

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 and Visa 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:

- Through the first week of classes (five class days starting with the first official day of classes for the university) tuition and required fees will be refunded at 100% minus a \$25.00 non-refundable registration/processing fee for students withdrawing.
- The second week of classes (6-10 consecutive class days) tuition and required fees will be refunded at 75% minus the registration/processing fee for students withdrawing.
- The third week of classes (11-15 consecutive class days) tuition and required fees will be refunded at 50% minus the registration/processing fee for students withdrawing.
- The fourth week of classes (16-20 consecutive class days) tuition and required fees will be refunded at 25% minus the registration/processing fee for students withdrawing.
- Beginning with the fifth week of classes (21st consecutive class day) refunds will not be considered. If a student wishes to appeal, the process must be initiated in writing to the office of the University Comptroller.

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 private music lessons and/or remedial math 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 and surrender the student activity card to the office of the Dean of Students.

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 nonrefundable registration/processing fee for students withdrawing.

Meals

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

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 should range from \$35 to \$65 per course and may vary greatly depending on curricula.

On-Line Registration

Admitted students who are not registered must secure an on-line registration form from their advisor, registrar, and then pay fees. **Undergraduate Students** who have not been fully admitted must be cleared by the Admissions Office, secure an on-line registration form from their advisor, registrar, and then pay fees. **Graduate Students** not fully admitted must be cleared by the graduate admissions office, secure an on-line registration form from their advisor, registrar, and then pay fees. Re-admitted students must be officially admitted by the Registrar's office, secure an on-line registration form from their advisor, registrar, 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 at the completion of their registration. ALL FEES MUST BE PAID TO CONFIRM REGISTRATION/CLASS SCHEDULE.**

3. Refund checks will be available registration day only if payment was received one week prior to the start of the semester/term. Refunds thereafter should be available live (51 business days from 1) date processed, 2) Financial Aid/Scholarship check(s) endorsed, 3) official drop or withdrawal date.

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

Tuition and Fees – Cashier's Office – (252) 328-6886; fax (252) 328-2413; Toll Free Number – 1 (888) 331-5328
Financial Aid – Student Financial Aid Office – (252) 328-6610.
Residency (in-state/out-of-state tuition) – Residency Classification Office – (252) 328-5888.
University Housing Information – (252) 328-4663.
University Health Services – (252) 328-6841.
University Dining Services – (252) 328-4286.

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's other 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 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 change in facts requires such a change in classification. Failure to fulfill this 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. Students are responsible for being familiar with the contents of these two sources of regulation.

East Carolina University is a publicly supported institution. Tuition payments and University fees pay 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 \$8,735 per year in public funds to support the educational programs offered.

SPRING SEMESTER 2002

Fee Payment Schedule & Tuition and Fee Schedule



**GREENVILLE
NORTH CAROLINA**

IT IS RECOMMENDED THAT YOU
RETAIN AND FOLLOW THIS SCHEDULE

