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, parents’ 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 panorama status or dropping to a lower block of credit hours to do so as early in the 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:

- The first week of classes (live class days starting with the first official day of classes for the university) tuition and required fees will be refunded at 100% minus a $25.60 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.

POLICY EXCEPTION: There may be no refunds available on private music lessons and/or rental equipment after the first week of classes (live 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.

Meals
The Campus Dining Services offers seven locations throughout campus. Campus Dining Services offers seven meal plans to all students that afford flexibility, convenience and value. Further information can be obtained through the Department of Dining Services by calling 252-328-3663.

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 pricing going to the University’s scholarship fund. All necessary supplies and texts, 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 curriculum.

On-Line Registration
Admitted students who are not registered must secure an on-line registration form from their advisor or 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. Nonmatriculated students must be officially admitted by the Admissions 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.
2. A student must 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 processing.
3. Withdrawal policies for graduate students will remain the same as in the past. (See graduate catalogs.)

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 of 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 date of change in applicable tuition rates shall be the next day following the date 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 governing 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.

Fee Payment Schedule
FALL SEMESTER 2004

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.

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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 of the beginning of that term.

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Fee Payment Schedule

Tuition and Fee Schedule

GREENVILLE NORTH CAROLINA

East Carolina University is a publically 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 eligible enrolled in an institution of the University of North Carolina, the State of North Carolina appropriated $9,229.00 per year in public funds to support the educational programs offered.

IT IS RECOMMENDED THAT YOU RETAIN THIS SCHEDULE
All Students*

FALL 2004 TUITION AND FEE SCHEDULE

Tuition and fees must be paid or secured at the Cashier's Office, room 105 Old Cafeteria Complex, on or before August 16.
DO NOT MAIL AFTER AUGUST 16 due to insufficient time to process and return.
CLASS SCHEDULES WILL BE CANCELLED IF TUITION FEES ARE NOT PAID OR DEFERRED BY AUGUST 16, 2004 CLOSING.

UNDERGRADUATES

Per Year Full-Time

Resident Tuition (instate) $1,067.50 $800.00 $533.75 $266.87 $2,155.00
Non-Resident Tuition (out of state) 5,174.50 4,630.67 3,087.25 1,543.62 12,349.00
Edsucations/Tech. Fee* 54.00 40.50 27.00 13.59 108.00
Health Service Fee* 90.00 67.50 45.00 22.50 180.00
University Fees 515.50 386.63 257.75 128.88 1,031.00

TOTALS: (N.C. Resident) $7,127.00 $5,296.25 $3,683.50 $1,848.75 $3,454.00
TOTALS: (Non-Resident) $8,834.00 $6,125.50 $4,170.00 $2,078.50 $3,688.00

GRADUATES

Per Year Full-Time

Resident Tuition (instate) $1,106.00 $831.00 $554.00 $277.00 $2,216.00
Non-Resident Tuition (out of state) 6,266.00 5,499.50 3,133.00 1,566.50 12,532.00
Educational/Tech. Fee* 44.00 33.50 27.00 13.59 108.00
Health Service Fee* 86.00 64.50 45.00 22.50 180.00
University Fees 515.50 386.63 257.75 128.88 1,031.00

TOTALS: (N.C. Resident) $7,767.50 $5,325.83 $3,683.75 $1,848.75 $3,535.00
TOTALS: (Non-Resident) $9,295.00 $6,194.13 $4,462.75 $2,131.38 $3,851.00

ROOM RATE ** (optional)

Per Day Full-Time

$1,375.00 per sem. $1,450.00 per sem. $1,540.00 per sem. $1,640.00 per sem.

Spouse or dependent of A/C.
Double occupancy with A/C.
Single occupancy (private) add an additional $800.00 per sem.

MEAL PLAN ** (optional)

The Village Plan

9 meals per wk. $1,325.00 per sem. $1,475.00 per sem. $2,000.00
14 meals per wk. $1,475.00 per sem. $1,625.00 per sem. $2,175.00
9 meals per wk. $1,325.00 per sem. $1,475.00 per sem. $2,000.00

Differences in meal plan prices reflect the amount of Pitts Bucks included with your plan. New plans are available for students who commute. For more information about the various meal plans, please visit Dining Services at 353-3505. (Pitts Bucks Declining Balance is a prepaid debit account operated with a minimum deposit of $200 and refunds in increments of $20.)

SPECIAL FEES:

Private Music Lesson – extra per credit hour $33.00
Remedial Math – additional tuition $195.00
Reading Labs – extra per credit hour for tuition purposes $25.00

Audit Fee Per Course, N.C. Resident – $36.00
Audit Fee Per Course, Non-Resident – $334.00
Late Payment Fee – $25.00
Returned Check Charges – $25.00

*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 to you to change your schedule.
2) 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.

* Room and Board Option: A resident selecting the dorm option must also select a meal plan option.
* Rates are subject to change without prior written notice.

** Per Year Full-Time

12-Hours
9-Hours
6-Hours
3-Hours
0-Hours

Cashier's billing statements will be mailed to your home address.

MID July

July 16

If you are not able to confirm registration by the published deadline, you may add any class after this date if there is sufficient time to process and return your RECEIPT/CLASS SCHEDULE.

August 11

August 16

August 25

August 31

September 22

EUCashier's Office hours are from 8:00 a.m. to 5:00 p.m. Monday through Friday.

If you are not able to confirm registration by the published deadline, you may add any class after this date if there is sufficient time to process and return your RECEIPT/CLASS SCHEDULE.

Registration Day and Change Day (Register's hours 8:00 a.m. 5:00 p.m., Cashier's hours 8:00 a.m. 5:00 p.m.)
(1) Students who register must pay their fees by 5:00 p.m. September 3 to confirm registration.
(2) Admitted students who are not registered must secure an on-line registration form from their advisor, registrar, 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, registrar, and then pay fees.
(4) For schedule changes, see Change (Drop/Add) Policies and Procedures on the reverse side.

First Day of Class, Schedule Changes (Drop/Add), Late Registration. Excess financial aid will be available if processed by August 9.

Last Day to Register and Change Class Schedules.
All schedules will be cancelled after 5:00 p.m. If fees are not paid.

Last Day for Partial Refund (25%) of Tuition/Fees.
Refunds for room and board are determined by contractual agreement.