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'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 ceasing to be 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:

• Throughout the first week of classes (first class day starting with the first official day of classes for the university) tuition and required fees will be refunded at 100% minus a $50.00 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 fees 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 fees 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 fees for students withdrawing.

• Beginning with the fifth week of classes (21st consecutive class day) refunds will be made at the rate of $25.00 per credit hour for students withdrawing.

POLICY EXCEPTION: There will be no refunds available on private music lessons and/or enrollment after the first week of classes (first class day 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 (first class day starting with the first official day of classes for the university). Students will be refunded 100% minus a $15.00 non-refundable registration/processing fee for students withdrawing.

Meals

The University operates food service facilities in seven locations throughout campus. Campus Dining Services offers seven meal plans to provide options for students that afford flexibility, convenience and value. Further information can be obtained through the Department of Dining Services by calling 335-5003.

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 very greatly depending on each instructor's requirements.

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 online registration form from their advisor, registrar, and then pay fees. Registered 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 официально enrolled until the fees are paid.

Drop/Add (Change)

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 not be withdrawn from the classes.

• Schedule changes will be made no later than the 12th week of each semester.

• Tuition charges can be refunded in the form of a check made payable to the University. The check will be mailed to the student’s address on file with the University.

• Tuition charges cannot be refunded in the form of a credit to the student's account.
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, notify your 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 (9:30 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.

December 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 delivered 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 22-27
Christmas Holidays. University offices closed. (Tuition and fee payments cannot be accepted.)

December 30
No RECEIPT/CLASS SCHEDULES will be mailed after this date except by special written request to the Cashier.

January 5
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. (Registration's hours: 8:00 a.m.-5:00 p.m., Cashiers' 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 TUTION/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 at the University.

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

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.*

SPRING 2003 TUITION AND FEE SCHEDULE*

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 TUTION/FEEs ARE NOT PAID OR DEFERRED BY JANUARY 6, 2003 CLOSING.

UNDERGRADUATES

<table>
<thead>
<tr>
<th>Full-Time</th>
<th>Part-Time 12+ Hours</th>
<th>Part-Time 9-11 Hours</th>
<th>Part-Time 6-8 Hours</th>
<th>Part-Time 0-5 Hours</th>
<th>Per Year Full-Time</th>
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<tr>
<td>Resident Tuition (instate)</td>
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<td>35.50</td>
<td>23.75</td>
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<tr>
<td>Health Service Fee*</td>
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<td>65.25</td>
<td>43.50</td>
<td>21.75</td>
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<td>University Fees*</td>
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<td>226.00</td>
<td>113.00</td>
<td>658.00</td>
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<td>TOTALS: (N.C. Resident)</td>
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GRADUATES

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<th>Part-Time 5+ Hours</th>
<th>Part-Time 3-5 Hours</th>
<th>Part-Time 2-3 Hours</th>
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<td>$1,613.50</td>
<td>$12,859.00</td>
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ROOM RATE ** (optional)

Double occupancy without A/C $1,270.00 per sem.
Double occupancy with A/C $1,500.00 per sem.
Single occupancy without A/C $2,070.00 per sem.
Single occupancy with A/C $2,320.00 per sem.
Academic year dorm option add an add $75.00 per sem.

MEAL PLAN ** (optional)
The Pirate Plan The Pirate Plus Plan
19 meals per wk. $1,275.00 per sem., $1,425.00 per sem.
14 meals per wk. $1,100.00 per sem., $1,250.00 per sem.
9 meals per wk. $795.00 per sem., $975.00 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 202-309-3663. (Pirate Bucks Declining Balance is a prepaid debit account operated with a minimum deposit of $20.00 and reloads 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 Returned Check Charge $20.00

* The above noted fees are required and written 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 WRITTEN NOTICE.

TURN PAGE FOR SPECIAL NOTICES, POLICIES, AND PROCEDURES.