Check Policy

All checks should be made payable to ECU and must contain the following information: Student Number – Social Security Number – permanent access to permanent telephone number. Parent’s Check – Student 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, 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 in a lower block of credit hours to do so as early in the semester as possible. Refunds for tuition and required fees (including room and board charges which are determined by contractual agreements) will be made as follows for students who withdraw or drop to a lower block of credit hours:

The first week of classes (five days corresponding with the first official day of classes for the university) tuition and required fees will be refund ed at 100% minus a $25.00 non-refundable registration/processing fee for students withdrawing.

The second week of classes (six-ten 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 (eleven-fifteen 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 (fifteen-nineteen 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 (twenty consecutive class days) refunds will not be considered. A student wishing 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 rental month fees for the first week of classes (five days corresponding 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. Dining Services offers several meal plan programs all of which afford flexibility, convenience and value. Further information can be obtained through the Department of Dining Services by calling 335-3063.

Textbooks

Students are required to purchase their textbooks. The Student Store, located in the Wright Building, is operated by the University for the convenience of students with its discounted prices going to the University on scholarship funds. 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 options.

On-Line Registration

Admitted students who are not registered must assume an on-line registration form from their advisor, registrar, and then pay fees. Undergraduate Students who have not fully paid tuition must be cleared by the Admissions Office, secure an on-line registration form from their advisor, registrar, and then pay fees. Graduates students must be officially admitted by the Registrar’s Office, secure on-line registration form from their advisor, registrar, and then pay fees. All registrants must be officially admitted by the Registrar’s Office, secure 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 be the student of record on the schedule change form and it is the proper form for the appropriate institutional period for the term.
   - Schedule change petitions 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 enrolled.

3. Students registering/class schedule.

4. Refund checks will be available registration day only if payment was received one week prior to the start of the semester. Refunds thereafter should be available five (5) business days from the date processed. 2% Financial Aid Scholarship check( s) endorsed. 0 official drop or withdrawal date.

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

Tuition and Fees – Cashier’s Office – (252) 328-6885, fax (252) 328-2213, Toll Free number – 1-800-739-3238
Financial Aid – Student Financial Aid Office – (252) 335-5916
Residency (in-state/out-of-state tuition) – Residency Classification Office – (252) 335-5818, 335-4145
University Housing Information – (252) 335-4693
University Health Services – (252) 328-8541
University Dining Services – (252) 328-4088

2004 Calendar of key dates:

* IMPORTANT DATES

Tuition and Fees – Spring Semester 2004

SUMMER SESSIONS:

Turn Page for FEE PAYMENT AND TUITION AND Fee Schedule
All Students*

November 3-12
Early Registration for Spring Semester. Cashier's billing statements will be mailed to your home address immediately after registration.

November 3 - January 7
(1) Your parents or your mail to the Cashier's Office with the white copy of your billing statement which should be received at your home address by November 20. 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 apply in person at the Cashier's Office during this time and receive your schedule (0:00 AM - 4:00 PM).

December 23
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 5, $25.00 late payment charge.

November 3 - January 7
(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.
(2) To avoid a late payment fee of $25, all fees must be paid or deferred by January 5, 2004.
(3) To avoid your schedule being cancelled, you must pay all fees by 4:00 P.M., Wednesday, January 7.*

January 5
Last day for currently registered students to pay fees without a $25 late payment charge.

December 22-26
Christmas Holidays. University offices closed. (Tuition and fee payments cannot be accepted.)

December 31
No RECEIPT/CLASS SCHEDULES will be mailed after this date except by special written request to the Cashier.

January 7
If fees are not paid by 4:00 P.M., all schedules, both graduate and undergraduate will be cancelled.*

January 9
REGISTRATION DAY AND CHANGE DAY. (Registerer's hours: 8:00 a.m. - 5:00 p.m., Cashier's hours: 8:00 a.m. - 2:30 p.m.)
(1) Students who register must pay their fees by 4:00 p.m., January 16 to continue 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 9
FIRST DAY OF CLASS, SCHEDULE CHANGES (DROP-ADD), LATE REGISTRATION. Excess Financial Aid will be available, if processed by January 2.

January 15
LAST DAY TO REGISTER AND CHANGE CLASS SCHEDULES. All schedules will be cancelled after 4:00 p.m. if fees are not paid.

FEBRUARY 6
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 last class unless it is necessary for you to change your schedule.
(2) You should receive your schedule by December 31, if you mail your fees by December 15. 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 5:00 p.m. Monday through Friday.

SprinG 2004 Tuition and Fee Schedule

To avoid penalty tuition and fees must be paid or deferred at the Cashier's Office, on or before January 5, to avoid a $25 Late Payment Fee. If you are registered at that time, DO NOT MAIL AFTER DECEMBER 29 due to insufficient time to process and return. CLASS SCHEDULES WILL BE CANCELLED IF TuITION FEES ARE NOT PAID OR DEFERRED BY JANUARY 7, 2004. CLOSING.

UNDERGRADUATES

<table>
<thead>
<tr>
<th>PER SEMESTER</th>
<th>Full-Time</th>
<th>Part-Time 9-11 Hours</th>
<th>Part-Time 6-8 Hours</th>
<th>Part-Time 5-6 Hours</th>
<th>Per Year Full-Time</th>
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<tbody>
<tr>
<td>Resident Tuition (instate)</td>
<td>$955.00</td>
<td>$716.25</td>
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<td>4,516.50</td>
<td>3,012.25</td>
<td>1,506.00</td>
<td>12,048.00</td>
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<tr>
<td>Educational/Tech. Fee*</td>
<td>59.00</td>
<td>37.50</td>
<td>25.00</td>
<td>12.50</td>
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<tr>
<td>Health Service Fee*</td>
<td>89.00</td>
<td>66.75</td>
<td>44.50</td>
<td>22.25</td>
<td>178.00</td>
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<tr>
<td>University Fees*</td>
<td>471.50</td>
<td>353.50</td>
<td>235.75</td>
<td>118.00</td>
<td>943.00</td>
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<tr>
<td>TOTALS: (N.C. Resident)</td>
<td>$6,555.00</td>
<td>$4,976.25</td>
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<td>TOTALS: (Non-Resident)</td>
<td>$6,035.00</td>
<td>$4,576.25</td>
<td>$3,017.59</td>
<td>$1,506.00</td>
<td>$11,508.00</td>
</tr>
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<tbody>
<tr>
<td>Resident Tuition (instate)</td>
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<td>$746.75</td>
<td>$497.75</td>
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<td>$1,991.00</td>
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<tr>
<td>Non-Resident Tuition (out of state)</td>
<td>6,110.00</td>
<td>4,587.00</td>
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</tr>
<tr>
<td>TOTALS: (N.C. Resident)</td>
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<td>TOTALS: (Non-Resident)</td>
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<td>$1,541.75</td>
<td>$11,562.00</td>
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</table>

ROOM RATE ** (optional)

| DR occupancy without A/C | $1,200.00 per sem. |
| DR occupancy with A/C | $1,640.00 per sem. |
| Single occupancy without A/C | $1,200.00 per sem. |
| Single occupancy with A/C | $1,600.00 per sem. |
| Academic year dorm option add an add’l $75.00 per sem. |

MEAL PLAN ** (optional)

<table>
<thead>
<tr>
<th>Plan</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Pirate Plans</td>
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<tr>
<td>Pirate Plus Plans</td>
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<tr>
<td>19 meals per wk.</td>
<td>$1,300.00 per sem.</td>
</tr>
<tr>
<td>14 meals per wk.</td>
<td>$1,150.00 per sem.</td>
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<tr>
<td>11 meals per wk.</td>
<td>$900.00 per sem.</td>
</tr>
<tr>
<td>9 meals per wk.</td>
<td>$1,200.00 per sem.</td>
</tr>
<tr>
<td>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 the Cashier's Office at 333-3083. (Pirate Bucks Decreasing Balance is a prepaid debit account opened with a minimum deposit of $50.00 and redeposits in increments of $25.00.)</td>
<td></td>
</tr>
</tbody>
</table>

SPECIAL FEES:

Private Music Lesson – extra per credit hour (No refund after first week) $31.00
Remedial Math – additional tuition (No refund after first week) $106.50
Reading Labs – equals to 2 extra hours for tuition purposes Extra Course Fees (No refund after first week)
Audit Fee Per Course, N.C. Resident – (No Audit Fee for full-time students) $36.00
Remedial Math – additional tuition, Non-Resident – (No Audit Fee for full-time students) $324.00
Late Payment Fee Returned Check Charge $20.00

* Rates are subject to change without prior written notice.

**Room and Board Option: A tenancy selecting the dorm option must also select a meal plan option.

Turn page for special notices, policies, and procedures.