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, and room. Post dated checks will not be accepted.

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

Refund Policy
It is to the financial advantage of all students withdrawing, dropping to past-time status or dropping to a lower block of credit hours to do so as early as the semester-termination 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 block of credit hours:

- Throughout 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 an 80% rate minus a $25.00 non-refundable processing fee for students withdrawing.
- The second week of classes (8-10 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 70% minus the processing fee for students withdrawing.
- The fourth week of classes (16-20 consecutive class days) tuition and required fees will be refunded at 65% minus the processing fee for students withdrawing.
- Beginning with the fifth week of classes (21/2 consecutive class days) refunds will not be issued. 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.

POLICY EXCEPTION: 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 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 processing fee for withdrawing.

Meals
The University operates food service facilities in seven locations throughout campus. Campus Dining Services offers several meal plans to all students that afford flexibility, convenience and value. Further information can be obtained through the Department of Dining Services by calling 339-8665.

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 discounted 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 $50 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. Undergraduates 5. - 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. Undergraduates 6. Students not fully admitted must be cleared by the graduate admissions office, secure an on-line registration form from their advisor, registrar, and then pay fees. Paid/admitted 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 UNLESS 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 submit evidence of her or his approval on the schedule change form and take it to the appropriate terminal operator for keying.
   - Schedule change policies 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 registered at the completion week of their new classes. THIS MUST BE OVER CONFRMATION CLASS SCHEDULE.

3. Refunds will be available the first day of classes only if payment was received one week prior to the start of the semester/term. Refunds thereafter should be available five (5) business days from 1 date processed. Financial Aid Scholarship check(s) endorsed, 3 official drop or withdrawal date.

If you have questions concerning the following, please note the appropriate offices and telephone numbers:
- Tuition and Fees – Cashier’s Office – (901) 329-6688, Fax (901) 329-2413, Toll Free Number – 1-800-329-3293
- Financial Aid – Student Financial Aid Office – (901) 329-3297
- Residency – In-state/out-of-state tuition – Residence Class Office – (901) 329-6777, Graduate Office – (901) 329-4960
- University Housing Information – (901) 308-4683
- University Health Services – (901) 329-3941
- University Dining Services – (901) 329-4368

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 currently are classified as a non-resident for tuition purposes, it is your right to petition for a change in classification to that of a resident if you claim that you are now, and for at least the 12-months, prior immediately preceding the date of such petition, have been a legal resident of North Carolina. If it is determined that in fact you have been a legal resident for the required 12-month period, the effective date of change in applicable tuition rates shall be the beginning of the academic term next following the date of application for tuition change; however, provided that in billing change rates 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 of the beginning of that term.

(2) If you currently are classified as 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 inappropriate classification including, but not necessarily limited to, cancellation of enrollment. If 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 requires the change in classification, unless you require the change in classification, in which case you are entitled 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 the 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—payments and other required student fees meet only a part, a total cost of the education of students enrolled. On the average, each full-time student enrolled in an Institution of The University of North Carolina, the State of North Carolina appropriated $8,486.00 per year in public funds to support the educational programs offered.

Greenville, North Carolina

It is recommended that you retain and follow this schedule.

25,000 copies of this public document were printed at a cost of $969.00 or $0.05 per copy.

15% for 15% re-usage of recycled paper.
### Class Schedules will be cancelled if fees are not paid or deferred:

- **SESSION 1**: May 12th
- **SESSION 2**: June 19th

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#### All Students*

**IF PAYING BY MAIL:**
- **April 17 – May 5**: 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 boxes and indicating amounts. If the amount billed exceeds financial aid and/or awards, please request the difference due. Even if the remittance is required, the original portion of the billing statement must be returned.
- **May 15 – June 12**: Your receipt/class schedule will be mailed to your permanent address. (3) You can pay your fees with check, MasterCard, Visa, or Diner's Club. (4) ECU does not accept Discover or American Express.

**IF PAYING ONLINE:**
- **April 17 – May 12**: You can pay your fees online with MasterCard, Visa, or Diner's Club through ECU's One Stop.
  - Access One Stop at [https://onestop.ecu.edu/payment/](https://onestop.ecu.edu/payment/)
  - a. You will need your student's password and id to enter One Stop.
  - b. Click on "Bois" tab.
  - c. Select "Tuition Statements and Payments" located in the "Courses" box.
- **May 15 – June 19**: (3) ECU does not accept Discover or American Express.

**IF PAYING IN PERSON:**
- **April 17 – May 12**: Pay your fees at the Cashier's office located in the Old Carolina Complex, Room 105, and receive your receipt/class schedule at that time. Office Hours are 7:00 a.m. – 4:45 p.m. May 8th – August 18th, and 8:00 a.m. – 4:45 p.m.
- **May 15 – June 19**: (2) You can pay your fees with cash, check, MasterCard, Visa, or Diner's Club.
- **ECU does not accept Discover or American Express.**

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#### UNDERGRADUATES

<table>
<thead>
<tr>
<th>Session</th>
<th>Per Credit Hour</th>
</tr>
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<tbody>
<tr>
<td>Resident Tuition</td>
<td>$103.83</td>
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<tr>
<td>Non-Resident Tuition</td>
<td>$541.83</td>
</tr>
<tr>
<td>Educational/Technology Fee*</td>
<td>$5.33</td>
</tr>
<tr>
<td>Health Service Fee*</td>
<td>7.50</td>
</tr>
<tr>
<td>University Fees*</td>
<td>49.34</td>
</tr>
<tr>
<td><strong>TOTAL (N.C. Resident)</strong></td>
<td><strong>$166.00</strong></td>
</tr>
<tr>
<td><strong>TOTAL (Non-Resident)</strong></td>
<td><strong>$650.00</strong></td>
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#### GRADUATES

<table>
<thead>
<tr>
<th>Session</th>
<th>Per Credit Hour</th>
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<tbody>
<tr>
<td>Resident Tuition</td>
<td>$155.11</td>
</tr>
<tr>
<td>Non-Resident Tuition</td>
<td>728.11</td>
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<tr>
<td>MBA/MSA Tuition*** – see below</td>
<td>***</td>
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<tr>
<td>Educational/Technology Fee*</td>
<td>7.11</td>
</tr>
<tr>
<td>Health Service Fee*</td>
<td>10.00</td>
</tr>
<tr>
<td>University Fees*</td>
<td>65.78</td>
</tr>
<tr>
<td><strong>TOTAL (N.C. Resident)</strong></td>
<td><strong>$236.00</strong></td>
</tr>
<tr>
<td><strong>TOTAL (Non-Resident)</strong></td>
<td><strong>$811.00</strong></td>
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#### ROOM RATE (optional)**

- Double occupancy with air-conditioning: $360.00 per session
- Single occupancy with air-conditioning: $465.00 per session

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#### MEAL PLAN (optional)**

- 9 Meals with $50 in Pirate Bucks: $235.00
- 5 Meals with $75 in Pirate Bucks: $275.00
- Pirate Bucks Account: $125.00

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#### SPECIAL FEES:

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee (per credit hour)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Private Music Lessons</td>
<td>$35.00</td>
</tr>
<tr>
<td>Remedial Math – additional tuition</td>
<td>$118.50</td>
</tr>
<tr>
<td>Reading Labs – equate to 3 extra hours for tuition purposes</td>
<td>$25.00</td>
</tr>
<tr>
<td>Late Payment Fee</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

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*Surcharge only

**All MBA/MSA classes will be assessed an additional $60.00 per credit hour for tuition. Some graduate and undergraduate classes are assessed special course fees.

Maximum number of credit hours that may be taken per session without special permission: Undergraduate: 7, Graduate 6.

**Rates are subject to change without prior written notice.

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**Note:** Your registration will be confirmed only when ALL your charges have been accepted by the Cashier's Office and credited to your account. If you do not receive your schedule, you should go to the Cashier's Office upon arrival to the University.