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# Fees, Deposits, and Other Charges

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The Arizona Board of Regents reserves the right to change fees and charges without notice. The latest *Schedule of Classes* usually includes up-to-date amounts. The following fees apply to credit and noncredit (audit) registrations.

## 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 "2003–2004 General University Tuition," page 54. The amounts listed are per semester hour each academic term. For more information on classification for fee status, see "Residency Classification Policies and Procedures," page 57.

Resident students registered for seven or more hours or nonresident students registered for 12 or more hours are considered full-time for tuition payment purposes. See "Enrollment Verification Guidelines," page 79.

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

**Program Fees.** Certain graduate and undergraduate programs assess an additional program fee. These fees differ according to college and/or program. Contact the program advisor for details on these fees.

**Summer Sessions Fees.** The 2003 registration fee per semester hour is \$131, except for law students. The registration fee per semester hour for law students is \$301. For more information, see "Summer Sessions," page 517, and the *Summer Sessions Bulletin*.

## Tuition Installment Plan

The tuition installment plan offers students an option to divide tuition payments up over several months. Students may enroll in the tuition installment plan and reserve their classes over the phone using SunDial, on the Internet through ASU Interactive, in person, and by mail. Students must reenroll in the plan each semester.

All students are eligible to enroll in the plan after they register for classes, with the exception of students owing past-due charges. Enrollment in the plan is an available option through the end of the first week of classes. If students receiving financial aid choose to enroll in the plan, all tuition charges are paid by financial aid and any remaining financial aid is refunded to the student. Students with financial aid continue to have the option to hold their classes at no extra cost rather than enrolling in the plan.

Upon enrollment in the plan, tuition is billed in three installments on the Student Account Receivable System. For example, for the fall semester, the first billing statement is mailed in early August, with tuition due on August 25, September 25, and October 25.

Students are charged a per semester administrative fee to cover costs associated with enrollment in the plan. The fee is billed on the Student Account Receivable System and is due at the same time as the first installment. The fee is non-refundable, even if students withdraw from classes. The per semester enrollment fee is \$75.

Once a student enrolls in the plan for a given semester, he or she will not be withdrawn from classes during the current semester. Students must withdraw from classes if they decide not to attend. If students enrolled in the plan do not make scheduled payments, the students are prohibited from registering for classes in future semesters and are blocked from receiving university services, such as transcripts. Former students with outstanding tuition charges are referred to an outside collection agency.

## 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.

**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. Students enrolled for seven or more hours are charged \$25 per semester. Students registered for fewer than seven hours pay \$12 per semester, and summer students pay \$12 per session. See the latest *Schedule of Classes* for more information.

**Financial Aid Trust Fee.** All students must pay a financial aid trust fee. Students enrolled for seven or more 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 students enrolled for seven or more hours. The total summer sessions fee does not exceed the amount for a student enrolled for seven or more hours. Fees collected from students are matched by the State of Arizona and used to create the Arizona Student Financial Aid Trust Fund, from which Student Aid Trust grants are awarded under the established Student Financial Assistance office's aid eligibility criteria.

**Arizona Students' Association Fee.** The ASA is a non-profit lobbying organization that represents Arizona's public university students to the Arizona Board of Regents, State Legislature, and U.S. Congress. In 1997, students at the state universities voted to change the mechanism for

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### 2003–2004 General University Tuition

Hours	Undergraduate Tuition		Graduate Tuition	
	Resident*	Nonresident*	Resident*	Nonresident*
1	\$ 183.00	\$ 501.00	\$ 194.00	\$ 510.00
2	366.00	1,002.00	388.00	1,020.00
3	549.00	1,503.00	582.00	1,530.00
4	732.00	2,004.00	776.00	2,040.00
5	915.00	2,505.00	970.00	2,550.00
6	1,098.00	3,006.00	1,164.00	3,060.00
7	1,754.00	3,507.00	1,854.00	3,570.00
8	1,754.00	4,008.00	1,854.00	4,080.00
9	1,754.00	4,509.00	1,854.00	4,590.00
10	1,754.00	5,010.00	1,854.00	5,100.00
11	1,754.00	5,511.00	1,854.00	5,610.00
12 or more	1,754.00	6,014.00	1,854.00	6,114.00

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

funding the ASA. A \$1 fee is charged to each student every semester. Any refunds for this fee are provided through the ASA Central Office.

**Late Registration.** The fee assessed for registrations on or after the first day of each session is \$50. A separate fee of \$35 is assessed on registration payments received after the fee payment deadline but processed before the class enrollment purge.

**Admission Application.** The nonrefundable fee for undergraduate admission or readmission applications for nonresident applicants is \$50. The nonrefundable fee for graduate nondegree applications or applications for readmission to a degree program after a lapse in enrollment is \$15.

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

1. name;
2. former name(s);
3. date of birth;
4. first and last dates of attendance;
5. return address;
6. phone number;
7. specific mailing address for each transcript ordered;
8. ASU ID number; and
9. Social Security Number (SSN).

Students must also select one of the following options to be displayed on the transcript (if the student attended ASU before 1980, these ID/SSN options are not available):

1. ASU ID only;
2. SSN only;
3. both ASU ID and SSN displayed; or
4. neither ASU ID or SSN displayed.

The Request for Official Transcript form is available online at [www.asu.edu/registrar/forms](http://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 is \$6 per copy. “Rush” transcripts (requested to be printed and picked up on the same day) will cost \$5 in addition to the total cost of the transcripts ordered. Special delivery requests via Federal Express or U.S. Express Mail, instead of regular mail, will cost \$17.50 per delivery address, in the 48 contiguous U.S. states, in addition to the cost of the transcript(s). The additional cost of special express deliveries to addresses outside the contiguous states (e.g., Hawaii, Alaska, and other countries) varies. Students are billed the initial \$17.50 as part of this credit card transaction and sent a bill for the remainder. Fees are subject to change without notice.

Unofficial transcripts may be requested in person at the Office of the Registrar, by mail, or by fax at 480/965-2295 if a signed release is provided. There is no charge for an unofficial transcript. Also, students may view and print their own unofficial transcripts via the Web using ASU Interactive at [www.asu.edu/registrar](http://www.asu.edu/registrar).

*Note:* Pre-1980 records are not available via the Web.

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 86.

**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 for every 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 \$60. The fee for one hour of instruction weekly is \$100.

**Musical Instrument Rental Charge.** The charge for use of university-owned musical instruments is \$25 per semester. 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 \$55 and is subject to change.

**Sun Card/ID Card.** The fee is \$25.

**Parking Decals.** A parking decal must be purchased, in person or by using the SunDial touch-tone telephone system, 480/350-1500, for motor vehicles parked on campus except in areas where metered parking or visitor lots are available. Photo identification is required. 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](http://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 \$27 per vehicle.

Everyone is encouraged to support travel reduction measures by carpooling, bicycling, walking, or using mass transit or the university shuttle bus 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 56. 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.

ASU may have arrangements with its bank to redeposit 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 fees 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 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 2003–2004 the typical cost for undergraduate students was \$3,400 per academic year. Meal plans are purchased separately. For more information, see “Residential Life,” page 44, 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 and to reduce transportation needs through careful class scheduling. Nearby on-campus parking is limited and tightly controlled.

Alternative transportation modes are used by thousands of ASU students. ASU is served by a 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. A free Neighborhood FLASH also is available for the ASU community connecting the Escalante and University Heights neighborhoods with the Riverside/Sunset and Lindon Park neighborhoods through downtown Tempe and 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.

For more information on commute alternatives, call the Travel Reduction Office at 480/965-1072.

### PAYMENT METHODS AND DEADLINES

**SunDial and ASU Interactive.** The SunDial telephone system at 480/350-1500, and ASU Interactive, on the Web at [www.asu.edu/interactive](http://www.asu.edu/interactive), are the preferred methods for accessing tuition services. Students may enroll in the tuition installment plan, hold classes with financial aid, and make fee payments from any touch-tone phone or via the Web. Visa, MasterCard, and Discover are accepted. Refer to the *Schedule of Classes* for more information.

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

**Checks.** 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.

**Veterans Deferred Payment.** The Veterans Readjustment Assistance Act allows veterans to apply for deferred payment of fees, books, materials, and supplies required for courses. To assist eligible students, a Veteran Promissory Note may be issued deferring payment during their first

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semester of benefits. Visit the Veterans Services section at SSV 148, or call 480/965-7723 for information on meeting the requirements. ASU may deny this privilege if the student has had previous delinquent obligations.

**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, which may be obtained at the UASB Registrar site or via the Web at [www.asu.edu/interactive](http://www.asu.edu/interactive), 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 below:

**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 SunDial. 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 below. *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 refunded only 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 as prescribed by the Residential Life License Agreement that students sign when they apply for residence hall accommodations. Students should refer to the Residential Life 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 pro-

gram 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 \$15 is assessed for balances due the university between \$20 and \$100 not paid within 30 days of the initial due date. A second and third \$15 late charge is assessed at 60 and 90 days past due. A late charge of \$25 is assessed for balances due the university in excess of \$100 that are not paid within 30 days of the initial due date. A second and third \$25 late charge is assessed at 60 and 90 days past due, for balances in excess of \$100. Procedures to be followed for disputed charges are available from the Student Accounts section of Student Business Services, located in SSV 230.

**RESIDENCY CLASSIFICATION POLICIES AND PROCEDURES**

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 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 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

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year before enrollment may be eligible for resident status for tuition purposes.

**Teachers and Classroom Aides.** If a student is under contract to teach on a full-time basis or is employed as a full-time non-certified classroom aide at a school within a school district, the student is eligible to pay resident tuition only for courses necessary to complete the requirements for certification by the State Board of Education.

**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 Resident 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 an Arizona residency information 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

residency 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. However, an appropriate refund is issued if resident status is later granted for that semester.

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

Failure to file a timely written petition for reclassification of resident 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 access the Web site at [www.asu.edu/registrar/residency](http://www.asu.edu/registrar/residency).



This aerial view of the ASU Main campus features Grady Gammage Memorial Auditorium in the foreground.

Tim Trumble photo