



THE UNIVERSITY OF  
**TOLEDO**  
1872

## **Finance Brochure**

Fall Semester 2013  
Spring Semester 2014  
Summer 2014

### **Treasurer's Office**

**Student Accounts**  
1790 Rocket Hall

**Loans and Special Accounts**  
1850 Rocket Hall 419.530.5789

**Payment Depository**  
Main Campus-Rocket Hall, near Room 1790  
Health Science Campus-First Floor of the Mulford Library

**[www.utoledo.edu/offices/treasurer](http://www.utoledo.edu/offices/treasurer)**

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### **Financial Responsibility, Student Bills and Payments**

**Each student is financially responsible for payment of fees and charges assessed to his/her student account.** Student accounts are audited (reviewed) and the University has no limitation on how many semesters it may go back for additional fees. **Students receive bill notification electronically via their University of Toledo assigned e-mail address.** The University e-mail address ([firstname.lastname@rockets.utoledo.edu](mailto:firstname.lastname@rockets.utoledo.edu)) allows guaranteed delivery, provides quicker communication, and is consistent with other processes. **If other parties such as parents, grandparents, guardians, etc. are assisting a student with payment, it is the student's responsibility to communicate the balance owed and the date it is due.** The student receives the educational services and is the account owner. Students can access their student account using the [MyUT portal](#). The portal does require the student to log in using their password. The due date for each semester's fees is communicated on the student's account/E-statement and on the Treasurer's website under Important Dates. After the due date is reached for the semester, any fees for the semester are due daily.

All fees are billed and payable in U.S. Dollars. Any bank fees for processing foreign payments will be charged back to the student. The University accepts certified checks, personal checks, money orders, and electronic payment of fees. Electronic payments can be made via the [MyUT portal](#). It is recommended to convert cash to a bank check or money order when using the depository in Rocket Hall or Mulford Library. The University accepts credit card payments via a third-party processor. The processor accepts MasterCard, Visa, Discover and American Express. Prepaid debit cards are not accepted. Payments are made via "Student portal." The processor for credit cards assesses a convenience fee for these types of transactions. Payments will be applied to the oldest balance first. Scholarships, waiver, loans and third-party contracts will apply to designated fees per academic semester. The University can also remove financial aid funds from a student rocket card to cover a past due balance on a student account without notification.

## Fees and Policies

These fees, policies and rules are effective for the 2013-2014 academic year, unless otherwise indicated. Fees are subject to change and additional fees may be included at a later date. The University reserves the right to make changes without advance notice. All fees are approved by the Board of Trustees.

Once a student registers for courses, he/she is responsible for all fees. All fees are billed and payable in U.S. Dollars. Any bank fees for processing foreign payments will be charged back to the student. Payment is due by the specified published due dates. Registration activity (adding or dropping courses) after the published due date that creates a balance due, should be paid the same day the activity occurs. Accounts must be kept current in order to maintain enrollment eligibility and receipt of official University documents and services i.e. transcripts.

### **Failure to De-register Fee, Effective Fall 2010**

**If a student elects not to attend the University of Toledo and subsequently fails to withdraw from all the courses they selected by the dates identified on [the Registrar's Website](#), the student will be assessed a non-refundable administrative fee of \$500.00 once their non-attendance has been verified and the student has initiated an administrative drop.**

## Fee Assessment

### **Ohio Law – Selective Service**

Ohio male residents between the ages of 18 and 26 are required by law to register with the Selective Service. The University must verify this information. The out-of-state tuition surcharge will be charged to such residents who have not registered with the Selective Service.

### **Law Seat Deposit Policy**

Once you have been admitted to our program, we require payment of a \$150.00 seat deposit by April 1 to hold your seat in the class. This deposit is non-refundable, but will be credited to your first semester tuition and fees. In addition, a \$250.00 commitment deposit, also non-refundable but credited toward your first semester tuition and fees, is due on June 15, or as otherwise specified in your letter of admission.

### **Law - Payment of Seat Deposit**

- Please complete the short application (titled "Toledo Law Seat Deposit") at [apply.utoledo.edu](http://apply.utoledo.edu).
- Within 48 business hours of submission, you will receive an e-mail correspondence that provides your
  - Student Identification Number (Rocket ID)
  - Instructions on how to activate your UTAD Student Account and utoledo.edu e-mail address
  - Information on submitting your Seat Deposit by electronic check or credit card

Payment of your seat deposit can also be made by check or money order payable to: The University of Toledo College of Law and can be mailed or delivered to Law Admissions, 2801 W. Bancroft, MS 507, Toledo, OH 43606.

### **New Student Registration Fee (Matriculation)**

A recording fee of \$30.00 is assessed to each new, transfer, and visiting student at the time of the student's first registration at the University. This is a non-refundable fee. Concurrent and co-op students covered under contract are exempt from this fee. If the student changes levels or matriculations, i.e. undergraduate to graduate, or changes from one college to another college, such as College of Business to College of Engineering, the student is subject to this fee.

**Audited Courses** - A student taking a course not for credit pays the same as a course taken for credit.

### **Late Registration**

A late registration fee may be assessed to any student who registers on or after the 1st day of the part of term as follows:

- \$ 50.00 from the 1<sup>st</sup> through 3<sup>rd</sup> day of the part of term
- \$ 100.00 from the 4<sup>th</sup> through 15<sup>th</sup> day of the part of term
- \$1,000.00 after the 15<sup>th</sup> day

### **Application Fees – Application fees are non-refundable**

Undergraduate	\$40.00
Graduate School – International	\$75.00
Graduate School - Domestic	\$45.00
College of Medicine	\$80.00

### **Orientation Fees**

Undergraduate (new)	\$110.00
Undergraduate (transfer)	\$100.00
Graduate Orientation	\$100.00

### **Instructional, General, and Tuition Surcharge**

All fees are subject to change without notice by action of the Board of Trustees of The University of Toledo. Tuition rates are assessed at the student level and residence classification. For example, graduate students taking an undergraduate course are assessed at the graduate level. **Non-resident fees equal the instructional fee *plus* the out-of-state surcharge.** All students registering for courses shall be assessed the following fees **per semester**, as applicable:

## **Instructional Fees - All Campuses - Fall, Spring and Summer**

	<b><u>Ohio Resident</u></b>	<b><u>Non-Resident</u></b>
<b>Undergraduate</b> <i>(all semesters)</i>		
12-16 credit hours	\$3,931.92/semester	\$8,491.92/semester
Credit hours above 16	\$310.96/credit hour	\$690.96/credit hour
Fewer than 12 credit hours	\$327.66/credit hour	\$707.66/credit hour
<b>Graduate</b> <i>Fall &amp; Spring Semester</i>		
12-15 credit hours	\$6,517.80/semester	\$11,634.84/semester
Per credit hour, no max	\$543.15/credit hour	\$969.57/credit hour
<b>Graduate – Summer</b>		
9-11 credit hours	\$4,888.35/semester	\$8,726.13/semester
Per credit hour, no max	\$543.15/credit hour	\$969.57/credit hour
<b>MBA (all semesters)</b>		
12 credit hours	\$6,259.68/semester	\$11,203.68/semester
Credit hours above 12	\$134.55/credit hour	\$249.55/credit hour
Fewer than 12 credit hours	\$521.64/credit hour	\$933.64/credit hour
<b>Executive MBA</b>	Total Program Cost	\$42,500.00

	<b><u>Ohio Resident</u></b>	<b><u>Non-Resident</u></b>
<b>Pharm D (P3)</b>		
<i>(all semesters)</i>		
12 credit hours	\$6,421.32/semester	\$11,538.36/semester
Credit hours above 12	\$145.95/credit hour	\$266.01/credit hour
Fewer than 12 credit hours	\$535.11/credit hour	\$961.53/credit hour
<b>Pharm D (P4 – APPE)</b> Advance Professional Practice Experience portion of Pharm D program.		
<i>(all semesters)</i>		
Per credit hour, no max	\$420.66/credit hour	\$756.98/credit hour
<b>Law Student</b>		
12-16 credit hours	\$10,289.40/semester	\$16,063.56/semester
Per credit hour, no max	\$857.45/credit hour	\$1,338.63/credit hour
<b>Masters Public Health (MPH)</b>		
<i>(all semesters)</i>		
12-15 credit hours	\$5,878.80/semester	\$10,264.44/semester
Per credit hour, no max	\$489.90/credit hour	\$855.37/credit hour
<b>MPH – Summer</b>		
9-11 credit hours	\$4,409.10/semester	\$7,698.33/semester
Per credit hours, no max	\$489.90/credit hour	\$855.37/credit hour
<b>Doctorate of Nursing (DNP)</b>		
<i>(Fall &amp; Spring)</i>		
12-15 credit hours	\$7,920.60/semester	\$11,497.56/semester
Per credit hour, no max	\$683.15/credit hour	\$981.23/credit hour
<b>DNP – Summer</b>		
9-11 credit hours	\$6,148.35/semester	\$8,831.07/semester
Per credit hours, no max	\$683.15/credit hour	\$981.23/credit hour
<b>MD - Fall &amp; Spring</b>		
Minimum 15 credit hours	\$15,270.75/semester	\$30,372.75/semester
<b>MD - Summer</b>		
Minimum 9 credit hours	\$10,216.41/semester	\$20,279.49/semester
<b>Masters of Medical Science</b>		
Full time tuition & fees for One year program (40 cr. hrs.)	\$23,827.20/academic yr.	\$50,472.40/academic yr.

## General Fees

### **Fall and Spring General Fees**

<b>College or Program</b>	<b>Per Credit Hour</b>	<b>Maximum Charge</b>
Undergraduate	\$49.60	\$595.20/semester
Graduate/Main Campus	\$49.60	\$595.20/semester
MBA	\$49.60	\$595.20/semester
PharmD	\$49.60	\$595.20/semester
Law	\$49.60	\$595.20/semester
Masters of Public Health	\$49.60	\$595.20/semester
Doctorate of Nursing	\$49.60	\$595.20/semester
MD	\$46.33	\$694.95/semester
Masters of Medical Sciences	\$49.60	\$595.20/semester

### **Summer General Fees**

<b>College or Program</b>	<b>Per Credit Hour</b>	<b>Maximum Charge</b>
Undergraduate	\$29.76	\$357.12/summer
Graduate/Main Campus	\$29.76	\$267.84/summer
MBA	\$29.76	\$357.12/summer
Pharm D	\$29.76	\$357.12/summer
Law	\$29.76	\$357.12/summer
Masters of Public Health	\$29.76	\$267.84/summer
Doctorate of Nursing	\$29.76	\$267.84/summer
MD	\$47.78	\$430.02/summer
Masters of Medical Sciences	\$29.76	\$267.84/summer

### **General Fee Information**

The general fee is required of all students registered for credit, Workplace Credit courses, audited and online learning courses. The general fee can vary by program.

Students paying the maximum are entitled to attend, free of charge or at a reduced admission fee, most activities sponsored by the Student Government, Campus Activities and all athletic events (student section), subject to seating limitations. Students paying less than the maximum may have limited access to UT functions and/or facilities.

These fees also support the Student Union Building, the radio station (WXUT), intramural sports, and other student services, activities and student related capital projects.

For questions regarding access to the recreation center or membership information, contact the [Student Recreation Center](#) at 419.530.3700 or refer to their web page at [Student Affairs Website](#).

## Medical Services

Ambulatory care is available at the Medical Center at the Main and Health Science Campus. **Charges** are assessed for office visits, procedures and medical supplies. All **charges** are billed to the student's insurance carrier **minus any co-pays due at time of service**. Students registered for one or more credit hours are eligible to use the services at the Medical Center. To make an appointment at the main campus Medical Center, call 419.530.3451. For additional information, please refer to the appropriate web page - Main Campus Medical Center or Health Science Campus Medical Center. **Links to these websites are available when logging into your MyUT account under the "Student Resources" tab.**

## Additional/Other Fees and Services

### Technology Fees (assessed by college matriculation)

Technology Fees are assessed by the enrolled college and the number of credit hours the student is enrolled each term. Fee is per credit hour unless indicated otherwise and no cap or maximum except for the Law Library fee.

<u>College</u>	<u>Fee per Cr. Hr.</u>	<u>College</u>	<u>Fee per Cr. Hr.</u>
Natural Sciences & Math	\$13.00	Pharmacy	\$4.70
Lit., Lang., & Soc. Sciences	\$8.00	CALL-Adult & Lifelong Lrng.	\$1.25
Visual & Perf. Arts	\$6.00	Gateway	\$2.50
Business	\$12.00	Nursing	\$10.90
Education/HSHS	\$9.00	Law Library	\$12.35 cr. hr./\$148.20 max.
Engineering	\$17.50		

## Program Fees

### Pharmacy

Pharm D Clerkship	\$1,261.83 per semester
Pharm Upper Division	\$139.34 cr. hr./\$1,672.08 maximum, 12 hr. max. per semester
Pharm D (P4) Upper Div.	\$98.35 cr. hr., no maximum
Pharmacy Practicum	\$616.00 semester (for four semesters) for third year and fourth year BSPS

**Physician Assistant**      \$50.00 per semester

### Various HSC Program Fees

Health Record	\$15.00 fall/spring semester to cover the costs associated with maintaining health records
Titer Fee	\$150.00 in first term only. The fee covers the laboratory cost of test.
Liability Insurance	\$12.00 fall/spring, \$8.00 summer
Pre-Medical/Pre-Dental Program Fee	This fee provides for the continuance of advising and support services necessary for these specialized pre-professional programs

### MD Program Fees

Disability Insurance	\$53.00 per fall only (1 <sup>st</sup> year) as required by the Liaison Committee for Medical Education. \$63.00 fall only (2 <sup>nd</sup> – 4 <sup>th</sup> year)
Equipment/Supplies Gross Anatomy	\$95.00 fall/spring, \$65.00 summer \$250.00

### Professional/Upper Div. Course Fees

College of Business	
College of Lit., Language & Social Science	
College of Nursing	
HSHS Respiratory Therapy	
NSM Course Fee (previously called STEM fee)	

### Assessed by Course Enrollment

\$26.00 per credit hour/\$312.00 maximum
\$25.00 per credit hour/\$300.00 maximum
\$50.00 per credit hour/No maximum
\$50.00 per credit hour/No maximum
\$12.90 per credit hour/No maximum

### Engineering Infrastructure & Co-Op Fee

Infrastructure, all levels (excludes co-op)	\$25 per credit hour/maximum \$300.00 at 12 credit hours
Engineering Co-Op	\$475 per co-op semester (first 3; no cost for >3)

## Parking Fees

Parking permits must be requested via the [MyUT portal](#) each semester at a cost of \$125.00. For additional information, visit the [Parking Services website](#).

## Miscellaneous Fees

Rocket ID Card (new & replacement)	\$35.00
International Student Fee	\$10.00 per semester
Intl. Stu. Airport Pickup Fee	\$35.00
New Student Registration Facility Fee	\$30.00 first term & any student level changes; e.g., undergrad to graduate level \$ 5.20 per credit hour/maximum \$62.40 at 12 credit hours
Wall Street Journal	\$19.00 flat fee for fall and spring assessed based upon being enrolled in at least one undergraduate business course
Library Info. Resource Fee	\$ 3.00 Undergraduate, per credit hour, no maximum (except freshmen) \$ 5.00 Graduate, per credit hour, no maximum
Distance Learning	\$25.00 per online/distance learning course

**Legal Services Fee** - A fee of \$10.00 per semester is assessed to each student at the time of registration. Students must "opt out" if they do not wish to receive this service beginning at the time of registration through the add/drop period for the term via the [MyUT portal](#). For additional information, please visit [Student Legal Services](#).

**Special Service Fee** — A fee of \$6.50 per semester is assessed to each student at the time of registration. This fee replaces individual fees previously charged for transcripts and graduation. All students are assessed this fee regardless of the number of hours enrolled.

**Application for Graduate Admission** — Upon application of admission, domestic students must pay \$45.00 application fee and international students must pay \$75.

**Re-admission Fee** – A fee of \$50 is assessed to each graduate student at the time the re-admission process is completed. Re-admission is required of graduate students who wish to complete the degree program they were pursuing prior to an absence of one calendar year or more.

**Graduate Orientation Fee** – A fee of \$100 is assessed to new, first-time graduate students in degree seeking programs.

**Graduate Course Recertification Fee 0-1 Year** – A fee of \$50 per course is assessed to graduate students approved for extensions of one year beyond the time limitation for the degree. The fee is assessed, for those courses on the plan of study which exceed the time limitation by one year or less, and are applied to student's account at the time the Continuation of Matriculation form is approved.

**Graduate Course Recertification Fee 2+ Years** – A fee of \$500 per course (maximum of \$3,000 per student) is assessed to graduate students approved for extensions greater than one year beyond the time limitation for the degree. The fee is assessed for those courses on the plan of study which exceed the time limitation and are approved for recertification. Fees are applied to a student's account at the time the Request for Time Extension and Course Recertification form is approved. Courses not approved for recertification and are required to fulfill degree requirements, must be retaken, regular tuition and fees apply.

**Application for Guest Students** — A \$40.00 non-refundable fee is required each semester.

**Application for Graduation** — Effective July 1, 2002, no fee is charged. Applications must be filed in the Office of the Registrar.

**Graduate Graduation Services Fee** – A one-time (per graduate degree program) \$100 fee is assessed prior to degree conferral. It is assessed the first time a student applies to graduate from the degree program. This is to cover services related to graduation and processing of documents required for culminating experiences, including theses, dissertations, and projects.



**Credit by Exam/Portfolio** — \$30.00 per credit hour for each Advanced Standing examination; a one-time fee of \$30.00 per credit hour is charged for Portfolio assessment. A fee equivalent to 50% of undergraduate in-state tuition rate per credit hour is charged for each credit hour entered onto the student's official transcript.

**Diploma (Duplicate)** — \$25.00 per duplicate

**Installment Payment Plan** — The four-pay plan fee is \$60.00 and is available for fall and spring terms. A three-pay plan is offered in summer for \$50.00. This fee is non-refundable. An application is required each term. Applications are available on-line via the UT portal.

**Late Payment** — A \$50.00 monthly late payment fee can be assessed on any and all past due balances monthly. Past due balances are sent to collections. Past due balances may be referred to the Ohio Attorney General's Office pursuant to Ohio revised code 131.02 and may be collected in the manner set forth pursuant to section 113.08 of the revised code. In addition, past due balances may be assessed collection costs and may be reported to national credit agencies, which may adversely affect a student's credit rating.

**Materials** — Vary by course

**Lab Fees** — Vary by course, see [Schedule of Courses](#) on the Registrar's website.

**Recording** — \$5.00 for recording work not done at the University by medical and X-ray technology students (for which work credit is given by the University)

**Returned Check** — A \$30.00 fee is assessed per check returned. Certified funds are required as payment on returned items. Future check writing privileges may be suspended up to one year.

**Stop Payment** — A \$20.00 fee is assessed for every search and stop payment request, regardless of the stop payment results. For example, if three checks need researching (stop payments), the cost would be \$60.00.

**Transcripts** — There is no fee for transcripts. However, there are charges for FedEx deliveries and online convenience fees for online orders. For details see <http://www.utoledo.edu/offices/registrar/transcripts.html>. Also see Special Service Fee.

**UT Student Green Fund** — The Student Green Fund will serve to finance student proposed and executed projects that promote sustainability, renewable energy, efficiency, waste reduction, and educational initiatives such as conferences, workshops, public classes, and internships.

Students that opt to participate in the UT Student Green Fund will be assessed \$5.00 on their student account. Students must opt in each term they choose to participate.

**The University of Toledo urges students to enroll in direct deposit which eliminates lost or stolen checks and is the *fastest* and *safest* method for the student to receive their refund.**

## Health Insurance

Health insurance is mandatory for all undergraduate, graduate, and law students registered for 6 or more on campus credit hours, and for all international and medical students registered for one or more credit hours. If you do not have your own medical insurance, The University of Toledo offers two Student Health Insurance Plans underwritten by Medical Mutual Insurance Company. You have the choice to enroll in the Plan that best fits your needs.

To ensure compliance with the University's insurance requirement, you will be enrolled in Student Health Insurance Plan 1 and the fee will be added to your Student Account. You may choose to waive Plan 1, or upgrade to Plan 2 based on your needs.

The insurance charge will be removed after your waiver request is completed and approved. The charge will remain on your account if you do not complete the process by the completion of the add/drop period of the standard part of term for the semester.

Any student who is not mandated to have health insurance in any given semester, but is registered for at least one credit hour at The University of Toledo, has the option of voluntarily enrolling in either Student Health Insurance Plan. However, you must pay the university insurance provider directly for your insurance premium; the fee **CANNOT** be added to your Student Account.

### Plan 1 Coverage

*(Default, can opt for Plan 2)*

Fall Term	\$ 937.00
Spring/Summer Term	\$1,438.79 – covers summer regardless of summer enrollment
Summer Only	\$ 576.77 – if not enrolled in student health insurance plan for the prior spring term

### Plan 2 Coverage

*(Opt-in)*

Fall Term	\$1,089.00
Spring/Summer Term	\$1,673.69 – covers summer regardless of summer enrollment
Summer Only	\$ 671.15 – if not enrolled in student health insurance plan for the prior spring term

**Please be sure to complete the waiver process if you have other comparable health insurance coverage.** Printing out an account statement and crossing off the fee, or simply not paying the outstanding balance will not waive the health insurance coverage and accounts are subject to late payment fees.

**For additional information regarding Student Health Insurance, please see their web page - [Student Health Insurance](#).**

# Parking Permits-Fees and Rules

## Fall and Spring Semesters

Please note there are lot restrictions designated for various types of permits. For more information on where particular permits are allowed to park, please visit the [Parking Services web page](#).

## Summer Semesters

Policies and permit fees for the summer semester are assessed at the same rate as the fall and spring semester.

## Other

Continuing Education/Program 60 — \$35.00 per semester  
Workshop — charge according to credit hours  
Off-campus — not included in determining student status with regard to parking

## Parking Registration — Art Museum

A valid UT parking permit entitles a student to park at the Toledo Museum of Art (Museum access key will be issued by the Museum). A \$22.50 fee will be assessed if not returned to the Art Museum at the end of the semester.

## Parking Rules

The University Parking Rules and Regulations govern all vehicles on campus. Additional information is available at the [Parking Rules](#) web page.

## Cancellation

Students may request to cancel their parking permit during the add/drop period. To request the cancellation of your parking permit, complete the cancellation form that is found on the parking website - [Parking Services](#).

**For additional information regarding parking, please refer to the [Parking Services](#) web page.**

# Residence Hall Fees

## Housing Pre-Payments

A \$40 non-refundable housing application fee is required of all applicants. A housing pre-payment (deposit) of \$200 is required and applied toward the first semester of occupancy. Room and meal plan fees will be placed on the student's account. Payments are due by the term due date. Acceptance of the housing contract offered by the University automatically binds the student to the University's residence hall rules and regulations. The fees listed below are for this academic year, per student, per semester.

### The Crossings (6 person suites)

Single Assignment	\$4,387
Double Assignment	\$3,656

### Ottawa House

Single Assignment	\$4,387
Double/Triple Assignment	\$3,656

### Horton International House (4 or 6 Person Suites)

Single Assignment	\$4,387
Double Assignment	\$3,656

### Academic House (with Community Bath)

Single Assignment	\$3,885
Double/Quad Assignment	\$3,238

### Parks Tower (with Community Bath)

Single Assignment	\$3,885
Double Assignment	\$3,238

### McComas Village (with Community Bath)

Single/Double/Triple Assignment	\$2,565
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### MacKinnon (with Community Bath)

Single Assignment	\$3,885
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### Carter Hall (with Community Bath)

Double Assignment	\$3,238
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Students are permitted to buy out a double room, as a single room (if available) and will be charged an additional 45% of the double room rate per semester.

### Residential Technology Fee

Assessed per semester	\$40.00
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**For additional information regarding Residence Life, please see their web page - [Residence Life](#).**

## Residence Life Special Living Community Fees

- **Health Professions Living Learning Community Fee (HPLLC) \$75.00 per semester**

The Health Professions Living Learning Community is for students interested in health-related careers - athletic training, cardiovascular, community health, health care administration, health information management, nursing, pharmacy, pharmaceutical sciences, pre-dental, pre-medical, pre-occupational therapy, pre-physical therapy, pre-veterinary, recreational therapy, respiratory care, and speech language pathology. This community is located in Carter East featuring the largest double rooms on campus.

- **Arts Living Learning Community Fees (ALLC) \$100.00 per semester**

The ALLC is located in Ottawa House East, in the newest residence hall on campus. The ALLC area includes an art studio, piano practice room, library, and a computer lab. In the ALLC, you'll have plenty of opportunities to get to know other aspiring artists, writers and musicians, who will be your roommates. You will live with them in a suite-style room with two double bedrooms, a furnished living room and a bathroom.

- **Engineering Living Learning Community \$50.00 per semester**

The Engineering Living Learning Community is designed for students majoring in any College of Engineering major. The Engineering Living Learning Community is located in Academic House. This hall offers residents two- and four-person bedrooms and community bathrooms. Academic House is an air-conditioned complex.

- **Environmental Sustainability Special Interest Community \$50.00 per semester**

The Environmental Sustainability Special Interest Community is designed for students interested in specialized environmental programming to benefit both the UT campus and surrounding community. The Environmental Sustainability Living Learning Community is located in Academic House. This hall offers residents two- and four-person bedrooms and community bathrooms. Academic House is an air-conditioned complex.

- **Business Living Learning Community \$50.00 per semester**

The Business Living Learning Community is designed for first-year students majoring in any College of Business and Innovation major. This community is located in Parks Tower. Parks offers residents two-person bedrooms and community bathrooms.

- **Education Living Learning Community \$50.00 per semester**

The Education Living Learning Community is designed for first-year students majoring in any field of education. This community is located in Parks Tower, a residence hall with two-person bedrooms and community bathrooms.

- **Global Entrepreneurship and Innovation Living Learning Community \$50.00 per semester**

The Global Entrepreneurship and Innovation Living Learning Community is open to students across all disciplines who are interested in global entrepreneurship. This community is located in The Horton International House. The building houses students in suites that are either 4-person with two double bedrooms, or 6-person with two double bedrooms and two single bedrooms, and a furnished living room and a private bathroom. The Horton International House is an air-conditioned complex.

- **Global Exchange Living Learning Community \$75.00 per semester**

The Global Exchange Living Learning Community is designed for both international and domestic students. This living learning community is ideal for domestic students interested in studying abroad, traveling and learning more about world cultures. International students will benefit as they live with a domestic student and learn more about the American culture, easing their transition to life at UT. This community is located in The Horton International House. The building houses students in suites that are either 4-person with two double bedrooms, or 6-person with two double bedrooms and two single bedrooms with a furnished living room and private bathroom. The Horton International House is an air-conditioned complex.

- **Honors Living Learning Community \$50.00 (optional) per semester**

The Honors Living Learning Community is for students enrolled in the Honors College who are looking to enhance their honors experience with an academic focus and sense of community. The Honors Living Learning Community is offered in two traditional style residence hall locations. The Academic House offers two- and four-person bedrooms with community bathrooms and is conveniently located close to Sullivan Hall, home of the Honors College. MacKinnon is an exclusively honors student residence hall with traditional style double bedrooms that have been converted to single one-person rooms with community bathrooms.

- **Politics, Law and Society Living Learning Community \$50.00 per semester**

The Politics, Law and Society Living Learning Community is designed for first-year, direct-from-high school and transfer students interested in politics, law or social justice oriented careers. This community is located in Parks Tower, a residence hall with two-person bedrooms and community bathrooms.

## Residence Hall Advance Housing Fees

- A \$40 non-refundable application fee is required with the housing application
- A \$200 housing pre-payment (deposit) fee is required to confirm your housing space
- All contracts are for the full academic year, as indicated on the student's plan of study

Mail the \$200 prepayment fee or a housing cancellation letter to The University of Toledo, Office of Residence Life, MS#519, 2801 W. Bancroft St., Toledo, OH 43606-3390.

## Residence Hall Housing Refunds

\$40 application fee - non-refundable

Cancel on or before May 31 - \$200

Cancel from June 1 – June 30 - \$100

Cancel on or after July 1 - \$0

The \$200 prepayment fee is paid online during the housing application process.

Cancellations should be emailed to [reslife@utoledo.edu](mailto:reslife@utoledo.edu).

Housing cancellations must *not* be directed to other University offices. Please understand that other departments *cannot* process housing cancellations.

## Meal Plan Fees — Fall and Spring Semesters Only

The selection of a meal plan is mandatory for all students residing on campus excluding those living in McComas Village and in International House. Incoming freshmen must choose either the Gold 17 or Blue 13 plan. All requests for meal plan additions, changes and drops (cancellations) must be made by the end of the "Add-Drop" period during any academic term and must be submitted through the MyUT Portal.

Meal Plan	Total Plan Cost (per semester)	Number of Board Swipes allowed	Board Dollars	Dining Dollars Included with Plan	Rocket Dollars Included with Plan	Guest Swipes
Gold 17	\$1,800	289	\$1,745	\$55	\$0	8
Blue 13	\$1,700	221	\$1,400	\$275	\$25	4
Block 150	\$1,175	150	\$1,035	\$115	\$25	0
Block 75	\$700	75	\$500	\$175	\$25	0
C35*	\$380	35	\$245	\$125	\$10	2
Block 5**	\$32	5	0	\$0	\$0	0

\*For non-residential only

\*\*On demand purchasing via the PHIL stations in Student Union and Rocket Hall

### Reference:

Dining Dollars like a debit account, can be used like cash at any venue on campus.

Rocket Card Dollars, like a debit account, can be used at on-campus facilities and off-campus places.

A visit equals one swipe of the Rocket card to enter the dining hall. Once inside the dining hall, students can visit the buffet as often as they like (endless plate).

**For additional information regarding meal plans, please see the [Meal Plan web page](#).**

## Schedule Adjustments (Add/Drop)

**Important** - All course registration and/or add transactions after the fifth weekday of the fall and spring semester **MUST** be done in person at the Rocket Solution Central Office, Rocket Hall, Room 1200. The time for summer schedule changes and course registration is proportional to the length of the summer part of term.

**Add/Drop Period** - The add/drop period is typically through the 15th calendar day of the term during the fall and spring semesters (16 week term). The add/drop period for summer and all semesters/part of terms that are not at least sixteen weeks in length shall be reduced proportionately. See the Registrar's Office for the calendar of add/drop and withdrawal dates.

**Add/Drop Fee Adjustments** - Fall and spring add/drop fees are assessed according to the cumulative total of credit hours added and dropped during each respective refund percentage period.

## Official Withdrawals

**Students withdrawing from any or all courses should consult the Financial Aid Office regarding the affect on financial obligations.**

**By the Student** — An official withdrawal (W) occurs when the student gives official notice of his/her intent to withdraw from class(es) at the University. At some time after the add/drop period and before the end of the withdrawal period, a student may find that it is in their best interest to withdraw from a particular course. When this is the case, the student should obtain a withdrawal petition from the Rocket Solution Central Office (RSC), Rocket Hall, Room 1200. Complete and return the form to the RSC Office within the specified time. The student will be given a "W" on their transcript indicating they officially stopped attending the course. Grade point average is not affected by withdrawal from class. Students should consult their college for the number of withdrawals allowed.

Withdrawal deadlines will be proportional for special classes that do not meet at the standard start/stop dates of the term, similar to add/drop deadlines. **A withdrawal may affect a student's academic progress standing. A grade of "W" may result in the loss of part or all of a student's financial aid.**

**Withdrawn courses reduce a students enrolled hours, and may also reduce the student's financial obligation. Withdrawing from courses may have an adverse effect on financial aid benefits, scholarship, loan deferments, athletic eligibility, health insurance, veterans' benefits, degree requirements, or other areas.**

**Medical Withdrawals Student Illness** — Students who wish to discuss possible drop/withdrawal from classes for an illness or injury must contact the Office of the Registrar at 419.530.4845 by the last day of semester. Further information and assistance will be provided at that time.

**For additional information regarding changes in schedules, please see the [Registrar's web page](#).**

# Refund Policies

**Issuance of Refunds** - All University refunds will be issued to the student as the account holder via authorized direct deposit to the bank account of the student's choice (either checking or savings) or University check. PLUS loan (parent loan) refunds are issued to the parent who holds the loan account via University check.

Failure to maintain a current local or permanent address may cause delay in the refunding process.

Courses canceled by the University will be refunded at 100%.

Financial aid refunds may be available after financial aid processing is completed and enrollment status can be confirmed. Students enrolled in various parts of term courses may receive refunds in installments after attendance in all registered courses has been confirmed.

Title IV Federal Aid recipients who drop below half-time enrollment during the 100% refund period or withdraw completely from the University may not be entitled to a loan disbursement or a refund of loan funds.

If a Federal Direct Loan recipient drops below half-time enrollment during the expense period covered by the loan, ALL remaining disbursements will be canceled for that expense period.

**Students are encouraged to enroll in direct deposit for student account refunds. Direct deposit is the safest, fastest, and most efficient method for students to receive their student account refund. Students can enroll and update direct deposit information via the MyUT Portal.**

**Index of Key Terms Used in the Refund Schedule** - "*Official academic calendar*" is the time period between the first official scheduled day of classes for the semester and the last official scheduled day of classes for the semester.

"*Semester*" is the designated time period in which a course is offered such as fall, spring or summer. The length of a semester is defined as the number of weeks for which a class is scheduled.

"*Week*" is any combination of five consecutive weekdays that includes a Monday, Tuesday, Wednesday, Thursday, and Friday.

**Determination of Refund/Credit** - The date used to determine the eligibility for a refund shall be the date the drop/withdrawal transaction is processed. Failure to attend class, giving notice to an instructor, stopping payment on a check which was used to pay fees, or similar unofficial notice to any University office shall not be considered official notice of the student's intent to drop.



# Dropped Course Credit

**Instructional, General and Facility Fees** — Students who drop from classes for any reason shall receive a refund based on the following schedules. Any refund period shall be extended to the next business day if the last day for the refund percentage is an official University holiday.

**Dropped Course Credit/Refund, Dependent on Length of Part of Term** - Part of term refers to the length of time a course is offered within the semester; e.g., all courses that are eight weeks in length are in an eight week part of term. The refund periods within these parts of term are adjusted proportionally by the number of weeks the course is offered.

**Example Based on 16 Week Part of Term:**

Through the first week of the semester . . . . .	100%
8th – 14th calendar day . . . . .	80%
15th calendar day . . . . .	60%
16th – 21st calendar day (Withdrawal grade with credit) . . . . .	60%
22nd -28th calendar day (Withdrawal grade with credit) . . . . .	40%

**Lab, Technology and Miscellaneous Fees**

Through the 28th day of classes for the semester . . . . .	100%
After the 28th calendar day of the semester . . . . .	0%

**Military Active Service Refund** - A student who is called to active service in the U.S. Armed Forces may receive a refund of 100%. The appropriate [Administrative Adjustment Request Form](#) must be completed with supporting verification within the semester for which the refund is requested.

**Parking Permit Return** – Please see [Parking Services](#) for details.

**Student Legal Services Fee (Waiver)** - This service may be waived via the [MyUT Portal](#) through the 15<sup>th</sup> calendar day of the semester for fall and spring terms. The service may be waived through the date determined by Student Legal Services, Inc. for the summer semester. The service must not have been used during the semester prior to requesting the waiver.

**Residence Hall Advance Housing Fees**

- A \$40 non-refundable application fee is required with the housing application
- A \$200 housing pre-payment fee is required to confirm your housing space
- All contracts are for the full academic year, as indicated on the student’s plan of study

**Residence Hall Housing Refunds**

\$40 application fee	non-refundable
Cancel on or before June 30	\$200
Cancel from July 1 – July 31	\$100
Cancel on or after August 1	\$ 0

**Meal Plan Refunds**

Meal plan refunds after the add/drop deadline will only be considered on a case by case basis and only if the student is withdrawing from the University. Any meal plan will be refunded based on a prorated scale using the number of days still available.

There are no refunds on the remaining balances at the end of the semester or end of the academic year.

## **Meal Plan Changes & Release**

Students enrolled in classes who are eligible to change or drop their meal plan may do so by logging into their UT portal. Any changes made, beginning the day the plan is activated through add/drop, will be prorated and assessed a \$50 administrative fee.

Students who are released from their housing contracts through UT's Residence Life have one week from their release date to change or drop their meal plan prior to the add/drop period closing.

Students requesting release from their contract must submit an appeal for contract release on-line to [mealplans.utoledo.edu](http://mealplans.utoledo.edu). Students may do this by submitting an appeal form along with any other appropriate paperwork (medical notes, schedules, etc) to the MyPICS office. Once the request for appeal has been turned in, it will be reviewed and the student will be contacted within two weeks with a decision.

Students may place additional funds on a Rocket Card account through the on-line tool at the [Rocket Card Plus](#) web page.

## **Refunds — Higher Education Reauthorization Act Public Law 102-325.**

The University's refund policy includes provisions to conform to the Higher Education Amendments of 1998 and the "Return of Title IV Funds" regulations published on November 1, 1999. If a student receives federal aid or loans and completely withdraws from school during the first 60% of the semester, the portion of a refund allocable to Title IV, HEA programs will be refunded to Title IV programs based on the percentage of enrollment period at the time the student exits the University.

# Ohio Residency Qualifications

**Qualifications and Procedures** - A student is a resident of Ohio for tuition purposes if he/she meets the requirements, as established by the Ohio Board of Regents (enrollment is deemed as being the first day of classes) pursuant to Chapter 119. of the Revised Code, and under the authority conferred upon the Ohio Board of Regents by Section 3333.31 of the Revised Code.

The initial determination of residency shall be made by the first office/college that admits a student to the University (the assistant director of Office of Undergraduate Admission for undergraduate students and undergraduate students with a degree, by the Graduate Dean for graduate students, and by the Chairman of the Admissions Committee of the College of Law for law students). **The Residency Committee may reclassify the initial residency determination only after formal application and approval. Students who attend the University and change colleges or programs must file a formal application for reclassification.**

Application forms are available at <http://registrar.utoledo.edu> under the link Ohio In-State Residency for students who wish to file for reclassification. A formal application form *must* be filed with the Residency Committee at least one month prior (30 days) to the beginning of the semester for which the reclassification is requested. (Note: Summer is considered one semester beginning with the first day of Summer term, not the first day of a particular part of term). No deferment of fees is possible because of a pending application, and no retroactive reclassification will be granted.

## Michigan Reciprocity Agreement (Ohio/Michigan Agreement)

The states of Michigan and Ohio have entered into an agreement whereby The University of Toledo agrees to accept, at resident tuition rates, any resident of Monroe County Michigan (student must meet specific program requirements). Ohio residents may attend Eastern Michigan University at resident tuition rates.

Reciprocity requests must be made by the end of the registration period for the semester reclassification is sought. Applicants must submit proof of Monroe County (Michigan) residency (lease or mortgage for the past twelve consecutive months) and Michigan driver's license or voter registration for the immediate past 12-month period. Michigan reciprocity is not granted on a retroactive basis. Applications are available at <http://registrar.utoledo.edu> under the link Ohio In-State Residency and are due prior to the beginning of the term for which reclassification is requested.

## Out of State Surcharge Awards Offered by the University of Toledo

The University of Toledo does offer the following out-of-state awards to students who meet specific qualifications:

**Undergraduate Award** –The Undergraduate Admissions and Financial Aid Office oversee awards that can help offset the out-of-state surcharge. See [Undergraduate Admissions](#) for further information.

**Graduate and Law Awards for Specific Michigan County Awards** –Awards for specific Michigan counties which are not included as part of the University of Toledo's Michigan Reciprocity Agreement, (counties other than Monroe). The counties include Hillsdale, Lenawee, Macomb, Oakland, Washtenaw and Wayne. Contact the admitting office regarding this award.

**Online Learning** – May offer an award for the out-of-state surcharge during the summer term. See [Online Learning](#) for details.

**The list above may not include all awards available. Questions regarding these and other out-of-state surcharge awards should be directed to Rocket Solution Central Office, Rocket Hall, Room 1200 and/or the student's admitting office.**