

# SIUC Fall 2005

## Financial Information

*This information is subject to change.*

### Tuition and Fees

For detailed information on tuition and fees, please visit the following:

The Graduate School Catalog, pages 28-29, at

<http://www.siu.edu/gradschl/catalog/Tuition&Fees.pdf>

The Undergraduate Catalog, pages 31-34, at

<http://registrar.siu.edu/eval/pdf/0506ch2.pdf#tuition>

The SIU Board of Trustees Policies on Tuition, Fees, and Charges for SIUC at

[http://www.siu.edu/bot/botlegis/public\\_html/policies/appendixa.html](http://www.siu.edu/bot/botlegis/public_html/policies/appendixa.html)

### Tuition and Fee Payment

Students will be mailed monthly statements through the University Billing/Receivables System. 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. The statements will be mailed after the 15th of each month. 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.** See information under the heading Addresses in the General Information section.

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. The Bursar's Office accepts cash, checks, money orders, and credit cards (VISA, MasterCard, American Express, and Discover). A drop box is also available and located at the main entrance of Woody Hall, facing Normal Avenue. 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. The Statement of Account automatically divides the amounts of tuition and all fees into two to four installments for those students who are eligible. Students may elect to pay only the amount of the first installment (minimum amount due) or they may pay the total amount due. See also information under the heading Installment Payment Plans below and the heading Pre-Payment Requirement in the Calendars and Schedules section.

#### **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 with Records and Registration in Woody Hall room A115 (618-453-2993). You may also change your address at your advisement center, the Bursar's Office, the Financial Aid Office, University Housing, or through SalukiNet.** 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 and past due charges.

#### **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. Student registrations in this category will not be cancelled. The Statement of Account they receive before the registration cancellation date will remind them that they have been given an automatic cancellation waiver. 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, paid the initial scheduled installment, or received a pre-payment or cancellation waiver. Other amounts due from students at the time the initial payment of tuition/fees is due must also be paid or students will not be allowed to enroll. Students who fail to pay the initial scheduled installment and all other delinquent charges or who fail to obtain a waiver of cancellation may have their registrations cancelled and will be denied privileges available to a student regularly enrolled in the University. Students with cancelled registrations who want to be enrolled at SIUC must re-register. They will be subject to pre-payment, 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**

There are several installment payment plans, and eligibility will depend on where students attend class and when they register. The University reserves the right to alter the 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. A 1.5 percent service charge will be assessed on all minimum amounts not paid before the next billing. Students in Military Contractual Programs are not subject to a service charge.

#### **Advance Registration**

Students who process registrations during the advance 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. If the first installment and all other due amounts are not paid on or before the deadline date published in the Registration Calendar, the student's registration may be cancelled. Failure to make prompt payment of subsequent installments may result in certain sanctions specified below.

#### **Final Registration and First Two Weeks of Classes**

Students who, after making their pre-payment, 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.

#### **Cancellation of Registration**

Students who fail to pay the required initial payment and all other past or current due amounts, or who fail to obtain a waiver of cancellation of the initial payment, may have their registrations cancelled. Students with cancelled registrations who wish to be enrolled at SIUC must re-register. They will be subject to the payment plan and/or late fee that is applicable at the time they re-register.

#### **Service Charge on Delinquent Accounts**

A service charge of 1.5 percent per month on the unpaid minimum amount due will 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 debtor. 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 had their registrations cancelled 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. Re-admission
- c. Transcripts
- d. 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 (618-453-2975).

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](mailto: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 ten days after they make full payment or an initial payment under an installment plan. Requests for credit may be made at Records and Registration. Students who pay their tuition/fees by mail may enclose their request for credit with their payment. Students will not receive credit for this fee after ten days from full payment or an initial payment if they are paying fees under an installment plan.

### **Credit for Student Medical Benefit Fee**

The Student Medical Benefit Fees comprise of the SMB Primary Care Fee and the SMB Extended Care Fee and are 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 Extended Care 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 Medical Benefit Office, 618-453-4413.

### **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 a withdrawal from the University are initiated in Transitional Programs and approved by the student's academic dean as part of the normal withdrawal procedures.

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 upon a determination by the president or his designee of the existence of one of the following conditions:

- Accident or illness occurring before the withdrawal deadline that incapacitates the student and makes it impossible for him/her to withdraw before the deadline.
- Accident or illness in the student's immediate family that occurs before the withdrawal deadline and is of such nature as to prevent the student from continuing his/her education.
- Emotional or psychological trauma resulting from an incident that occurred before the deadline and for which the student is undergoing counseling or therapy.
- A disciplinary, academic, or financial assistance termination appeal that is not accepted, if the appeal was initiated before the withdrawal deadline.
- Induction into military service for a period of not less than six months.

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 vice-chancellor for student affairs or his designee (Transitional Programs) will serve as the SIUC 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 withdraw from the University before the request for refund will be acted upon.

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 of an accident or illness to the student or in the student's immediate family and of the student's inability to withdraw before the deadline; or (b) written verification from a physician or counselor that supports his/her statement concerning emotional or psychological trauma and that substantiates that the trauma resulted from an incident that occurred before the deadline; or (c) 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 (d) 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 Transitional Programs the nature, extent, and seriousness of conditions or circumstances that are the basis for the refund request.

Transitional Programs will make a decision on the request and inform the student as soon as practical. Refund approvals will then be forwarded to Records and Registration for processing.

## **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.

**Cancellation Waiver/Waiver of Pre-Payment**

Students who are experiencing a delay in the receipt of verified financial assistance may apply for a Cancellation Waiver or for a Waiver of Pre-Payment, depending on the status of their registration. If granted, a Cancellation Waiver will prevent a student’s registration from being cancelled for nonpayment of tuition and fees. If granted, a Waiver of Pre-Payment will allow an on-campus student to register in the time period after advance registration, with a pre-payment accordingly less than otherwise would be required. A complete text of the Cancellation Waiver/Waiver of Pre-Payment Procedure, including eligibility criteria and student responsibilities, is available on request from the Financial Aid Office.

Students who meet all the eligibility requirements, and who have pending verifiable financial assistance, must apply to the Financial Aid Office.

**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. Students who are obtaining other forms of financial assistance should contact the Financial Aid Office to apply for a cancellation waiver.

Appointments of at least 25% time qualify for a 9-hour tuition scholarship. Appointments of 50% qualify for a 15-hour tuition scholarship. The graduate assistantship appointment must be for at least 75% of the academic semester (13 out of 17 weeks) in order for a tuition scholarship to accompany the appointment. 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 two consecutive semesters will be eligible for an 8-hour tuition scholarship the summer session immediately following the two consecutive semesters. In no case shall the additional term of tuition credit be granted before the two consecutive semesters of service have been completed.

This additional term of eligibility for tuition credit shall not apply to non-service appointments (graduate or special fellowships and dissertation research assistantship awards) or appointments normally awarded for 12 or more consecutive months. NDEA (title IV) fellows, NSF trainees, and NSF fellows are not eligible.

**Graduate Financial Aid Awards**

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

<b>Status</b>	<b>16-week Semester</b>	<b>8-week Semester</b>
Full time	12 hrs.	6 hrs.
Half time	6 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 6 semester hours.

**Graduate Enrollment Certification**

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

<b>Status</b>	<b>16-week Semester</b>	<b>8-week Semester</b>
Full time	9 or more hrs.*	3 or more 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 6 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>
Personal Sources	16	—	9	—
Graduate Assistantship				
1/2-time appointment	12	6	6	3
1/4-time appointment	14	6	9	3
Full-Time University Employee	8	—	6	—
Graduate Fellowship	16	9	9	3
SIUC Scholarship	16	9	9	3
Full Veteran's Benefits	16	9	9	3

### **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, 806 S. Elizabeth or from Graduate Registration in Woody Hall room B104. 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 SIUC 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 SIUC 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 000. Before registering in a course of this type, students must determine the instructor number for the faculty member responsible for the student's instruction. That three-digit instructor number and the instructor's last name must be indicated on the Registration Form at the time of registration. 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.

### **Public Service Courses**

Public Service courses are intended to serve persons not necessarily formally enrolled in a degree program at SIUC whose time constraints do not allow them to attend a similar course during a regular academic semester. Public Service courses are scheduled to meet no longer than three weeks.

Persons in Public Service courses who enroll in the same term in another class section that is not formally listed in the registration timetable with the Public Service designation lose any fee break that is normally associated with the Public Service course.

### **Distance Education and Individualized Learning Courses**

See <http://www.dce.siu.edu/siuconnected/>

### **Continuing Enrollment Requirement for Graduate Students**

All students in a graduate program but not enrolled in classes by the Monday of the second week of the Fall or the Spring semesters must be registered in 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.

*Continuing Enrollment—601.* Registration in 601 (1 hour per semester) is required of all graduate students, whether in residence or not, who are not otherwise enrolled for Fall or Spring semesters. Concurrent registration in any other course is not permitted.

Students registering for 601 are assessed only in-state tuition for the credit hour associated with the registration. Since none of the other student fees are assessed for 601, the student is not eligible for the benefits of any other programs such as Recreation Center use, Health Service and Student Medical Benefits, Students' Attorney Program assistance, etc. Students needing the above benefits that require fees may instead register for additional research, thesis or dissertation hours.

### **Sanctions**

No student shall be enrolled at SIUC until s/he has paid tuition and fees in full, or has paid the initial scheduled installment or pre-payment, or has obtained a Cancellation Waiver and has paid all other past due amounts at the initial installment due date. **Other amounts past or currently due from students at their initial payment due date must also be paid in full or students will not be allowed to enroll.**