



THE UNIVERSITY OF
TOLEDO
1872

Finance Brochure
2009-2010
FY10

Treasurer's Office

Student Accounts
1800 Rocket Hall 419.530.5755

Loans and Special Accounts
1850 Rocket Hall 419.530.5789

Cashier's
1790 Rocket Hall 419.530.8730

www.utoledo.edu/offices/treasurer/

Table of Contents

Financial Responsibility, Student Bills and Payments	Page 2
Fees and Policies	Page 3
Fee Assessment	
Instructional, General and Tuition Surcharge	Page 4
Instructional Fees	
• Fall 2009 and Spring 2010	Page 4
• Summer 2010	Page 5
General Fees	
• Fall 2009 and Spring 2010	Page 5
• Summer 2010	Page 6
• General Fee Information	Page 5 -6
Additional/Other Fees and Services	Page 6-8
• Technology & Pharmacy Fees	
• Parking	
• Miscellaneous fees (id cards, legal, registration, facility)	
• Health Insurance	
• Application fees	
• Credit by Exam	
• Check Cashing	
• Diploma	
• Installment Payment Plan	
• Late Payment	
• Recording	
• Returned Check	
• Stop Payment	
• Transcripts	
Parking Permits – Fees and Rules	Page 8
Residence Hall Fees	Page 9 -10
Meal Plan Fees	Page 11
Schedule Adjustments	Page 12
• Add/Drop Adjustments	
• Withdrawals (Official/Unofficial Medical)	
Refund Policies	Page 13-15
• Issuing Refunds	
• Refund Schedules and Percentages	
• Higher Education Reauthorization Act	
Ohio Residency Qualifications and Out-of-State Awards	Page 15 - 16
• Qualifications and Procedures	
• Michigan Reciprocity Agreement	
• Out of State Surcharge Awards	

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@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 login using their password.

The University accepts cash, certified check, personal check or money orders, and electronic payment of fees, fines or other student account transactions. The University accepts credit card payments via a third-party processor. The processor accepts MasterCard, Discover, and American Express credit card payments via "Student Self-Service." The processor assesses a convenience fee for these types of transactions. Payments will be applied to the oldest balance first. Scholarships, waivers and third-party contracts will apply to designated fees per academic semester. The University can also remove funds from a student rocket card to cover a past due balance on a student account.

Fees and Policies

These fees, policies and rules are effective for the 2009-2010 academic year, unless otherwise indicated. Fees are subject to 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. 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.

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 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 have the following due dates regarding Law deposits:

- for students admitted before the third week in March, the deposit is due April 1.
- for students admitted after the third week in March, the deposit is due no sooner 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 non-refundable.

New Student Registration Fee (matriculation)

A recording fee of \$30.00 is assessed to each new and visiting student at the time of the student's first registration at the University. This is a non-refundable fee. Concurrent and coop students covered under contract are exempt from this fee. If the student changes levels, i.e. undergraduate to graduate, they are subject to the same 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 semester as follows:

- \$ 50.00 from the 1st through 3rd day of the term
- \$100.00 from the 4th through 15th day of the term
- \$200.00 from the 16th day through end of the term
- \$500.00 after the term ends

Summer term late registration fees are applied using the above schedule, but not assessed until the beginning of Summer Session II.

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. Credit-hour fees are assessed based upon the student's residence classification, school or college, and class standing. 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:

Note: Summer 2010 fees will be published after Board of Trustee approval.

Instructional Fees

Undergraduate Fall 2009

12-16 credit hours
Credit hours above 16
Fewer than 12 credit hours

Ohio Resident

\$3,407.76/semester
\$270.98/credit hour
\$283.98/credit hour

Non-Resident

\$7,813.56/semester
\$638.13/credit hour
\$651.13/credit hour

Undergraduate Spring 2010

12-16 credit hours
Credit hours above 16
Fewer than 12 credit hours

Ohio Resident

\$3,527.04/semester
\$280.46/credit hour
\$293.92/credit hour

Non-Resident

\$7,932.84/semester
\$647.61/credit hour
\$661.07/credit hour

Graduate – All campuses

Fall 2009 & Spring 2010

12-15 credit hours
Credit hours above 15
Fewer than 12 credit hours

Ohio Resident

\$5,520.00/semester
\$460.00/credit hour
\$460.00/credit hour

Non-Resident

\$10,464.00/semester
\$872.00/credit hour
\$872.00/credit hour

MBA Fall 2009 & Spring 2010

12 credit hours
Credit hours above 12
Fewer than 12 credit hours

Ohio Resident

\$6,048.00/semester
\$130.00/credit hour
\$504.00/credit hour

Non-Resident

\$10,992.00/semester
\$245.00/credit hour
\$916.00/credit hour

Executive MBA

Total Program Cost

\$41,000.00

Pharm D Fall 2009 & Spring 2010

12 credit hours
Credit hours above 12
Fewer than 12 credit hours

Ohio Resident

\$5,412.00/semester
\$123.00/credit hour
\$451.00/credit hour

Non-Resident

\$10,356.00/semester
\$239.00/credit hour
\$863.00/credit hour

New Law Student Fall 2009 & Spring 2010

12-16 credit hours
Credit hours above 16
Fewer than 12 credit hours

Ohio Resident

\$8,796.00/semester
\$733.00/credit hour
\$733.00/credit hour

Non-Resident

\$14,004.00/semester
\$1,167.00/credit hour
\$1,167.00/credit hour

Returning Law Student

Fall 2009 & Spring 2010

12-16 credit hours
Credit hours above 16
Fewer than 12 credit hours

Ohio Resident

\$8,136.00/semester
\$678.00/credit hour
\$678.00/credit hour

Non-Resident

\$14,004.00/semester
\$1,167.00/credit hour
\$1,167.00/credit hour

Masters Public Health (MPH)

Fall 2009 & Spring 2010

15 credit hours
Credit hours above 15
Fewer than 12 credit hours

Ohio Resident

\$5,146.00/semester
\$428.83/credit hour
\$428.83/credit hour

Non-Resident

\$9,307.00/semester
\$775.58/credit hour
\$775.58/credit hour

Doctorate of Nursing (DNP)

Fall 2009 & Spring 2010

12-15 credit hours

Credit hours above 15

Fewer than 12 credit hours

Ohio Resident

\$7,008.00/semester

\$584.00/credit hour

\$584.00/credit hour

Non-Resident

\$10,464.00/semester

\$872.00/credit hour

\$872.00/credit hour

MD Fall 2009 & Spring 2010**15** credit hours**Ohio Resident**

\$12,673.00/semester

Non-Resident

\$27,076.00/semester

Masters of Medical Sciences

Fall 2009 & Spring 2010

15 credit hours**Ohio Resident**

\$7,412.00/semester

Non-Resident

\$16,619/semester

Fall 2009 General Fees**College or Program**

Undergraduate

Graduate/Main Campus

MBA

PharmD

Law (new and returning)

Masters of Public Health

Doctorate of Nursing

MD

Masters of Medical Sciences

Per credit hour

\$46.30

\$46.30

\$46.30

\$46.30

\$46.30

\$49.53

\$46.30

\$46.33

\$31.15

Maximum Charge

\$555.60/semester

\$555.60/semester

\$555.60/semester

\$555.60/semester

\$555.60/semester

\$594.30/semester

\$555.60/semester

\$695.00/semester

\$467.25/semester

Spring 2010 General Fees**College or Program**

Undergraduate

Graduate/Main Campus

MBA

PharmD

Law (new and returning)

Masters of Public Health

Doctorate of Nursing

MD

Masters of Medical Sciences

Per credit hour

\$47.92

\$47.92

\$47.92

\$47.92

\$47.92

\$49.53

\$47.92

\$46.33

\$31.15

Maximum Charge

\$575.04/semester

\$575.04/semester

\$575.04/semester

\$575.04/semester

\$575.04/semester

\$594.30/semester

\$575.04/semester

\$695.00/semester

\$467.25/semester

General Fee Information

The general fee is a mandatory fee assessed to all students registered for credit, contract education courses, and online learning each semester. General fee can vary by program.

This fee is required of all students registered for credit, Workplace Credit courses, audited and online learning courses.

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 are entitled to attend a limited number of activities.

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

Students registered for full-time hours are also entitled to full use privileges at the Student Recreation Center. Students registered for less than full-time 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.

Ambulatory care is available at the Medical Center at the Main and Health Science Campus. Office visits are \$40. Fees are assessed for office visits, procedures, and medical supplies. All fees are billed to the student's insurance carrier. Students registered for one or more credit hours are eligible to use the services at the Medical Center. More information is available and appointments can be made by calling the [Medical Center](#) at 419.530.3451.

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.

College	Fee per credit hour
Arts and Sciences	\$ 3.70
Business	\$ 8.50
Education	\$ 7.00
Engineering	\$ 12.35
Health and Human Services	\$ 10.15
Nursing	\$ 10.15
Pharmacy	\$ 4.70
Law Library	\$ 12.35/\$148.20 maximum (12 credit hours)
Online Learning	\$ 25.00 per course only
 Engineering Co-op	 \$475.00 per co-op semester (only for the first three registered)

Pharmacy Program Fees

PharmD Clerkship	\$1,261.83 per semester
Pharm Upper Division	\$95.73 cr. hr./\$1,148.76 maximum
Pharmacy Practicum	\$616.00 semester (for four semesters) for third year and fourth year BSPS students; total assessment of \$2,464.00

Professional Course Fees **Assessed by course enrollment**

College of Business	\$15.00 per credit hour/\$180.00 maximum
College of Nursing	\$50.00 per credit hour/No maximum
HSBS Respiratory Therapy	\$50.00 per credit hour/No maximum

Engineering Infrastructure Fee

Undergraduate students (sophomore –senior)	\$15 per credit hour/\$180.00 maximum
--	---------------------------------------

Parking Fees

Parking permits must be requested via the [MyUT portal](#) each semester. All students will be assessed \$100.00 each term and a new permit needed each term. If the permit is ordered more than two weeks prior to the start of a given semester, it will be mailed to the student at either the permanent address (Fall term) or the local address (Spring and Summer terms). [Parking Information - http://www.utoledo.edu/parkingservices/](http://www.utoledo.edu/parkingservices/)

Miscellaneous Fees

Rocket ID Card	\$20.00 initial cost and \$25.00 for each replacement (non-refundable)
International Student ID Card	\$22.00 mandatory for study abroad program (issued through Study Abroad Office)
Legal Service Fee	\$10.00 per semester; student can opt-out of the service
Special Service Fee	\$ 6.50 per semester
New student registration	\$30.00 first term and any student level changes i.e., undergraduate to graduate level
Facility Fee	\$ 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 \$ 5.00 Graduate, per credit hour, no maximum

Legal Services Fee

A fee of \$10.00 per semester is assessed to each student at the time of registration. Students must indicate or "opt out" if they do not wish to receive this service at the time of registration via the [MyUT portal](#).

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.

Health Insurance

Mandatory for all domestic students registered for six or more on-campus credit hours per term and all international students enrolled in one or more on-campus credit hours. Online waivers must be completed each term for students who have other health insurance. An automatic single student insurance fee will be assessed for students who do not complete the online waiver by the last day of Add/Drop. International students registered for one or more hours must have health insurance.

Additional Health Insurance Information

Please be sure to complete the waiver process if you have other 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. If the insurance premium is successfully removed for the Fall term, the waiver will apply for the following Spring and Summer terms.

All students, other than MD

Fall term	\$600.00
Spring term	\$965.00/covers Summer regardless of Summer enrollment
Summer only	\$459.00/if not enrolled for the prior Spring term

MD Students

Fall term	\$ 764.00
Spring term	\$1,242.00/covers Summer regardless of Summer enrollment
Summer only	\$ 280.00/if not enrolled for the prior Spring term

Application for Undergraduate Admission — \$40.00 is assessed at the time a student applies for admission. This fee is non-refundable.

Application for Graduate Admission — a \$45.00 application fee is required at the time a student applies for admission. A \$20.00 fee is required for Graduate School "special status". An additional \$25.00 fee is required at the time a student applies for a degree program (non-refundable).

Application for Law Admission — a \$40.00 application fee is required at the time a student applies for admission. Apply electronically for free at the [College of Law](#).

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.

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.

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 \$2.00 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 per duplicate

Installment Payment Plan —The five-pay plan fee is \$50.00 and is available for Fall and Spring terms. A three-pay plan is offered in Summer for \$40.00. This fee is non-refundable. An application is required each term.

Late Payment — a \$25.00 monthly late payment fee can be assessed on any and all past due balances. 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: see Schedule of Classes

Lab Fees — vary by course: see Schedule of Classes

Returned Check — a \$25.00 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 — Effective July 1, 2002, no fee is charged. There is a daily limitation on the number of transcripts requested.

Parking Permits-Fees and Rules

Fall and Spring Semesters

Please note there are lot restrictions for all on-campus residents. On-campus residents with less than 30 earned credit hours will park at the Scott Park Campus. Students residing off-campus but with less than 30 earned credit hours will be restricted to specific lots designated with the letter "K". Permit cost is \$100 per term.

Summer Semesters

Policies and permit fees for the Summer semester are assessed at the same rate as the Fall and Spring semester. Parking location restrictions for students with less than 30 earned credit hours will not be in effect for the Summer semester.

Other

Continuing Education/Program 60 — \$25.00 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 the access key is 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 at parkingservices.utoledo.edu.

Residence Hall Fees

Housing Pre-Payments

A \$40 non-refundable housing application fee is required of all applicants. A housing pre-payment 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 date on the statement. Acceptance of the housing and dining service application-contract offered by the University automatically binds the student to the University's residence hall rules and regulations. The fees listed below are for the 2009-10 academic year, per student, per semester.

<i>The Crossings (4 or 6 person suites)</i>	
Single Assignment	\$3,944
Double Assignment	\$3,585
Triple	\$3,585
<i>Ottawa House</i>	
Single Assignment	\$3,944
Double Assignment	\$3,585
Triple	\$3,585
<i>Horton International House (4 or 6 person suites)</i>	
Single Assignment	\$3,614
Double/Triple Assignment	\$3,285
<i>Academic House*, Parks Tower* (* with community bath)</i>	
Single Assignment	\$3,614 (Academic House)
Single Assignment	\$3,492 (Parks Tower)
Double/Triple/Quad Assignment	\$3,174
<i>Dowd/Nash/White* (* with community bath)</i>	
Double/Triple Assignment	\$2,688
<i>McComas Village* (* with community bath)</i>	
Single/Double/Triple Assignment	\$2,454
<i>MacKinnon* (* with community bath)</i>	
Single/Double/Triple Assignment	\$3,099
<i>Carter Hall* (* with community bath)</i>	
Double Assignment	\$2,885
Triple Assignment	\$2,597

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

Flat fee per year/assessed in Fall \$80.00

This fee is assessed to support the computer labs available at the residence life halls.

Living Learning Community Fees

Health Professions Living Learning Community Fee (HPLLC) \$50.00 per semester

The Health Professions Living Learning Community is for first-year 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.

Living

All HPLLC participants live together in Carter Hall East. Carter Hall East offers residents a large triple room, computer lab, study lounges, recreation room and meeting spaces. Living in this type of atmosphere provides you with many

academic and social opportunities to help you become a successful UT student. [View a room layout.](#)

Learning

The collaborative nature of the HPLLC nurtures an interdepartmental and intercollegiate teaching and learning style. HPLLC programs and activities focus on developing the team skills you'll need as a health care professional, providing tutoring and academic support, and putting you in touch with those already working in the field. It promotes a student-centered and community-oriented learning environment.

Community

The HPLLC is a community of students, residence hall advisers, peer mentors, advisers and faculty members. Students have the opportunity to live with peers, form study groups, attend classes together and become more involved in on-campus activities. The HPLLC provides a network for you to have a smooth transition from high school to the University, to be successful in college, and be more engaged in your learning!

There is a \$50 per semester programming fee for HPLLC members.

View the [brochure](#) to learn more.

Arts Living Learning Community Fees (ALLC)

\$75.00 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. This is a unique opportunity for first-year students - non-ALLC students usually have to wait until their second year to live in this type of room.

Ottawa House East is a short distance from the UT Center for the Performing Arts, which houses recital spaces, screening rooms and theaters. It's also close to the UT transportation loop for buses to the UT Center for the Visual Arts at the Toledo Museum of Art.

Information and housing applications can be found at: <http://www.utoledo.edu/studentaffairs/reslife/index/>

Meal Plan Fees — Fall and Spring Semesters Only

The selection of a meal plan is mandatory for all students residing on campus except those living in McComas Village. Incoming freshmen must choose either the Premier 19 or Rocket 15 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. Contact Campus Community Support Services at 419.530.5842, or visit the office at Rocket Hall, Room 1610 with any questions.

The University of Toledo offers the following options:

On-campus residents

Premier 19 - 19 visits per week to the dining halls, Monday through Sunday Includes \$100 of Dining Dollars and \$50 of Rocket Card Dollars	\$1,565 <i>per semester</i>
Rocket 15 - 15 visits per week to the dining halls, Monday through Sunday Includes \$150 of Dining Dollars and \$75 of Rocket Card Dollars	\$1,430 <i>per semester</i>
Flex 10 - 10 visits per week to the dining halls, dining Monday through Sunday, Includes \$450 of Dining Dollars and \$100 of Rocket Card Dollars	\$1,370 <i>per semester</i>
Lite 10 - 10 visits per week to the dining halls, dining Monday through Sunday, Includes \$250 of Dining Dollars and \$100 of Rocket Card Dollars	\$1,170 <i>per semester</i>
Block 125 - 125 visits to the dining halls, dining Monday through Sunday Includes \$125 of Dining Dollars and \$100 of Rocket Card Dollars	\$ 870 <i>per semester</i>

Off-campus residents

May choose any of the above on-campus meal plans plus:

Block 80 Plan - 80 visits per semester dining any day Includes \$125 of Dining Dollars	\$ 520 <i>per semester</i>
Block 30 Plan - 30 visits per semester dining any day Includes \$125 of Dining Dollars	\$ 275 <i>per semester</i>
Block 10 Plan - 10 visits per semester dining any day Includes \$125 of Dining Dollars	\$ 105 <i>per semester</i>

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

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).

The Flex 10 is available to all residents of Dowd, Mackinnon, Nash, and White halls and to any upperclassman (30 earned credit hours or more). Any remaining Dining Dollar credits are transferable from Fall 2009 semester to Spring 2010 semester. All Dining Dollars must be used by the end of the Spring 2010 semester. Any remaining Rocket Card credits will transfer from academic year to academic year. Meal plans are not available during the summer terms. Students may place additional funds on a Rocket Card account through the Cashier's Office located at 1790 Rocket Hall or online at rocketcard.utoledo.edu.

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 Rocket Solution Central Office. 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 held through the 15th calendar day during the Fall and Spring semesters. The add/drop period for Summer part of term shall be reduced proportionately. All students who wish to change a course schedule once initial course selections have been made need to formally add/drop within the designated time period.

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.

Each part of term for all semesters is a separate instructional period. Each part of term is treated as a separate time frame for add/drop calculations.

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

Official and Unofficial 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. Students should follow the guidelines above.

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. [More information about Withdrawals.](#)

Medical Withdrawals ([More Information about Medical Withdrawals](#))

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 semester. Further information and assistance will be provided at that time.

Family Emergency or Illness — In the case of family emergency or illness, please contact the Director of Student Customer Service 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 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.

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.

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.

"Parts of Term" refers to the length of time a course is offered within a semester i.e. 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.

"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 of the student's intent to drop.

Dropped Course Credit

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 part of term or refund period may be applied toward hours taken in another part of term or refund period.*

Fall and Spring terms (Regular Part of Term courses-full semester):

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

Lab Fees:

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

Parts of Term and Summer parts of term: The time period for parts of term and Summer parts of term course schedule changes and registration is proportional to the length of the part of term or Summer part of term.

Before the first day of classes for the part of term	100%
--	------

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%. The appropriate [Administrative Adjustment Request Form](#) must be completed with supporting verification within the semester for which the refund is requested.

Parking Permit Return

Permits may be returned prior to the add/drop deadline for a full refund. Permits after this date may only be returned for a refund if the student withdraws from classes. These permits will be refunded in accordance with the University instructional, general, and surcharge fees refund periods and percentages. The permit must be returned to the Campus Community Support Services Office (Parking Services), Rocket Hall Room 1610.

Student Legal Services Fee (Waiver)

This service may be waived via the [MyUT Portal](#) through the fifteenth 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 by July 1, to confirm your housing space
- If payment is not received by July 1, a student will not be assigned housing, or the housing assignment and roommate choice(s) will be cancelled, if assigned
- If the \$200 prepayment is received in the Office of Residence Life after July 1, the student will be assigned housing based on availability of 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

On or after the first day of classes, cancellation of the housing application/contract, failure to check in to the residential facility or being removed from housing for disciplinary reasons before the end of the contract term, a student is responsible for:

- 100% of room charges through the time of check-out or notification of cancellation, **plus**
- the loss of the \$200 prepayment fee **and**
- 75% of the remainder of the room contract cost through the end of the contract term in May

Exceptions where the student will not incur additional penalty for cancellations are if one of the following conditions exist:

- 1) the student is graduating or participating in an academic internship, practicum, co-op, or study-abroad program way from the Toledo area;
- 2) the student is subsequently denied admission, withdraws from the University, or is academically suspended;
- 3) the student is drafted or joins the armed forces of the United States;
- 4) the student is released from their housing contract for medical reasons;
- 5) the University is not able to provide on-campus housing space and does not provide other space

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. Cancellations may also be e-mailed to reslife@utnet.utoledo.edu

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

Meal Plan Refunds

Meal plan refunds after the add/drop deadline will only be considered if a student is withdrawing from the University. Any meal plan will be refunded based on the remaining value of the unused portion of the 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.

Meal Plan Changes & Release

Students enrolled in classes who are eligible to change or drop their meal plan may do so by filling out the appropriate paperwork at the Campus Community Support Services office (1610 Rocket Hall). However, students must do this before the end of the normal Add/Drop period.

Students who are released from their housing contracts through the University's Residence Life Office have one week from their release date to change or drop their meal plan.

Students who are withdrawing from the University, participating in an approved cooperative/internship experience, graduating or have been activated for military duty, will be released from their contract upon submitting a contract release form at the Campus Community Support Services office.

Students requesting release from their contract for reasons other than those listed above must submit an appeal for contract release. Students may do this by submitting an appeal form along with any other appropriate paperwork (medical notes, schedules, etc) to the Campus Community Support Services office. Once the request for appeal has been turned in, it will be reviewed and the student will be contacted within a week with a decision.

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 from the Treasurer and Rocket Solution Central Offices for students who wish to file for reclassification. A formal application form *should* 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.

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 – offers an award for the out-of-state surcharge as well. 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.