Check Policy

All checks should be made payable to ECU and must contain the following information: Student’s Name, Social Security Number, permanent address and permanent telephone number. Parent’s Name, Social Security Number, permanent address, telephone number and driver’s license number or social security number. Checks should be made only in the amount of dollars, cents, and/or checks. Postdated checks will not be accepted.

Credit Cards: MasterCard and Visa accepted for the payment of tuition, fees, room and board.

Refund Policy

It is in the financial advantage of all students withdrawing, dropping to part-time status or dropping to a lower level 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 agreements) will be made as follows for students who withdraw or drop to a lower level of credit hours:

- First week of classes (first eight days of classes): full refunds will be awarded.
- First week of classes (first eight days of classes): full refunds will be awarded.
- First week of classes (first eight days of classes): full refunds will be awarded at 25% of the registration/processing fees for students withdrawing.
- First week of classes (first eight days of classes): full refunds will be awarded at 50% of the registration/processing fees for students withdrawing.
- First week of classes (first eight days of classes): full refunds will be awarded at 75% of the registration/processing fees for students withdrawing.
- First week of classes (first eight days of classes): full refunds will be awarded at 100% of the registration/processing fees for students withdrawing.

Meals

The University operates food service facilities in seven locations throughout campus. Campus Dining Services offers three meal plans, programs for 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 distinctive states, located in the Virginia Beach, are 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 Store. The cost of books should range from $30 to $50 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, register, and then pay fees. Undergraduate Students who have not been fully admitted must be cleared by the Admissions Office, receive an on-campus matriculation form from their advisor, register, and then pay fees. Graduate Students not fully admitted must be cleared by the graduate admissions office, receive an on-line registration form from their advisor, register, and then pay fees. Rejected students must be officially admitted by the Registrar’s Office, secure an online 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 may drop-add with the approval of the advisor. The student must secure the signature of the advisor on the change form and turn it to his or her terminal sponsor for keying.
3. Schedule change forms for graduate students will remain the same as in the past. (See graduate catalog.)
4. 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 time and at the time which the students must be paid to confirm registration/class schedule.

5. Refund checks will be available registration day or paid only if payment was re- ceived one week prior to the deadline for the semester/term. Refunds thereafter should be available live (5 business days from first date processed), (2) Financial Aid/Student Aid office is required to be available (5 business days from first date processed), (2) Financial Aid/Student Aid office is required to be available (5 business days from first date processed), (2) Financial Aid/Student Aid office is required to be available (5 business days from first date processed), (2) Financial Aid/Student Aid office is required to be available (5 business days from first date processed).

If you have questions concerning the following, please refer the appropriate offices and telephone names:

- Tuition and Fees – Cashier’s Office – (252) 386-3966; Fax (252) 386-2413; Toll Free Number – 1 (800) 321-5326
- Financial Aid – Student Financial Aid Office – (252) 330-5909
- University Housing Information – (252) 386-4103.
- University Health Services – (252) 386-4811.
- University Dining Services – (252) 386-4309.

25% Tuition Surcharge

Please be advised that undergraduates may be subject to a 25% surcharge for hours in excess of 140 credit hours. ECU and 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 all legal purposes, a resident of North Carolina.
2. If you are currently 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 your change in classification is necessary.

Drop-Add (Change)

1. A schedule change period will continue to be scheduled at the beginning of each semester.
2. A student may drop-add with the approval of the advisor. The student must secure the signature of the advisor on the change form and turn it to his or her terminal sponsor for keying.
3. Schedule change forms for graduate students will remain the same as in the past. (See graduate catalog.)
4. 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 time and at the time which the students must be paid to confirm registration/class schedule.
5. Refund checks will be available registration day or paid only if payment was received one week prior to the deadline for the semester/term. Refunds thereafter should be available live (5 business days from first date processed), (2) Financial Aid/Student Aid office is required to be available (5 business days from first date processed), (2) Financial Aid/Student Aid office is required to be available (5 business days from first date processed), (2) Financial Aid/Student Aid office is required to be available (5 business days from first date processed).

If you have questions concerning the following, please refer the appropriate offices and telephone names:

- Tuition and Fees – Cashier’s Office – (252) 386-3966; Fax (252) 386-2413; Toll Free Number – 1 (800) 321-5326
- Financial Aid – Student Financial Aid Office – (252) 330-5909
- University Housing Information – (252) 386-4103.
- University Health Services – (252) 386-4811.
- University Dining Services – (252) 386-4309.

25% Tuition Surcharge

Please be advised that undergraduates may be subject to a 25% surcharge for hours in excess of 140 credit hours. ECU and 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 all legal purposes, a resident of North Carolina.
2. If you are currently 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 your change in classification is necessary.

Drop-Add (Change)

1. A schedule change period will continue to be scheduled at the beginning of each semester.
2. A student may drop-add with the approval of the advisor. The student must secure the signature of the advisor on the change form and turn it to his or her terminal sponsor for keying.
3. Schedule change forms for graduate students will remain the same as in the past. (See graduate catalog.)
4. 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 time and at the time which the students must be paid to confirm registration/class schedule.
5. Refund checks will be available registration day or paid only if payment was received one week prior to the deadline for the semester/term. Refunds thereafter should be available live (5 business days from first date processed), (2) Financial Aid/Student Aid office is required to be available (5 business days from first date processed), (2) Financial Aid/Student Aid office is required to be available (5 business days from first date processed), (2) Financial Aid/Student Aid office is required to be available (5 business days from first date processed).

If you have questions concerning the following, please refer the appropriate offices and telephone names:

- Tuition and Fees – Cashier’s Office – (252) 386-3966; Fax (252) 386-2413; Toll Free Number – 1 (800) 321-5326
- Financial Aid – Student Financial Aid Office – (252) 330-5909
- University Housing Information – (252) 386-4103.
- University Health Services – (252) 386-4811.
- University Dining Services – (252) 386-4309.
**SPRING 2002 FEE PAYMENT SCHEDULE**

All fees should be paid by Thursday, January 3, 2002. There will be a Late Payment Fee of $25 for fees paid or mailed after December 17, 2001. Class schedules will be cancelled if fees are not paid or deferred by Thursday, January 3, 2002 closing.

---

**All Students**

**November 5-9**
- Early Registration for Spring Semester. Cashiers billing statements will be mailed to your home address immediately after registration.

**November 5 - January 3**
1. Your Registration for Spring Semester. Cashiers billing statements will be mailed to your home address immediately after registration.
2. Your Receipt/Class Schedule will 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 (9:00 AM-4:00 PM).

**December 18**
- 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 17, include $25 late payment charge.

**December 5 - January 3**
- 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.
- To avoid a late payment fee of $25, all fees must be paid or deferred by December 17.
- To avoid your schedule being cancelled, you must pay all fees by 4:00 p.m., Thursday, January 3.

**December 17**
- Last day for currently registered students to pay or mail fees without a $25 late payment charge.

**December 24-26**
- Christmas Holiday. University offices closed. (Tuition and fee payments cannot be accepted.)

**December 21**
- No Receipt/Class Schedules will be mailed after this date except by special written request to the Cashier.

**January 3**
- If fees are not paid by 4:00 p.m., all schedules, both graduate and undergraduate, will be cancelled.

**January 4**
- REGISTRATION DAY AND CHANGE DAY. (Registration 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 4:00 p.m. January 11 to confirm registration.
2. Admitted students who are not registered must secure an on-line registration form from their advisor, register, and 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 11**
- LAST DAY TO REGISTER AND CHANGE 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.

---

**SPRING 2002 TUITION AND FEE SCHEDULE**

To Avoid Penalty, Tuition and fees must be paid or deferred at the Cashier's Office, or on or before December 17 to avoid a $25 LATE PAYMENT FEE if you are registered at that time. DO NOT MAIL AFTER DECEMBER 15 due to insufficient time to process and return CLASS SCHEDULES WILL BE CANCELLED IF TUITION/FEES ARE NOT PAID OR DEFERRED BY JANUARY 3, 2002 CLOSING.

---

**UNDERGRADUATES**

<table>
<thead>
<tr>
<th>PER SEMESTER</th>
<th>Full-Time</th>
<th>Part-Time 12-11 Hours</th>
<th>Part-Time 5-6 Hours</th>
<th>Part-Time 5-6 Hours</th>
<th>Part-Time 5-6 Hours</th>
<th>Per Year Full-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resident Tuition</td>
<td>$726.50</td>
<td>$540.00</td>
<td>$363.00</td>
<td>$162.00</td>
<td>$1,453.00</td>
<td></td>
</tr>
<tr>
<td>Non-Resident (out-of-state) Tuition</td>
<td>$5,011.00</td>
<td>$3,769.00</td>
<td>$2,596.00</td>
<td>$1,233.00</td>
<td>$10,022.00</td>
<td></td>
</tr>
<tr>
<td>Educational/Tech, Fee*</td>
<td>45.25</td>
<td>34.00</td>
<td>23.00</td>
<td>11.00</td>
<td>90.50</td>
<td></td>
</tr>
<tr>
<td>Health Service Fee*</td>
<td>85.00</td>
<td>64.00</td>
<td>43.00</td>
<td>21.00</td>
<td>170.00</td>
<td></td>
</tr>
<tr>
<td>University Fees*</td>
<td>426.25</td>
<td>320.00</td>
<td>213.00</td>
<td>107.00</td>
<td>852.50</td>
<td></td>
</tr>
<tr>
<td>TOTALS: (N.C. Resident)</td>
<td>$1,283.00</td>
<td>$963.00</td>
<td>$642.00</td>
<td>$321.00</td>
<td>$8,506.00</td>
<td></td>
</tr>
<tr>
<td>TOTALS: (Non-Resident)</td>
<td>$9,567.50</td>
<td>$4,177.00</td>
<td>$2,786.00</td>
<td>$1,395.00</td>
<td>$91,156.00</td>
<td></td>
</tr>
</tbody>
</table>

---

**GRADUATES**

<table>
<thead>
<tr>
<th>PER SEMESTER</th>
<th>Full-Time</th>
<th>Part-Time 5-6 Hours</th>
<th>Part-Time 3-4 Hours</th>
<th>Part-Time 3-4 Hours</th>
<th>Part-Time 3-4 Hours</th>
<th>Per Year Full-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resident Tuition</td>
<td>$726.00</td>
<td>$572.00</td>
<td>$381.00</td>
<td>$191.00</td>
<td>$1,524.00</td>
<td></td>
</tr>
<tr>
<td>Non-Resident (out-of-state) Tuition</td>
<td>$5,126.00</td>
<td>$3,845.00</td>
<td>$2,560.00</td>
<td>$1,282.00</td>
<td>$10,252.00</td>
<td></td>
</tr>
<tr>
<td>Educational/Tech, Fee*</td>
<td>45.25</td>
<td>34.00</td>
<td>23.00</td>
<td>11.00</td>
<td>90.00</td>
<td></td>
</tr>
<tr>
<td>Health Service Fee*</td>
<td>85.00</td>
<td>64.00</td>
<td>43.00</td>
<td>21.00</td>
<td>170.00</td>
<td></td>
</tr>
<tr>
<td>University Fees*</td>
<td>426.25</td>
<td>320.00</td>
<td>213.00</td>
<td>107.00</td>
<td>852.50</td>
<td></td>
</tr>
<tr>
<td>TOTALLS: (N.C. Resident)</td>
<td>$1,318.50</td>
<td>$990.00</td>
<td>$690.00</td>
<td>$330.00</td>
<td>$8,637.00</td>
<td></td>
</tr>
<tr>
<td>TOTALLS: (Non-Resident)</td>
<td>$9,062.50</td>
<td>$4,263.00</td>
<td>$2,842.00</td>
<td>$1,421.00</td>
<td>$91,306.00</td>
<td></td>
</tr>
</tbody>
</table>

---

**ROOM RATE (optional)**

<table>
<thead>
<tr>
<th>Room Type</th>
<th>per month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Double occupancy without air-conditioning</td>
<td>$210.00</td>
</tr>
<tr>
<td>Double occupancy with air-conditioning</td>
<td>$230.00</td>
</tr>
<tr>
<td>Single occupancy without air-conditioning</td>
<td>$250.00</td>
</tr>
<tr>
<td>Single occupancy with air-conditioning</td>
<td>$270.00</td>
</tr>
<tr>
<td>Academic year dorm option</td>
<td>add an additional $50.00 per semester</td>
</tr>
</tbody>
</table>

**MEAL PLAN (optional)**

<table>
<thead>
<tr>
<th>Meal Plan</th>
<th>per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>19 meals per week</td>
<td>$1,700.00 per semester</td>
</tr>
<tr>
<td>14 meals per week</td>
<td>$1,070.00 per semester</td>
</tr>
<tr>
<td>9 meals per week</td>
<td>$970.00 per semester</td>
</tr>
</tbody>
</table>

Declaring balance a prepaid debit account opened with a minimum deposit of $200 and redeposits in increments of $200.

**SPECIAL FEES:**

- Private Music Lesson – extra per credit hour: $30.00
- Audit Fee Per Course, N.C. Resident – (No Audit Fee for full-time students): $35.00
- Remedial Math – additional tuition: $90.00
- Audit Fee Per Course, Non-Resident – (No Audit Fee for full-time students): $334.00
- Reading Labs – route 2 extra hours for tuition purposes: $25.00
- Graduation 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.

**NOTE:** Your registration will be cancelled only if 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 before December 17; if you mail your fees by December 17; 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 4:00 p.m. Monday through Friday.