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 Name – Social Security Number, permanent address and permanent telephone number. Parent’s Check – Student’s name and Social Security Number, parent’s name and address, account 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 in 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 as possible. Refunds for tuition and required fees (excluding room and board charges which are determined by contractual agreements) will be refunded as follows for students who withdraw or drop 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 nonrefundable processing fee for students withdrawing.
- Through the first two weeks of classes (6-10 consecutive class days) tuition and required fees will be refunded at 75% minus the 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 processing fee for students withdrawing.
- The fourth week of classes (16-19 consecutive class days) tuition and required fees will be refunded at 25% minus the processing fee for students withdrawing.
- Beginning with the 11th 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 Tuition Refund Appeals Committee.

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.

Policies and exceptions: There will be no refunds available on special course fees 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 material 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 eleven 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 962-9463.

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 distributed profits going to the University’s scholarship fund. All necessary supplies and tools, both new and used, may be purchased in the Student Store. The cost of books should range from $20 to $100 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, registrar, and then pay fees. Undergraduate students who have not been fully admitted must be cleared by the Admissions Office, review an on-line registration form from their advisor, registrar, and then pay fees. Graduate students not fully admitted must be cleared by the graduate admissions office, review an on-line registration form from their advisor, registrar, and then pay fees. Reinstated 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 OFFICIALLY ENROLLED UNTIL FEES ARE PAID.

Drop-Add (Change)
A. 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 his or her advisor on the schedule change form and forward it to the appropriate terminal operator for keying.
   3. Schedule change policies 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 completion of their registration. ALL FEES MUST BE PAID TO CONFIRM REGISTRATION/CLASS SCHEDULE.

3. Refund checks will be available the first day of classes only if payment was received one week prior to the start of the semester. Refunds elsewhere should be available five (5) business days from date processed. Financial Aid(Scholarship checks) endorsed, 3 official drop or withdrawal date.

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.

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 are classified as a non-resident for tuition purposes, you may request in writing a change in classification. If you are a student resident of another state and wish to appeal, you should submit a letter to the Office of the Registrar indicating your change of residence, your reason for the change, and any supporting documentation.

2. If you are classified as a resident for tuition purposes, you are obligated to pay for a change in classification to that of a non-resident if you have a 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. 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 and summer and University fees pay only a part of the total cost of 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 $8,229.00 per year in public funds to support the educational programs offered.

Fees Payment Schedule

25,000 students use this public document was printed at a cost of $2,295.00 at 9,000 per copy.

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I T IS RECOMMENDED THAT YOU RETAIN AND FOLLOW THIS SCHEDULE

EAST CAROLINA UNIVERSITY

FEE PAYMENT SCHEDULE & TUITON AND FEES SCHEDULE
### SPRING 2005 FEE PAYMENT SCHEDULE

**Last Day to pay without a late fee:** December 23, 2004.

Class schedules will be cancelled if fees are not paid or deferred by Monday, January 3, 2005 closing.*

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### All Students*

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 15, 2004</td>
<td>Last day for enrollment in 2/28 monthly payment plan</td>
<td></td>
</tr>
<tr>
<td>December 31, 2004</td>
<td>Last day to pay without a late fee</td>
<td></td>
</tr>
</tbody>
</table>

**IF PAYING BY MAIL:**

1. Mail your fees to the Cashier's office with the white copy of your billing statement. Please complete the **METHOD OF PAYMENT** section of your bill by checking the appropriate box(es) and indicating amounts. If the amount billed exceeds financial aid and/or awards, please write the difference due. Even if no remittance is required, the original portion of the billing statement must be returned and postmarked on or before December 17 to allow sufficient time for processing.

2. Your receipt/class schedule will be mailed to your permanent address.

3. You may pay your fees with check, MasterCard or Visa.

4. ECU does not accept Discover or American Express.

5. For payments mailed and postmarked after December 17, a late fee may be assessed.

**IF PAYING ON-LINE:**

1. You can pay your fees on line with MasterCard or Visa through ECUs One Stop.

2. Access One Stop (at https://onestop.ecu.edu/onestop/)
   - a. You will need your student's password and ID to enter One Stop
   - b. Click on "Fees" tab
   - c. Select "Tuition Statements and Payments" located in the "Courses/box.

3. ECU does not accept Discover or American Express.

**IF PAYING IN PERSON:**

1. Pay your fees at the Cashier's office located in the Old Cafeteria Complex, Room 105, and receive your receipt/class schedule at that time. Office Hours are 8:00 a.m. - 5:00 p.m.

2. You can pay your fees with cash, check, MasterCard, or Visa.

3. ECU does not accept Discover or American Express.

4. Please plan your visit to the Cashier's office so that it does not conflict with the University's holiday schedule.

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### HOLIDAY CLOSING

**The University will be closed on December 24, 27, 28, 29, and 31.**

1. January 3, 2005
   - All registration and graduation audits will be cancelled for non-payment.
   - January 7, 2005
     - First Day of Class
   - January 7 - January 13, 2005
     - Late Registration Day and Class Schedule Changes (dropping)
   - January 15, 2005
     - Last Day to Register and Change Class Schedules. All charges must be paid by this date or schedules will be cancelled.
   - February 4, 2005
     - Last Day for Partial Refund (25%) of Tuition and Fees. Refund of room and board charges determined by contractual agreement.

**PARTIAL PAYMENT WILL NOT SECURE YOUR SCHEDULE. ALL CHARGES MUST BE PAID IN FULL.**

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**NOTE:** Your registration will be confirmed only if ALL your charges have been accepted by the Cashier's Office and credited to your account. You should receive your schedule by December 31. If your payment is postmarked by December 17, if you do not receive your schedule, you should go to the Cashier's Office upon arrival to the University.

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### SPRING 2005 TUITION AND FEE SCHEDULE*

**CLASS SCHEDULES WILL BE CANCELLED IF TUTION/FEES ARE NOT PAID OR DEFERRED BY 5:00 pm ON JANUARY 3, 2005.**

#### 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>
</tr>
</thead>
<tbody>
<tr>
<td>Resident Tuition (Instate)</td>
<td>$1,067.50</td>
<td>$800.62</td>
<td>$533.75</td>
<td>$266.87</td>
<td>$2,135.00</td>
</tr>
<tr>
<td>Non-Resident Tuition (out of state)</td>
<td>$6,174.50</td>
<td>$4,630.87</td>
<td>$3,087.25</td>
<td>$1,543.62</td>
<td>$12,440.00</td>
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<tr>
<td>University Fees*</td>
<td>515.50</td>
<td>386.63</td>
<td>257.75</td>
<td>128.68</td>
<td>1,061.00</td>
</tr>
<tr>
<td>Educational/Tech. Fee*</td>
<td>54.00</td>
<td>40.50</td>
<td>27.00</td>
<td>13.50</td>
<td>108.00</td>
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<tr>
<td>Health Service Fee*</td>
<td>90.00</td>
<td>67.50</td>
<td>45.00</td>
<td>22.50</td>
<td>180.00</td>
</tr>
<tr>
<td>TO (N.C. Resident)</td>
<td>$1,727.00</td>
<td>$1,295.25</td>
<td>$863.50</td>
<td>$431.75</td>
<td>$3,454.00</td>
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<tr>
<td>TOTALS (Non-Resident)</td>
<td>$6,834.00</td>
<td>$5,125.50</td>
<td>$3,417.00</td>
<td>$1,708.50</td>
<td>$13,688.00</td>
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</tbody>
</table>

#### GRADUATES

<table>
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<th>Per Semester</th>
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<th>Per Year Full-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resident Tuition (Instate)</td>
<td>$1,108.00</td>
<td>$831.00</td>
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<td>$277.00</td>
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<td>Non-Resident Tuition (out of state)</td>
<td>$6,266.00</td>
<td>$4,698.00</td>
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<td>$863.75</td>
<td>$431.75</td>
<td>$3,535.00</td>
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<tr>
<td>TOTALS (Non-Resident)</td>
<td>$6,925.50</td>
<td>$5,194.13</td>
<td>$3,462.75</td>
<td>$1,721.38</td>
<td>$13,851.00</td>
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</table>

#### ROOM RATE (optional)

- Double occupancy without A/C: $1,375.00 per sem.
- Double occupancy with A/C: $1,450.00 per sem.
- Single occupancy with A/C: $3,845.00 per sem.

- Single occupancy (private) add an additional $800.00 per sem.

#### MEAL PLAN (optional)

- The Fringe Plan
- The Prime Plan

- 19 meals per wk. $1,325.00 per sem., $1,475.00 per per.
- 14 meals per wk. $1,175.00 per sem., $1,325.00 per sem.
- 9 meals per wk. $1,025.00 per sem., $1,125.00 per sem.

- Difference in meal plans reflects the amount of 'Puck Bucks' included with your plan.

*NEW Plan for students who commute. For more information about the various meal plans, please call: (252) 328-5646. (Prime Shock Plan)

**SPECIAL FEES:**

**Private Music Lesson – extra per credit hour**

- No refund after first week
- $31.00

**Rem-4** Math – additional tuition

- 605.50

**Reading Labs – equate to 2 extra hours for tuition purposes**

- Extra Courses Fee (No refund after first week)

- $25.00

* 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.

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**TURN PAGE FOR SPECIAL NOTICES, PROCEDURES AND POLICIES**