

SIU

Financial Information

This information is subject to change.

Tuition and Fees

A variety of information about tuition and fees, including calculators, may be found at <http://tuition.siu.edu/>. Other detailed information may be found by visiting the following: The *Graduate Catalog*, pages 26-29, at <http://gradschool.siu.edu/common/documents/catalog-16-17/chapter-1b-grad.pdf>; the *Undergraduate Catalog*, pages 22-26, at <http://registrar.siu.edu/pdf/ugradcatalog1617.pdf>; the SIU Board of Trustees Policies on Tuition, Fees, and Charges for SIUC, section 4A, at <http://siusystem.edu/board-of-trustees/legislation/board-legislation-policies.shtml>.

Tuition and Fee Payment

Bursar billing statements (E-bills) are available via SalukiNet. In an effort to “go green”, Southern Illinois University Carbondale does not mail paper bills for currently enrolled students. All students will be able to view their statements on SalukiNet on the 15th. Students can allow parental or third party access to view their account and/or set up alternate email addresses via SalukiNet.

The Statement of Account lists all tuition and fees assessed, charges for University housing, charges for various other services or fines, credits applied to the student's account from financial assistance sources, and cash payments. It shows the balance of these charges and credits as an amount owed by the student or an amount owed to the student. The statement also will show amounts that are past due, amounts that are due during the present billing period, and amounts that will be due in the future. Prepayment of tuition/fees before charges are detailed is not encouraged; however, early payments will normally be credited to a student's account and will be applied to charges made to that account. It is the student's responsibility to maintain an accurate address to which a statement of account can be mailed. Failure to receive a bill does not relieve the student of the responsibility for prompt payment of currently due amounts.

Payments are to be made directly to the Bursar. Students may pay online by visiting <http://salukinet.siu.edu/>, in person, by mail, or by phone (618) 453-2221, select option one. The Bursar's Office accepts cash, checks, money orders, and credit cards (VISA, MasterCard, American Express, and Discover). Students should consult the Registration Calendar to ensure that their payments are received before registration deadlines.

Students who attend at Carbondale may choose to pay **all** tuition and fees by the due date or to pay by **installments**, provided they meet the criteria of the installment plans. Students may elect to pay only the amount of the first installment (one-fourth of the total amount billed) or they may pay the total amount due. However, only students owing a balance of \$200 or less will be allowed to register for the next semester or make registration changes. See also information under the heading Installment Payment Plans below.

Crediting Financial Assistance to a Student's Account

Proceeds from Federal Direct Student Loans, as well as grants, scholarships and tuition waivers will be disbursed through credits to students' University Billing/Receivable accounts. If credits exceed charges, a refund check in the amount of the credit balance will be processed beginning the Monday prior to the start of classes and mailed to the students' LOCAL ADDRESS (permanent, if local is missing) as recorded on the SIUC Student Information System. **If your LOCAL ADDRESS is not currently correct, be sure to update it through Salukinet. You may also change your address at the Bursar's Office, the Financial Aid Office, University Housing, or the Registrar's Office.** Withdrawing or dropping classes or ceasing class attendance without officially dropping the class(es) *after* you receive a refund check, may result in repayment requirements and/or ineligible status to receive financial aid in the future.

Financial assistance awards will not be credited to a student's account until the student has registered for the required number of hours and met all program requirements stipulated by the financial assistance source.

Students receiving financial assistance that is to be credited directly to their accounts will receive any remaining balance after deductions of current charges. Financial assistance will not pay past due charges from a prior aid year.

Students Receiving Financial Assistance Who Have No Tuition/Fees to Pay

Some students receive enough financial assistance to cover the entire amount of tuition and fees and thus have nothing to pay. Students who receive this exemption must withdraw if they decide not to attend.

Failure to Pay by the Deadline

No student shall be enrolled until he/she has either paid tuition and fees in full, or paid the first installment, and has a past due balance of \$200 or less. Past due amounts over \$200 must be paid by students at the time the initial payment of tuition/fees is due or students will not be allowed to enroll. Students who fail to either pay in full or pay the first installment and all other delinquent charges will be denied privileges available to a student regularly enrolled in the University. They will be subject to payment in full, or the installment plan in effect at the time. They may also be subject to a late registration fee.

Installment Payment Plans

A student may opt to pay their bill in installments, though eligibility will depend on where students attend class and when they register. The University reserves the right to alter any payment plans offered, and in some plans to require pre-payment of part, or all, of a student's charges before registration. To be eligible, students must be attending classes on the Carbondale campus or at the School of Medicine in Springfield. Payment plans for these students allow tuition and fees to be paid in up to four installments for fall or spring semester and up to two installments for summer session, depending on when students process their registrations. There is no installment payment plan for students who attend classes only off campus. Students in Military Contractual Programs are not subject to a late payment charge.

Registration

Students who process registrations during the registration period for a semester or summer session may pay tuition/fees in up to four equal installments for a semester and two for a summer session. Failure to make prompt payment of subsequent installments may result in certain sanctions specified below.

Late Registration and First Two Weeks of Classes

Students who process registrations during the final registration period or during the first two weeks of classes for a semester may pay the remaining tuition/fees in up to three installments; during the summer session students in this category will not be permitted to pay tuition/fees by installment. Failure to make prompt payment of subsequent installments will result in certain sanctions specified below.

Late Payment Charge on Delinquent Accounts

A late payment charge of 1.5 percent per month on the unpaid minimum amount due may be assessed on students' delinquent accounts. Military Programs' students' accounts that are delinquent may be assessed a \$25.00 collection charge.

Collection Agencies

Following the end of each semester, students not registered for the next semester who have delinquent account balances will be mailed a series of itemized statements requesting payment. If payments or arrangements are not made on a timely basis the account may be placed with a collection agency, with a collection fee added to the account. Should it be necessary for an outside agency to effect a collection, collection costs shall be added to the amount due and shall be paid by the student. If SIUC obtains judgment from a court of competent jurisdiction, the debtor shall be liable for the collection agency fee as well as reasonable costs and attorney's fees.

A claim on delinquent accounts may be submitted to the State of Illinois Comptroller's Office in accordance with the Illinois Collection Act which authorizes the deduction of the amount you owe to SIUC from an amount normally due you (i.e., payroll deduction, tax refund, etc.).

Withholding Services

Students who have not paid their account bill will be denied the privileges and services available to students regularly enrolled in the University. Students with delinquent accounts will be subject to sanctions that withhold:

- a. Future registrations
- b. Transcripts
- c. Diploma

Inquiries Concerning Statement of Account

Persons who have inquiries or problems concerning charges/credits shown on the Statement of Account should contact the appropriate office:

- * For Tuition/Fee Charges contact Registration (618-453-2993).
- * For University Housing Charges/Credits, contact University Housing (618-453-2301).
- * For Financial Assistance Credit toward Tuition/Fees and Housing, contact Financial Aid (618-453-4334).
- * For all other inquiries or questions contact the Bursar (618-453-2221), or by E-mail at bursar@siu.edu.

Refunds and Credits

Immediate cash refunds are not given for withdrawal from the University, reduction in credit-hour loads, or overpayment of account. However, the refund process will begin at the time a credit balance becomes effective on an account. Refunds are processed by the Bursar at least once a week (twice a week during the week before the start of a semester and the first week of a semester) from an automated listing reflecting those accounts with a credit balance. The current refund policy will allow any funds due the student or parent from either a loan, grant, or self-paid transaction, or a combination thereof, to be combined in a single check, issued, and sent to the student or parent. If the refund is caused by a self-paid overpayment, there is a three-week hold period before the processing is completed. Students with short-term loans will have their refunds reduced by their outstanding amount.

To ensure mail delivery of your refund check, make sure your current address is on file. Checks will be mailed to your **local** address, or to your **permanent** address if the **local** address is missing.

Students who withdraw from school after the refund deadline may receive a refund under specific circumstances. See Tuition and Fee Refund Policy and Procedures.

Credit for STS Grant Fee

The Student-to-Student Grant Fee (STS) is payable by all undergraduate students. Students who do not wish to participate in this program and want to receive a credit to their accounts must request the credit within the first two weeks of the semester. Requests for credit may be made at the Registration Office.

Credit for Student Medical Benefit Fee

The Student Medical Benefit Fee is comprised of the SMB Student Health Fee and the SMB Student Insurance Fee and is payable by all students enrolled on campus. Students who feel they have comparable insurance coverage or who are precluded from use of the Student Health Program by unusual or extreme geographic consideration, may apply for a refund of the SMB Student Insurance Fee within the first two weeks of a fall or spring semester, or within the first week of a summer session by contacting the Student Health Programs Insurance Department.

Credit for Reduction of Semester-Hour Load

Students who make program changes that result in a reduction of tuition/fee charges will automatically receive the appropriate credit to their accounts if the change in semester-hour load is made by an official program change processed at the time in which students withdrawing from the University are eligible for a full refund. For dates refer to the Registration Calendar.

Refund for Complete Withdrawal from the University

Students who have paid all or portions of their tuition/fee charges will receive a refund if they withdraw within the deadlines stated in the Registration Calendar and there is a credit balance in the account. A refund check will be mailed by the University after all charges and credits have been entered in the account. Normally this will occur within three weeks of withdrawal.

Tuition and Fee Refund Policy and Procedures

Tuition and all general student fees shall be refunded to students who officially withdraw from the University by the withdrawal deadlines specified by Board of Trustees policy. See the section, Deadlines for Withdrawing from the University or from a Course. Action on any request for refund of tuition and fees shall be in compliance with Board of Trustees policy and these procedures. For refund of tuition and fees before the withdrawal deadlines, the following will apply:

Requests for withdrawal (undergraduates) from the University are initiated in the Registrar's Office (Transitional Programs). Graduate students must contact the Graduate School.

Refund of tuition and fees based on withdrawal from the University **on or before the withdrawal deadlines** is made without consideration of the student's reason for withdrawing.

No tuition or general student fees shall be refunded in cases where withdrawal occurs after the deadlines stated in Board of Trustees policy, except for students in grave circumstances who demonstrate that, for reasons beyond their control, they are utterly unable to continue their educational program. Refunds of tuition and general student fees approved in such cases are made at the University's discretion.

The refund of tuition and fees, in cases where withdrawal from the University occurs after the deadlines specified in the Board of Trustees refund policy, is governed by the following procedures:

The Provost and Vice Chancellor or his/her designee (Transitional Programs) will serve as the chancellor's representative for considering requests for refund of tuition and fees after the time period specified in the refund policy

Requests for such refunds are initiated at Transitional Programs, which will furnish the student with the necessary information and appropriate form.

A student requesting a refund after the specified periods must also withdraw from the University as a part of the request for credit/refund.

Tuition and fees will not be refunded for courses that have already been completed earlier in the semester and for which a final grade has been earned, or for courses where attendance extended past the full refund deadline. See the table "Deadlines for Withdrawing from the University or From a Course" found in the Calendars and Schedules section.

The student must submit written verification of the reasons supporting the request, i.e., (a) written verification from a physician or health care provider; or (b) a copy of the letter denying a disciplinary, academic, or financial assistance termination appeal and verification that the appeal was filed before the withdrawal deadline; or (c) written correspondence from the military that verifies when the student is to report for military service and the length of time for which the student is expected to serve.

The student requesting the refund shall be required to substantiate to the Registrar's Office (Transitional Programs) the nature, extent, and seriousness of conditions or circumstances that are the basis for the refund request.

The Registrar's Office will make a decision on the request and inform the student as soon as practical.

Scholarships, Grants, Assistantships, and Waivers

Students holding valid scholarships, grants, graduate appointments, or faculty or staff status will be eligible for credits against their account to the extent provided by their particular financial assistance or waiver status.

Warning: To be eligible for the benefits of valid financial aid, the student must first be properly enrolled for at least the minimum number of semester hours for the term, **and** must continue to be reasonably participating for the full duration of each course. Students with financial aid who cease attending a class and do not officially drop or withdraw, may be assigned a "WF" (undergraduates) or "WU" (graduates). The "WF" or "WU" grades may impact the student's eligibility for, or amount of financial aid for the semester; and, may result in a demand for re-payment of part or even all of the financial aid paid for the semester.

Information about scholarships and grants may be obtained from Financial Aid.

Social Security Numbers

Your Social Security Number (SSN) is required if you are applying for financial aid, especially for Title IV loans and grants tracked through the National Student Loan Data System (NSLDS). Your SSN is also required if you wish to receive a Form 1098-T "Tuition Payments Statement" that you can use to claim certain education-related tax credits (see IRS Publication 970) that will reduce your annual federal income tax.

It is your responsibility to ensure that your SSN on file with the University is accurate. An inaccurate SSN may negatively impact those functions noted in the previous paragraph. If you need to verify and/or correct the SSN that is on file with the University, you should check with the Financial Aid Office, the Registrar's Office, or the Bursar's Office, preferably in person on the second floor of the Student Services Building. Having a copy of your Social Security card to show to an appropriate staff member will be helpful if there is a problem. The Bursar's Office web site has a W-9S form that can be completed, signed, and mailed in if you are unable to come to the Student Services Building.

Graduate Appointees

Graduate students expecting to receive the proper credit toward their tuition for an assistantship or fellowship should sign their appointment papers as soon as possible and ask their department to process them promptly. If the appointment papers are delayed students may choose to pay tuition and fees by installment if they are eligible.

During the fall and spring semesters, appointments of at least 25% qualify for a 15-hour tuition scholarship. GA's on a graduate assistantship contract during the summer semester, qualify for a 9-hour tuition scholarship. The graduate assistantship appointment must be for at least 75% of the academic semester (13 out of 17 weeks for fall and spring semesters and 6 out of 8 weeks for the summer semesters). If a student is appointed for less than a full academic term on a fiscal pay basis, the appointment will not carry a tuition scholarship. A graduate assistant holding an appointment for the full length of fall and spring semesters consecutively will be eligible for an 9-hour non-working tuition scholarship for the summer session immediately following.

Graduate Financial Aid Awards

For financial aid *awarding* purposes, the following defines the number of semester hours for full time and half time:

<u>Status</u>	<u>16-week Semester</u>	<u>8-week Semester</u>
Full time	12 hrs.	6 hrs.
Half time	6 hrs.	3 hrs.

Graduate Enrollment Certification

The following semester hours of credit are to be used to certify full time, three quarter time and half time attendance of graduate students.

<u>Status</u>	<u>16-week Semester</u>	<u>8-week Semester</u>
Full time	9 or more hrs.*	3 or more hrs.
Three quarter time	7 hrs.	
Half time	6 hrs.	
Less than half time	Less than 6 hrs.	Less than 3 hrs.

* Students who hold at least a quarter time (0.25 FTE) graduate assistantship are considered as full time if they have a minimum of 8 graduate credit hours for fall and spring semesters and 3 graduate credit hours for summer term

Graduate Minimum/Maximum Course Loads

Maximum coursework for graduate students is 16 hours each semester; 12 hours is considered normal load. The maximum and minimum loads for graduate students under various types of financial support are summarized below. A graduate student must enroll in a graduate-level course (typically a 400- or 500-level course; certain 400-level courses are not available for graduate credit) to meet the minimum below. Audit work will not qualify to meet the minimum load. However, audit work is calculated in determining a student's maximum course load. Exceptions to these maxima and minima are possible only with the written permission of the graduate dean. If graduate students' enrollments exceed the maximum or fail to meet the minimum of hours required by their type of financial support, their registrations will be withdrawn and financial support will be terminated.

All full-time University employees who wish to use the employee tuition and fee waiver (civil service and faculty) and are classified as graduate students must seek approval of the Graduate School to enroll in more than 8 semester hours of courses.

<u>Types of Financial Support</u>	<u>16-Week Semester</u>		<u>8-Week Session</u>	
	<u>Max. Hr.</u>	<u>Min. Hr.</u>	<u>Max. Hr.</u>	<u>Min. Hr.</u>
No financial support	16	—	9	—
Graduate Assistantship				
1/2-time appointment	12	8	6	3
1/4-time appointment	14	8	9	3
Full-Time University Employee	6	—	6	—
Graduate Fellowship	16	9	9	3
SIU Scholarship	16	9	9	3
Full Veteran's Benefits	16	9	9	3

All University employees who wish to use the employee tuition and fee waiver (faculty and staff) and are classified as graduate students must seek approval of the Graduate School to enroll in more than 6 semester hours of courses.

Faculty and Staff Tuition Waivers

Employees who are seeking this waiver of tuition must apply for the waiver each term by completing an "Application for Tuition Waiver." Waiver applications forms may be obtained from Human Resources, 1255 Douglas Drive or from Graduate Registration in the Student Services Building room 309. The form should be filled out each term and must be returned to Human Resources. The waiver benefit does not limit the number of credit hours that may be taken. The amount of the waiver will be credited to the applicant's accounts after employment status has been verified and the application form has been processed.

Employees shall be eligible for a tuition waiver when they are employed, at any time during a semester for which they are registered. Questions concerning the process may be directed to Human Resources at 618-453-6698.

Tuition Waivers for Dependents of Deceased Employees

Surviving spouses and dependent children of a deceased SIU employee may be eligible for a tuition waiver if the service time of the deceased employee was at least 5 years in a full-time capacity and if the employee was inactive, retired or disability status at the time of death. In the case of a dependent child of a deceased employee, the applicant must have been less than 22 years of age at the date of death of the employee, or enrolled in the University at that time. Applicants who are themselves employed by SIU in a status other than student work are not eligible for this waiver. Applications for the waiver are administered by Human Resources. Questions concerning the process should be directed to Employee Records at 618-453-6698.

Interinstitutional Undergraduate Tuition Waiver (Children of Seven-Year Employees)

Children of employees who have been employed by any Illinois senior public university for at least seven years shall receive a 50% tuition waiver for undergraduate tuition. The student must qualify for formal admission to the university and must be under the age of 25 at the beginning of the academic year during which the waiver is to be effective. Eligible applicants who have maintained satisfactory progress toward graduation may have the partial tuition waiver renewed each semester until they have reached 130 semester hours of undergraduate partial tuition waiver benefits. Applications for the waiver are administered by Human Resources. Questions concerning the process should be directed to Employee Records at 618-453-6698.

Cooperating Teachers/Affiliated School Personnel

Persons supervising student teachers, and expecting to receive a waiver of tuition and fees because of that, must request the waiver immediately through the Office of Teacher Education. Approval by that office will result in the amount of the waiver being credited to the student's account.

Special Kinds of Registration and Courses

Auditing of Courses

Students may register to audit classes. They receive no letter grade and no credit for such courses. Auditors' registration must be marked accordingly. They pay the same tuition and fees as though they were registering for credit. They are expected to attend regularly and are to determine from the instructor the amount of work expected of them.

Students may change to or from audit status with an adviser's approval before the end of the second week of a semester or summer session. See the Registration Calendar for the exact deadlines.

Independent Study Courses

Courses such as special problems, independent research, thesis, and others involving an individualized instructional format are in the class listing with a section number of 700. Before registering in a course of this type, students must determine the instructor number for the faculty member responsible for the student's instruction. All students should obtain the permission of the individual instructor before registering for such courses. The adviser for students in graduate degree programs will be responsible for determining that the student has the permission required. A listing of faculty in the various instructional programs, along with each assigned instructor number, may be found in the Instructors for Independent Study Courses section.

Distance Education Courses

See <http://extendedcampus.siu.edu/>.

Continuing Enrollment Requirement for Graduate Students

All students in a graduate program but not enrolled in classes by the Friday of the first week of the Fall or the Spring semesters will be registered in 601 by the Graduate School and charged tuition for 1 hour of 601. This hour will be dropped if the student subsequently enrolls in a class that semester or is granted a leave of absence by his/her graduate program by the 8th week of the semester. Each program has its own policy of whether and when to grant leaves of absence. Students on leave are not required to enroll in 601 for the period of leave but a leave of absence does not affect the time-to-degree requirements. The requirement of 601 enrollment ends when a student passes the six years to complete a master's, the five years of doctoral candidacy, or officially withdraws from a program or graduates. Students who are granted extensions to these time limits would be covered by this revised 601 policy. Summer sessions are exempt from the continuous enrollment requirement. Concurrent registration in any other course is not permitted.

Sanctions

No student shall be enrolled at SIU until s/he has paid tuition and fees in full, or has paid the initial scheduled installment, and has a past due balance of \$200 or less at the initial installment due date.