



**2002-2003**

**Finance  
Brochure**

The Bursar's Office  
1800 Rocket Hall  
419.530.5755

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Each student is financially responsible for payment of fees and charges assessed to his/her student account. Students' accounts are audited and the University has no limitation on how many semesters it may go back for additional fees.

The University accepts cash, certified check, personal check, money order, Visa or MasterCard for payment of fees, fines or other student account transactions. Payments will be applied to the oldest balance first. Scholarships, waivers and third party contracts will apply to designated fees per academic semester.

## Registration Fees and Policies

These fees, policies and rules are effective for the 2002-2003 academic year, unless otherwise indicated. Fees are subject change. The University reserves the right to make changes without advance notice.

Once a student registers for courses he/she is responsible for all fees. Payment of fees is due by the specified due date. Accounts must be kept current in order to maintain enrollment eligibility and receipt of official University documents and services.

### De-Registration

If payment of tuition and fees for the semester is not received by the payment due date, the University will de-register students from all courses no later than 10 days prior to the start of the semester. Courses dropped during this de-registration period are dropped at 100%.

Failure to attend class or non-payment of fees is not a valid means of dropping or withdrawing from a course.

Students registering after the first de-registration period are expected to pay for courses at the time of registration. If payment is not made, all courses will be dropped for non-payment during the second de-registration period occurring on the 15<sup>th</sup> day of each semester.

This de-registration period coincides with the last day of add/drop. Therefore, courses in the current semester will be dropped at 60% and a pre-payment "hold" will be placed on students' accounts. Registrations in future semesters will be dropped at 100% and neither grades nor transcripts will be released until account balances are paid in full.

Students not attending classes should drop courses before the first day of the semester. Drop adjustment fees are assessed on courses dropped *on or after the first day of the semester*. See Refunds-Fees section.

### 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.

#### Pre-Registration Deposit — Law

Each applicant who is accepted for admission to the College of Law shall pay an instructional fee deposit of \$75.00. Applicants who are accepted for admission to the fall class:

- For students applying before the third week in March, the deposit is due April 1.
- For students applying after the third week in March, the deposit is due not earlier than 10 days after the date of notification.

The deposit shall be applied to instructional fees at the time the student initially registers. The deposit is otherwise not refundable.

#### Matriculation

A recording fee of \$25.00 is assessed each new and transient 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.

#### Audited Courses

A student taking a course not for credit pays the same as a course being taken for credit.

#### Late Registration

A fee of \$40.00 is assessed to any student who registers on or after the 1st day of the semester.

### Instructional, General, and Tuition Surcharge

All students registering for undergraduate or graduate credit shall be assessed the following fees per semester, as applicable:

Fall and Spring:	Per cr. hr. (less than 12 or more than 16)	12 through 16 cr.hrs.
<b>Undergraduate or Graduate</b>		
Instructional, undergraduate	\$199.68	\$2,396.16
Instructional, graduate	303.24	3638.88
General	43.48	521.76
Surcharge (out-of-state)	352.20	4,226.40
<b>Law</b>		
Instructional	\$376.20	\$4,514.40
General	43.48	521.76
Surcharge (out-of-state)	405.48	4,865.76
Law Library access fee	11.00	132.00

#### Summer semester:

Summer semester fees are determined by mid-April. Contact our Office or the "Web" address for updated information.

#### Mixed Level Fee Calculations and Dual Matriculations

- Course level pertains to the level of instruction (Example: undergraduate level=1000-4000).
- Student level (undergraduate, graduate, or law) is the primary matriculation on record at UT.
- Mixed level fees refer to fees assessed to any student taking any course at a different level than the level in which the student is matriculated.
- Dual matriculation refers to students taking courses for two degrees concurrently. The primary matriculation for such student is the higher student level of the two.

Fees (Instructional and Surcharge) for students with dual matriculations and/or mixed level courses will be assessed at the course level hourly rate for each of 16 or less credit hours. The amount charged for 16 or less credit hours will not exceed full-time tuition at

the student level. Fees will be assessed at the student level for each credit hour 17 or greater. The general fee is assessed at the student level.

**Examples:** A graduate student enrolls for 8 hours of undergraduate course level (8 x \$199.68) and 8 hours of graduate course level (8 x \$303.24). Total at course level for 16 hours= \$4023.36. Total at the graduate student level for 16 hours is \$3638.88. Since the amount charged will not exceed the amount of 16 hours at the student level, the graduate student pays \$3638.88 plus the general fee at the student level and any other fees related to the registration.

A law student enrolls for 15 hours of graduate course level (15 x \$303.24). Student fees will be assessed at the course level for each of the 15 credit hours. Total at course level for each of the 15 hours = \$4548.60. Total at the law student level for 15 hours is \$4514.40. Since the amount charged will not exceed the amount of 15 hours at the student level, the law student pays \$4514.40 plus the general fee at the student level and any other fees related to the registration.

#### General Fee

This fee is required of all students registered for credit and for contract education courses offered at University on-campus sites. These sites include Bancroft, Scott Park, Art Museum, SeaGate, and Medical College of Ohio campuses.

Students paying the maximum are entitled to attend, free of charge or at a reduced admission fee, most activities sponsored by the Student Government, the Student Union Board, and all athletic events (student section), subject to seating limitations. Students paying less than the maximum are entitled to attend a limited number of activities.

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

Students registered for 12 general fee bearing credit hours are also entitled to full use privileges at the Student Recreation Center. Students registered for less than 12 general fee bearing credit hours receive 15 visits per semester after which they may use the Recreation Center by paying a per visit charge or may gain full use privileges by paying an additional fee per semester based on the number of credit hours enrolled. Contact the Student Recreation Center at 419.530.3700 for detailed membership information.

The General Fee also provides a registered student with routine ambulatory care. No charge will be assessed for an appointment with the physician or nurse practitioner. A nominal fee will be assessed for certain procedures and services. Appointments can be made by calling the Student Medical Center at 419.530.3451.

### Other Registration Fees and Services

#### **Student Legal Services Fee — 419.530.7230**

A fee of \$8.00 per semester is assessed to each student at the time of registration. Students must indicate if they do not wish to receive this service at the time of registration.

**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.

**Credit by Exam/Portfolio** — \$100.00 for each Advanced Standing examination; a one-time fee of \$100.00 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.

**Business Technology** — \$8.00 per credit hour to a maximum of 12 credit hours on all business courses.

**Engineering Co-op** — \$400.00 per co-op semester.

**Engineering Technology** — \$12.50 per credit hour

to a maximum of 12 credit hours for any student matriculated into the College of Engineering.

**Health Insurance** — \$239.00 per semester. This fee is mandatory for International Students.

**Installment Payment Plan** — A \$30.00 fee per semester is charged. This fee is non-refundable.

**Pharmacy Technology** — \$50 per semester to all students matriculated into the College of Pharmacy.

**Materials** vary by course: see Schedule of Classes.

**Lab Fees** vary by course: see Schedule of Classes.

**Music** (cost of private instruction in addition to hourly rate, per semester): One-half hour lesson at \$35.00; One-hour lesson at \$55.00.

**Rocket (ID/Debit) Card** — \$10.00 is assessed each new student (non-refundable).

**Replacement card** — \$10.00.

**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).

**International Student ID Card** — A mandatory card for students who participate in the Study Abroad program. This card is issued through the Study Abroad Office and the cost is \$22.00

#### **Additional Fees and Services**

**Application for Undergraduate Admission:** \$40.00 is assessed at the time a student applies for admission.

**Application for Graduate Admission:** \$30.00 is assessed at the time a student applies for admission. A \$20.00 fee is assessed for Graduate School "special status". An additional \$10.00 is assessed at the time a student applies for a degree program (non-refundable).

**Application for Transient** (Guest Students) A \$40.00 non-refundable fee is assessed each semester courses are taken at The University of Toledo.

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

**Check Cashing** — a limited amount of check cashing is available. The types of checks permitted to be cashed are a University payroll check up to \$250.00, or a personal check up to \$50.00. A \$1.00 fee is charged for each check cashed. A valid University ID

and/or valid driver's license is necessary. No third party checks will be cashed (check from another person or organization made payable to you). Only one check cashed per day.

**Diploma (duplicate)** — \$25.00

**Late Payment** — A \$25.00 late payment fee can be assessed on any and all past due balances. A maximum of three late payments per semester can be assessed on any past due balance. Past due invoices are sent to collections.

**Returned Check** — A \$25.00 fee is assessed per check returned. Only a bank certified check may be used as check payment for one year from date returned check amount and fee is paid.

**Transcripts** — Effective July 1, 2002, no fee is charged. There is a daily limitation on the number of transcripts requested.

## Parking Fees and Rules

### Parking Registration

*Fall and Spring semesters:*

*Options*

- One semester permit (paid each semester):
  - Less than 12 credit hours — \$44.00 per semester
  - 12 credit hours or more — \$87.75 per semester
- Annual permit: (Fall and Spring permits purchased together and paid in Fall) — a 3% discount than if purchased separately
  - Less than 12 credit hours — \$85.00
  - 12 credit hours or more — \$170.25

*Summer semester permit* (total credit hours for all sessions combined):

- Less than 12 hours— part-time parking fee
- 12 credit hours or more— full-time parking fee

*Other:*

Continuing Education: \$13.00 per semester

Workshop: Charge according to credit hours

Off-campus: not included in determining student status with regard to parking.

### Parking Registration — SeaGate Campus

Free parking is available at Port Lawrence Garage (Jefferson at St. Clair) between 11 AM and 2 PM, and again after 5 PM. This garage is connected to the UT SeaGate campus by a skywalk. If your class begins before 5 PM, you may park in the SeaGate Centre Garage (enter off Summit St.) as long as you have a valid UT parking sticker.

### Parking Registration — Art Museum

A valid UT parking permit entitles a person to parking 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 Parking Services.

## Residence Hall Fees

### Advance Housing Payments

An advance housing payment of \$200 is applied toward the first semester of occupancy. Room and board fees will be placed on the student's account. Payments are due by the date on the statement. The advance housing payment will be held for one year after the semester for which it was made, after which it will be forfeited (See Residence Hall Refunds). Acceptance of the contract offered by the University automatically binds the student to the University's residence hall rules and regulations.



## Room Fees — Residence Halls (per semester)

Hall	2 in Double 3 in Triple 4 in Quad	Single
Dowd/Nash/White	\$1,910.00	\$ —
MacKinnon	\$1,910.00	\$2,101.00
Academic House	\$2,020.00	\$ —
Carter Hall	\$2,020.00	\$ —
McComas Village	\$2,020.00	\$ —
Parks Tower	\$2,020.00	\$2,222.00
International House	\$2,100.00	\$2,310.00
The Crossings	\$2,250.00	\$2,475.00

## Board Fees: Fall and Spring Semesters Only

The selection of a board meal plan is mandatory for all students residing on campus except those living in Mc Comas Village, or the east wing of the International House. Students residing in University of Toledo off campus assigned housing are not required to participate in the board meal program. The University of Toledo offers four board meal plan options for the 2002-2003 academic year.

- Continuous Dining Monday through Sunday  
\$1,295 per semester  
Includes \$50 of Dining Dollars and \$50 of Rocket Card Dollars
- Continuous Dining Monday through Friday  
\$1,195 per semester  
Includes \$150 of Dining Dollars and \$75 of Rocket Card Dollars
- Any 10-Meal Plan (Any 10 meals per week)  
\$975 per semester  
Includes \$215 of Dining Dollars and \$75 of Rocket Card Dollars

- Block 125 Plan (125 meals per semester)  
\$690 per semester  
Includes \$150 of Dining Dollars and \$75 of Rocket Card Dollars

**Freshman residing on campus are required to select one of the two continuous dining programs.**

Any remaining Dining Dollar credits are transferable from Fall 2002 semester to Spring 2003 semester. All Dining Dollars must be used by the end of the Spring semester. Any remaining Rocket Card credits will transfer from academic year to academic year. Other plans are available. Students may place additional funds on an account in increments of \$25.00.

## Schedule Adjustments (Add/Drop)

**Important:** All course registration and/or add transactions after the third weekday of the fall and spring semester **MUST** be done in person at the Office of the Registrar. The time period for summer schedule changes and course registration is proportional to the length of the summer session.

### Add/Drop Period

The add/drop period is held through the 15th calendar day during the fall and spring semesters. The add/drop period for summer sessions shall be reduced proportionately.

All students who wish to change a course schedule once initial course selection has been made, need to formally add/drop within the designated time period.

### Add/Drop Fee Adjustments

Add/drop fees are assessed according to the cumulative total of credit hours added and dropped during each respective refund percentage period.

Each summer session is a separate instructional period. Each session is treated as a separate time frame for add/drop calculations.

*Only the refundable portion of fees for hours dropped in one session or refund period may be applied toward hours taken in another session or refund period.*

#### **Saturday and Sunday Add/Drop Transactions**

Any add/drop transactions which occur on Saturday or Sunday will be processed and posted at the refund percentage of the preceding Friday. (Exception: see *Weekend Courses Refund*).

### **Withdrawals**

**By the Student** — An official withdrawal (W) occurs when the student gives official notice of his/her intent to withdraw from the University. Official is defined as written or electronic communication to the Registrar's Office, or oral communication to the Registrar or his designee. The official withdrawal period is held after the 15th calendar day of each academic term through Friday of calendar week 8 for the fall and spring terms. A grade of a "W" will be posted to the student transcript.

Withdrawal deadlines will be proportional for special classes that do not meet at the standard start/stop dates of the term. This period shall be reduced proportionately for summer term sessions.

**By the Instructor** — An unofficial withdrawal occurs when a student fails to give notice (as defined above) of his/her intent to withdraw and discontinues attendance. A grade of "IW", recorded by the instructor at the instructor's discretion, will be posted to the student transcript.

There is no refund during the withdrawal period. A withdrawal may affect a student's academic progress standing. A grade of "W" or "IW" may result in the loss of part or all of a student's financial aid.

Failure to attend class or non-payment of fees is not a valid means of dropping or withdrawing from a course.

### **Medical Credit**

A percentage refund for fees or charges paid can be authorized in the case of the death of a student, student withdrawal for severe personal or immediate family illness or by reason of severe personal or immediate family loss. Appropriate documentation must be provided.

**Student Illness:** Students who wish to discuss possible drop/withdrawal from classes for an illness or injury must contact the Student Medical Center at 419.530.3493 by the last day of classes. A percentage refund may be available based upon the date of onset of injury or illness. Further information and assistance will be provided at that time.

**Family Illness:** In the case of family illness, medical credit must be requested through the Student Advocate Office at 419.530.2571 within five days from the onset of the family illness.

### **Refund Policies**

#### **Issuance Of Refunds**

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

Refunds are not issued if there is a balance due on the account.

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



at the prior Friday percentage (Exception: see Weekend Courses Refund).

No refunds will be available to students dropping seminars or workshops on or after the first day of the seminar or workshop. The refund policy may not be applicable to contract courses.

Financial aid refunds may be available after all financial aid processing is completed and enrollment status after the first day of classes can be confirmed. Students enrolled in modular or flexibly scheduled 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.

#### 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 refund shall be the date the drop 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.

### Refunds — Fees

#### Instructional, General and Tuition Surcharge 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. *Only the refundable portion of fees for hours dropped in one session or refund period may be applied toward hours taken in another session or refund period.*

#### Fall and Spring terms:

Before the first day of classes for the semester .. 100%  
Calendar weekdays one through five  
of the semester ..... 90%  
Calendar weekdays six through eleven  
(the fifteenth calendar day of the semester) ..... 60%  
After the fifteenth calendar day of the semester ... 0%

#### Lab Fees:

Before the first day of classes for the semester .. 100%  
Week 1 through Week 3 (fifteenth calendar day of the  
semester) ..... 100%  
After the fifteenth calendar day of the semester ... 0%

**Summer semester:** The time period for summer semester schedule changes and course registration is proportional to the length of the summer session.

Before the first day of classes for the semester .. 100%

#### Examples:

*Twelve week course:*

Calendar weekdays one through four ..... 90%  
Calendar weekdays five through nine ..... 60%  
After the ninth calendar weekday ..... 0%

*Eight week course:*

- Calendar weekdays one through three ..... 90%
- Calendar weekdays four through six ..... 60%
- After the sixth calendar weekday ..... 0%

*Six week course:*

- Calendar weekdays one through two ..... 90%
- Calendar weekdays three through five ..... 60%
- After the fifth calendar weekday ..... 0%

**Weekend Courses Refund**

Courses held only on Saturday/Sunday will follow the appropriate refund schedule using the first scheduled calendar day of the course as the first day of the semester for that particular course. Each weekend meeting is the equivalent of one week. The first weekend the course is scheduled is refunded at 90%.

**Active Service or Employer Transfer Refund**

A student who is called to active service in the U.S. Armed Forces or is transferred by an employer to another location more than a 50 mile radius from the University may receive a refund of 100 per cent. The appropriate Administrative Adjustment Request Form must be completed with supporting verification within the semester for which the refund is requested.

**Parking Permit Refund**

The unused semester permit or unused portion of the annual permit will be refunded in accordance with University instructional, general and surcharge fees refund time periods and percentages. The permit must be returned to the Office of Parking Services.

**Student Legal Services Fee Refund (Waiver)**

This service may be waived (100% refund) through the fifteenth calendar day of the semester for fall and spring terms. The service may be waived (100% refund) through the date determined by Student Legal Services, Inc. for the summer semester. No

other refund is available. The service must not have been used during the semester prior to requesting the waiver.

**Residence Hall Advance Housing Payment Refund**

Refund of \$200.00 advance housing payment: Upon receipt of written notice of cancellation by Residence Life—

Prior to May 1 (Fall)  
or November 1(Spring) semester ..... \$200.00

After May 1, but before June 1 (Fall)  
or after November 1, but before  
December 1(Spring) ..... \$100.00

After June 1 but before July 1 (Spring)  
or after December 1, but before  
January 1 (Spring) ..... \$ 50.00

After July 1 (Fall) or January 1 (Spring) ..... \$ 0.00

**Meal Plan Refunds**

- Weeks one and two of classes ..... 80% unused plan
- Weeks three through  
eight of classes ..... 50% unused plan
- Week nine through end of semester. 0% unused plan

There are no refunds on the remaining balances at the end of the semester or end of the academic year. Balances will carry forward from Fall to Spring.

**Residence Hall Payments Refund**

Housing payments made prior to the start of the semester shall be refundable only if:

- 1) the student is subsequently denied admission or is suspended;
- 2) the University is not able to furnish on-campus housing space and does not furnish other space;
- 3) the student is drafted or joins the armed forces of the United States; or
- 4) the student is advised by his physician to suspend attendance for reason of the student's health.

Cancellation of the housing contract once classes begin is done on a pro-rata basis. Cancellations are subject to the approval of the Senior Director of Residence Life. If a cancellation is approved during the first or second week of classes, the deposit will be forfeited and charges for the week(s) will be levied. Cancellations during weeks three through eight will result in a 50% forfeiture of the room rent, and cancellations after the eighth week will result in forfeiture of the entire semester's room fee.

### **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 receiving federal aid or loans 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.

## **Rules Governing Ohio Residency Qualifications**

### **Qualifications and Procedures**

A student is a resident of Ohio if he meets the requirements, as established by the Ohio Board of Regents (enrollment is defined 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 Director of Admissions 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 initial determination may be reclassified only after formal approval by the Residency Committee. Students who attend the University and change colleges or programs must file a formal application for reclassification.**

Application forms are available from the Bursar's Office 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 classes not the first day of a particular session).* No deferment of fees is possible because of a pending application, and no retroactive reclassification will be granted.

### **Michigan Reciprocity 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 and Michigan voter registration for the immediate past 12 month period (or who attended the University August 1978 through August 1980 as a resident of Michigan). Michigan reciprocity is not granted on a retroactive basis.