

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/session 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 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 nonrefundable registration/processing fee for students 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 should range from \$40 to \$70 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, register, 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, register, 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, register, 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, 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 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 five (5) 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, Graduate Office – (252) 328-1466
University Housing Information – (252) 328-4663
University Health Services – (252) 328-6841
University Dining Services – (252) 328-4286

25% Tuition Surcharge

Part-time students may 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 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 certain 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 \$9,200 per year in public funds to support the educational programs offered.

SPRING SEMESTER 2003

Fee Payment Schedule & Tuition and Fee Schedule



**GREENVILLE
NORTH CAROLINA**

IT IS RECOMMENDED THAT YOU
RETAIN AND FOLLOW THIS SCHEDULE

SPRING 2003 FEE PAYMENT SCHEDULE

All fees should be paid by Monday, January 6, 2003.

There will be a Late Payment Fee of \$25 for fees paid or mailed after December 19, 2002. Class schedules will be cancelled if fees are not paid or deferred by Monday, January 6, 2003 closing.*

All Students*

November 4-8	Early Registration for Spring Semester. Cashiers billing statements will be mailed to your home address immediately after registration.
November 4 - January 6	(1) You or your parents can mail your fees to the Cashier's Office with the white copy of your billing statement which should be received at your home address by November 15. Even if no remittance is required, the original portion of the billing statement must be returned to the University. (2) Your RECEIPT/CLASS SCHEDULE will then be mailed back to your home or designated address. If you DO NOT want your RECEIPT/CLASS SCHEDULE mailed, you must notify the Cashier's Office in writing at the time of your payment. (3) You can also pay in person at the Cashier's Office during this time and receive your schedule (8:00 AM-4:00 PM).
December 20	Do not mail any fees after this date as there is insufficient time to process your payment and return your RECEIPT/CLASS SCHEDULE. If paid after December 19, include \$25.00 late payment charge.
November 4 - January 6	(8:00 a.m.-4:00 p.m.) You can pay your fees at the Cashier's Office during this time if you are registered for classes. (1) To avoid a late payment fee of \$25, all fees must be paid or deferred by December 19. (2) To avoid your schedule being cancelled, you must pay all fees by 4:00 p.m., Monday, January 6.*
December 19	Last day for currently registered students to pay or mail fees without a \$25 late payment charge.
December 23-27	Christmas Holidays. University offices closed. (Tuition and fee payments cannot be accepted.)
December 20	No RECEIPT/CLASS SCHEDULES will be mailed after this date except by special written request to the Cashier.
January 6	If fees are not paid by 4:00 p.m., all schedules, both graduate and undergraduate will be cancelled.*
January 7	REGISTRATION DAY AND CHANGE DAY. (Registrar's hours: 8:00 a.m.-5:00 p.m., Cashier's hours: 8:00 a.m.-5:30 p.m.) (1) Students who register must pay their fees by 4:00 p.m. January 14 to confirm registration. (2) Admitted students who are not registered must secure an on-line registration form from their advisor, register, and then pay fees. (3) Students who have not been fully admitted must be cleared by the Admissions Office, secure an on-line registration form from their advisor, register, and then pay fees. (4) For schedule changes, see Change (Drop-Add) Policies and Procedures on the reverse side.
January 7	FIRST DAY OF CLASS, SCHEDULE CHANGES (DROP-ADD), LATE REGISTRATION. Excess Financial Aid will be available, if processed by January 2.
January 14	LAST DAY TO REGISTER AND CHANGE CLASS SCHEDULES. All schedules will be cancelled after 4:00 p.m. if fees are not paid.
FEBRUARY 4	LAST DAY FOR PARTIAL REFUND (25%) OF TUITION/FEES. Refund of room & board charges determined by contractual agreement.

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

NOTE: Your registration will be confirmed only when ALL your fees have been accepted by the Cashier's Office and credited to your account.
(1) If you receive your class schedule by mail, you need not return to campus until your first class unless it is necessary for you to change your schedule.
(2) You should receive your schedule by December 27, if you mail your fees by December 19. If you do not receive your schedule, you should go to the Cashier's Office upon arrival to the University.

ECU Cashier's Office hours are from 8:00 a.m. to 4:00 p.m. Monday through Friday.

SPRING 2003 TUITION AND FEE SCHEDULE*

Tuition and Fees For Spring Semester Should Be Paid By December 19, 2002.

To avoid penalty tuition and fees must be paid or deferred at the Cashier's Office, on or before December 17, to avoid a \$25 LATE PAYMENT FEE if you are registered at that time. DO NOT MAIL AFTER DECEMBER 20 due to insufficient time to process and return. CLASS SCHEDULES WILL BE CANCELLED IF TUITION/FEES ARE NOT PAID OR DEFERRED BY JANUARY 6, 2003 CLOSING.

	PER SEMESTER					Per Year Full-Time
	Full-Time 12+ Hours	Part-Time 9-11 Hours	Part-Time 6-8 Hours	Part-Time 0-5 Hours	Part-Time 1-2 Hours	
UNDERGRADUATES						
Resident Tuition (instate)	\$909.50	\$682.00	\$455.00	\$227.00	\$227.00	\$1,819.00
Non-Resident Tuition (out of state)	5,737.50	4,303.00	2,869.00	1,434.00	1,434.00	11,475.00
Educational/Tech. Fee*	47.50	35.50	23.75	11.75	11.75	95.00
Health Service Fee*	87.00	65.25	43.50	21.75	21.75	174.00
University Fees*	452.00	339.00	226.00	113.00	113.00	898.00
TOTALS: (N.C. Resident)	\$1,496.00	\$1,121.75	\$748.25	\$373.50	\$373.50	\$2,986.00
TOTALS: (Non-Resident)	\$6,324.00	\$4,742.75	\$3,162.25	\$1,580.50	\$1,580.50	\$12,642.00

	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	
GRADUATES					
Resident Tuition (instate)	\$948.00	\$711.00	\$474.00	\$237.00	\$1,896.00
Non-Resident Tuition (out of state)	5,866.00	4,400.00	2,933.00	1,467.00	11,732.00
Educational/Tech. Fee*	47.50	35.50	23.75	11.75	95.00
Health Service Fee*	87.00	65.25	43.50	21.75	174.00
University Fees*	452.00	339.00	226.00	113.00	898.00
TOTALS: (N.C. Resident)	\$1,534.50	\$1,150.75	\$767.25	\$383.50	\$3,063.00
TOTALS: (Non-Resident)	\$6,452.50	\$4,839.75	\$3,226.25	\$1,613.50	\$12,899.00

	ROOM RATE** (Optional)	
	Double occupancy without A/C	Double occupancy with A/C
Double occupancy without A/C	\$1,270.00 per sem.	\$1,520.00 per sem.
Double occupancy with A/C	\$1,520.00 per sem.	\$2,070.00 per sem.
Single occupancy without A/C	\$2,070.00 per sem.	\$2,320.00 per sem.
Single occupancy with A/C	\$2,320.00 per sem.	\$2,570.00 per sem.
Academic year dorm option	add an add'l \$75.00 per sem.	

	MEAL PLAN** (Optional)	
	The Pirate Plans	Pirate Plus Plans
19 meals per wk.	\$1,275.00 per sem.	\$1,425.00 per sem.
14 meals per wk.	\$1,125.00 per sem.	\$1,300.00 per sem.
9 meals per wk.	\$975.00 per sem.	\$1,175.00 per sem.

Differences in meal plan prices reflect the amount of Pirate Bucks included with your plan. 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:

Music Fee - extra per credit hour (No refund after first week)\$31.00
Remedial Math - additional tuition (No refund after first week)\$102.75
Reading Labs - equate to 2 extra hours for tuition purposes	
Art Fee, Nursing 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.

* RATES ARE SUBJECT TO CHANGE WITHOUT PRIOR WRITTEN NOTICE.

TURN PAGE FOR SPECIAL NOTICES, POLICIES AND PROCEDURES