



**FINANCIAL INFORMATION
AND ASSISTANCE**

BUSINESS REGULATIONS

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

Mr. Robert Bell, Director of Plant Operations
Mr. Scott Doner, Director of Public Safety
Mr. William J. Filtz, Director of Business Services
Mr. L. Inman Grimsley, Director of Human Resources
Mr. Robert Kellner, Director of Auxiliary Services
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.

TUITION FEE SCHEDULE FOR GRADUATE STUDENTS

Effective Fall Semester 2001

Hours	In-State Tuition	Out-of-State Resident
12	\$1,457	\$4,937
11	1,364	4,554
10	1,267	4,167
9	1,170	3,780
8	1,073	3,393
7	976	3,006
6	879	2,619
5	782	2,232
4	685	1,845
3	329	1,199
2	232	812
1	135	425

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

Please note: Health (\$73), Athletic (\$101), Transportation (\$5), and Activity (\$80) fees are assessed for class loads over 3 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 receive a waiver of a portion of matriculation fees only. Athletic, activity, technology, transportation, 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.

OTHER FEES (PER SEMESTER)

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 unofficial 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	\$ 1,170
Books	400
Total	<u>\$1,570</u>

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 mails invoices only 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.

Valdosta State University Refund Policy

Students officially withdrawing from Valdosta State University after paying fees for the term will be issued a 100% refund for tuition, mandatory fees, campus housing and 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 Board of Regents 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 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 point in time that the amount earned equals 60%.

Students that 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 are only refundable to the extent they are unspent.

It is the student's responsibility to withdraw officially in accordance with university regulations that are set out in this Bulletin. Students receiving 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 assistance 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.

Additional information about refunds and refund policies are available, upon students' request in the Office of Student Accounts in the University Bursary located at 1200 N. Patterson Street.

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.



DEPARTMENT OF PUBLIC SAFETY

Scott Donor, 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 about Public Safety: 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: www.valdosta.edu/dps