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; 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. Postdated checks will not be accepted.

CREDIT CARDS: MasterCard and Visa accepted for the payment of tuition, fees, room, and board.

Refund Policy (Fall/Spring)
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 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 (5-15 consecutive class days) tuition and required fees will be refunded at 100% minus a $25.00 non-refundable registration/processing fee for students withdrawing.
- The second week of classes (5-15 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. If a student wishes 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 classes for which the student is officially registered.

POLICY EXCEPTION: There will be no refunds available on private music lessons, remedial math and/or extra 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 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 non-refundable registration/processing fee for students withdrawing.

Meals
During summer sessions the University operates food service facilities in six locations throughout campus. During that time Campus Dining Services offers one meal at a time to all students that allows flexibility and convenience – takeout. Further information can be obtained through the Department of Dining, 3030 East Campus.

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 profile 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 $75 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, registrar, 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, registrar, and then pay fees. Graduate Students who have not been fully admitted must be cleared by the graduate admissions office, secure an on-line registration form from their advisor, registrar, and then pay fees. Resigned students must be officially admitted by the Admissions 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)
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 take it to the appropriate terminal operator for keying.
3. Schedule change policies for graduate students will remain the same as those 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 SCHEDULE.
5. 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 thereafter should be available the 10th business day from the 1st date processed. 2. Financial Aid/Scholarship check(s) endorsed, 3. official drop or withdrawal date.

NOTE: NO INSTALLMENT PAYMENT PLAN IS OFFERED FOR SUMMER SESSIONS.

If you have questions concerning the following, please note the appropriate office and telephone numbers:
Tuition and Fees – Cashier’s Office – (252) 328-6688; fax (252) 328-2413;
Toll Free Number 1-888-331-5328.
Financial Aid – Student Financial Aid Office – (252) 328-1610
Residency (in-State/out-of-state tuition) – Residency Classification Office – (252) 328-5898
University Housing Information – (252) 328-4663
University Health Services – (252) 328-0941
University Dining Services – (252) 328-4369.

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, once 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 not been a legal resident for the required 12-month period, then the effective date of change shall be the date on which the status changes from the beginning of an 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 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. 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-

Price of Educations
Military students are eligible for the GI Bill. More information can be obtained at the Veterans Office, 3030 East Campus.

East Carolina University is a publically supported institution. Tuition payments and University fees pay only a part of the total cost of the educational services 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 allocates $6,292 per year in public funds to support the educational programs offered.
SUMMER SESSIONS 2004 FEE PAYMENT SCHEDULE

(Graduate and Undergraduate – May 17 - June 23)

- Tuition and fees must be paid by 4:00 p.m. June 21 to prevent cancellation of class schedule.

March 29
Early Registration. Cashier's billing statements will be mailed to your home address immediately after registration.
Even if no remittance is required, the original portion of the billing statement must be returned to the university.
March 29 (9:00 a.m.-4:00 p.m.) - Fees can be paid to the Cashier's Office in person or by mail.
May 7
Do not mail any fees after this date.
May 11
Receipt/Class schedule will be mailed to students until this date if payment has been received. If not received you may pick up your Receipt/Class Schedule up at the Cashier's Office.
May 14 (4:00 p.m.) - Schedules of both graduates and undergraduates who have registered will be cancelled if payment is not received.
May 17
Registration Day. Registrar's Office and Cashier's Office will be open 7:30 a.m.-5:00 p.m. Students who have not registered must do so first and then pay fees.
May 18
Classes begin.
May 19 (7:30 a.m.-4:00 p.m.) - Last day to register and pay fees.
May 24
Last day for any refund of tuition and fees.
June 1
Last day to drop a course or withdraw without grades (undergraduates).
June 22
Classes end.
June 23
Final examinations.

SUMMER SESSIONS 2004 - TUITION AND FEE SCHEDULE

(May 17 - June 23 / June 23 - July 30)

Summer school 2004 tuition and required fees will be billed per credit hour and not in blocks of credit hours.
The following rates have been approved.

- PER SESSION -

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<thead>
<tr>
<th>UNDERGRADUATE</th>
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<tr>
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- GRADUATES -

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ROOM RATE (optional) **

- Double occupancy with air-conditioning .............. $316.00 per session

MEAL PLAN (optional) **

- 9 Meals with $50 In Pirate Bucks ............... $310.00
- 6 Meals with $75 In Pirate Bucks ............... $250.00
- Pirate Bucks Account .......................... $150.00

SPECIAL FEES:

- Private Music Lessons – extra per credit hour ........... $31.00
- Audit Fee Per Course, N.C. Resident –
- Remedial Math – additional tuition .................... $106.50
- (No Audit Fee for full-time students) ............... $36.00
- Reading Labs – equate to 2 extra hours for tuition purposes
- Audit Fee Per Course, Non-Resident –
- Late Payment Fee ..................................... $25.00
- (No Audit Fee for full-time students) ............... $334.00
- Returned Check Charge .............................. $20.00

* Summer only
* 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 (Meal Plan required if housing option selected)

ECU Cashier's Office Summer Hours are from 7:30 a.m. to 4:00 p.m. Monday through Thursday and 7:30 to 11:00 on Friday, except May 14 and June 18 will be 7:30 - 5:00.