

# PITTSBURG STATE UNIVERSITY

New Rates Effective Fall 2015

## GRADUATE & UNDERGRADUATE STUDENT FEES

Per Semester (16 weeks or more)	Resident		Non-Resident	
	Undergrad.	Graduate	Undergrad.	Graduate
Tuition	\$ 2,557.00	\$ 2,947.00	\$ 7,792.00	\$ 7,827.00
Campus Privilege Fees	697.00	697.00	697.00	697.00
Total Required Fees per Semester	\$ 3,254.00	\$ 3,644.00	\$ 8,489.00	\$ 8,524.00
 <b>Per Credit Hour</b>				
<i>Tuition for Undergraduate Students</i>				
Enrolled in 9 credit hours or less	\$ 171.00		\$ 519.00	
Campus Privilege Fees	59.00		59.00	
Total Required Fees per Credit Hour	\$ 230.00		\$ 578.00	
 <i>Tuition for Graduate Students</i>				
Enrolled in 8 credit hours or less		\$ 246.00		\$ 652.00
Campus Privilege Fees		59.00		59.00
Total Required Fees per Credit Hour		\$ 305.00		\$ 711.00
 <b>Per Summer Session</b>				
Same as Per Credit Hour above	\$ 230.00	\$ 305.00	\$ 578.00	\$ 711.00

### Doctorate of Nursing Program

Tuition is set at \$375 per credit hour. Students are expected to complete 77 credit hours over a bachelor's degree.

### Gorilla Advantage Tuition Program

The Gorilla Advantage Tuition Program makes it possible for eligible non-resident students from select counties in Missouri, Oklahoma and Arkansas\* to pay resident tuition and fees. To be eligible as an undergraduate, a student must be a U.S. citizen and either permanently reside in (for at least 12 consecutive months) or graduate from a high school located in one of the eligible counties and enroll at PSU within one semester after high school graduation. A graduate student may also qualify if he/she is a U.S citizen and meet the graduate admission requirements for his/her selected academic major.

\*Eligible counties include:

**Missouri** - Barton, Barry, Bates, Cass, Cedar, Clay, Dade, Henry, Jackson, Jasper, Lawrence, McDonald, Newton, Platte, St. Clair, Vernon

**Oklahoma** - Craig, Delaware, Mayes, Nowata, Ottawa, Rogers, Tulsa, Washington

**Arkansas** – Benton, Washington

### Gorilla Edge Tuition Program

Non-resident students who are permanent residents of Missouri, Arkansas, Oklahoma and Texas pay 150% percent of resident tuition plus fees.

### Legacy Tuition Program

The Legacy Tuition Program makes it possible for eligible non-resident students to pay 150% of resident tuition plus fees. An undergraduate student is eligible if all of the following criteria apply:

- Enrolling as a full-time student
- Meets criteria for regular admission as a freshman or transfer
- Has a parent or grandparent who graduated from PSU with a bachelors, masters or post-masters degree

The duration of the award is up to eight semesters of undergraduate study. The length of the award varies dependent upon transfer hours earned prior to the student's first enrollment at Pittsburg State University. Renewal beyond the first year requires that a student maintain a 2.5 cumulative GPA and a 2.5 on all work completed at Pittsburg State.

### **Midwest Student Exchange Program (MSEP)**

The Midwest Student Exchange Program (MSEP) is a tuition discount program designed to improve access for non-resident students to attend Pittsburg State University in select academic programs. Students selected to receive the MSEP discount pay 150% of resident tuition plus fees. A non-resident student who is a permanent resident of one of the following states may be eligible: Illinois, Indiana, Michigan, Minnesota, Missouri, Nebraska, North Dakota and Wisconsin.

To be eligible as a freshman, a student must have a minimum 21 ACT/980 SAT and at least a 2.5 GPA (on a 4.0 scale) in the Kansas Regents' Pre-College Curriculum. A transfer student must have at least a 2.5 cumulative college GPA (on a 4.0 scale).

Incoming freshmen and transfer students must also major in the one of the following areas:

- Automotive Technology
- Biology
- Chemistry
- Communication
- Construction Management
- Construction Engineering Technology
- Electronic Engineering Technology
- English
- Exercise Science
- Family and Consumer Sciences
- Geography
- Graphic Communications Management
- History
- Justice Studies
- Music
- Physics
- Plastics Engineering Technology
- Political Science
- Recreation
- Sociology
- Technology and Engineering Education
- Wood Technology

The MSEP tuition discount will expire after four years of undergraduate study or upon earning an undergraduate degree; whichever occurs first. MSEP recipients must maintain a major within the list of MSEP majors, maintain at least a 2.5 cumulative college GPA and maintain full-time enrollment.

### **Instructional Supplies and Equipment Fee**

Beginning with the Fall 2005 semester, as part of the tuition assessed each student, \$4 per credit hour is collected for the acquisition, maintenance, repair, and replacement of instructional materials (including instructional supplies and equipment). \$1 per credit hour is matched by the State of Kansas and allocated to Academic Affairs.

\$3 per credit hour is allocated to the individual colleges based upon annual credit hour production. In addition to this assessment, the College of Technology assesses \$14 per credit hour for all courses not offered through Continuing Studies with a cap of \$140 per semester (the actual total approved fee of \$14 per credit hour and \$140 per semester was originally assessed for the fall 2000 semester).

### **Media Instructional (Distance) Fee**

Students enrolled in courses offered online or through the Interactive Distance Learning (IDL) network will be assessed \$36 per credit hour of enrollment. This fee supports the development and delivery of these courses.

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**Special Fees (Non-Refundable)**

**Library Fee**

As part of the tuition assessed each student, \$1 per credit hour is collected for the on-going support of the university library. The fee supports the acquisition of periodicals, books, and related library materials. This includes printed materials and electronic information resources.

**Continuing Studies Courses** (per credit hour rate)

Non-resident students enrolled as a campus student and taking Continuing Studies Courses will be charged the non-resident tuition rate. Part-time students enrolled in a degree program offered off-campus or on-line will pay the Continuing Studies tuition and fee rates.

<u>Undergraduate</u>		<u>Graduate</u>	
Tuition	\$171.00	Tuition	\$246.00
Area Fee	59.00	Area Fee	59.00
Distance Fee	36.00 *	Distance Fee	36.00 *

\* The Distance Fee applies only to classes held at an extended distance from campus. This fee compensates for additional distance costs associated with the delivery of instruction.

If a student is enrolled on campus and pays full fees, no additional charge will be made for continuing studies credit hour courses. Fees are assessed on a resident credit hour basis for staff members employed 40% time or more; these employees are not required to pay Campus Privilege Fees.

**Concurrent Enrollment**

The special tuition rate for 2015-2016 will be \$97 per credit hour, the same rate as FSCC. Students taking college credit classes on the high school campus are eligible for the special tuition rate. High school/guest students taking college credit classes on the PSU campus pay the regular tuition rate.

Currently, we are offering college credit courses at all six Crawford County high schools: Pittsburg High School, St. Mary's Colgan, Frontenac High School, Northeast High School (Arma), Girard High School, and Southeast High School (Cherokee).

**Late Enrollment Fees:** For enrollment or payment of fees after the last day for late enrollment as listed in the University Catalog and Schedule of Classes \$ 50.00

Exception: Classes not scheduled to begin at the time of regular classes or enrollment delay due to University procedures as determined by the Registrar.

**Non-Refundable Tuition Deposit:** International students from India and Bangladesh are ineligible to receive a refund of their \$200 tuition deposit after they have been granted admission to Pittsburg State University.

**Student Health Center Fee** (includes University Counseling Center)

A. Regular Semester (included in fees)	\$102.75
B. Student Spouse Fee (regular semester)	130.00
Student Spouse Fee (summer session)	65.00
(Student spouses are eligible if fee is paid within ten days of the start of classes.)	
C. Summer Service	52.00
(Students who were full-time for the spring semester, not attending in the summer session, but planning on returning full-time in the fall semester, are eligible for Health Center services if fee is paid anytime during the summer session.)	

<b>Tuition Payment Plan Fee</b> (Payable upon signing of contract)	\$ 25.00
Late fee for each tuition payment made after the due dates	25.00

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## Special Fees (Non-Refundable)

### Re-issue of Refund Check

Administrative Fee for re-issue of refund check 25.00

### Admission Application Fees

First Time Undergraduate Application Fee \$ 30.00

First Time Undergraduate Application Fee for International Students 50.00

Graduate Application Fee for Degree Seeking Students 35.00

Graduate Application Fee for International Students 60.00

### Enrollment Deposit for 2-year Technology Program

\$ 100.00

Deposit is applied to tuition at enrollment. If not enrolled in the specific program by specified date, deposit is forfeited.

### Transcript Fee (Each)

Registrar Window Pickup, Mail, or Fax \$ 10.00

Electronic 10.00

FedEx Overnight (Transcript Fee \$10 plus FedEx charge \$10) 20.00

### Commencement Fees

Associate Degree, Baccalaureate Degree, Technical Education Center Certificate \$ 55.00

Additional Baccalaureate Degree Awarded Concurrently 35.00

Masters and Specialist in Education Degrees 65.00

Students receiving two undergraduate degrees 65.00

Duplicate Diploma 25.00

Thesis binding for four copies 36.00

Binding for additional thesis \$9.00 per copy

### Career Service Fees – One (1) Year On-line Program Registration Charge

A. Students \$ 0.00

B. PSU Alumni 50.00

C. All Others 60.00

### Credential Service Fee

\$5 per mailed set /\$5 per emailed credentials (up to 5 per request)

### Continuing Studies Fees

A. Fees will be established for non-credit activities or workshops based on cost.

B. Media Instructional (Distance) Fee - per credit hour \$ 36.00

C. Reinstatement Fee \$ 45.00

### Freshman Orientation Fee

\$ 30.00

Per Parent/Guest \$ 15.00

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**Special Fees (Non-Refundable)**

**Intensive English Program Tuition & Fees 2015/2016**

	Tuition		Fees		Total
<b>Fall and Spring Semesters</b>					
<b>(2 sessions/16 weeks)</b>					
Full-Time Students	\$ 5,491		\$ 697		\$ 6,188
*One Course	1,373		174		1,547
<b>(1 session/8 weeks)</b>					
Full-Time Students	\$ 2,745		\$ 348		\$ 3,093
One Course	686		87		773
<b>Summer (1 session)</b>					
Full-Time Students	\$ 2,745		\$ 354		\$ 3,099
One Course	686		88		774

\*One course is 5 contact hours

\*Amounts have been rounded to the nearest dollar

First Time Intensive English Application Fee \$ 50.00

Kansas/Paraguay students are charged in-state undergraduate full-time PSU tuition and fees – (currently \$3,254.00/semester). For summer, they are charged ½ of Spring semester full-time in-state UG tuition and 6 hours of fees at summer rate/credit hour.

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**Special Fees (Non-Refundable)**

**Music Instrument Rental Fee** (per semester)

Rental fee for University owned instruments \$ 25.00  
(Instruments used for techniques classes are exempt)

**Music Preparatory School**

Voice, Piano, Traditional Strings, Wind and Percussion

Age 14 and under

Full: 12 week session \$96.00

Half: 6 week session \$48.00

Age 15 and older

Full: 12 week session \$120.00

Suzuki String Lessons

Students of any age (per 16-week session) \$ 195.00

Musikgarten Program

Students and parents together (per 16-week session) \$ 150.00

**Choral Program**

Participants pay a one-time outfit fee (even if student participate in multiple semesters) \$15.00

**Student Photo I.D. Replacement Fee**

\$ 10.00

**Returned Check Fee**

\$ 30.00

**Student Recreation Center**

Summer fees (not enrolled for summer but pre-enrolled for fall semester) \$ 15.00

**Campus Access (Area) Fee**

\$ 59.00

Provides campus access and privileges to students enrolled in off-campus or on-line courses and paying only the Continuing Education Tuition and Fees.

**Kansas Open Records Act - Reimbursement Cost Fee Schedule**

A. Public records in print:

1. Access: Cost of staff time necessary to obtain records (cost varies)
2. Copying: \$0.25/page - \$1.00/page for certified copy
3. Mailing: \$1.40/letter (single letter wt.)
4. Faxing: \$ .90/page

**Department Cost/Recovery Fees** - All departmental charges for specific goods and services not explicitly identified herein will be priced at an amount that approximates actual cost.

Students are required to reimburse the institution for the cost of (a) excess breakage and wastage of materials and (b) materials used in excess of those required for completion of course work.

Loan repayments and related interest charges; Library misuse fees; ROTC property; Testing fees, non-student as appropriate when authorized.

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#### **Contracts and Tuition Charge**

This schedule does not limit the charges which may be collected under arrangements with other governmental or private agencies, except that such arrangements may not provide for lesser charges. Tuition or other charges to more clearly cover the actual cost of instruction are specifically authorized.

No tuition is charged to students, including faculty, enrolled in instructional programs for which the entire cost is financed by governmental or private agencies. Students enrolled in such programs on campus must pay all required campus privilege fees.

### **REFUND POLICIES**

#### **General Refund Policy**

The refund policy shall apply to fall and spring semesters. Classes meeting for periods shorter than a semester will have refunds prorated accordingly. Refund dates shall be based on (class) days including registration, examinations and commencement. Special fees as listed in the fee schedule and fees for private lessons are non-refundable.

1. A student who withdraws during the first week of the semester will be refunded, upon application, all their fees, except those fees listed in the fee schedule as non-refundable.
2. A student who withdraws after the first week but during the first one-third of a semester will be refunded upon application, one-half of their fees, except those fees listed in the fee schedule as non-refundable.
3. A student who withdraws after the first one-third of a semester is not entitled to any refund.
4. Students must withdraw through the Registrar's Office. Withdrawals must be processed by several offices before refunds can be processed by the University Cashier's Office; therefore, students should expect a delay of three weeks.
5. An appeals process is available to the student who feels their situation warrants an exception from the stated fee refund policy. Students should direct written appeals to the University Registrar. The Petition for Refund form can be found on the Registrar's web page at <http://www.pittstate.edu/office/registrar/forms.dot>.
6. No refund will be given for short courses (1-2 days) or travel courses once the program has begun.

In the event that PSU is responsible for a fee assessment or calculation error, the error will be corrected.

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#### **Title IV Recipient Refund Policies**

Students need to be cautioned under this policy. Students who totally withdraw after receiving Title IV assistance in many cases will have to repay a portion of the funds received. The Financial Assistance Office recalculates federal\* financial aid eligibility for students who withdraw, stop attending courses without completing an official withdrawal, or are dismissed prior to completing 60% of a semester. Recalculation is based on the percent of earned aid using the following formula:

Percent earned = Number of days completed up to the withdrawal date\*\* divided by total days in the semester.

Federal financial aid is returned to the federal government based on the percent of unearned aid using the following formula:

Aid to be returned = (100% - percent earned above) times the amount of aid disbursed toward institutional charges. Institutional charges are: tuition, fees, on-campus room and board and books charged through the PSU Bookstore, using a bookstore voucher.

When aid is returned, the student will owe a debit balance to the University and/or the Department of Education Title IV Programs. If a student owes a debit balance to the Department of Education, payment arrangements will have to be made directly through the Department of Education, Debt Resolution Services at 1-800-621-3115. If you need additional assistance, please contact the Office of Student Financial Assistance

If a student owes a balance to the university, those funds must be repaid immediately, or payment arrangements made through the Cashiers Office.

#### **Military Tuition Refund Policy**

Students serving in the National Guard or Reserves who are called to active duty during an academic term are entitled to receive a full refund of tuition and fees. Students who are drafted and must report for active duty during an academic term are entitled to receive a full refund of tuition and fees. All refunds are subject to presentation of official documentation. Students who volunteer for military service will be subject to the University's non-military refund policy. Room and board charges will be prorated to the extent that services have been provided.

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\*Federal financial aid includes the Federal Pell Grant, SEOG Grant, TEACH Grant, Perkins Loan, the Federal Direct loan Programs and Federal Direct PLUS Loan.

\*\*Withdrawal Date is defined as the actual date the student began the institution's withdrawal process through the Registrar's Office, the student's last date of recorded attendance, or the midpoint of the semester for a student who leaves without notifying the institution.



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**TUITION WAIVER FOR KANSAS TEACHER OF THE YEAR**

Any Kansas Teacher of the Year recipient may enroll for up to nine credit hours annually at any Regents institution without payment of tuition or fees if the individual is actively pursuing a teaching career in Kansas. To be eligible, a person must be (1) a past or present recipient of the Kansas Teacher of the Year award under the program administered by the Kansas Department of Education and (2) employed as a teacher in an educational institution accredited by the Kansas Department of Education.

**TUITION FOR KANSAS MILITARY AND PUBLIC SAFETY OFFICER FAMILIES**

The state board of regents shall authorize the following class of persons to pay an amount equal to resident fees: Any dependent or spouse of a person in military service who is reassigned from Kansas to another duty station so long as such dependent or spouse continues to reside in Kansas.

Kansas HB2154, effective July 1, 2015, provides in-state tuition rates to a current member of the armed forces or veteran of the United States military or the member's spouse or dependent-child who is enrolled as a postsecondary student. In-state tuition rates are provided regardless to the length of time the person has resided in the state if the person files a letter of intent to establish residence in the state, lives in the state while attending, and the person is eligible for postsecondary educational benefits.

Every Kansas educational institution shall provide for enrollment without charge of tuition or fees for: (1) Any dependent or spouse of a public safety officer who died as the result of injury sustained while performing duties as a public safety officer so long as such dependent or spouse is eligible; (2) any dependent or spouse of any resident of Kansas who died on or after September 11, 2001, while, and as a result of, serving in military service; and (3) any prisoner of war. Any such dependent or spouse and any prisoner of war shall be eligible for enrollment at a Kansas educational institution without charge of tuition or fees for not to exceed 10 semesters of undergraduate instruction, or the equivalent thereof, at all such institutions.

**PITTSBURG STATE UNIVERSITY EMPLOYEE DEPENDENT TUITION WAIVER PROGRAM**

The purpose of the Dependent Tuition Waiver Program is to provide an opportunity for dependent children of eligible employees to receive a partial or full tuition waiver at PSU while seeking an undergraduate degree. An eligible employee is an employee appointed to a benefits-eligible position at PSU with 12 continuous months, or one academic year for faculty, of service to PSU in a benefits-eligible position. For a dependent of an eligible employee to qualify the dependent must meet the eligibility requirements approved by the Kansas Board of Regents at the May 2006 meeting. The amount of tuition waived is determined based on the eligible employee's length of service.

**KANSAS FOSTER CHILD EDUCATIONAL ASSISTANCE ACT**

The purpose of this act is to establish an educational assistance program under which payment of tuition and required fees charged to eligible foster children shall be waived (see Senate Bill 85 or inquire at the Registrar's Office to determine eligibility). A tuition and required fee waiver would be provided for the undergraduate enrollment of an eligible foster child, through the semester or until attaining the age of 23, who enrolls in a Kansas educational institution on or after July 1, 2006.

To remain eligible for participation in the program, an eligible foster child shall remain in good standing at the Kansas educational institution where the eligible foster child is enrolled and shall make satisfactory progress toward completion of the requirements of the educational program in which they are enrolled. An eligible foster child shall not have waived the amount of tuition waived for any course repeated or taken in excess of the requirements for completion of the educational program in which they are enrolled. Each eligible foster child who is enrolled in a Kansas educational institution and who is participating in the program shall be responsible for all fees charged by the institution that are not directly related to and required for the courses in the educational program of the eligible foster child (SB 355 removed the expiration date on SB 85).

## **AUDITING OF COURSES**

### **Auditing Policy Effective Fall 2015**

An individual who does not wish to receive credit in a course may enroll as an auditor, provided:

- Space is available in the class
- Approval is obtained from the instructor by the auditor
- Does not increase faculty course load
- Audit enrollment form is completed verifying intent
- Payment of the regular fee and any applicable special course fees are paid
- Individual completes TB screening survey upon initial enrollment
- Enrollment is completed by the last day to add a class based on the academic calendar
- Auditors are not permitted to change from audit to credit after the official last day to add the class based on the academic calendar.
- Students may change their enrollment from credit to audit, with completion of the form and the instructor's permission, until the last day to drop an individual course with a grade of W, as noted in the University Calendar.

Audited courses will not:

- Count in the determination of Full-Time or Part-Time student status
- Apply toward Veteran benefits, federal financial assistance, or student loan deferments
- Provide campus privileges, ie. Student health, recreation center, parking permit, etc.
- Be taken prior to an auditor's attempt to test-out of the course

Audited courses will:

- Follow the same academic calendar as other courses of the same length
- Be taken by PSU benefit-earning staff, visiting scholars teaching credit-bearing courses as instructor of record at PSU, and individuals 60 or older at no tuition cost. Special course fees may still be assessed.
- Be assessed the same tuition rates as credit-earning enrollment for non-PSU staff and those under 60 years of age.
- Be identified on the individual's transcript with a grade of AU, which does not affect the student's grade-point average.

Instructor discretion will determine the auditor's level of class participation, such as taking exams, participation in discussion or completing assignments. Individuals wishing to audit are responsible for identifying the instructors' expectations for an auditor.

\*Special course fee includes but not limited to Technology fee, Mediated Fee and Class Fee.

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**Residence Halls**

**Academic Year**

Double Room/Unlimited meal plan	\$ 7,372
Double Room/Any 14 Access	6,956
Double Room/Any 10 Access	6,570
Additional charge for single room (maximum)	900
Crimson Commons room additional charge	780
Willard Hall room additional charge	220
Application fee	45
Installment fee (optional payment plan)	\$25/semester
Late payment fee (on pmt plan/not on pmt plan)	\$25/\$30 per mo

Spring semester contracts are 50% of the academic year contract.

Summer rates determined by length of occupancy and services provided.

Residents with special circumstances may request special consideration of room and board policy requirements.

Special assessments authorized for replacement of lost or damaged items.

**Student Family Apartments**

**Monthly Rates for  
Academic Year**

Two Bedroom	\$ 490
Three Bedroom	555
Processing Fee for each new lease	45

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**PARKING PERMIT FEES AND FINES**

Parking fees for students are included in student fees. Students are charged a parking fee of \$5.00 per credit hour for part-time enrollment or \$35.00 per semester for full-time enrollment. Permits shall be good for the duration of the school year for which it is issued or for a lesser period of time if so designated.

Parking fees for faculty and staff are as follows:

	<u>Academic</u> <u>Year</u> *	<u>Spring</u> <u>Semester*</u>	<u>Summer</u> <u>Sessions</u>
Blue Zone	\$ 94.00	\$ 62.00	\$ 34.00
Red Zone	\$ 134.00	\$ 88.00	\$ 44.00
Gold Zone	\$ 174.00	\$114.00	\$ 57.00
Brown Zone	\$ 70.00	\$ 46.00	\$ 23.00
Orange Zone	\$ 70.00	\$ 46.00	\$ 23.00
Motorcycle Permits	\$ 70.00	\$ 46.00	\$ 23.00

**Fee**

Finger Print fee for current students      \$ 5.00

**Replacement Permits (if lost or stolen)**

Must purchase a new permit at full fee.

**TRAFFIC VIOLATIONS AND FINES**

Traffic and parking violation charges are as follows:

Timed Zones	\$ 15.00
No Permit	20.00
Wrong Zone	20.00
Unauthorized Parking	20.00
Parking on Grass or Sidewalk	30.00
Fire Lane	30.00
Yellow Zones	30.00
Handicapped Zone	100.00
Tampering or Misuse	75.00

Failure to pay a violation before the tenth (10th) day after issuance shall result in a \$5.00 penalty. A wheel-lock (boot) fee of \$25.00 will be charged where it has been necessary to use this device for flagrant violators who do not respond to citations. Such fees shall be paid at the University Police and Parking Services Office, Shirk Hall.

\*Includes summer session.