



**FINANCIAL INFORMATION AND ASSISTANCE  
BUSINESS REGULATIONS**

Mr. James M. Brignati  
Vice President for Business and Finance

Mr. Robert Bell, Director of Plant Operations  
Mr. Robert Kellner, Director of Auxiliary Services  
Mr. Scott Doner, Director of Public Safety  
Mr. William J. Filtz, Director of Business Services  
Mr. L. Inman Grimsley, Director of Personnel  
Mrs. Traycee F. Martin, Director of Financial Services

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 three semesters of instruction: Fall and Spring, which are collectively called the academic year, and Summer. Term fees are charged in accordance with the regulations and schedules set forth below, the basis of which is the number of semester 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. 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 semester. This right will be exercised judiciously.

## MATRICULATION FEE SCHEDULE FOR GRADUATE STUDENTS

Effective Fall Term 1999

Hours	Georgia Resident	Out of State Resident
12	\$1,326	\$4,581
11	1,242	4,234
10	1,151	3,871
9	1,060	3,508
8	969	3,145
7	878	2,782
6	787	2,419
5	696	2,056
4	605	1,693
3	273	1,089
2	182	726
1	91	363

All fees, as stated, are tentative and subject to change based on Board of Regents policy.

Please note: Health (\$66), Athletic (\$97) and Activity (\$78) fees are assessed for class loads over 3 semester hours unless a student is enrolled in ALL off-campus classes.

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 receive a waiver of a portion of matriculation fees only. Athletic, activity and health fees are not waived or reduced. Graduate assistants also receive regular payments for their work through the Payroll system. Graduate assistants 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](http://www.irs.ustreas.gov).

### OTHER PER SEMESTER FEES

Late Registration: Failure to register or pay by specified payment date .....	\$50.00
Returned Check:	
For each check.....	\$25 or 5 % of the face of the check, whichever is greater
Key Replacement.....	\$25.00
Music Lessons, including the use of instrument for practice	
Private.....	\$50.00

Group.....	\$35.00
Post Office Box (semester rental for students not living in campus housing) ..	\$ 6.00
Transcript Fees 1-5 copies .....	no charge
6th and subsequent copies (each) .....	\$2.00
Priority Fee for Certification Forms/Letters/Transcripts, per copy .....	\$5.00
Electronic transmission (FAX) of <b>unofficial</b> transcripts or certification forms/letters, per copy (Official transcripts cannot be FAXed.).....	\$10.00
Graduation Fee, Graduate Students .....	\$25.00
(Students who apply for graduation and who do not meet degree requirements must pay appropriate graduation fees again upon re-application.)	
Motor Vehicle Parking Permit, Annual .....	\$50.00
Excess Check Stop Payment and Reissue Request Processing fee .....	\$10.00
Lab Fee (per lab course) .....	\$30.00

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

Tuition and Fees	\$ 1,060
Books	300
Total	\$1,360

## 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 date of registration. 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 class schedule/fee invoice. Complete payment for tuition, dorm, apartment, meal plan, holds, vehicle registration, etc., must be made to validate registration. No partial payments are accepted. Valdosta State University does not accept third party or counter checks. Regardless of any problem with the source of funds, it is the student's responsibility to have sufficient money to pay tuition and fees by the scheduled date. The University is not permitted to have accounts receivable for student fees.

It is the student's responsibility to determine the balance due on their account and render payment by the fee payment deadlines. The telephone information system is 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. However, invoices can also be mailed or picked up at the Bursary by request.

Valdosta State University will automatically validate a student's class schedule if authorized financial aid exists on a student's account which covers all fees. Students are responsible for insuring that adequate financial aid is authorized to their accounts by the fee payment deadline for automatic validation. Loans are not authorized financial aid until all promissory notes have been signed and returned to the Financial Aid Office. Short Term (Emergency) loans for fee payment are available through the Student Accounts Office. Classes are canceled only if financial aid and/or other payments to student accounts DOES NOT EQUAL OR EXCEED the charges on the student's

account. Therefore, students who register but do not intend to attend the University must withdraw from classes if financial aid covers fees to AVOID UNSATISFACTORY GRADES AND/OR FINANCIAL LIABILITY. If financial aid fails to materialize, for whatever reason, students are responsible for the immediate payment of their account balance to the University.

According to U.S. Department of Education regulations, financial aid may be used to pay tuition, room and board. However, a student must sign an authorization with the University Cashiers to pay any other charges from financial aid. Students or parents may rescind this permission at any time by means of a written statement to the Vice President for Business and Finance.

Fees and fee payment instructions with deadline dates are included in the Schedule of Classes each semester. Since these may change, it is absolutely essential that each student read and adhere to the instructions and dates as stated in each semester's instructions.

## **REFUND OF FEES FOR WITHDRAWAL**

Students who are withdrawing from ALL courses are considered to be withdrawing from the University. No refunds are allowed for reduction in academic loads or student services 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 to attend classes) are not eligible for a refund. Additional information about refunds and refund policies is available in the Office of Student Accounts located in the University Bursary.

Students withdrawing after the Drop-Add period must withdraw from ALL courses to be eligible for a refund of charges to their account. (See Board of Regents Refund policy below.)

Canceling Financial Aid IS NOT the same as a withdrawing from classes. Students who wish to withdraw from ALL classes after the Drop-Add period must complete the withdrawal process to avoid financial obligations and/or unsatisfactory grades.

These policies are subject to change depending on Board of Regents and/or Federal policies.

### **Board of Regents and Federal Refund Policy**

Based on the policies of the U.S. Department of Education and the Board of Regents of the University System of Georgia, refunds for students officially withdrawing from ALL courses after the end of the Drop-Add period are made according to the following table:

<b>Formal Withdrawal</b>	<b>Refund Percentage</b>
After Drop/Add but before the end of the first 10% in time of period of enrollment	90%
After the first 10% in time of the period of enrollment but before the end of the first 25% in time of period of enrollment	50%

After the first 25% in time of the period of enrollment but before the end of the first 50% in time of period of enrollment	25%
After the first 50% in time of the period of enrollment	no refund

Housing fees, post office box fees and music fees are non-refundable fees. Refund of the above elective charges upon withdrawing from the University during a semester will be made on a pro-rated basis determined by the date of the withdrawal.

### Pro-Rata Refund Policy

First Time Enrolled students receiving Title IV (Federal) funds who officially withdraw from ALL courses at the University will be issued a pro-rata refund based on the following schedule and corresponding percentages, minus an administrative fee of the lesser of 5% tuition, fees, room and board, and other charges assessed or \$100.00:

Amount Paid For:	First Week	Second Week	Third Week	Fourth Week	Fifth Week	Sixth Week
Academic	90%	80%	70%	60%	50%	40%
Athletic	90%	80%	70%	60%	50%	40%
Health	90%	80%	70%	60%	50%	40%
Activity	90%	80%	70%	60%	50%	40%
Food Service	90%	80%	70%	60%	50%	40%
Residence Hall	90%	80%	70%	60%	50%	40%
House Fee	none	none	none	none	none	none
P.O. Box	none	none	none	none	none	none
Music	none	none	none	none	none	none

Withdrawal dates are published each semester in the schedule of classes. It is the student's responsibility to withdraw officially in accordance with University regulations which are set forth in this bulletin. Students receiving funds and financial aid will have their refunds restored to the following programs in this precise order: outstanding balances on Federal Non-Subsidized loans, Federal Subsidized loans, Plus

### CHECK CASHING SERVICE

All checks and money orders must be payable through a U.S. bank. To accommodate students, the University will cash **one** personal check for \$50 or less at the University Bursary daily. The Bursary's hours are Monday through Thursday, 8-5 PM and Friday, 8-2:30 PM. The hours of service at the Drive-Through are 8-7 PM Monday through Thursday, and 8-5 PM on Friday. Checks may also be cashed in the Bookstore during the normal hours of business. Checks drawn for cash may only be made payable to "VSU-CASH".

The University will not accept two-party checks for cashing. Parents who send their son or daughter spending money by check should make their check payable to VSU with the student's name in the "for" section of the check.

## **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 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 \$50 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.

loans, Direct Unsubsidized loans, Direct Subsidized loans, Direct Plus loans, Pell, SEOG, Other Title IV Student Assistance Programs, Hope grant, Private scholarships, and finally the student.