

Fees, Deposits, and Other Charges

The Arizona Board of Regents reserves the right to change fees and charges without notice. The current semester *Schedule of Classes* generally reflects up-to-date fee amounts.

The following fees apply to both credit and noncredit (audit) registrations and are subject to change.

DEFINITIONS

Resident tuition refers to the charge assessed to all resident students who register for classes at ASU. *Nonresident tuition* refers to the charge assessed to nonresident students, as established in Arizona Board of Regents' Policy 4-102.

ACADEMIC YEAR TUITION

The resident and nonresident tuition for fall and spring semesters is shown in the "1999–2000 Resident and Nonresident Tuition" table, on this page. The amounts listed are per semester hour each academic term. For more information on classification for fee status, see "Residency Classification Procedures and Policies," page 51.

Students registered for seven or more hours are considered full-time for tuition payment purposes. See "Enrollment Verification Guidelines," page 75.

Note: The rate for one hour is charged if the student is registered for only a zero-hour class.

Graduate College Differential Fees. Certain graduate programs assess an additional differential fee. These fees differ according to college and/or program. Contact your program advisor for details on these fees.

Off-Campus and Independent Learning Courses. For information on fees for off-campus and independent learning courses, see "Distance Learning Technology," page 260.

Summer Sessions Fees. The 2000 registration fee per semester hour is \$115 except for law students. The registration fee per semester hour for law students is \$259. For more information, see "Summer Sessions," page 484, and the *Summer Sessions Bulletin*.

OTHER FEES, DEPOSITS, AND CHARGES

Special Class Fees and Deposits. Certain university classes require payment of fees or deposits for materials, breakage, and rentals. These fees and deposits are listed in the *Schedule of Classes* for each semester. See the "Special Class Fees and Deposits for ASU Main and ASU East" table, page 53.

Student Recreation Complex Fee. All students (except university employees) who take at least one class at ASU Main must pay a mandatory Student Recreation Complex fee. Full-time (seven or more hours) students are charged \$25 per semester. Part-time students pay \$12 per semester, and summer students pay \$2 per semester hour. See the current semester *Schedule of Classes* for more information.

Financial Aid Trust Fee. All students must pay a financial aid trust fee. Full-time students (enrolled for seven or more

1999–2000 Resident and Nonresident Tuition

Hours	Resident*	Nonresident*
1	\$ 115.00	\$ 389.00
2	230.00	778.00
3	345.00	1,167.00
4	460.00	1,556.00
5	575.00	1,945.00
6	690.00	2,334.00
7	1,094.00	2,723.00
8	1,094.00	3,112.00
9	1,094.00	3,501.00
10	1,094.00	3,890.00
11	1,094.00	4,279.00
12 or more	1,094.00	4,670.00

* Tuition is subject to change for 2000–2001. In addition to tuition, students are charged other fees (e.g., the Student Recreation Complex fee and financial aid trust fee).

hours) are charged no more than 1 percent of the current tuition. The fee for students enrolled six or fewer hours is half that charged full-time students. The total summer sessions fee does not exceed the amount for a full-time student. Fees collected from students are matched by the State of Arizona and used to create a Financial Aid Trust Fund, from which student grants are awarded under the usual financial aid eligibility criteria used by the ASU Student Financial Assistance office.

Arizona Students' Association (ASA) Fee. The ASA is a nonprofit lobbying organization that represents Arizona's public university students to the Arizona Board of Regents, State Legislature, and U.S. Congress. During 1997, students at the state universities voted to change the mechanism for funding the ASA. A \$1 fee is charged to each student each semester. Any refunds for this fee are provided through the ASA Central Office.

Late Registration. The fee assessed on registrations on or after the first day of each session is \$35. A \$35 late fee is also assessed on registration payments received after the fee payment deadline but processed before the class enrollment purge.

Admission Application. The nonrefundable fee for nonresident undergraduate degree applications is \$40.

Transcripts. The Office of the Registrar releases official transcripts *only upon the written request of the student*. The request must include the following information:

1. the student's name and former name(s);
2. the student ID number;
3. the date of birth;
4. the dates of attendance;
5. a return address;

6. specific address to mail transcript;
7. student's signature; and
8. fees; see below for fees.

The Request for Official Transcript form is available online at www.asu.edu/registrar/forms.

The Office of the Registrar does not issue a transcript if the student has a financial records hold. The student must supply a specific address if the transcript is to be mailed.

The fee for an official transcript for a student not enrolled is \$5 for the first copy. Additional copies ordered at the same time are \$1 each. The fee is \$1 per copy for a student enrolled for a current or future semester.

Unofficial transcripts may be requested in person at the Office of the Registrar, any registrar site, or by mail or fax (480/965-2295) if a signed release is enclosed. There is no charge for an unofficial transcript.

All in-person transcript requests require presentation of photo identification. Requests are not accepted from third parties without a written release from the student. For information on parental access to records, see "Access to Records," page 81.

Copies of Education Records Other Than ASU Transcripts. For fewer than six pages, there is no charge. For six to 10 pages, the total charge is \$2. For 11 to 15 pages, the total charge is \$3. Copies of additional pages cost \$1 per each five pages copied.

Comprehensive Examination. This fee is paid by all students seeking to establish credit by examination and is \$50 per semester hour.

Private Music Instruction. The fee for one-half hour of instruction weekly is \$40. The fee for one hour of instruction weekly is \$60. The fee for more than one hour of instruction weekly—for music majors only—is \$60.

Musical Instrument Rental Charge. The charge for use of university-owned musical instruments is \$25. Consult the School of Music for specific information.

Binding and Microfilm Fees. The binding fee for a thesis or dissertation is \$17 per copy. This fee is subject to change. Additional charges may be required depending on the size and nature of the document. The dissertation microfilming fee is \$50, and is subject to change.

Sun Card/ID Card. The replacement fee is \$10.

Parking Decals. A parking decal must be purchased, in person or by using the Park Smart touch-tone telephone system 480/921-PARK (7275), for motor vehicles parked on campus except in areas where metered parking or visitor lots are available. Photo identification is required. Annual decals range from \$50 to \$129 for controlled access parking. Decals are sold on a first come, first served basis. For more decal sales information, call 480/965-6124 or visit the Web site at www.asu.edu/dps/pts.

Each vehicle registered at ASU Parking and Transit Services must comply with Arizona emission standards (A.R.S. § 15-1627G) during the entire registration period. The fee for this emission inspection is \$25 to \$35 per vehicle.

Everyone is encouraged to support travel reduction measures by using mass transit, the university shuttle bus, car-pooling, bicycling, or walking whenever possible.

Parking Violations. Due to a high demand for parking, regulations are strictly enforced. Fines range from \$10 to \$100. Appeals to parking citations may be filed within 14 calendar days to Parking and Transit Services and, after payment, may be further appealed to the Parking Citation Appeals Board. Unpaid parking citations are delinquent financial obligations subject to the provisions of the "Delinquent Financial Obligations," page 51. The vehicle of any person owing three or more unpaid parking citations or \$100 in unpaid parking citations is subject to impoundment. An \$85 minimum fee is assessed if impoundment is required. For more information, call 480/965-4527.

Returned Checks. Checks returned by a bank are assessed a \$15 service charge with repayment needed within five business days of notification. A second \$12 service charge is made if the returned check is not repaid within this five-day period. Repayment of a returned check must typically be in cash.

The university may have arrangements with its bank to reposit automatically for a second time checks for which there are insufficient funds. No service charge is assessed by ASU until a check is returned to ASU; however, the payer may be assessed a service charge by the payer's financial institution.

Students paying registration fees and tuition with a check that is subsequently not honored by a financial institution are subject to involuntary withdrawal from the university if repayment is not made. All students involuntarily withdrawn are charged tuition and/or registration fees according to the standard refund schedule as of the involuntary withdrawal date, as determined by the university.

On-Campus Housing. The cost of ASU Main housing varies. In 1999–2000 the typical cost was \$2,780 per academic year. Meal plans are purchased separately. For more information, see "Residential Life," page 40, or call 480/965-3515.

TRANSPORTATION

To reduce air pollution and traffic congestion, students are encouraged to travel to and from campus by means other than automobile. Nearby on-campus parking is limited and tightly controlled.

Alternative transportation modes are used by thousands of ASU students. ASU is served by a Phoenix-area regional transit service; monthly and reduced-fare semester passes are available on campus. In addition, an inexpensive express shuttle runs between ASU Main in Tempe and ASU West in northwest Phoenix; another shuttle runs among ASU Main, Mesa Community College, and ASU East in Mesa; and a Free Local Area Shuttle (FLASH) is available around the periphery of ASU Main.

Bicycle ridership at ASU is estimated to be more than 15,000 students daily. Ample racks in many locations enable the parking and securing of bicycles. Bicycle use is restricted only in those areas of campus where pedestrian traffic is sufficiently heavy to make such use a hazard. The Bike Co-op Repair Service provides assistance with bicycle maintenance.

Also, careful class scheduling, when possible, can reduce a student's transportation needs. For more information on commute alternatives, call 480/965-1072.

PAYMENT METHODS AND DEADLINES

InTouch. The InTouch system, at 480/350-1500, allows students to register for classes, to drop/add, and to make fee payment from any touch-tone phone. Students paying fees with available financial aid, debit cards, Visa, or MasterCard must use the InTouch system. Refer to the *Schedule of Classes* for available dates and times and more information about the InTouch system.

Debit/Credit Cards. ASU accepts debit cards, Visa, and MasterCard. Debit/credit card payments through InTouch are processed online with the bank. See the *Schedule of Classes* for information about using debit/credit cards by mail or campus payment boxes.

Check. Checks payable for the exact amount of charges and without a restrictive endorsement are generally acceptable, except for students on check use suspension due to a previously returned check.

Financial Aid. Students receiving financial aid may use their expected aid, except Federal Work-Study, to pay university charges, including tuition and fees. Students who wish to do so must follow specified procedures. See the current semester *Schedule of Classes* for more information.

Veterans Deferred Payment. The Veterans Readjustment Assistance Act allows veterans to apply for deferred payment of registration fees, books, materials and supplies required for courses. To assist eligible students, a Veteran Promissory Note may be issued deferring payment during their first semester of benefits. Contact the Veterans Services Section at SSV 148 or call 480/965-7723 for information on meeting the necessary requirements. The university may deny this privilege with previous delinquent obligations.



Stairwell of the Hayden Library

H. Val Peterson photo

Payment Deadlines. Fees must be paid by the deadline dates and times indicated or the registration is voided. A fee payment deadline is printed on all Schedule/Billing Statements and in the *Schedule of Classes*.

REFUNDS

Academic Year Resident and Nonresident Tuition. Students withdrawing from school or individual classes receive a refund as described in the “Fall and Spring Withdrawal Refunds” table:

Fall and Spring Withdrawal Refunds

Withdrawal Date	Refund
Before first day of the semester	100%*
One through 7 calendar days	80%
8 through 14 calendar days	60%
15 through 21 calendar days	40%
22 through 28 calendar days	20%
After the 28th calendar day	No refund

* A \$35 processing fee is subtracted per session.

The university provides a prorated refund for first-time students receiving financial aid; therefore, the refund schedule is the minimum amount refundable to these students.

Withdrawal occurs on the calendar day that withdrawal is requested, either in person at a registrar site or by phone using InTouch, the ASU touch-tone telephone system for registration and fee payment. Students withdrawing for medical or other extenuating circumstances must contact their college for refunds that may be available under these circumstances.

Summer Sessions Fees. Students withdrawing from any summer session or individual classes receive a refund as described in the “Summer Sessions Withdrawal Refunds” table. *Refunds are based on the session days and not the class meeting dates for any particular class.*

Summer Sessions Withdrawal Refunds

Withdrawal Date	Refund
Before first day of session	100%*
First and second days of session	80%
Third day of session	60%
Fourth day of session	40%
Fifth day of session	20%
After fifth day of session	No refund

* A \$35 processing fee is subtracted per session.

Special Class Fees and Deposits. After the first week of classes, refunds, if any, are determined only by the department or school offering the course. Refund determination is based on withdrawal date, type of activity, and costs already assessed by the department or school.

Private Music Instruction. If a student must drop a music course because of illness or other emergency beyond the student’s control, not more than half of the instruction charge may be refunded, as determined by the School of Music.

Late Registration. This fee is not refundable.

Student Recreation Complex Fee. This fee is refundable only upon complete withdrawal in percentage increments per the refund schedule.

Financial Aid Trust Fee. This fee is not refundable.

Official Transcripts. Overpayments by mail of \$5 or less are only refunded by specific request.

Graduation Fee. Overpayments by mail of \$5 or less are refunded only by specific request.

Residence Halls. Refunds to students departing from ASU Main residence halls before the end of the academic year are computed on the following basis.

Charges and Deposits. Housing payments and deposits are refunded as prescribed by the Residential Life License Agreement that students sign when they apply for residence hall accommodations. Students should refer to this document and the *Schedule of Charges and Deadlines* for specific information on refunds.

Other University Charges. Other university charges are normally not refundable, except for individual circumstances.

Payment of Refunds. Refunds require student identification and are made payable only to the student for the net amounts due the university. When the last day of a refund period falls on a weekend or holiday, a withdrawal form must be submitted to one of the registrar sites during operating hours on the workday preceding the weekend or holiday. Refunds are normally paid by check, payable to the student, and are mailed to the student's local address.

Parking Decal Refunds. Prorated refunds are available through the last business day in April.

Forfeiture of Refunds. Refunds are subject to forfeiture unless obtained within 90 days of the last class day of the semester for which the fees were originally paid.

DELINQUENT FINANCIAL OBLIGATIONS

Arizona Board of Regents' Policy 4-103B, which applies to ASU, states the following:

1. Each university shall establish procedures to collect outstanding obligations owed by students and former students.
2. Each university shall maintain a system to record all delinquent financial obligations owed to that university by students and former students.
3. Students with delinquent obligations shall not be allowed to register for classes, purchase parking decals, receive cash refunds, or obtain transcripts, diplomas, or certificates of program completion. The university may allow students to register for classes, obtain transcripts, diplomas, or certificates of program completion if the delinquent obligation is \$25 or less.
4. Unpaid obligations shall remain a matter of record until students and former students satisfy their financial obligations or until satisfactory arrangements for repayment are made with the university.

5. The university may write off delinquent financial obligations of students according to accepted accounting principles and after appropriate collection efforts. No such write-off shall operate to relieve the student of liability for the obligation nor shall such write-off entitle the student to release of any transcripts, diplomas, certificates of program completion, or to register for further university classes until such obligation is actually paid.
6. Each university shall include this policy in its bulletin or catalog.

A late charge of \$12 is assessed for any balances due the university not paid within 30 days of the initial due date, with a second \$12 late charge assessed if these amounts are not paid within 30 days of the first late charge, and a third \$12 late charge is assessed if these charges are not paid within 60 days of the first late charge. Procedures to be followed for disputed charges are available from the Accounts Receivable Section of the Business Services Office, located in ADM A109.

RESIDENCY CLASSIFICATION PROCEDURES AND POLICIES

The Arizona Board of Regents is required by law to establish uniform guidelines and criteria for classifying students' residency to determine those students who must pay nonresident tuition. The following is a summary of the general guidelines used to determine residency for tuition purposes. All of the evidence is weighed under the presumption that a nonresident student's presence in Arizona is primarily for the purpose of education and not to establish domicile and that decisions of an individual about the intent to establish domicile are generally made after the completion of an education and not before.

To obtain resident status for tuition purposes, independent students must establish their residence in Arizona at least one year immediately before the last day of regular registration for the semester in which they propose to attend ASU. Arizona residence is generally established when individuals are physically present in the state with the intention of making Arizona their permanent home.

Mere physical presence in Arizona for one year does not automatically establish residency for tuition purposes. Adult students and emancipated minors must combine physical presence in Arizona for one year with objective evidence of their intent to make Arizona their permanent home. If these steps are delayed, the one-year period is extended until both presence and intent have been demonstrated for one full year. In addition to physical presence and intent, the student must demonstrate financial independence for the two tax years immediately preceding the request for resident classification. The student must demonstrate objective evidence of self-support and that he or she was not claimed as an income tax deduction by his or her parents or any other individual for two years. An adult student is defined as being at least 18 years of age at the beginning of the domicile year. For a complete definition of an emancipated minor, refer to the Arizona Board of Regents' residency classification policies, available in the Residency Classification Section, SSV 146.

No person is considered to have gained or lost resident status merely by attending an out-of-state educational institution.

Aliens. Students who are aliens are subject to the same requirements for resident status as are U.S. citizens. In establishing domicile, aliens must not hold a visa that prohibits establishing domicile in Arizona.

Refugees. Refugees may qualify as resident students by virtue of having been granted refugee status in accordance with all applicable laws of the United States and having met all other requirements for residence in Arizona.

Exceptions to the General Residency Rule

Students may be eligible for resident status for tuition purposes if they can meet one of the following criteria on or before the last day of regular registration.

Legal Dependents. If a student and his or her parents are domiciled in Arizona and have not met the one-year residency requirement but the parents are entitled to claim the student as a dependent for federal and state tax purposes, the student may be eligible for resident status for tuition purposes.

Transferred Employees. If students are domiciled in Arizona and have not met the one-year residency requirement but are employees or spouses of employees who have been transferred to Arizona by their employers for employment purposes, the students may be eligible for resident status for tuition purposes.

Members of the Military. If students are not domiciled in Arizona but are members of the U.S. Armed Forces stationed in Arizona or are the spouses or dependent children of a member (as defined in A.R.S. § 43-1001), the students may be eligible for resident status for tuition purposes. If military service is concluded while they are enrolled, students do not lose resident status while they are continuously enrolled in a degree program. If individuals are domiciled in Arizona immediately before becoming members of the U.S. Armed Forces, they do not lose resident status because of their absence while on active duty with the military as long as they maintain Arizona affiliations and file Arizona state tax.

A student who is a member of an Arizona National Guard or Arizona Reserve unit may be eligible for resident status for tuition purposes. A student may also be eligible if he or she has been honorably discharged from the armed forces of the United States, has declared Arizona as his or her legal

residence one year before discharge, and has taken the other appropriate actions, including filing an Arizona income tax return. A student who is the spouse or dependent of a member of the armed forces who has claimed Arizona as his or her legal residence and filed Arizona income tax for one year before enrollment may be eligible for resident status for tuition purposes.

Native Americans. Students who are members of a Native American tribe whose reservation lies both in Arizona and an adjacent state and who are residents of that reservation may be eligible for resident status for tuition purposes.

Procedures for Establishing Residency Status

All students are responsible for obtaining residency classification for tuition purposes before registering and paying their fees. This procedure requires students to complete and file a domicile affidavit form. This form is required of all new and returning students as part of the admission or readmission process. Students classified as nonresidents who believe they may qualify for resident status must file a petition with the Residency Classification Section. This petition must be filed by the last day of regular registration. A student seeking resident status must also file supporting documentation necessary to provide a basis for resident classification (source[s] of support, driver's license, voter's registration, vehicle registration, etc.). Students whose residency petitions are in process at the fee payment deadline are responsible for paying nonresident tuition and fees. However, an appropriate refund is issued if residency is later granted for that semester.

Any student found to have made a false or misleading statement concerning residency or tuition status is subject to dismissal from the university.

Failure to file a timely written petition for reclassification of residency status for tuition purposes constitutes a waiver of the student's right to apply for the given semester. Petition deadlines are published each semester in the *Schedule of Classes*. Extensions to the deadlines are not permitted.

Residency classification is an extremely complex issue. The information presented here is a summary and does not address each individual's situation; therefore, students are encouraged to make a personal visit to the Residency Classification Section to discuss their individual circumstances as soon as possible. Guidelines for determination of residency for tuition purposes are subject to review and change without notice. For more information, call the Residency Classification Section at 480/965-7712 or refer to www.asu.edu/registrar/residency on the Web.