continued)

SWARM (New Student Program)	
Student Fee	\$50.00
First Guest or Parent Fee	\$25.00
Each Additional Guest or Parent	\$5.00
Extended Payment Agreement (for eligible students)	
Fall Semester	
Friday, August 15, 2008 (account down payment)	\$150.00
Note: Amount is applied to tuition	
Wednesday, August 20, 2008 – Administrative fee	\$50.00
Friday, September 12, 2008 – Administrative fee	\$50.00
Wednesday, October 8, 2008 (account balance due)	
Spring Semester	
Friday, January 9, 2009 (account down payment)	\$150.00
Note: Amount is applied to tuition	
Wednesday, January 14, 2009 – Administrative fee	\$50.00
Friday, February 6, 2009 – Administrative fee	\$50.00
Wednesday, March 4, 2009 (account balance due)	
Summer Session (Pell eligible students only)	
Monday of the week the class begins	\$150.00
Wednesday, July 1, 2009 (account balance due)	

Penalty for Late Payment of Fees

All students must be paid in full or make the \$150 account down payment by the Friday before classes begin in order to retain the student’s class schedule. If a student can not pay the account balance in full by the first day of class, a \$50 administrative fee is applied for an automatic payment extension. If charges are not paid on or before the due date, an additional \$50 administrative fee will be added to the account to automatically extend the payment due date. All account balances are considered past due after the second payment extension.

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

Center for Early Childhood Education Fees

<u>Classroom</u>	<u>Age</u>	<u>Student Rate*</u>	<u>Faculty/Community Rate</u>
Toddler Classroom	1 – 2.9 years	\$23.25/day	\$25.25/day
Preschool Classroom	3 – 3.9 years	\$20.00/day	\$22.00/day
Preschool Classroom	4 – 6 years	\$20.00/day	\$22.00/day
Summer School Age I Program	4 – 6 years	\$20.00/day	\$22.00/day
Summer School Age II Program	6 – 10 years	\$20.50/day	\$22.50/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.
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.
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**SPECIAL FEES (Continued)**

Center for Early Childhood Education Fees – 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 3<sup>rd</sup> 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
Academic printing from computers/laptops	30 pages or fewer is free
Academic printing from computers/laptops	More than 30 pages is \$.10 per page
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
ESU Archives	\$.10
Instructional Media Center	\$.10
Word Processing Center	\$.10
Microform reader/printer	\$.10
Library Science	\$.10
Copies of Public Documents	\$.10

ESU Archives

Scanning Fee	\$1.00 per page (\$5.00 minimum charge)
Photocopy on photographic paper	\$5.00 per page

Kansas Resident Library Use Card Annual Fee

Printing fee for KR card holders	\$15.00 \$.05 per page
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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

**SPECIAL FEES (Continued)**

Physical Education Building Facility Use Fees\* - continued

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%

Student Recreation Center Fees\*

Exclusive Use (Campus Affiliates Only)	\$50.00/hour minimum charge
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%

	Academic		Summer
	<u>Year</u>	<u>Semester</u>	<u>Session</u>
Parking Permit Fees			
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.

**RESIDENCE HALL EXTENDED PAYMENT AGREEMENT**

Room and board charges are due and payable at the beginning of each semester. If a student is unable to pay their account balance in full at the beginning of the semester, they may enter into the Extended Payment Agreement. Under this plan, students make a \$150 account payment by the Friday before classes begin in order to retain class schedule. If a student can not pay the account balance in full by the first day of class, a \$50 administrative fee is applied for an automatic payment extension. If charges are not paid on or before the extended due date, an additional \$50 administrative fee will be added to the account to automatically extend the payment due date. All account balances are considered past due after the second payment extension due date. Holds will be

placed on any account with a balance after the final payment extension due date. A late fee of \$25 will be assessed each month the balance remains outstanding. An Extended Payment Agreement can be completed in person or on-line. The form must be completed and returned with payment to the Office of Cashiering Services prior to the Friday before classes begin.

RESIDENCE HALL EXTENDED PAYMENT AGREEMENT(Continued)

Extended Payment Agreement (for eligible students)

Fall Semester

Friday, August 15, 2008 (account down payment)	\$150.00
<b>Note:</b> Amount is applied to tuition	
Wednesday, August 20, 2008 – Administrative fee	\$50.00
Friday, September 12, 2008 – Administrative fee	\$50.00
Wednesday, October 8, 2008 (account balance due)	

Spring Semester

Friday, January 9, 2009 (account down payment)	\$150.00
<b>Note:</b> Amount is applied to tuition	
Wednesday, January 14, 2009 – Administrative fee	\$50.00
Friday, February 6, 2009 – Administrative fee	\$50.00
Wednesday, March 4, 2009 (account balance due)	

Summer Session (Pell eligible students only)

Monday of the week the class begins	\$150.00
Wednesday, July 1, 2009 (account balance due)	

**NOTE:** A \$25.00 late fee will be charged monthly if the balance is not paid by the due date indicated on the billing statement. .

RESIDENTIAL HALL ASSIGNMENT

Contracts and applications will be processed when the \$45.00 processing fee (non-refundable) and the \$100.00 housing payment (non-refundable) are received. Room assignments are not made until the Department of Residential Life has received this payment along with a completed contract and application.

RESIDENTIAL HALL RATES

	<u>Semester*</u>	<u>Twin Towers</u>
Two person rooms		
Two in a room	\$1,513.00	\$1,676.00
One in a room (maximum)	\$1,970.00	\$2,130.00
Four person rooms with four in a room	\$1,513.00	---
Suite	---	\$1,756.00

\*Includes a \$15.00 semester program fee

EMPORIA STATE APARTMENT RATES

Emporia State Apartments are designed as unfurnished one and two bedroom efficiency apartments. Availability for a furnished apartment is limited, but can be requested. Utilities are not included in the rental fees. Tenants must activate the water, gas, and electric utilities. Cable television, internet access, and telephone can be connected, but are not required. Payment is due on the 1<sup>st</sup> of each month. A \$25.00 late fee will be charged if not paid by the 1<sup>st</sup> day of the month.

One bedroom - unfurnished	\$231.00 per month
One bedroom – furnished	\$281.00 per month
Two bedroom – unfurnished	\$310.00 per month
Two bedroom – furnished	\$378.00 per month

CONTRACT BOARD

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

All Access plan	\$1,415.50
Fifteen Block plan	\$1,381.50
Ten Block plan	\$1,188.00
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.

RESIDENCE HALL SUMMER RATES

Summer School Housing Costs	<u>Daily</u>	<u>Weekly*</u>
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*Summer rates may be adjusted based upon the activity of the Board of Regents.*

#### 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, 2008-August 9, 2008):

Summer Session (10 week contract)

One bedroom-unfurnished	\$578.00
One bedroom-furnished	703.00
Two bedroom-unfurnished	775.00
Two bedroom-furnished	945.00

#### APARTMENT RESERVATIONS AND CANCELLATION

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. There is \$250.00 cancellation fee for canceling an apartment contract. The \$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

#### RESIDENCE HALL CONTRACT CANCELLATION

Persons who cancel their residence hall 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 16, 2008	100.00
Approved cancellation on or after August 17, 2008	40% of remaining amount owed on contract
<u>Spring Only Notification Date</u>	<u>Charge</u>
Postmarked after December 1, 2008 until January 10, 2009	100.00
Approved cancellation on or after January 11, 2009	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.

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	64.25
Student Union Operating	39.60
Student Union Improvement	57.88
Student Union Refurbishing	15.00
Recreational Services/Physical Education Building	24.40
Recreational Facility	29.00
Athletic Activity Fee	122.87
Sports Clubs	.60
Special Events	2.00
Associated Student Government	9.15
Performing Arts	15.85
<i>Sunflower</i>	9.25
<i>Bulletin</i>	8.10
Center for Early Childhood Education	5.00
Union Activities Council	8.60
Marching Band Stipend	2.95
Quivera	.25
Visual Arts Board	<u>1.25</u>
Total Campus Privilege Fees	<u>\$421.00</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	9.85
Student Union Operating	4.05
Student Union Improvement	6.17
Student Union Refurbishing	1.25
Recreational Services/Physical Education Building	5.18
Athletic Activity Fee	14.02
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	.35
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>\$51.00</u>