

## FINANCIAL INFORMATION AND BUSINESS REGULATIONS

Mr. James Black  
Interim Vice President for Business and Finance

Valdosta State University, as a unit of the University System of Georgia, receives the major portion of its operating funds through appropriations from the State of Georgia. This support enables the University to offer high quality educational programs at a minimal cost to its students.

Each year Valdosta State University offers two terms of instruction: fall and spring, which are collectively called the academic year. Another term is offered in the summer. Charges are in accordance with the regulations and schedules set forth below, the basis of which is the number of hours scheduled. These fees are due and payable as an integral part of the registration process, and students should not commence registration without having money sufficient to pay all fees. For a student to be considered in "financial good standing" at this institution all tuition, fees, library, parking, food service, or other fees must be paid in full. The University reserves and intends to exercise the right to withhold copies of education records, cancel the enrollment of students who owe the University money, or pursue collection for unpaid balances.

The University reserves the right to change without previous notice its fees, charges, rules, and regulations at the beginning of any term. This right will be exercised judiciously.

**The fees listed on these pages were  
approved fees for the previous school year, 2003-2004.  
Fees for 2004-2005 were not yet approved by the  
Board of Regents by press time.**

### TUITION FEE SCHEDULE FOR GRADUATE STUDENTS

\*Effective Fall Semester 2003

<i>Hours</i>	<i>In-State Tuition</i>	<i>Out-of-State Resident</i>
12	\$1,651	\$5,632
11	1,545	5,197
10	1,434	4,754
9	1,323	4,311
8	1,212	3,868
7	1,101	3,425
6	990	2,982
5	879	2,539
4	768	2,096
3	371	1,367
2	260	924
1	149	481

\*All charges are based on approved fees and are subject to change based on Board of Regents policy.

Please note: Health (\$73), Athletic (\$109), Transportation (\$5), and Activity (\$95) fees are assessed for class loads of 4 or more semester hours unless a student is enrolled in ALL off-campus classes. Also, the Technology fee is a flat fee of \$38, assessed for all students, regardless of the number of hours.

Audit (Non-Credit) Classes: Fees for attending class on an audit or non-credit basis are calculated the same as above.

**Graduate assistantships** are granted by the Graduate office. Graduate assistants (GAs) receive a waiver of a portion of matriculation fees only. Athletic, activity, technology, transportation, and health fees are not waived or reduced. GAs also receive regular payments for their work through the Payroll system. GAs may not receive extra compensation for performing other work during the period of their assistantship.

Qualified expenses for graduate school paid after June 30, 1998 may be eligible for the nonrefundable **Federal Lifetime Learning Credit** up to \$1000. Please consult your tax advisor for further information. Information is also available from the IRS website: <www.irs.ustreas.gov>.

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**Other Fees and Charges\***

<i>Late Registration or Payment Fee:</i>	
<i>Failure to register or pay fees by specified payment date</i>	\$75
<i>Returned Check Fee: For each check</i>	\$25
<i>or (5 percent of the face amount of the check, whichever is greater)</i>	
<i>If the check is for tuition fees, an extra \$75 fee will be charged.</i>	
<i>Excess check stop payment and reissue request processing fee</i>	\$10
<i>Key Replacement Charge</i>	\$25.00
<i>Music Lessons, including use of instrument for practice, per term:</i>	
<i>private lessons</i>	\$50
<i>group lessons</i>	\$35
<i>Laboratory fee (per course)</i>	\$30
<i>GLOBE fee (per credit hour)</i>	\$125
<i>MPA degree and MLIS degree: Online fee per 3-hour course:</i>	\$150
<i>Orientation Fee: charged undergraduates...</i>	
<i>who attend spring or summer orientation program</i>	\$20
<i>spring or summer orientation program guest fee</i>	\$0
<i>who attend fall orientation program</i>	\$30
<i>fall orientation program guest fee (each)</i>	\$10
<i>Post Office Box</i>	\$6
<i>(semester rental for students not living in campus housing and desiring a box)</i>	
<i>Transcript Fees: 1-5 copies</i>	no charge
<i>6th and subsequent copies (each)</i>	\$2.00
<i>Priority Fee for Certification Forms/Letters/Transcripts, per copy</i>	\$5
<i>Electronic transmission (FAX) of <b>unofficial</b> transcripts or certification</i>	
<i>forms/letters, per copy (Official transcripts cannot be FAXed.)</i>	\$10
<i>Graduation Fee: Bachelor's or Graduate Degree</i>	\$25
<i>(Students who apply for graduation and who do not meet degree requirements must pay appropriate graduation fees again upon re-application.)</i>	
<i>Motor Vehicle Parking Permit (Annual)</i>	\$50

\*All charges are based on approved fees and are subject to change according to Board of Regents Policy.

Example of total cost of full-time graduate student for one semester: (9 hours in-state)

Tuition and Fees	\$ 1,323
Books	<u>400</u>
Total	\$1,723

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## **PAYMENT OF FEES AT REGISTRATION**

Tuition and fees are due and payable as an integral part of the registration process and must be paid on or before the established deadlines. The amount owed is based on the courses for which students are registered, living accommodations on campus, and meal plan selected and is detailed on the registration schedule. Payment is accepted by cash, check, money order, cashier's check, Master Card or Visa, via the mail, Web payment system of the Banner Registration Website, or the 24-hour drop box at the University Bursary. Complete payment for tuition, dorm, apartment, meal plan, "Holds," vehicle registration, etc. must be made to validate registration. The only way registration for classes, campus housing, and meal plan can be activated is by payment of fees by the designated day. Otherwise, cancellation of registration is automatic. The University is not permitted to have accounts receivable for student fees. It is the students' responsibility to determine the balance due on their account and render payment by the fee payment deadlines. The telephone system and Web Registration System are available 24 hours per day for this purpose. VSU only mails invoices to students whose financial aid does not cover all fees and account charges. VSU will also send reminders by mail concerning automatic financial aid validation, fee payment deadlines, and cancellations. However, fee invoices can also be mailed or picked up at the Bursary by request.

Students who have anticipated financial aid should verify their aid is adequate to cover all charges. If aid is adequate, all classes will be automatically validated. **The student is responsible for dropping any classes to avoid unsatisfactory grades and financial liability.**

**No partial payments can be accepted.**

The entire fee payment instructions with deadline dates are included in the Registration Guide for each term. It is absolutely essential that each student read and adhere to the instructions and dates as stated in each term's fee payment instructions. The Valdosta State University Homepage at <<http://www.valdosta.edu>> is an additional resource for updated information.

## **PROBLEMS WITH PAYMENTS**

Regardless of any problem with the source of funds (Direct Loans, Pell, VA, HOPE, etc.), it is a student's responsibility to have sufficient money to pay tuition and fees by the established deadlines.

## **REFUND OF FEES**

Students officially withdrawing from the University after paying fees for the term will be issued a 100% refund for tuition, mandatory fees, campus housing, and board meal plans, provided the official withdrawal occurs **NO LATER THAN** the official drop/add day for refunds. Students officially withdrawing from **ALL** classes **AFTER** the official drop/add day will receive a refund based upon the following official refund policy:

The refund amount shall be based on a pro rata percentage determined by dividing the number of calendar days in the semester that the student completed by the total calendar days in the semester. The total of calendar days in a semester includes weekends but excludes scheduled breaks of five or more days and days that a student was on an approved leave of absence. The unearned portion shall be refunded up to the time that the amount earned equals 60%.

Students who withdraw when the calculated percentage of completion is greater than 60% are not entitled to a refund of any portion of institutional charges.

A refund of all non-resident fees, matriculation fees, and other mandatory fees shall be made in the event of the death of a student at any time during the academic session.

Housing fees, post office box fees, and music fees are non-refundable fees. Refunds of elective charges upon withdrawing from the institution during a term will be made on a prorated basis determined by the date of withdrawal. Flex charges and à la carte meal plans are refundable only to the extent they are unspent

It is the student's responsibility to withdraw officially in accordance with university regulations, which are set out in this *Catalog*. Students receiving funds and financial aid monies will have their refunds restored to the following programs in this precise order: outstanding balances on non-subsidized loans, subsidized loans, PLUS loans, Pell, SEOG, other Title IV student assistant programs, HOPE, private scholarships, and finally to the student.

No refunds for reduction in academic loads or student services are allowed unless such reductions are necessitated by schedule changes initiated by the University. Students suspended or expelled for disciplinary reasons are not entitled to a refund of any deposits or fees paid. Students who are asked to vacate their residence hall rooms as a result of disciplinary actions (but who are allowed to continue attending classes) are not eligible for a refund of that term's room rent.

## **CHECK CASHING SERVICE**

All checks and money orders must be payable through a United States Bank. To accommodate students, the University will cash one personal check per day, per student for \$50.00 or less at the Bursary. The Bursary's hours are Monday through Thursday, 8:00 a.m. to 5:00 p.m. and Friday, from 8:00 a.m. to 2:30 p.m. Checks will not be cashed if the student has a "Hold" on his or her student account. Checks drawn for cash only must be made payable to "VSU-CASH." The University will not accept two-party checks for cashing.

## CHECKS RETURNED BY THE BANK

Checks issued to the University in payment of fees, purchases of books, etc., or to be cashed for personal convenience, must be paid upon presentation to the bank on which it is drawn. If a check is returned to the University for insufficient funds, account closed, stopped payment, or any other reason, the returned check will be handled in accordance with the State Laws of Georgia. Briefly the Georgia Code requires the following procedure:

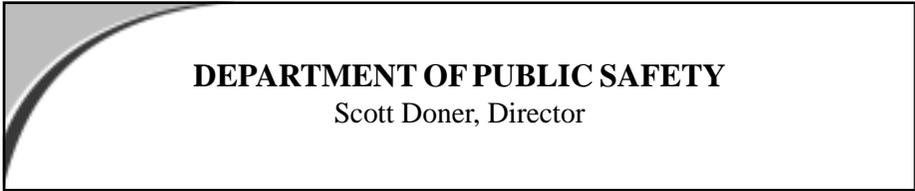
The official notice of a returned check will be sent by certified letter instructing the writer to either bring cash or send a certified check, money order or cashier's check for the amount of the returned check plus the returned check fee(s) to the Cashier Supervisor in the University Bursary to clear the University record. The returned check fee is \$25 or 5% of the face amount of the check, whichever is greater. The returned check fee applies to each check returned. If the returned check is for registration fees, the late registration fee of \$75 will also be assessed. **The law grants 10 days from the receipt of the original certified letter to tender payment in full for the returned check(s) and service charge(s). If full payment has not been received within 10 days from the receipt of the certified letter, the returned check(s) will be referred to the Lowndes County Sheriff for the initiation of criminal prosecution or other action deemed appropriate.** Immediate action will be taken against a person who issues a check on a closed account or who stops payment on a check. Additionally, the University can suspend the student from class and from any campus facilities for a returned check of any reason. Suspension from class will not relieve the student from the obligation to pay the returned check(s) and related fees.

## CANCELLATION OF STUDENT REGISTRATION FOR CAUSE

The University reserves the right to cancel the registration of any student who fails to meet his or her financial responsibility, according to the rules and regulations of the University. The rules and regulations provide that:

1. All fees are due and payable upon completion of registration. Students should not report for registration without having sufficient funds available to pay their fees. The payment instructions are in each term's Registration Guide.
2. Any check issued to the University in payment of fees, or to be cashed for personal convenience, must be paid upon presentation to the bank on which it is drawn. A student who issues a check on a bank without having sufficient funds on deposit in that bank has violated the statutes of the State of Georgia and may be prosecuted.
3. All fines for violations of the rules related to parking and traffic, and charges related to the library and other facilities such as laboratory breakage, etc., must be paid promptly. Those students having outstanding obligations will not be allowed to enroll in subsequent terms.
4. Misuse of an I.D. card may result in suspension from classes of all involved students.
5. Students who have secured short term loans must have this obligation paid in full according to the terms agreed upon with the Loan Officer to avoid suspension or possible cancellation of the term's registration.

6. Students who misrepresent the facts pertaining to their qualifications to live off-campus may be suspended from classes. In each instance, students will be given proper notice to comply with the housing regulations before action is taken to effect cancellation of their registration.
7. The University reserves and intends to exercise the right to withhold copies of education records and/or to cancel enrollment of students who owe the University money.

The logo for the Department of Public Safety is a rectangular box with a black border. On the left side, there is a grey curved shape that tapers towards the top and bottom. In the center of the box, the text "DEPARTMENT OF PUBLIC SAFETY" is written in a bold, black, sans-serif font.

**DEPARTMENT OF PUBLIC SAFETY**

Scott Doner, Director

The Department of Public Safety is responsible for the protection of life and property for the Valdosta State University community. The department, consisting of both Police Services and Environmental Health and Safety, is located in Pine Hall and is open 24 hours a day. The emergency telephone number is 229-259-5555. For information, call 229-333-7816. For additional information, see < <http://www.valdosta.edu/dps> >.

**Annual Security Report - Clery Act**

The annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by the university, and on public property within or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. A copy of the report is available in the Department of Public Safety in Pine Hall and on the Internet, < <http://www.valdosta.edu/dps> >.