

# SPECIAL NOTICES, POLICIES AND PROCEDURES • PLEASE READ CAREFULLY

## Check Policy

All checks should be made payable to ECU and must contain the following information: **Student Checks** – Social Security Number, permanent address and permanent telephone number. **Parent's Check** – Student's name and Social Security Number, parent's home address, telephone number and driver's license number or social security number. Checks should be made only in the amount of tuition, fees, room and board. Post dated checks will not be accepted.

■ **CREDIT CARDS: MasterCard, Visa, and Diner's Club accepted for the payment of tuition, fees, room, and board.**

## Refund Policy

It is to the financial advantage of all students withdrawing, dropping to part-time status or dropping to a lower block of credit hours to do so as early in the semester as possible. Refunds for tuition and required fees (excluding room and board charges which are determined by contractual agreement) will be made as follows for students who withdraw or drop to a lower block of credit hours:

- August 23-August 29, 2006 (first five consecutive class days starting with the first official day of classes for the university) tuition and required fees will be refunded at 100% minus a \$25 non-refundable processing fee;
- August 30-September 6, 2006 (6-10 consecutive class days) tuition and required fees will be refunded at 75% minus a \$25 non-refundable processing fee;
- September 7-September 13, 2006 (11-15 consecutive class days) tuition and required fees will be refunded at 50% minus a \$25 non-refundable processing fee;
- September 14-September 20, 2006 (16-20 consecutive class days) tuition and required fees will be refunded at 25% minus a \$25 non-refundable processing fee;
- Beginning September 21, 2006 (21st consecutive class day) refunds will not be considered. If a student wishes to appeal, the process must be initiated in writing to the Tuition Refund Appeals Committee.

All refunds will be subject to the above noted time limitations and will be based on the difference between the amount paid and the charge for the block of hours for which the student is officially registered.

**POLICY EXCEPTION:** There will be no refunds available on special course fees after the first week of classes (five class days starting with the first official day of classes for the university).

A separate and extended refund policy exists for first-time federal title IV financial aid recipients. Refer to financial aid materials or contact the Student Financial Aid Office.

**To officially withdraw from the university, a student must give written notice to the Office of the Registrar.**

**Any refunds that a student becomes entitled to shall first be applied to outstanding financial obligations owed to the University.**

**SUMMER SESSIONS:** The refund period for withdrawal or reduction in course load is limited to the first week of classes (five class days starting with the first official day of classes for the university). Students will be refunded 100% minus a \$25.00 non-refundable processing fee for withdrawing.

## Meals

The University operates food service facilities in seven locations throughout campus. Campus Dining Services offers seven meal plan programs to all students that afford flexibility, convenience and value. Further information can be obtained through the Department of Dining Services by calling 328-3663.

## Textbooks

Students are required to purchase their textbooks. The Student Stores, located in the Wright Building, is operated by the University for the convenience of students with its distributed profits going to the University's scholarship fund. All necessary supplies and books, both new and used, may be purchased in the Student Stores. The cost of books may vary greatly depending on curricula.

## Registration

Admitted students who are not registered must secure a registration form from their advisor, register, and then pay fees. **Undergraduate Students** who have not been fully admitted must be cleared by the Admissions Office, secure a registration form from their advisor, register, and then pay fees. **Graduate Students** not fully admitted must be cleared by the graduate admissions office, register, and then pay fees. Readmitted students must be officially admitted by the Admissions office, secure a registration form from their advisor, register, and then pay fees. **STUDENTS ARE NOT OFFICIALLY ENROLLED UNTIL FEES ARE PAID.**

## Drop-Add (Change)

1. A schedule change period will continue to be scheduled at the beginning of each semester.
  - A student may drop-add with the approval of the advisor. The student must secure the signature of his or her advisor on the schedule change form and take it to the appropriate terminal operator for keying.
  - Schedule change policies for graduate students will remain the same as in the past. (See graduate catalog.)
2. **Students adding courses resulting in a higher block of hours will be charged at the rate of the block for which they are officially registered upon the completion of their registration. ALL FEES MUST BE PAID TO CONFIRM REGISTRATION/CLASS SCHEDULE.**
3. Refunds for non-attendance will be available the first day of classes only if payment was received one week prior to the start of the semester/term. Refunds thereafter should be available five (5) business days from 1) date processed, 2) Financial Aid/Scholarship check(s) endorsed, 3) official drop or withdrawal date.
4. All financial refunds are processed through Higher One.

If you have questions concerning the following, please note the appropriate offices and telephone numbers:

**Tuition and Fees** – Cashier's Office – (252) 328-6686; fax (252) 328-2413; Toll Free Number – 1 (888) 331-5328  
**Financial Aid** – Student Financial Aid Office – (252) 328-9379.  
**Residency (in-state/out-of-state tuition)** – Residency Classification Office – (252) 328-8077, Graduate Office – (252) 328-1466.  
**University Housing Information** – (252) 328-4663.  
**University Health Services** – (252) 328-6841.  
**University Dining Services** – (252) 328-4286.  
**Continuing Studies** – (252) 328-9206

## 25% Tuition Surcharge

Please be advised that undergraduates may be subject to a 25% tuition surcharge for hours in excess of 140 credit hours. ECU summer credit hours earned are exempt. See your department chair or advisor for details of this law as it may apply to you.

# Residence Classification Notice to Students

Your current residence classification, for purposes of applicable tuition rates, is required to be changed if, since original establishment of your current classification, your state of legal residence has changed.

(1) If you currently are classified as a non-resident for tuition purposes, it is your right to petition for a change in classification to that of resident if you claim that you are now and, for at least the 12-month period immediately preceding the date of such petition, have been a legal resident for tuition purposes of North Carolina. If it is determined that in fact you have been a legal resident for the required 12-month period, the effective date of change in applicable tuition rates shall be the beginning of the academic term next following the date of application for tuition change, provided, that a change in billing rate may be made retroactive to the beginning of an academic term during which application was made if the 12-month period is found to have been satisfied the beginning of that term.

(2) If you currently are classified as a resident for tuition purposes, it is your obligation to petition for a change in classification to that of a non-resident if you have reasonable basis for believing that facts requires such a change in classification. Failure to fulfill obligation may result in appropriate disciplinary action including, but not necessarily limited to, cancellation of enrollment. If it is determined that in fact you have become a non-resident, the effective date of change in applicable tuition rates shall be the next semester or term following the date of change in facts which required the change in classification, unless you are eligible to continue paying the resident rate for the 12-month grace period.

Copies of the applicable North Carolina Law and institutional regulations which govern such classification determinations are available in Joyner Library for inspection. The Residence Manual may also be viewed online at <http://www.ecu.edu/cs-acad/registrat/residency.cfm>. Students are responsible for being familiar with the contents of these two sources of regulations.

**East Carolina University is a publicly supported institution. Tuition payments and other required student fees meet only a part of the total cost of the education of students enrolled. On the average, for each full-time student enrolled in an institution of The University of North Carolina, the State of North Carolina appropriated \$9,021.00 per year in public funds to support the educational programs offered.**

FALL SEMESTER 2006

MAIN CAMPUS ONLY

# Fee Payment Schedule & Tuition and Fee Schedule



GREENVILLE  
NORTH CAROLINA

IT IS RECOMMENDED THAT YOU  
RETAIN AND FOLLOW THIS SCHEDULE

## FALL 2006 PAYMENT SCHEDULE

**Class schedules will be cancelled if fees are not paid or deferred by Wednesday, August 16, 2006**

### All Students\*

August 4, 2006	Last day for enrollment in AMS monthly payment plan
August 10, 2006	Last day to pay without a late fee.
<b>IF PAYING BY MAIL:</b>	(1) Mail your fees to the Cashier's office with the white copy of your billing statement. Please complete the METHOD OF PAYMENT section of your bill, by checking the appropriate box(es) and indicating amounts. IF the amount billed exceeds financial aid and/or awards, please remit the difference due. Even if no remittance is required, the original portion of the billing statement must be returned and postmarked on or before August 3, 2006 to allow sufficient time for processing.
July 10 - August 3, 2006	(2) Your receipt/class schedule will be mailed to your permanent address. (3) You can pay your fees with check, MasterCard, Visa, or Diner's Club. (4) ECU does not accept Discover or American Express. (5) A late fee may be assessed for payments mailed and postmarked after August 3, 2006.
<b>IF PAYING ON-LINE:</b>	(1) You can pay your fees on-line with MasterCard, Visa, or Diner's Club through ECU's One Stop. (2) Access One Stop at <a href="https://onestop.ecu.edu/onestop/">https://onestop.ecu.edu/onestop/</a> a. A student's password and id are required to enter One Stop b. Click on "Tools" tab. c. Select "Tuition Statements and Payments" located in the "Courses" box. (3) ECU does not accept Discover or American Express. (4) A late fee will be assessed for payments made after August 10, 2006.
<b>IF PAYING IN PERSON:</b>	(1) Pay your fees at the Cashier's office located in the Old Cafeteria Complex, Room 105, and receive your receipt/class schedule at that time. Office Hours are 8:00 am-5:00 pm. (2) You can pay your fees with cash, check, MasterCard, Visa, or Diner's Club. (3) ECU does not accept Discover or American Express. (4) A late fee will be assessed for payments made after August 10, 2006.
August 16, 2006	All schedules - both undergraduate and graduate - will be cancelled for non-payment.
August 23, 2006	First Day of Class
August 22, - August 29, 2006	Late Registration Day, and Schedule Changes (drop/add) Registrar and Cashier office hours - 8:00 am-5:00 pm (1) Students who registered early can make changes to their schedule with a signed registration form or code from their advisor. (2) Transfer and first term students attending orientation will meet with their advisor and register at that time. (3) Please reference "DROP-ADD (CHANGE)" procedures on the reverse side. (4) Graduate students can register in their department of study or in the Office of the Registrar. (5) All schedules - both undergraduate and graduate will be cancelled for non-payment on August 29 at 4:00 p.m.
August 30, 2006	Last Day for Schedule Changes - Add only - by 5:00 pm (1) Please go to the Cashier's Office to pay any additional charges and have your schedule processed. (2) Any schedule additions - both undergraduate and graduate will be cancelled for non-payment on August 30 at 5:00 pm
September 20, 2006	Last Day for Partial Refund of Tuition and Fees. Please reference the Refund Policy section of this brochure for specific information. Refunds of room and board charges are determined by contractual agreement. <b>PARTIAL PAYMENT WILL NOT SECURE YOUR SCHEDULE. ALL CHARGES MUST BE PAID IN FULL.</b>

**\* We strongly urge you to pay your fees as early as possible in accordance with the above schedule to avoid a LATE PAYMENT FEE AND/OR HAVING YOUR SCHEDULE CANCELLED.**

NOTE: You should receive your schedule by August 10, if you mail your fees by August 3. If you do not receive your schedule, you should go to the Cashier's Office upon arrival on campus. **ECU Cashier's Office hours are from 8:00 a.m. to 5:00 p.m. Monday through Friday, and offers extended hours at the beginning of the semester. Please check with the Cashier's Office at (252) 328-6886 or toll free (888) 391-5328.**

## FALL 2006 TUITION AND FEE SCHEDULE\*

*Tuition charges are based on proposed rates and are subject to change pending legislative approval and adjustments will be made. Fees, room and board rates have approved as billed. Miscellaneous charges (housing, health service, parking/transportation) will be deducted when financial aid is disbursed. Phone: 1-888-331-5328.*

**Tuition and fees must be paid or deferred at the Cashier's Office, room 105 Old Cafeteria Complex, see payment schedule.**

	PER SEMESTER					Per Year Full-Time
	Full-Time 12+ Hours	Part-Time 9-11 Hours	Part-Time 6-8 Hours	Part-Time 1-5 Hours	Part-Time 1-5 Hours	
<b>UNDERGRADUATES</b>						
Resident Tuition (in state)	\$1,167.50	\$875.62	\$583.75	\$291.87	\$291.87	\$2,335.00
Non-Resident Tuition (out of state)	6,424.50	4,818.37	3,212.25	1,606.12	1,606.12	12,849.00
University Fees	665.50	499.13	332.75	166.38	166.38	1,331.00
Educational/Tech. Fee	68.50	51.38	34.25	17.13	17.13	137.00
Health Service Fee	100.00	75.00	50.00	25.00	25.00	200.00
TOTALS: (N.C. Resident)	\$2,001.50	\$1,501.13	\$1,000.75	\$500.38	\$500.38	\$4,003.00
TOTALS: (Non-Resident)	\$7,258.50	\$5,443.88	\$3,629.25	\$1,814.63	\$1,814.63	\$14,517.00

	PER SEMESTER					Per Year Full-Time
	Full-Time 9+ Hours	Part-Time 6-8 Hours	Part-Time 3-5 Hours	Part-Time 1-2 Hours	Part-Time 1-2 Hours	
<b>GRADUATES</b>						
Resident Tuition (in state)	\$1,408.00	\$1,055.99	\$704.00	\$351.99	\$351.99	\$2,816.00
Non-Resident Tuition (out of state)	6,566.00	4,924.49	3,283.00	1,641.49	1,641.49	13,132.00
MBAMSA Tuition - ***see below		*	*	*	*	*
University Fees	665.50	499.13	332.75	166.38	166.38	1,331.00
Educational/Tech. Fee	68.50	51.38	34.25	17.13	17.13	137.00
Health Service Fee	100.00	75.00	50.00	25.00	25.00	200.00
TOTALS: (N.C. Resident)	2,242.00	1,681.50	1,121.00	560.50	560.50	4,484.00
TOTALS: (Non-Resident)	7,400.00	5,550.00	3,700.00	1,850.00	1,850.00	14,900.00

\*\*\* MBAMSA classes will be assessed an additional \$60.00 per credit hour for tuition. Some graduate and undergraduate classes are assessed special course fees.

ROOM RATE** (optional)	The Pirate Plans	Pirate Plus Plans
College Hill Suites \$2,340.00 (2 person suite) per sem.	19 meals per wk. \$1,425.00 per sem.	\$1,575.00 per sem.
College Hill Suites \$2,140.00 (4 person suite) per sem.	14 meals per wk. \$1,275.00 per sem.	\$1,450.00 per sem.
Double occupancy with A/C - AY \$1,955.00 per sem.	9 meals per wk. \$1,125.00 per sem.	\$1,325.00 per sem.
Double occupancy with A/C \$1,880.00 per sem.		
**Single occupancy (private) add an add'l \$800.00 per sem.		
AY=academic year		

MEAL PLAN** (optional)	The Pirate Plans	Pirate Plus Plans
19 meals per wk.	\$1,425.00 per sem.	\$1,575.00 per sem.
14 meals per wk.	\$1,275.00 per sem.	\$1,450.00 per sem.
9 meals per wk.	\$1,125.00 per sem.	\$1,325.00 per sem.

Differences in meal plan prices reflect the amount of Pirate Bucks included with your plan. New plans are available for students who commute. For more information about the various meal plans, please call Dining Services at 252-328-3663. (Pirate Bucks Declining Balance is a prepaid debit account opened with a minimum deposit of \$20.00 and redeposits in increments of \$20.00.)

### SPECIAL FEES:

Private Music Lesson - extra per credit hour (No refund after first week) .....	\$35.00
Remedial Math - additional tuition (No refund after first week) .....	\$118.50
Reading Labs - equate to 2 extra hours for tuition purposes	
Extra Course Fee (No refund after first week)	

Audit Fee Per Course, N.C. Resident - (No Audit Fee for full-time students) .....	\$36.00
Audit Fee Per Course, Non-Resident - (No Audit Fee for full-time students) .....	\$334.00
Late Payment Fee .....	\$25.00
Returned Check Charge .....	\$20.00

\* The above noted fees are required and entitle part-time students to the same services and privileges as full-time students.

\*\*Room and Board Optional; A freshman selecting the dorm option must also select a meal plan option.

**TURN PAGE FOR SPECIAL NOTICES, POLICIES AND PROCEDURES**