

**FORT HAYS STATE UNIVERSITY
COMPREHENSIVE FEE SCHEDULE
(Effective Fall Semester 2018)**

TUITION AND FEES – On Campus – Per Semester or Summer Session

	<u>Resident</u>		<u>Non-Resident</u>			
	<u>Under- Graduate</u>	<u>Graduate</u>	<u>Under- Graduate</u>	<u>Graduate</u>	<u>Contiguous State/MSEP</u>	
					<u>Under- Graduate</u>	<u>Graduate</u>
Tuition	\$ 133.25	\$ 199.16	\$ 468.88	\$ 567.22	\$ 199.88	\$ 298.74
Educational Opportunity	.47	.47	.47	.47	.47	.47
Student Health	4.46	4.46	4.46	4.46	4.46	4.46
Student Union	4.31	4.31	4.31	4.31	4.31	4.31
Student Union-Student Services	2.02	2.02	2.02	2.02	2.02	2.02
Student Union Bond Fee	6.00	6.00	6.00	6.00	6.00	6.00
Student Activity	4.03	4.03	4.03	4.03	4.03	4.03
Food and Hunger Initiative	.25	.25	.25	.25	.25	.25
Parking Fee	.99	.99	.99	.99	.99	.99
Public Safety Awareness	.31	.31	.31	.31	.31	.31
Fund for University News Network	1.46	1.46	1.46	1.46	1.46	1.46
Account for Campus Engagement	1.30	1.30	1.30	1.30	1.30	1.30
Wellness Center Fee	1.01	1.01	1.01	1.01	1.01	1.01
Athletic Fee	8.92	8.92	8.92	8.92	8.92	8.92
Athletic Bands	.77	.77	.77	.77	.77	.77
Campus Intramurals	.64	.64	.64	.64	.64	.64
Student Government Assoc	.56	.56	.56	.56	.56	.56
Music-Tiger Debs	.34	.34	.34	.34	.34	.34
Total Per Credit Hour	\$ 171.09	\$ 237.00	\$ 506.72	\$ 605.06	\$ 237.72	\$ 336.58

VIRTUAL COLLEGE CREDIT AND NONCREDIT COURSE FEES

	<u>Virtual College</u>		<u>Virtual College MBA Doctor of Nurse Practitioner Graduate</u>	<u>International Partners Virtual College Undergraduate</u>
	<u>Undergraduate</u>	<u>Graduate</u>		
Tuition	\$ 218.67	\$ 287.75	\$ 400.00	\$ 133.25
				International Fee \$ 121.91
Total Per Credit Hour	\$ 287.67	\$ 287.75	\$ 400.00	\$ 255.16

TUITION AND FEES – Additional Information

Fees for noncredit courses, workshops, conferences and seminars are based on direct and indirect operating costs and are not subject to refund.

Tuition and fees charged will be calculated based on two factors: the type of course (On-campus or Virtual College) and the student's residency status (Resident, Non-Resident, Contiguous, or MSEP).

- A Resident student will be charged On-campus tuition and fees for On-campus courses and Virtual College tuition for Virtual College courses.

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- A Non-Resident student will be charged Non-Resident tuition and fees when taking both On-campus and Virtual College courses. A Non-Resident Student taking Virtual College courses *only* will pay the Virtual College tuition.
- Students who are residents of Colorado, Missouri, Nebraska, or Oklahoma qualify for the Contiguous State rate for On-campus courses. A Contiguous State student will be charged Contiguous State tuition and fees when taking both On-campus and Virtual College courses. A Contiguous State student taking Virtual College courses *only* will pay the Virtual College tuition.
- Students who meet eligibility requirements for the Midwest Student Exchange Program (MSEP) qualify for the Contiguous State/MSEP rate for on-campus courses. An MSEP student will be charged Contiguous State/MSEP tuition and fees when taking both On-Campus and Virtual College courses. An MSEP student taking Virtual College courses *only* will pay the Virtual College tuition. More information can be found at <https://www.fhsu.edu/admissions/tuition/midweststudentexchangeprogram>.

APPLICATION FEES

Domestic Undergraduate Student Application Fee: \$30.00
 All applicants enrolling for the first time as an undergraduate student must pay a one-time nonrefundable application fee.

Domestic Graduate Student Application Fee: \$40.00
 A non-refundable application fee will be required for all new graduate applicants. If a second graduate or specialist degree is pursued, a new application fee will be assessed.

International Undergraduate and Graduate Student Admission/Application Fee: \$50.00
 A non-refundable application fee will be required. If a second graduate or specialist degree is pursued, a new non-refundable application fee will be assessed.

PARKING PERMIT FEES

	ANNUAL	SUMMER
Zone 1	\$25.00	\$5.00
Zone 2-Regular/Wooster	\$13.00	\$5.00

NOTE: Cost of replacement permits is \$5.00 each.

SPECIAL FEES

Virtual College Special Instructional/Student Materials	Actual Direct Costs
Student Health (Office Visit Detailed/New Patient)	\$70.00
Student Health (Problem Focus/Established)	\$35.00
Student Identification Card (New issue)	\$10.00
Student Identification Card (Replacement/Nonworking)	\$15.00
Student Identification Card (Lost Card)	\$20.00
Orientation/Registration Fee	\$60.00
Advanced Standing Examination Fee	\$25.00 per credit hour
Art Materials	Billed at actual costs
Laboratory Courses	Cost of excess materials/breakage
Transcript (in excess of 3 per semester to enrolled students)	\$5.00
Fax charge (domestic) (in addition to above fee)	\$5.00
Domestic FedEx (domestic) (overnight)	\$15.00 per envelope
International Airmail	\$5.00 per envelope
International FedEx or UPS	\$40.00 per envelope
Degree Completion Fee	
Graduate Degree	\$50.00
Undergraduate Degree	\$50.00
Binding of Thesis or Report	\$60.00 for first four copies

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Additional copies	\$25.00 each
Art	\$30.00 for first two copies
Art – additional copies	\$25.00 each
Diploma Fee – original	\$50.00
Diploma Fee – replacement and additional	\$20.00 each
Career Services-Education Credentials	\$3.00 per set
Kansas Open Records request:	
Photocopies	\$.25 per page
Scanned data	\$.25 per page
Mailing	\$1.40
Postage	Actual cost
Fax	\$.90 per page
CD/Floppy	\$.60 each
Access/Inspection Costs	\$32.25 per hour
Computer Access	\$50.00 per hour
Library	
Printing: Black and White Copies	\$ 0.05 per side
Printing: On Colored Paper	\$.10 per side
Printing: Color Printing	\$.50 per side
Faxing: to SEND anywhere in U.S.	\$.25 per page
Faxing: to RECEIVE (International Service not available)	\$.05 per page
Library Fines or Lost Material	Cost per Library fee schedule
Traffic Fines	Per Ticket Issued
For detailed information on parking fees and fines: https://www.fhsu.edu/university-police/parking/index	
Child Care Services for Dependents of Students	\$23.00 per day
Child Care Services for Dependents of Faculty/Staff	\$28.00 per day
Child Care Services annual registration fee	\$30.00
Returned Check Fee	\$30.00
Installment Administrative Fee	\$25.00
Late Payment Fee	\$25.00
Collection Agency Fee	15% of outstanding charge
Kansas Performance Teaching Portfolio (KPTP)	\$60.00 one-time/nonrefundable
Nursing Program Fee	\$550.00
Social Work Program Fee	\$250.00

All charges for goods and services not explicitly identified herein will be priced at an amount that approximates actual cost. Campus administrative procedures are to be followed for approval and collection of these charges.

FEE RATE EXCEPTIONS

Staff and Faculty: Tuition Assistance is provided for employees, their spouses and dependents based on length of service and approved Board of Regents eligibility criteria. See <https://www.fhsu.edu/humanresourceoffice/Other-Benefits/>.

RETURN OF TITLE IV FUNDS FOR FINANCIAL AID RECIPIENTS

Return of Title IV Funds policy:* Federal financial aid regulations require Title IV financial aid funds to be awarded under the assumption that a student will attend the institution for the entire period in which federal assistance was awarded. When a student withdraws from all courses for any reason, including medical withdrawals, he/she may no longer be eligible for the amount of Title IV funds that he/she received. Federal law requires schools to calculate how much federal financial aid a student has earned if that student: completely withdraws (student officially drops classes in TigerEnroll); or stops attending (or does not begin attendance) before completing the semester and receives all non-passing grades (all U's); or does not complete all modules (courses which are not

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scheduled for the entire semester for which he/she has enrolled at the time those modules began, i.e., 8-week classes; Intersession, etc.).

The school is required to determine whether the student earned the federal aid disbursed by using a federally prescribed formula. This process is referred to as a Return of Title IV Funds calculation. If the Return of Title IV Funds calculation results in unearned aid, the school is required to return the funds to the federal program. The amount of the return will be charged to the student's account, and the student must repay the amount returned. It cannot be paid with future financial aid disbursements. He/she must either immediately pay the amount in full or set up payment arrangements. An unpaid balance will result in a hold being placed on the student's account that will prevent the student from enrolling or receiving transcripts until it is paid in full. In the event the calculation determines that the student attended/participated more than 60% of the semester, then the student is considered to have earned all of his/her financial aid for that semester and FHSU will not be required to immediately return any funds.

****Based on the most current federal return of Title IV policy. Changes mandated by the Department of Education will be implemented.***

RETURN OF UNEARNED TUITION ASSISTANCE FUNDS FOR MILITARY STUDENTS

FHSU Return of Unearned TA Funds Policy: In accordance with the Department of Defense Voluntary Education Partnership Memorandum of Understanding, this policy sets forth the stipulations by which the institution will adhere to return any unearned tuition assistance (TA) funds on a proportional basis through the 60% mark of an academic course. TA funds are earned proportionally during an enrolled period with the unearned funds returned to the military branch from which the funds were provided, if the student's last date of attendance is on or before the 60% attendance date.

One hundred percent of the tuition assistance will have been earned by the institution should the student's last date of attendance pass the 60% completion mark. For an 8-week course, this would be the 33rd day of enrollment. For a 16-week course, this would be the 65th date of enrollment. Calculation of these dates includes weekends during the course period, but not scheduled breaks of five consecutive days or more (Fall Break, Spring Break, etc.). A student's official withdrawal date is determined when a student requests to be dropped from a course or no longer meets the attendance requirements to remain eligible to TA funding. The Last Date of Attendance (LDA) is provided by the course instructor when a student officially withdraws from the class or receives a "U" grade for the class.

The standard formula for determining the amount of TA earned by the institution is calculated on a percentage basis, as follows: eight-week course withdraw submitted and LDA confirmed. Before or during Week One: 100% return; during Week Two: 75% return; during Weeks Three-Four: 50% return; during Week Five: 40% return; during Weeks Six-Eight: 0% return (more than 60% of course is completed). For 16-week Course Withdraw submitted and LDA confirmed: Before or during Weeks One-Two: 100% return; during Weeks Three-Four: 75% return; during Weeks Five-Eight: 50% return; during Weeks Nine-Ten: 40% return; during Weeks 11-16: 0% return (more than 60% of course is completed). This calculation, if less than the 60% completion rate, determines how much TA the student has earned and for how much the military branch may be invoiced. Should there be any remaining TA funds prior to the 60% period of a course, these funds will be reimbursed directly to the military branch from which the funds were provided, not to the student.

FHSU will begin the Return of Tuition Assistance Funds calculation process when a tuition assistance recipient withdraws from a course. In some cases, this process may result in a student owing the school for unpaid tuition and fees. Though a student may withdraw from the university at any time through TigerEnroll, it is highly recommended that the student speak with an advisor and Student Fiscal Services prior to withdrawing.

If a service member stops attending due to a military service obligation, FHSU will work with the affected service member to identify solutions that will mitigate any student debt the student might have had through the Return of Tuition Assistance Funds process.

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Military Refund Policy: Students serving in the National Guard Reserves who are called to active duty during an academic term are entitled to receive a full refund of tuition and fees. Students who are drafted and must report for active duty during an academic term are entitled to receive a full refund of tuition and fees. All refunds are subject to presentation of official documentation. Students who volunteer for military service will be subject to the University's non-military refund policy. Room and board charges will be prorated to the extent that services have been provided.

CONTRACTS AND COMPENSATORY CHARGES

This schedule does not limit the charges that may be collected under arrangements with other governmental or private agencies. Tuition or other charges to more nearly cover the actual cost of instruction are specifically authorized.

REFUNDS-CHANGE OF PROGRAM

Payment of Tuition and Fees: Tuition and fees for a semester or term are payable at the time of enrollment for a semester or term. Students may use a check, money order, cash, or VISA/MasterCard/Discover/American Express for the exact amount of fees. Students who add classes after the start of the semester must remit payment when adding the class. For detailed information on payment of Tuition and Fees, visit website: https://fhsu.edu/sfs/students_parents/enrollment/index.html.

Refunds: (Total Withdrawal from University). To officially withdraw from University coursework and to be eligible for a refund, a student must submit a request for a schedule drop through TigerEnroll within the scheduled dates of the authorized refund period. The University will determine the method of refund. Tuition refunds will be processed within fourteen (14) days of the scheduled drop. Tuition refunds to students who receive federal financial aid will be reviewed by the Office of Financial Assistance and Student Fiscal Services to determine whether repayment to federal programs is required prior to release of the tuition refunds to students. For detailed information, visit website: <https://www.fhsu.edu/registrar/Semester-Course-Drop-and-Withdrawal-Policy> and https://fhsu.edu/sfs/students_parents/refunds/index.html.

Registrar's Office

Course Drop/Withdrawal Policy--On-Campus and Virtual College--Fall and Spring Semesters

Tuition Refund for Course Drops/Withdrawals based on **length of course**

Less than 1 week, no refund

2 week course, 100% refund through 2nd calendar day; 50% 3-4th calendar day. Last day to DROP, 4th calendar day

4 week course, 100% refund through 4th calendar day, 50% 5th-8th calendar day. Last day to DROP, 8th calendar day; last day to WITHDRAW, 21st calendar day

8 week course, 100% refund through 7th calendar day; 50% 8th-14th calendar day. Last day to DROP, 14th calendar day; last day to WITHDRAW, 28th calendar day.

16 week course, 100% refund through 14th calendar day; 50% 15th-28th OR 29th calendar day (28th day for spring semesters; 29th day for fall semesters due to Labor Day holiday). Last day to DROP is the 28th OR 29th calendar day (28th day for spring semesters; 29th day for fall semesters); last day to WITHDRAW is the 70th calendar day. One week equals seven calendar days.

All deadlines are effective at 11:59:59 PM CT

Students may drop full-semester (16-week) courses through 11:59:59 PM CT on the 28th/29th calendar day of the semester. Students dropping during this time period will not receive any notation on their transcript. Students who withdraw after this period and through 11:59:59 PM CT on the 70th calendar day of the semester will receive a notation on their transcript of withdrawal (W). No withdrawals allowed after the 70th calendar day of the semester. Students who drop/withdraw completely will receive a notation on their transcript of the date dropped/withdrawn. Students receiving financial aid have additional responsibility and should contact the Office of Student Financial Assistance in Picken Hall, 785-628-4408.

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Availability of refunds for financial aid recipients are subject to review by the Office of Financial Assistance and/or Student Fiscal Services office. Nonfinancial aid recipients may have their refund sent within two weeks.

http://www.fhsu.edu/sfs/students_parents/refunds/

Appeal requests for dropping/withdrawal must be submitted to the Academic Appeals Committee. To initiate this process, contact the Office of the Registrar in Picken Hall, 785-628-4222, for the appeal form.

Adding A Course Policy--On-Campus and Virtual College--Fall and Spring Semesters

Last Day to Add/Enroll based on **length of course**

1 day to 2 weeks: 1st calendar day after classes start

3 to 4 weeks: 4th calendar day after classes start

5 to 6 weeks: 5th calendar day after classes start

7 to 8 weeks: 7th calendar day after classes start

9 to 12 weeks: 10th calendar day after classes start

13 to 16 weeks: 14th calendar day after classes start

Students may officially add open, full-semester courses up to and including the 14th calendar day of classes with instructor permission. Students are required to remit payment for additional tuition and fees owed at the time of adding the course (see http://www.fhsu.edu/sfs/students_parents/enrollment/).

All full-semester classes (16-weeks) will officially close 14 calendar days after the start of each semester. Courses offered that meet for less than a full semester will follow the guidelines shown above.

RESIDENCE HALL AND APARTMENT RATES

An application fee of \$40 is charged each resident. This payment is not refundable unless facilities cannot be provided.

For detailed information on housing and dining rates, visit the Residential Life Housing Costs website:

<https://fhsu.edu/reslife/policies-and-forms/Residential-Life-Housing-Costs/index.html>.

OTHER POLICIES:

- **Record and Enrollment Holds** – <https://www.fhsu.edu/sfs/policies--procedures/index>.
- **Eligibility for Resident Tuition** – <https://www.fhsu.edu/registrar/in-state-tuition/>.
- **Graduate Teaching Assistant Tuition Waivers** – <https://www.fhsu.edu/academic/gradschl/Graduate-Assistantships/>.
- **Midwest Student Exchange** – <https://www.fhsu.edu/admissions/tuition/midweststudentexchangeprogram>.