

2001-03 Undergraduate Catalog

Fees and Charges

Office of the Bursar,
132 Administration Building, 372-2815
www.bgsu.edu/offices/bursar

Basic fees

Bowling Green's tuition is divided into two charges: *instructional fee* and *general fee*. The instructional fee, supplemented by state appropriations, finances the University's educational programs. The general fee pays for most student services and activities. In addition those students living on campus pay room and meal charges (see Housing and Dining, p. 33).

The following table shows what undergraduate students who registered for at least 11 but no more than 18 hours paid on the main campus for the two semesters of the 2000-01 academic year:

| | Semester | Year |
|-------------------|----------------|----------------|
| Instructional fee | \$2,157 | \$4,314 |
| General fee | 427 | 854 |
| Room charge | 1,456 | 2,912 |
| Registration fee | 8 | 16 |
| Meal charge | 914 | 1,828 |
| TOTAL | \$4,962 | \$9,924 |

For the most current fee rates please visit our Web site: www.bgsu.edu/offices/bursar.

These charges are typical for a student from Ohio who is living on the main campus in standard housing and subscribing to the basic meal plan. Different housing and meal plans, depending upon the plan selected, will alter the above fee schedule (see p. 31). In addition special course fees are associated with some classes, such as lab, studio or field courses in which there are expenses for materials or services.

There is a surcharge for all out-of-state students. Nonresident students paid a surcharge of \$5,898 during the 2000-01 academic year or \$2,949 per semester.

A previously enrolled student may be denied readmission after payment of fees for several reasons, one of which is failure to maintain a satisfactory academic standing. In such cases a full refund is made of fees paid for that academic term.

The Board of Trustees reserves the right to make adjustments in fees or charges when deemed necessary. Current

fee information can be obtained through the Office of Admissions or Office of the Bursar.

Per-hour and combination fees

A student who is an Ohio resident and is registered for 10 credit hours or fewer pays on a per-credit-hour basis. A nonresident student pays an additional per-hour surcharge.

If a student drops a course, thus reducing his or her fee status from 11-18 hours to 10 or fewer hours, the per-credit-hour rate schedule will be applicable to the remaining hours. The refund schedule for the dropped courses is based on a class-by-class reduction schedule (see Refund of fees, below).

If a student is registered for any combination of courses (main campus, extension/off-campus, BGSU Firelands, resident credit center), fees are determined based on the per-credit-hour rate for each area in which a course is taken. The standing of the student (undergraduate or graduate) is used to determine the applicable rate (11-18 hours). When the registration is based on a combination of multiple areas, final tuition assessment will be calculated based on the class area within the highest fee level taken. For example undergraduates will be charged the graduate-level rate for any graduate courses taken but the 11- to 18-hour rate will be no higher than if all courses were taken as undergraduate courses.

Selective service compliance

All male students who are Ohio residents between the ages of 18 and 26 must register with the Selective Service. As a result of this requirement, all male students not complying with this law will be assessed a fee equivalent to the nonresident fee for each semester of non-compliance (in 2000-01 \$2,949 for a student registered for 11-18 hours or \$281 per hour for a student registered for 10 or fewer hours).

Questions about selective service status should be directed to the Office of Registration and Records, 110 Administration Building, 372-8441.

Summer term fees

Summer term students paid a \$2,157 instructional fee and a \$257 general fee for a total of \$2,414 in 2001. The nonresident fee was an additional \$2,949. Students registered for 10 or fewer credit hours paid \$212 per credit hour for instructional fees, \$26 per credit hour for general fees, \$281 per hour for the nonresident fee and \$8 per semester for the registration fee.

Graduate fees

For complete information regarding graduate fees, consult the Graduate Catalog.

Other fees, charges and deposits

- Application fee—\$35 (nonrefundable) to be paid when application for admission is submitted.
- Audit credit—charged at same per-hour rate as credit class registration.
- Automobile registration—\$40 per year main campus (fall semester through summer term); \$30 per year at BGSU Firelands.
- Clinical lab fee—\$10 assessed to all education majors each semester enrolled (not assessed in the summer term).
- Course fees—assessed in some courses with special costs associated with instruction. Courses with fees are noted in course descriptions.
- Credit by examination—\$50 for each special examination.
- Driver education fee—\$25 for KNS 461; \$20 for KNS 462.
- Excess credit fee—\$50 per hour for each hour over 18 taken each semester. No student is allowed to register for more than 18 hours without written permission of his or her college dean. This permission must be turned in at the Office of Registration and Records, 110 Administration Building.
- Late payment charge—\$5 for each day late (including Saturdays and Sundays) to a maximum of \$25 at the beginning of a term when payment of tuition charges are not made prior to the first day of classes.
- Late registration fee—\$25 beginning the eighth day of the semester through the fourteenth day, \$50 for the next 15-44 days and \$75 thereafter for initial registration.

Matriculation—All new main campus degree seeking students are assessed a one-time \$60 matriculation fee.

Music fees—

Music equipment fee: \$35/semester assessed all music majors for five or more hours of registration; \$15/summer term assessed all music majors for five or more hours of registration
Applied music private lessons: \$45/cred. hr.

Applied music classes: \$22.50/cred. hr.
Music technology lab fee: \$30/semester
Recording technology lab fee: \$30/semester

MUED 402: \$20/course

Tools for piano tuning: variable

Registration fee—\$8/semester

Residence hall technology fee—\$85/semester assessed to all students living on the main campus. \$54/summer term assessed to all students living on the main campus. (The residence hall technology fee is refunded 100% through the first week of classes and is pro-rated after the first week on a weekly reduction schedule. For the summer term, the residence hall technology fee is refunded 100% prior to and including the first day of classes and at 0% beginning with the second day of classes.)

Return check service charge—\$25 assessed for each check returned by the bank as uncollectible.

Service charges—will be assessed to those accounts not paid by the official due dates to help offset additional billing and collection costs.

Student teaching laboratory fee—\$5/credit hour, per course.

The student is held responsible for lost or damaged apparatus and for material wasted in laboratory classes. The student pays for all materials used in making articles or items that become personal property.

The Board of Trustees reserves the right to make any changes or adjustments in fees when such changes are deemed necessary.

Payment of fees

All fees and charges are payable prior to the beginning of the semester for which the student is enrolled. Fees may be paid at the Office of the Bursar between 8 a.m. and 5 p.m., Monday through Friday, or you may mail your payment to: Office of the Bursar, Bowling Green State University, 132 Administration Building, PO Box 993, Bowling Green, OH 43402-0993. Payments may be paid by cash, check or credit card. Checks and money orders should be made payable to Bowling Green State University. Students attending classes at BGSU Firelands may pay their fees at the Office of Registration on the Firelands campus.

Credit card payments for fees and University charges may be made by MasterCard, Visa or Discover. Credit card

payments may also be made by FAX 372-7665 or voice mail 372-0111. Both are 24-hour open lines. Please note that any refund due to a student whose account was paid with a credit card will be reimbursed with a credit to the appropriate credit card.

The final date for payment of fees for each semester is the last business day before the official date for the beginning of the semester. Failure to pay fees before the beginning of a semester may result in the cancellation of a student's registration or assessment of late payment fees. A student registering and/or paying fees beginning with the first day of classes (including summer) is assessed a late payment fee of \$5 for each late day including Saturdays and Sundays to a maximum of \$25 and a late registration fee ranging from \$25 to \$75, depending on the date of registration. Service charges will also be assessed to those accounts not paid by the official due dates to help offset additional billing and collection costs.

BGSU students and their parents have the opportunity to participate in an optional Installment Payment Plan (IPP). The installment plan is available for the fall or spring semester and requires an application each semester (since the plan is optional). The IPP permits students to divide their fall semester room, meal and fee charges into four equal installments in July, September, October and November. The IPP for spring semester also allows four payments: December, January, February and March.

A nonrefundable finance charge is assessed on the amount financed each semester regardless of early payment of any amount previously financed, or whether the student has financial aid pending. The interest rate is set by the Ohio Student Aid Commission and is subject to change.

Participation in IPP is not required. Students may continue to pay University expenses in full by the due date but no later than the last business day before classes begin.

Identification card

Photo identification cards are issued to new freshmen, transfer and graduate students during their first term of classes. This photo ID is good for the entire length of time a student attends the University. The identification card is only valid with a bursar validation sticker obtained each term (see below).

Guest students are not issued photo identification cards except on request. Identification cards may be replaced if lost or stolen for a fee.

The photo ID card, with the validation sticker, is needed for eating in the dining facilities, cashing checks, charging items, checking out library books, using computer labs, purchasing athletic tickets, using the recreation center, attending University functions, etc.

Validation stickers

Validation stickers are issued each term to all registered and paid students. This sticker verifies enrollment in and payment for the particular term and includes the student's name, identification number, college, hours registered, term and year. Stickers are only issued to students determined by the bursar to have paid accounts.

The validation sticker should be attached to the reverse side of the photo ID. This sticker is not generally required by most areas until two weeks after classes begin. A printed class schedule and a photo ID will permit student usage at the library and Student Recreation Center prior to receiving the sticker. Approximately two weeks after classes begin, the validation sticker is required by all areas across campus as proof of registration and payment of fees.

The address to which the validation stickers are mailed is selected in this order:
1. a student's on-campus residence hall address, 2. department address, 3. billing address and 4. permanent address. Validation stickers printed with an out-of-state address are held in the Office of the Bursar at the cashier windows for pick up.

During the summer term all the validation stickers are distributed at the Office of the Bursar through the cashier windows.

Validation stickers are not required for the use of meal plans. The meal system is updated on a daily basis and the dining services staff will activate meal accounts as soon as they are requested to be opened.

The bursar's office will replace lost validation stickers. If the information on the validation sticker is not correct, the student should contact the Office of the Bursar.

Refund of fall and spring semester fees

If a student voluntarily drops one or more courses or withdraws from the University during the fall or spring semesters, fees (except for the application fee and registration fee) are refunded on the following basis:

- 100% prior to the first day of classes
- 90% during the first calendar week in which semester begins
- 80% during second calendar week of classes
- 60% during third calendar week of classes
- 40% during fourth calendar week of classes
- 0% after the fourth calendar week of classes

For a drop or withdrawal from an eight-week summer session, fees are refunded:

- 100% prior to the first day of classes
- 90% during the first calendar week of classes
- 80% during the second calendar week of classes
- 60% during the third calendar week of classes

- 40% during the fourth calendar week of classes
- 0% after the fourth calendar week of classes

For a drop or withdrawal from a six-week summer session, fees are refunded:

- 100% prior to the first day of classes
- 90% during the first and second day of classes
- 80% during the third through the fifth day of classes
- 60% during the sixth through the tenth day of classes
- 0% after the tenth day of classes

For a drop or withdrawal from a summer workshop, fees are refunded:

- 100% prior to the first day of classes
- 90% during the first day of the class
- 0% after the first day of the class

This schedule pertains to instructional, general and nonresident fees (where applicable); a separate refund schedule for room and meal plan charges is outlined in the housing acceptance agreement. No deduction is granted because a student begins the semester late.

A student who voluntarily drops a course and remains registered for between 11-18 hours is not entitled to any refund of fees. If a student drops a course and is thus registered for fewer than 11 credits, the per-credit-hour rate schedule will be applicable to the remaining courses. The refund schedule for the dropped course is based on a class-by-class reduction schedule according to the schedule listed above. Any refund is subject to the percentage refund schedule.

If a student drops a course in which a special course fee has been paid, the fee is refunded in accordance with the schedule given above. Refunds normally take a minimum of four weeks to be processed. Refunds of payments made with a credit card will be credited to the appropriate credit card number.

A student who stops attending classes and does not complete a formal withdrawal notice is not entitled to any refund. A student withdrawing under discipline forfeits all rights to the return of any portion of fees. However, in the event of academic dismissal, all monies prepaid for a semester are refunded in full.

For other policies regarding dropping a course or withdrawal from the University, see Academic Policies and Procedures (p. 9) and Financial Aid (p. 34).

Delinquent accounts

A student experiencing financial difficulties should contact the Office of the Bursar promptly to arrange for the payment of any outstanding balance to avoid additional collection actions.

When University charges (room, meals, fees and others) are not paid on a timely basis, the Office of the Bursar will seek to collect the past due monies in a prompt business-like manner. As part of this

process, service charges will be assessed and it is possible that a student's grades, diploma, transcript and/or other services may be withheld. Rooms, meals and/or registration could be canceled. If satisfactory arrangements cannot be made, as a last resort the account will be referred to a third party or to small-claims court for collection and the delinquency reported to the credit bureau.

Nonresident fee regulations

The State of Ohio provides state-funded colleges and universities a subsidy for each student who is an Ohio resident, but does not provide a subsidy for nonresidents. A student classified as a nonresident of Ohio for fee purposes who is entering or re-entering the University is assessed a nonresident fee in addition to the instructional and general fees.

Students are responsible for indicating proper residence at the time of registration. A student who has any question regarding his or her state of residence should contact the Office of Registration and Records, 110 Administration Building. Any student who registers improperly with respect to legal residence under the rules identified below will be required to pay all applicable nonresident fees. A student who fails to pay this fee within 30 days after having been notified of the assessment may have registration in the University automatically nullified.

The University reserves the right to make a final decision in any case of disputed residence for the student as a condition of admission. In determining the student's proper residence, University officials use the following regulations approved by the Ohio Board of Regents, effective spring semester 1990.

(A) Intent and authority

1. It is the intent of the Ohio Board of Regents in promulgating this rule to exclude from treatment as residents, as that term is applied here, those persons who are present in the state of Ohio primarily for the purpose of receiving the benefit of a state-supported education.
2. This rule is adopted pursuant to Chapter 119 of the Revised Code, and under the authority conferred upon the Ohio Board of Regents by Section 3333.31 of the Revised Code.

(B) Definitions

For purposes of this rule:

1. A "resident of Ohio for all other legal purposes" shall mean any person who maintains a 12-month place or places of residence in Ohio, who is qualified as a resident to vote in Ohio and receive state welfare benefits, and who may be subjected to tax liability under Section 5747.02 of the Revised Code, provided such person has not, within the time

prescribed by this rule, declared himself or herself to be or allowed himself or herself to remain a resident of any other state or nation for any of these or other purposes.

2. "Financial support" as used in this rule, shall not include grants, scholarships and awards from persons or entities which are not related to the recipient.
3. An "institution of higher education" as used in this rule shall mean any university, community college, technical institute or college, general and technical college, medical college or private medical or dental college which receives a direct subsidy from the State of Ohio.
4. For the purpose of determining residency for tuition surcharge purposes at Ohio's state-assisted colleges and universities, "domicile" is a person's permanent place of abode; there must exist a demonstrated intent to live permanently in Ohio, and a legal ability under federal and state law to reside permanently in the state. For the purpose of this policy, only one domicile may be maintained at a given time.
5. For the purpose of determining residency for tuition surcharge purposes at Ohio's state-assisted colleges and universities, an individual's immigration status will not preclude an individual from obtaining resident status if that individual has the current legal status to remain permanently in the United States.

(C) Residency for subsidy and tuition surcharge purposes

The following persons shall be classified as residents of the State of Ohio for subsidy and tuition surcharge purposes:

1. A dependent student, at least one of whose parents or legal guardian has been a resident of the State of Ohio for all other legal purposes for 12 consecutive months or more immediately preceding the enrollment of such student in an institution of higher education.
2. A person who has been a resident of Ohio for the purpose of this rule for at least 12 consecutive months immediately preceding his or her enrollment in an institution of higher education and who is not receiving, and has not directly or indirectly received in the preceding 12 consecutive months, financial support from persons or entities who are not residents of Ohio for all other legal purposes.
3. A dependent child of a parent or legal guardian, or the spouse of a person who, as of the first day of a term of enrollment, has accepted full-time, self-sustaining employment and established domicile in the State of Ohio for reasons other than gaining the benefit of favorable tuition rates. Documentation of full-time employment and domicile shall include both of the following documents:

- a. A sworn statement from the employer or the employer's representative on the letterhead of the employer or the employer's representative certifying that the parent or spouse of the student is employed full-time in Ohio.
- b. A copy of the lease under which the parent or spouse is the lessee and occupant of rented residential property in the state; a copy of the closing statement on residential real property located in Ohio of which the parent or spouse is the owner and occupant; or if the parent or spouse is not the lessee or owner of the residence in which he or she has established domicile, a letter from the owner of the residence certifying that the parent or spouse resides at that residence.

(D) Additional criteria which may be considered in determining residency may include but are not limited to the following:

1. Criteria evidencing residency
 - a. If a person is subject to tax liability under Section 5747.02 of the Revised Code;
 - b. If a person qualifies to vote in Ohio;
 - c. If a person is eligible to receive state welfare benefits;
 - d. If a person has an Ohio driver's license and/or motor vehicle registration.
2. Criteria evidencing lack of residency
 - a. If a person is a resident of or intends to be a resident of another state or nation for the purpose of tax liability, voting, receipt of welfare benefits or student loan benefits (if the student qualified for that loan program by being a resident of that state or nation);
 - b. If a person is a resident or intends to be a resident of another state or nation for any purpose other than tax liability, voting or receipt of welfare benefits (see paragraph (D)2.(a) of this rule).

(E) Exceptions to the general rule of residency for subsidy and tuition surcharge purposes:

1. A person who is living and is gainfully employed on a full- or part-time and self-sustaining basis in Ohio and who is pursuing a part-time program of instruction at an institution of higher education shall be considered a resident of Ohio for these purposes.
2. A person who enters and currently remains upon active duty status in the United States military service while a resident of Ohio for all other legal purposes and his or her dependents shall be considered residents of Ohio for these purposes as long as Ohio remains the state of such person's domicile.

3. A person on active duty status in the United States military service who is stationed and resides in Ohio and his or her dependents shall be considered residents of Ohio for these purposes.
4. A person who is transferred by his employer beyond the territorial limits of the 50 states of the United States and the District of Columbia while a resident of Ohio for all other legal purposes and his or her dependents shall be considered residents of Ohio for these purposes as long as Ohio remains the state of such person's domicile as long as such person has fulfilled his or her tax liability to the State of Ohio for at least the tax year preceding enrollment.
5. A person who has been employed as a migrant worker in the State of Ohio and his or her dependents shall be considered a resident for these purposes provided such person has worked in Ohio at least four months during each of the three years preceding the proposed enrollment.

(F) Procedures

1. A dependent person classified as a resident of Ohio for these purposes under the provisions of paragraph (C) 1. of this rule and who is enrolled in an institution of higher education when his or her parents or legal guardian removes their residency from the State of Ohio shall continue to be considered a resident during continuous full-time enrollment and until his or her completion of any one academic degree program.
2. In considering residency, removal of the student or the student's parents or legal guardian from Ohio shall not, during a period of 12 months following such removal, constitute relinquishment of Ohio residency status otherwise established under paragraph (C) 1. or (C) 2. of this rule.
3. For students who qualify for residency status under paragraph (C) 3. of this rule, residency status is lost immediately if the employed person upon whom resident student status was based accepts employment and establishes domicile outside Ohio less than 12 months after accepting employment and establishing domicile in Ohio.
4. Any person once classified as a nonresident, upon the completion of 12 consecutive months of residency, must apply to the institution he or she attends for reclassification as a resident of Ohio for these purposes if such person in fact wants to be reclassified as a resident. Should such person present clear and convincing proof that no part of his or her financial support is or in the preceding 12 consecutive months has been provided directly or indirectly by persons or entities who are not residents of Ohio for all other legal purposes, such person shall be reclassified as a resident. Evidentiary determinations under this rule shall be made by the institution which

may require, among other things, the submission of documentation regarding the sources of a student's actual financial support.

5. Any reclassification of a person who was once classified as a nonresident for these purposes shall have prospective application only from the date of such reclassification.
6. Any institution of higher education charged with reporting student enrollment to the Ohio Board of Regents for state subsidy purposes and assessing the tuition surcharge shall provide individual students with a fair and adequate opportunity to present proof of his or her Ohio residency for purposes of this rule. Such an institution may require the submission of affidavits and other documentary evidence which it may deem necessary to a full and complete determination under this rule.