

Contact: Andrea Anania

**PROPOSED NON-TUITION-RELATED MISCELLANEOUS FEES FOR 2010 – 2011**

**Actions Requested:**

- ◆ Consider the proposed changes to non-tuition-related miscellaneous fees for the 2010-2011 academic year as illustrated on page 2; and
- ◆ Authorize the Executive Director to file the notice of intent to amend the Iowa Administrative Rules regarding application fees as highlighted below:

	<u>Current</u>	<u>Proposed</u>
Iowa State University		
◆ Veterinary Medicine	\$60	\$75
University of Northern Iowa		
◆ Graduate Domestic Student	\$30	\$50
◆ Graduate International Student	\$50	\$70

**Executive Summary:** The Board reviews non-tuition-related miscellaneous fees for the coming academic year after acting upon tuition rates, which occurred in February. Miscellaneous fees include both tuition-related and non-tuition-related fees:

- ◆ Tuition-related fees are presented with the Board's annual discussion of tuition and mandatory fees (December) and include items such as continuing education courses and workshops. These fees are in lieu of tuition.
- ◆ Non-tuition-related fees are presented in the spring. Non-tuition-related fees include items such as course delivery fees and private music lessons. Students pay only the miscellaneous fees that apply to them, with variances in type and amount dependent on each student's program, needs, and interests. These fees are in addition to tuition.

Prior approvals are needed before implementation of the fee changes. The Board is scheduled to take action at its June meeting. In addition, the Administrative Rules Committee must approve changes to the application fees since they are specified in the Iowa Administrative Code. If authorized as requested above, the Executive Director will prepare and file the notice to begin that process.

University justifications for the changes may be found on pages 3-6; a comprehensive list of all fees may be found on pages 7-10; and university glossaries explaining their non-tuition-related miscellaneous fees may be found on pages 11-24.

**Background:** Regent Policy Manual §8.04: (1) requires that the Board review and approve all new institutional or college-wide fees over \$1 per semester and all departmental fees over \$10 per semester; and (2) encourages the three universities to work together to establish common titles and amounts for miscellaneous fees. Some differences in fee titles and amounts may remain because of the unique nature of some programs and services at each institution.

Iowa Code §262.9(18) requires the Board to take action no sooner than 30 days after notification of the proposed fee changes to presiding officers of each student government organization at each affected institution. Written notification of the proposed non-tuition-related miscellaneous fees will be mailed to the student government president at each of the universities.

Iowa Administrative Code §681-1.7 requires that application fees be modified through the Iowa Administrative Rules process. The Board Office will prepare and submit the proper filings with the Administrative Rules Committee.

**PROPOSED NEW FEES AND ADJUSTMENTS TO FEES FOR 2010 – 2011**

Fee Type	Actual 2008-2010	Proposed 2009-2011	Dollar Change	Percent Change
<b>UNIVERSITY OF IOWA</b>				
Catalog Sales Fee	\$10	\$0	-\$10	DELETE
Dentistry Fees (DDS Students)				
♦ Instrument Management System Fee				
♦ Class of 2011 – First Year	\$6,850	\$7,125	\$275	4.0%
♦ Class of 2011 – Second Year	\$4,600	\$4,785	\$185	4.0%
♦ Class of 2011 – Third Year	\$3,400	\$3,550	\$150	4.4%
♦ Class of 2011 – Fourth Year	\$1,150	\$1,200	\$50	4.3%
♦ Graduate Student	\$2,800	\$2,900	\$100	3.6%
♦ Laboratory Supplies Fee (1 <sup>st</sup> and 2 <sup>nd</sup> year)	\$1,700	\$1,750	\$50	2.9%
Degree Audit Fee (additional copy)	\$5	\$0	-\$5	DELETE
Dual Degree Fee for MPH Students in Combined Degree Program	\$0	\$1,000	\$1,000	NEW
Graduation and Degree Application Fee	\$65	\$75	\$10	15.4%
International Students and Scholars (Administrative Fees)				
♦ Fall and Spring Semesters	\$60	\$70	\$10	16.7%
♦ Summer Session	\$30	\$35	\$5	16.7%
REACH Program Fees				
♦ Two-Year Program Fee (entering fall 2010) – Resident (covers 2010 – 2011 and 2011 – 2012)	\$26,571	\$28,166	\$1,595	6.0%
♦ Two-Year Program Fee (entering fall 2010) – Non-Resident (covers 2010 – 2011 and 2011 – 2012)	\$54,876	\$58,168	\$3,292	6.0%
Registration Fees				
♦ Automated Change (Day 10 onward) [effective 8-1-03]	\$40	See below		
Drop/Add/Change (Day 6 of classes and later)	\$10	\$12	\$2	20.0%
Study Abroad Fees				
♦ Participation Fee	\$0	\$50	\$50	NEW
Transcript Fees				
♦ Electronic Transcript Fee	\$0	\$3	\$3	NEW
<b>IOWA STATE UNIVERSITY</b>				
Application Fees (non-refundable)*				
♦ Veterinary Medicine	\$60	\$75	\$15	25.0%
Copyright Fees				
♦ Doctoral Dissertation and Master's Thesis (optional)	\$65	\$55	-\$10	-15.4%
Registration Fees				
♦ Drop/Add/Change (Day 6 of classes and later)	\$10	\$12	\$2	20.0%
♦ Required Enrollment Fee for Graduate Students	\$748	\$792	\$44	5.9%
Student Counseling Service Fee				
♦ Late / No-Show Appointment Fee	\$10	\$15	\$5	50.0%
Study Abroad Fees	\$500	See below		
♦ Program Fees				
♦ Fall and Spring Semesters	\$500	\$600	\$100	20.0%
♦ Summer Session	\$300	\$350	\$50	16.7%
<b>UNIVERSITY OF NORTHERN IOWA</b>				
Application Fees (non-refundable)*				
♦ Graduate Domestic Student	\$30	\$50	\$20	66.7%
♦ Graduate International Student	\$50	\$70	\$20	40.0%
Applied Music Fees				
♦ Instrumental Rental (per instrument)	\$33	\$35	\$2	6.1%
Catalog Sales Fee	\$5	\$0	-\$5	DELETE
New Student Programs/Matriculation Fees	\$157	\$175	\$18	11.5%
Price Laboratory School Fees (annual rates)				
♦ Activity Fee (grades 6-12)	\$53	\$55	\$2	3.8%
♦ Instrument Rental Fee (Band and Orchestra)	\$76	\$79	\$3	3.9%
♦ Instrumental Instruction Fee	\$17	\$0	-\$17	DELETE
♦ K-12 Fee	\$566	\$0	-\$566	DELETE
♦ Nursery School Program Fee	\$1,471	\$1,531	\$60	4.1%
♦ Percussion Fee	\$48	\$50	\$2	4.2%
♦ Study Abroad Fees				
♦ Administrative Fee	\$0	\$65	\$65	NEW

\* Requires changes to the Iowa Administrative Code.

The University of Iowa proposes to:

**ESTABLISH:**

**Dual Degree Fee for MPH Students in a UI Combined Degree Program**

*Rationale:* SUI's College of Public Health (CPH) Master of Public Health (MPH) program offers combined degrees with the UI Colleges of Law, Pharmacy, Medicine, and Nursing (LPMN).

Non-combined MPH students are assessed a tuition supplement of approximately \$6,000 over the course of their studies. Combined LPMN students are not assessed the MPH tuition supplement since they are assessed tuition for their respective primary degree. However, as MPH students, they derive the same benefits from the tuition supplement funds as non-combined MPH students.

To assure student equity and to recover MPH funding, CPH requests that all combined MPH degree students be assessed a flat \$500 fee per semester whenever: (1) enrolled in MPH courses and (2) not designated as MPH students for tuition purposes. This fee will be assessed in addition to SUI professional school (LPMN) tuition.

This proposal is to align combined MPH degree student fee assessments on SUI's campus with fees currently assessed for all other MPH students.

Most combined degree students who register for MPH courses, when not designated as MPH students for tuition purposes, take one 3-semester-hour course per semester. The usual tuition supplement is \$500 for 3 semester hours (\$1,500 for 9 or more semester hours) in any one semester.

Funds collected will: (1) cover costs associated with student financial aid, travel for students to attend professional meetings and complete practicum requirements, MPH student services, student instructional technology resources, student recruitment, MPH instruction, and outside speakers; (2) increase learning opportunities for students including exposure to external public health practitioners, travel to global communities, and professional conferences; and (3) enhance student professional development through expanded student advising and career planning/placement services.

A similar proposal was approved and initiated for the Doctor of Veterinary Medicine and MPH combined program between SUI and ISU in FY 2009.

**Study Abroad Fees**

♦ **Participation Fee**

*Rationale:* To cover the costs associated with processing applications for students who apply to participate in University of Iowa-sponsored study abroad programs.

**Transcript Fees**

♦ **Electronic Transcript Fee**

*Rationale:* To cover the costs associated with providing students with electronic transcript services to private companies and non-partner universities; this fee is in addition to the transcript fee itself. Students will save over \$10 when compared with overnight services such as FedEx or the U.S. Postal Service; savings will be even greater for international students.

**INCREASE:**

**Dentistry Fees (DDS Students)**

- ♦ **Instrument Management System Fee**
  - ♦ **Class of 2011 – First Year**
  - ♦ **Class of 2011 – Second Year**
  - ♦ **Class of 2011 – Third Year**
  - ♦ **Class of 2011 – Fourth Year**
  - ♦ **Graduate Student**
- ♦ **Laboratory Supplies Fee (1<sup>st</sup> and 2<sup>nd</sup> year)**

*Rationale:* To cover the costs associated with providing these services.

**Graduation and Degree Application Fee**

*Rationale:* To offset graduation analysis and commencement costs.

**International Students and Scholars (Administrative Fees)**

- ♦ **Fall and Spring Semesters**
- ♦ **Summer Session**

*Rationale:* To help the Office of International Students and Scholars (OISS) continue to fund services and programs for the increasing number of international students.

**REACH Program Fees (REACH = Realizing Educational and Career Hopes)**

- ♦ **Two-Year Program Fee (entering fall 2010) – Resident**
- ♦ **Two-Year Program Fee (entering fall 2010) – Non-Resident**

*Rationale:* To remain equivalent with the tuition increases approved by the Board for resident and nonresident undergraduates at its February 2010 meeting. Half of the program fee is assessed each year.

**CHANGE / INCREASE:**

**Registration Fees**

- ♦ ~~**Automated Change (Day 10 onward) [effective 8-1-03]**~~
- ♦ **Drop/Add/Change (Day 6 of classes and later)**

*Rationale:* (1) To cover the cost of advising students who seek advisor approval prior to dropping or adding courses, as well as part of the cost associated with processing registration changes. This request is being done in concert with Iowa State University; and (2) to change the effective day for the fall and spring semesters from after the tenth day to after the fifth day of the semester. This would be consistent with the practice at both ISU and UNI.

**ELIMINATE:**

**Catalog Sales Fee**

*Rationale:* The University does not have catalog sales anymore; the information is all on-line.

**Degree Audit Fee (additional copy)**

*Rationale:* Since students can view and print copies of their degree audit online, providing a paper copy is no longer necessary.

**Iowa State University proposes to:**

**INCREASE:**

**Application Fees (non-refundable)**

♦ **Veterinary Medicine**

*Rationale:* To defray the increased personnel costs associated with processing program applications, including: an increase in the number of applications, the incorporation of an interview into the admissions process, a shortened timeline for the admissions process, as well as increased postage (registered letters to admitted applicants) and supply costs. Approximately 432 applicants were interviewed in FY 2010; costs included personnel, interviewee training, materials, and refreshments.

Note: This increase requires a change to the Iowa Administrative Code.

**Registration Fees**

♦ **Drop/Add/Change (Day 6 of classes and later)**

*Rationale:* To cover inflationary costs and support staff in the area where schedule changes are made.

♦ **Required Enrollment Fee for Graduate Students**

*Rationale:* To remain equivalent with tuition for two credits at the resident graduate rate for FY 2011 as approved by the Board in February 2010.

**Student Counseling Service Fee**

♦ **Late / No-Show Appointment Fee**

*Rationale:* To incent students to show up and arrive on time and reduce no-shows and late cancellations (within two hours of the appointment), which negatively impacts therapist productivity and other students who seek counseling services. Deterrent fees would fund additional contract counselors resulting in increased counseling hours available.

**Study Abroad Fees**

**Program Fees**

♦ **Fall and Spring Semesters**

♦ **Summer Session**

*Rationale:* To defray the increased costs of administering the university-wide study abroad program.

**DECREASE:**

**Copyright Fees**

♦ **Doctoral Dissertation and Master's Thesis (optional)**

*Rationale:* To reflect the vendor decrease to students.

The University of Northern Iowa proposes to:

**ESTABLISH:**

**Study Abroad Fees**

♦ **Administrative Fee**

*Rationale:* To cover costs associated with study abroad programs, including staffing and programming.

**INCREASE:**

**Application Fees (non-refundable)**

♦ **Graduate Domestic Student**

*Rationale:* To cover processing expenses and enhance graduate domestic student recruitment. The current application fee for graduate domestic students is less than for undergraduate domestic students.

♦ **Graduate International Student**

*Rationale:* To cover processing expenses and enhance graduate international domestic student recruitment. The current application fee is equivalent to the undergraduate international student application fee.

Graduate application processes are more complex and require additional faculty and staff preparation and review time.

Note: These increases require changes to the Iowa Administrative Code.

**Applied Music Fees**

♦ **Instrument Rental (per instrument)**

*Rationale:* To cover the increased costs from the outside vendor who provides this service.

**New Student Programs/Matriculation Fees**

*Rationale:* To: (1) begin implementation of the student success initiatives recommended as a result of the institution's participation in the Foundations of Excellence process, an intensive self-study for the first year of college; and (2) help cover increases in supplies, services, and personnel expenses.

**Price Laboratory School Fees (annual rates)**

- ♦ **Activity Fee (grades 6-12)**
- ♦ **Instrument Rental Fee (Band and Orchestra)**
- ♦ **Nursery School Program Fee**
- ♦ **Percussion Fee**

*Rationale:* To cover inflationary cost increases.

**ELIMINATE:**

**Catalog Sales Fee**

*Rationale:* The University catalog will be presented in an electronic version only beginning with the 2010-2012 Edition; this fee had helped to defray printing costs.

**Price Laboratory School Fees (annual rates)**

- ♦ **Instrumental Instruction Fee**
- ♦ **K-12 Fee**

*Rationale:* Price Laboratory School will receive state per-pupil funding for FY 2011; these two fees are not allowed under Department of Education guidelines.



NON-TUITION RELATED MISCELLANEOUS FEES									
Actual 2009-2010 and Proposed 2010-2011									
Non-Tuition-Related Miscellaneous Fees	SUI			ISU			UNI		
	2009-2010	2010-2011	% Change	2009-2010	2010-2011	% Change	2009-2010	2010-2011	% Change
<b>Dentistry Fees (DDS Students)</b>									
American Student Dental Association Dues	\$72	\$72	0.0%						
Instrument Management System Fee									
Class of 2008 – First Year	\$6,500	\$6,500	0.0%						
Class of 2008 – Second Year	\$4,350	\$4,350	0.0%						
Class of 2008 – Third Year	\$3,250	\$3,250	0.0%						
Class of 2008 – Fourth Year	\$1,075	\$1,075	0.0%						
Class of 2009 – First Year	\$6,850	\$6,850	0.0%						
Class of 2009 – Second Year	\$4,600	\$4,600	0.0%						
Class of 2009 – Third Year	\$3,400	\$3,400	0.0%						
Class of 2009 – Fourth Year	\$1,150	\$1,150	0.0%						
Class of 2010 – First Year	\$6,850	\$6,850	0.0%						
Class of 2010 – Second Year	\$4,600	\$4,600	0.0%						
Class of 2010 – Third Year	\$3,400	\$3,400	0.0%						
Class of 2010 – Fourth Year	\$1,150	\$1,150	0.0%						
Class of 2011 – First Year	\$6,850	\$7,125	4.0%						
Class of 2011 – Second Year	\$4,600	\$4,785	4.0%						
Class of 2011 – Third Year	\$3,550	\$3,400	4.4%						
Class of 2011 – Fourth Year	\$1,150	\$1,200	4.3%						
Graduate Student	\$2,800	\$2,900	3.6%						
Laboratory Supplies Fee (1st and 2nd year)	\$1,700	\$1,750	2.9%						
Professional Liability Insurance (4th year)	\$30	\$30	0.0%						
<b>Departmental Exam for Credit Fee (per exam)</b>	\$50	\$50	0.0%	\$100	\$100	0.0%	\$50	\$50	0.0%
<b>Developmental Course Fees</b>									
Fee Range				\$160-468	160-468	0.0%			
Minimum Fee <sup>3</sup>				\$480	\$480	0.0%	\$480	\$480	0.0%
Diploma Replacement Fee	\$45	\$45	0.0%	\$25	\$25	0.0%	\$25	\$25	0.0%
Dual Degree Fee for MPH/DVM Students	\$1,000	\$1,000	0.0%						
Dual Degree Fee for MPH/All Others	\$0	\$1,000	NEW						
Duplicate Check Fee				\$30	\$30	0.0%	\$30	\$30	0.0%
Employer Reimbursement Deferred Billing Fee	\$35	\$35	0.0%	\$35	\$35	0.0%	\$25	\$25	0.0%
Fax Fee (for sending official documents)	\$7	\$7	0.0%	\$7	\$7	0.0%	\$7	\$7	0.0%
Financial Aid A/R Reissue Check Fee	\$10	\$10	0.0%						
Graduation and Degree Application Fee	\$65	\$75	15.4%	\$50	\$50	0.0%	\$50	\$50	0.0%
Late Fee for Applying After Deadline	\$20	\$20	0.0%						
ID Card Annual Maintenance Fee (non-students/non-employees)				\$15	\$15	0.0%			
ID Card Replacement Fee	\$25	\$25	0.0%	\$25	\$25	0.0%	\$25	\$25	0.0%
Immunization Record Late Fee							\$30	\$30	0.0%
Insallment Payment Plan Fee				\$50	\$50	0.0%			
<b>International Students and Scholars (Administrative Fees)</b>									
English Proficiency Examination	\$30	\$30	0.0%						
Fall and Spring Semesters	\$70	\$60	16.7%						
Summer Session	\$30	\$35	16.7%						



NON-TUITION RELATED MISCELLANEOUS FEES									
Actual 2009-2010 and Proposed 2010-2011									
Non-Tuition-Related Miscellaneous Fees	SUI			ISU			UNI		
	2009-2010	2010-2011	% Change	2009-2010	2010-2011	% Change	2009-2010	2010-2011	% Change
<b>Registration Fees</b>									
Automated Change (Day 10 onward) (effective 8-1-03)	\$49	See below	See below						See below
Drop/Add (per day beginning with the 6th class day and thereafter)	\$10	\$12	20.0%	\$10	\$12	20.0%	\$10	\$10	0.0%
Drop/Add Change (Day 6 of Classes and later)	\$70	\$70	0.0%	\$70	\$70	0.0%	\$70	\$70	0.0%
Doctoral Post Comprehensive				\$70	\$70	0.0%	\$20	\$20	0.0%
Doctoral Post Prelim									
Late	\$30	\$30	0.0%						
Day 1 - 5	\$60	\$60	0.0%						
Day 6 - 10	\$100	\$100	0.0%						
Day 11 onward									
Graduate Continuing Scholar							\$50	\$50	0.0%
Undergraduate & Grad. Students -- 1st Week of Classes				\$20	\$20	0.0%			
Graduate Students -- 2nd Week of Classes				\$50	\$50	0.0%			
Graduate Students -- 3rd Week of Classes				\$100	\$100	0.0%			
Masters Final	\$70	\$70	0.0%						
Required Enrollment Fee for Graduate Students				\$748	\$792	5.9%			
<b>Reinstatement Fee</b>	\$25	\$25	0.0%						
<b>Restricted Enrollment Fee (per occurrence)</b>							\$25	\$25	0.0%
<b>Returned Check Fee</b>	\$30	\$30	0.0%	\$30	\$30	0.0%	\$30	\$30	0.0%
<b>Returned Direct Debit Fee</b>	\$30	\$30	0.0%	\$30	\$30	0.0%	\$30	\$30	0.0%
<b>Senior Fee (optional)</b>				\$2	\$2	0.0%			
<b>Sponsored International Student Fee</b>				5% of fees	5% of fees	0.0%			
<b>Student Counseling Service Fee</b>									
Late / No-Show Appointment Fee				\$10	\$15	50.0%	\$15	\$15	0.0%
<b>Study Abroad Fees</b>									
Academic Year									
Administrative Fee	\$350	\$350	0.0%	\$105	\$105	0.0%	\$480	\$480	0.0%
Non-UI Sponsored Program Participants							\$0	\$65	NEW
One Semester							\$120	\$120	0.0%
Participation Fee	\$0	\$50	NEW				\$360	\$360	0.0%
Program Fees				\$500	See below				
Fall and Spring Semesters				\$500	\$600	20.0%			
Summer Session				\$300	\$350	16.7%	\$150	\$150	0.0%
<b>Thesis Fees</b>									
Doctorate				\$100	\$100	0.0%	\$35	\$35	-100.0%
Masters	\$145	\$145	0.0%	\$100	\$100	0.0%	\$25	\$25	-100.0%
PhD, Doctorate of Musical Arts (DMA)	\$220	\$220	0.0%						
Essay Fee - DMA	\$165	\$165	0.0%						
Master's Thesis Publication Fee (hard copy) <sup>1</sup>	\$20	\$20	0.0%						
Electronic Essay & Graduate Publication Fee for Dr. of Musical Arts students <sup>1</sup>	\$65	\$65	0.0%						
<b>Transcript Fees</b>									
First and Additional Copies	\$15	\$15	0.0%	\$15	\$15	0.0%	\$15	\$15	0.0%
Special Handling Charge (early transcript, partial transcript)	\$25	\$25	0.0%	\$5	\$5	0.0%			
Electronic Transcript Fee	\$0	\$3	NEW						
<b>Veterinary Medicine Mobile Computing Fee</b>				\$2,500	\$2,500	0.0%			

1 Publication fees, per universities' requests, are located in different sections of this table.  
 2 For first-year students entering in the fall of 2010, \$300 of this amount will be credited toward the two-year program fee.  
 3 UNI's Developmental Course Fee has been moved from Non-Tuition-Related Miscellaneous Fees to Tuition-Related Miscellaneous Charges as of FY

**University of Iowa**  
**Glossary of Non-Tuition Related Fees and Miscellaneous Charges**  
**FY11 – Academic Year 2010-11**

**Admission/Tuition Deposit Fee**

Some colleges/programs require applicants who are accepted into the program to submit a deposit to ensure that only students who are genuinely interested in enrolling at Iowa accept the offer of admission. At Iowa, the Dentistry, Physical Therapy, Law, MBA, Medicine, and Physician Assistant programs currently have an admission/tuition deposit.

**Application Fee – Domestic Students**

The application fee is charged to individuals applying for admission to the University of Iowa. The fee is charged to cover administrative costs such as data processing, personnel, word processing, and postage. The application fee is non-refundable.

**Application Fee - International Students**

This application fee is charged to non-immigrants applying for admission to the University of Iowa. This fee is charged to cover administrative costs such as data processing, personnel, word processing, and postage. These individuals are charged a higher rate because of the additional costs associated with the evaluation of foreign academic records, the need to maintain special resource materials and immigration forms, and increased postage for overseas mailings. The application fee is non-refundable.

**Application Fee – College of Pharmacy**

The College of Pharmacy charges a fee to cover the costs of its enhanced application/admissions process. (This fee is in addition to the standard University application fee.) The College of Pharmacy currently admits students through the Pharmacy College Admission Service (PCAS) system which is available through the American Association of Colleges of Pharmacy (AACCP). Through this service applicants apply to the central service and direct their applications to pharmacy schools of their choosing. After the College of Pharmacy determines which students are to be admitted, information is sent to the UI Admissions office, which then processes the students into the UI system and prepares their file for graduation tracking.

**Application Fee – Non-Degree Students**

Non-degree students are assessed an application fee to cover administrative costs such as data processing, personnel, word processing, and postage. The application fee is non-refundable. Non-degree students range from high school students taking university courses, to visiting students enrolled in regular courses or in a study abroad program, to students working on teaching certification or prerequisite coursework for professional colleges, to students just taking courses for pleasure, to name just a few of the types. These applications can take nearly as much processing and staff time as applications submitted by degree-seeking students.

**Application Fee – Re-entry**

The re-entry application fee is assessed a returning student has not been enrolled for three consecutive sessions who wishes to re-enroll in the University.

**Applied Music Fee**

The music fee is charged (in addition to regular tuition and fees) to students receiving private music instruction from University of Iowa faculty. The fee offsets the costs of one-on-one instruction.

**Background Check (students involved in patient care)**

This fee is charged to conduct criminal background checks for all students involved in patient care. These students must undergo a criminal background check prior to beginning clinical rotations.

**CLEP Score Report**

A UI student may request that a copy of their CLEP score report be mailed to another institution. This fee covers the cost of processing the request.

**College of Nursing**

The Nurse Practitioner Lab Fee is assessed to students enrolled in a College of Nursing Graduate Program to cover the costs associated with providing hands on clinical practice in the areas of Pelvic Exam Models and Clinical Skills Workshops.

The Student Liability Insurance Fee is a fee designed to provide nursing students with the required personal liability insurance at a much lower rate than rates available to students individually.

**College of Nursing**

The Nurse Practitioner Lab Fee is assessed to students enrolled in a College of Nursing Graduate Program to cover the costs associated with providing hands on clinical practice in the areas of Pelvic Exam Models and Clinical Skills Workshops.

The Student Liability Insurance Fee is a fee designed to provide nursing students with the required personal liability insurance at a much lower rate than rates available to students individually.

**Deferred Billing Administrative Fee**

This administrative charge is assessed to those students who do not pay their *full* tuition, room and board charges in August for fall semester and January for spring semester. This permits students to spread payment over three installments. The fee helps defray the extra data processing involved in carrying and billing the charges over a longer period of time, as well as the extra personnel required in the Treasurer's Office to handle the traffic involved with three tuition payments per semester instead of one.

**Degree Audit (paper copy)**

This fee is no longer necessary at UI because students can view and print a degree audit online. A request is being submitted to remove this fee from the list of approved fees.

**Dentistry Fees**

♦ **A.S.D.A. Dues (DDS)**

This fee represents the dues to belong to the American Dental Education Association. It is merely a pass through from the national group to the students.

♦ **Instrument Management System Fee (DDS and graduate students)**

This fee covers the management, sterilization and replacement of dental equipment used in the treatment of patients.

♦ **Laboratory Supplies Fee (1<sup>st</sup> and 2<sup>nd</sup> year DDS students)**

This fee covers supplies (teeth, burs, etc.) used in the simulation clinic during the first 2 years of dental school. The simulation clinic utilizes mannequins to simulate patient experiences. The students develop the technical skills in this environment before moving on to actual patient care.

♦ **Professional Liability Insurance (4<sup>th</sup> year DDS students)**

This fee covers for malpractice while they serve their extramural rotations outside of the college.

**Departmental Exam for Credit Fee**

This fee covers the expenses of creating or purchasing, administering, and scoring special examinations to determine whether students may receive test-out credit for a course in which they are not formally enrolled.

**Diploma Replacement**

This fee is charged to individuals who have requested a replacement diploma. The charge covers the cost of printing the diploma, personnel to process the order, postage, and other administrative costs.

**Dual Degree Fee for DVM/MPH students**

Since 2003, the University of Iowa College of Public Health (CPH) has offered a combined Doctor of Veterinary Medicine/Master of Public Health (DVM/MPH) degree program in collaboration with Iowa State University (ISU). UI Master of Public Health students who are not in combined programs are assessed a tuition supplement of \$6000. Since the DVM/MPH combined students do not pay a tuition supplement when they are enrolled at ISU, they are only being assessed half of the total tuition supplement (\$3000) for the UI summer sessions. However, as MPH students, they derive the same benefits from the tuition supplement funds as students who pay the full amount.

To assure student equity and to recover funding essential to the mission of the MPH program, students in the combined DVM/MPH program are assessed a flat fee of \$3000 to make up the difference between the actual tuition supplement collected (\$3000) and total tuition supplement other students pay (\$6000). A portion of this fee will be assessed each semester a student enrolls at UI and is not paying UI tuition. Since students generally take six 3 credit hour courses in this manner, a flat fee of \$500 for each semester the student takes a 3 credit hour course at UI when also enrolled at ISU (\$500 X 6=\$3000) is assessed.

**Dual Degree Fee for MPH/All Others**

The University of Iowa College of Public Health Master of Public Health (MPH) program offers combined degrees with the UI Colleges of Law, Pharmacy, Medicine, and Nursing. MPH students who are not in combined programs are assessed a tuition supplement of approximately \$6,000 over the course of their studies. Law, Pharmacy, Medicine and Nursing combined students do not pay the MPH tuition supplement since they are assessed tuition for their respective primary degree. However, as MPH students, they derive the same benefits from the tuition supplement funds as non-combined MPH students. To assure student equity and to recover funding essential to the mission of the MPH program, the College of Public Health all combined degree MPH programs students are assessed a flat fee of \$500 per semester whenever the student is enrolled in MPH courses and not designated as an MPH student for tuition purposes. A similar proposal was approved and initiated for the Doctor of Veterinary Medicine and MPH combined program between the University of Iowa and Iowa State University in FY2009.

**Employer Reimbursement Deferred Billing Fee**

This fee is assessed to those students who have demonstrated a valid employer reimbursement contract and who desire the deferment of designated approved tuition and fees. The designated approved tuition and fees will be due and payable 30 days after the presentation of grades to students. In providing this option students who have a valid agreement with their employers can avoid registration holds or other unnecessary financial burdens.

**Fax Fee (for sending official documents)**

A fax fee is charged for sending official documents, such as transcripts, certifications, and statement of account, using electronic facsimile technology. The fee covers the phone charges and personnel costs associated with preparing and sending the document.

**Financial Aid A/R Reissue Check Charge**

This fee is assessed to those individuals who request the issuance of a duplicate check. This charge helps defray the personnel time involved in researching the check, the cost of printing a new check, as well as the bank costs.

**Graduation and Degree Application Fee**

The graduation and degree application fee is assessed to students when they submit an application for graduation. The fee partially covers the cost of such items as diplomas, diploma covers, data processing, personnel, the commencement program booklet, and other administrative costs. There is also a late fee for applying for degree after the deadline. These fees are non-refundable.

**ID Card Replacement Fee**

All students receive their first student identification card free of charge. Those cardholders who have lost or misplaced their identification card are assessed a fee to cover the cost of replacement.

**International Students & Scholars (Administrative Fees)**

English Proficiency Evaluation (EPE) Examination Fee

This fee covers the cost of administering the English Proficiency Evaluation (EPE) examination to new students whose first language is not English, to ensure that they have the requisite English language proficiency to succeed academically at UI.

Fall and Spring Semesters/Summer Session

This fee provides funding for the special services required by international students, including immigration and personal advising, programming and outreach. The fee is charged to all students attending the UI in an education (F or J) immigration status.

**New Student Program/Matriculation**

The Matriculation Fee (formerly called Orientation Fee) pays for programming expenses for orienting new freshmen and new transfer students and their parents to the University, and for enrolling them in their classes. Orientation programs are organized by the Orientation Office within Admissions with major contributions from Academic Advising (formal programs for students and parents plus individual advising), Evaluation and Examination Services (placement exams for mathematics, foreign language, and chemistry), the Office of International Students and Scholars (specialized transition services to new international students) and Student Financial Aid (aid advising and financial management).

**New Student Programs/Matriculation Fee for Undergraduate International Student Orientation (additional program)**

The Office of International Student and Scholars (OISS) provides an extensive orientation program for all new international students, undergraduate, graduate, and professional. This program addresses the unique legal and cross-cultural issues encountered by international students. The program takes place prior to the standard undergraduate orientation and academic advising program which is required of all new undergraduates (including international undergraduates) and is designed to supplement that program. The fee allows OISS to continue to provide the necessary transition services to help new international students, both graduate and undergraduate, to be successful at the University. The fee is charged to all new undergraduate degree-seeking students in F or J immigration status.

**Placement Services (Career Center) Employment Expo Fee**

The employment expo is an online recruiting system that allows students to easily search for jobs and internships, and to sign up for on-campus interviews. The fee goes toward maintaining the online recruiting system. The system allows students to upload resumes/cover letters, search and apply for jobs and internships and research organizations. Employers can post full-time jobs/ internships, search student resumes and manage interview schedules. Additionally, undergraduate students can access **Iowa Career Exploration Network** in Employment Expo to connect with over 500 professionals from across the country. The fee allows students to use the system and is good for three years after the student's graduation date.

**Placement Services (General)**

This fee is charged when a student utilizes the services of the Educational Placement Office, which has a comprehensive suite of products and services designed to help students make the most of their transition from academe to the professional marketplace. The Educational Placement Office offers personalized assistance and the advantage of sophisticated web-based technology to assist job seekers and employers in the global marketplace.

**Publication Fee**

Master's Thesis Publication Fee – All Master's thesis candidates are assessed a fee for the microfilming and archiving of the thesis. This fee is in addition to the thesis fee.

PhD Thesis Publication Fee – All PhD candidates are assessed a fee to cover microfilming of the thesis, web access and distribution, archiving, and publication in Dissertation Abstracts International. This fee is in addition to the thesis fee.

**R\*E\*A\*C\*H**

The University of Iowa R·E·A·C·H (Realizing Educational and Career Hopes) program is a unique two-year certificate program for young adults with multiple learning and cognitive disabilities. The R·E·A·C·H Program combines academic instruction, career experiences, community involvement, and residential life to create a dynamic collegiate experience. Through the R·E·A·C·H Program, students are empowered and provided with the skills necessary to become independent, productive, and fully participating adults living and working in the community. R·E·A·C·H Program fees include a processing fee to evaluate candidates for this program and an acceptance for those students who are accepted into the program who wish to evidence their intent to actually enroll in the program. A portion of the acceptance fee is used to offset a portion of the first semester's program costs.

**Refund Schedule**

The tuition assessment for regular full semester courses is set at the end of the second week of the semester. The number of credits for which a student is enrolled at the end of the second week determines the tuition assessment. Students adding additional credits after that date have the appropriate additional tuition assessed. This policy affects students who are enrolled in at least one course and does not affect the policies approved for students withdrawing from the University.

Refund Schedule – Withdrawal of Entire Registration

Before the first day of class	100%
First Week	90%
Second Week	75%
Third Week	50%
Fourth Week	25%
After Fourth Week	0%

Refund Schedule for Reduced Load (reduction of hours)

Drop course within first two weeks	100%
Drop course after second week	0%

**Registration Fees**

Change of Registration Fee

Students may process course drops or adds through the fifth day of classes at no charge. Beginning the sixth day of class, a fee is charged for each form processed to partially cover the processing costs. This fee also encourages students to process course changes early in the term so other students may utilize course spaces.

Late

This fee is assessed to students who do not register for classes before the first day of class. This fee is an administrative charge to encourage students to register for classes in a timely manner so as to provide enrollment management data to administrative areas who can make decisions on how to best utilize university resources.

Day 1 – 5	\$ 30
Day 6 – 10	\$ 60
Day 11 onward	\$100

**Reinstatement Fee**

Restrictions are placed on a student's registration and charging ability when the minimum payment is not made by the due date. The reinstatement fee is assessed to lift the restrictions.

**Returned Check Fee**

This fee is a surcharge against the maker of a dishonored check.

**Returned Direct Debit Fee**

This fee is a surcharge against the person who authorizes a direct debit to an account with insufficient funds or an account that has been closed.

**Study Abroad Fee**

This fee is assessed to students participating in a group study abroad program. This fee is in addition to the program fee they must pay. It covers various administrative costs associated with these programs, such as registration and special processing, which creates additional workload.

**Thesis Fee**

This nonrefundable fee is charged to any student who submits a master's degree thesis or doctoral dissertation to the Graduate College. This fee helps defray costs associated with providing part-time support for the thesis office, electronic thesis administration, and other administrative costs.

**Transcript Fee**

This fee is charged to anyone ordering an official transcript. The fee covers data processing, forms, mailing, and personnel costs. An additional handling fee may be charged for special order transcript services (e.g., early transcript or partial transcript).

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**Account Review Fee**

This fee will be assessed to those students who request account research for prior semester periods. The \$10 per hour fee (with a minimum of \$10) helps defray the costs of personnel time taken to perform the research; which involves gathering information from various sources when the request is for a prior semester.

**Additional Billing Statement**

Students are offered the service of mailing a copy of their monthly Receivables Office billing statement to a second address. The \$5 per semester charge is assessed to cover the cost of implementing this service, including but not limited to, postage, printing envelopes, and personnel time.

**Admission / Tuition Deposit Fees - Veterinary Medicine Advance Payment**

Student applicants to the College of Veterinary Medicine who have accepted an offer for a position to enroll in that college may subsequently change their mind and withdraw, sometimes as late as the first day of classes. These late withdrawals can result in unfilled spaces, or the need to ask an alternate candidate to make a hasty move to Ames with little time to make arrangements for financial aid, housing, or books. To reduce the incidence of late withdrawals, admitted students are assessed a non-refundable payment toward tuition of \$500.

**Application Fee – Domestic Students, Graduate and Undergraduate**

This application fee (\$40 for undergraduate and graduate students) is charged to individuals applying for admission to Iowa State University. This fee is charged to cover administrative costs such as data processing, personnel, word processing, and postage. The application fee is non-refundable.

**Application Fee - International Students, Graduate and Undergraduate**

This application fee (\$50 for undergraduate and \$90 for graduate students) is charged to non-immigrants applying for admission to Iowa State University. This fee is charged to cover administrative costs such as data processing, personnel, word processing, and postage. These individuals are charged a higher rate because of the additional costs associated with the evaluation of foreign academic records, the need to maintain special resource materials and immigration forms, and increased postage for overseas mailings. The application fee is non-refundable.

**Application Fee – Veterinary Medicine Students**

This application fee (\$75 for undergraduate and graduate students) is charged to individuals applying for admission to the Veterinary Medicine College at Iowa State University for their first degree-seeking enrollment. This fee is charged to cover administrative costs such as data processing, personnel, word processing, and postage. The application fee is non-refundable.

**Applied Music – Private Music Instruction, one credit and two credits**

The music fee is charged to students receiving private music instruction and is in addition to regular tuition. The fee offsets the costs of one-on-one instruction. Revenue generated from this fee is returned to students through music scholarships. **One credit** of instruction is \$150; the fee for **two credits** is \$190.

**Catalog Sales Fee**

Students have access to the catalog information through the Web. Printed copies can be purchased at the bookstores for \$5, which covers the costs of printing the catalog.

**Copyright Fees**

PhD and Master's candidates may pay an optional fee of **\$55 for copyright services** offered through ProQuest/UMI. The copyright fee covers the U.S. copyright fee as well as the costs to ProQuest of the copies required by the Copyright Office. The student will authorize this on-line with a credit card when submitting the electronic thesis.

**Deferred Billing Administrative Fee – fall, spring and summer semesters**

This administrative charge is assessed to those students who do not pay their full tuition, room and board charges on or before August 20 for fall semester and similarly January 20 for spring semester. This permits students to spread payment over three installments. The administrative fee (\$20 for fall, spring and summer) helps defray the extra data processing and mailing costs involved in carrying and billing the charges over a longer period of time, as well as the extra personnel required in the Treasurer's Office to handle the traffic involved with three tuition payments per semester instead of one.

**Departmental Exam for Credit Fee**

This \$100 fee covers the expenses of creating or purchasing, administering, and scoring special examinations to determine whether students may receive test-out credit for a course in which they are not formally enrolled.

**Developmental Course Fees – Fee Range (\$160-\$468)**

**Developmental Chemistry Fee**

The Chemistry Department offers Chemistry 50 as a pre-general chemistry courses to those students intending to enroll in general chemistry and who have not taken high school chemistry or who have not had a high school college preparatory course. Chemistry 50 is a remedial course and does not generate credit toward meeting graduation requirements. The developmental fee of \$350 is intended to cover the direct costs of offering the course.

**Developmental English Fee**

The English Department offers English 99L and 99R for international students who have deficiencies in their listening and/or reading. The \$240 fee for English 99L and the \$160 fee for English 99R are intended to cover the direct instructional and administrative costs.

**Developmental Foreign Languages Fee**

The Foreign Languages and Literatures Department offers French 97, German 97, and Spanish 97 as “review modules” intended for students who have had prior study in a language, but who are preparing to take a 102-level course in the same language in order to fulfill the LAS foreign language graduation requirement. The \$294 fee for the foreign language preparation courses provides funding for additional instructors and peer mentors thus providing for increased teacher-student interaction.

**Developmental Mathematics Fee**

The costs of offering Math 10-30 are provided from special fees for these courses rather than from the General Fund. Math 10-30 are remedial courses in high school algebra and geometry and do not generate credit toward meeting graduation requirements. They are offered at Iowa State as a convenience for students who were not adequately prepared in mathematics in high school. The \$468 developmental math fee is intended to cover the direct costs of the course.

**Diploma Replacement Fee**

This \$25 fee is charged to individuals who have lost their diploma and have requested a replacement. The charge covers the cost of printing the diploma, personnel to process the order, postage, and other administrative costs.

**Duplicate Check Fee**

This fee will be assessed to those individuals who request the issuance of a duplicate check. This \$30 charge helps defray the personnel time involved in researching the check, the cost of printing a new check, as well as the bank costs.

**Employer Reimbursement Deferred Billing Fee**

This fee of \$35.00 will be assessed to those students who have demonstrated a valid employer reimbursement contract and who desire the deferment of designated approved tuition and fees. The designated approved tuition and fees will be due and payable 30 days after the presentation of grades to students. In providing this option students who have a valid agreement with their employers can avoid registration holds or other unnecessary financial burdens.

**FAX Fee (for sending official documents)**

A \$7 FAX fee is charged for sending official documents, such as transcripts, certifications, and statement of account, using FAX technology. The fee covers the phone charges and personnel costs associated with preparing and sending the document.

**Graduation Fee**

The \$50 graduation fee is assessed to students when they submit an application for graduation. The fee partially covers the cost of such items as diplomas, diploma covers, data processing, personnel, the commencement program booklet, postage and mailing costs of diplomas not distributed at commencement, and the implementation of a new degree audit system, which will include the option of delivering the audit on demand through the Web giving students more comprehensive, timely, and frequent information about their progress towards degree. This fee is non-refundable.

## **ID Card**

### **Annual Maintenance Fee (non-students/non-employees)**

This fee is assessed those individuals requesting an ISU Card for university privileges, but who do not have a direct relationship to Iowa State University. The \$15 annual fee will be collected each year for non-ISU Employees and for the spouse and adult dependents of students, faculty, and staff. This fee helps to defray the cost of manufacturing the card, personnel required to take the photograph and print the card, and maintaining the database with their personal information.

### **Replacement Fee**

All students receive their first student identification card free of charge. Those cardholders who have lost or misplaced their identification card are assessed a \$25 fee to cover the cost of replacement which includes the cost of materials, processing, and personnel associated with the replacement process.

### **Installment Payment Plan Fee**

This administrative charge is assessed to those who elect the Iowa State University Installment Plan. This plan will allow students to pay tuition, room, board, fees, and accounts receivable costs in twelve equal monthly installments. The \$50 annual application fee will defray the extra data processing and mailing costs associated with carrying the charges over a longer period of time, as well as the bank fees associated with the direct debit of payments.

### **Key/Access Card Replacement Fee**

This \$25 fee is assessed to those individuals requesting a replacement key or Access Card. This is a cost recovery fee which will pay for actual administrative, materials and labor costs associated with replacing a key or card.

### **Late Payment of Fees and Charges**

The finance charge is a penalty charged to discourage late payment of bills, as well as to make up for the university's lost opportunity for investment income. The 1% per month finance charge also helps defray the costs of extra data processing, handling, and mailing involved with the record keeping and collection of charges over a longer period of time. This fee is assessed to students and non-students.

### **New Student Programs/Matriculation Fee**

The New Student Programs/Matriculation fee of \$190 will be assessed to all new degree-seeking undergraduates. The fee covers costs associated with orientation and Destination Iowa State programming, including publications, mailings, programming, and student assistants who provide services to students and their families during orientation and Destination Iowa State. For those students entering in the fall semester, the New Student Programs/Matriculation fee is refundable prior to May 1 (minus a \$20 administrative charge).

### **Placement Services Fees by College (Career Services)**

Services such as career exploration and job-search counseling, workshops, career resource centers, company literature and videos, full-time and experiential education postings and interview scheduling, career fairs, and mock interviews are provided for all students without charge. Career Services fees vary among the college-based career services offices ranging from zero to \$25. Five colleges have no registration fee (Agriculture and Life Sciences, Business, Design, Engineering and Liberal Arts and Sciences); Veterinary Medicine has a \$10 senior student fee; and the College of Human Sciences has a \$20 fee for education students/alumni to establish and open a new credential file plus a \$5 credential mailing fee.

## **Publication Fees**

### **Master's Thesis**

All Master's thesis candidates will pay a \$55 fee directly to ProQuest/UMI for the microfilming and archiving of the thesis. This fee is in addition to the thesis fee.

### **Doctoral Dissertation**

All PhD candidates will pay a \$65 fee directly to ProQuest/UMI to cover microfilming of the thesis, web access and distribution, archiving, and publication in Dissertation Abstracts International. This fee is in addition to the thesis fee.

### Refund Schedule Fees

Tuition assessment for regular full semester courses is set at the end of the second week of the semester. The number of credits for which a student is enrolled at the end of the second week determines the tuition assessment. Students adding additional credits after that date will have the appropriate additional tuition assessed. This policy affects students who are enrolled in at least once course and does not affect the policies approved for students withdrawing from the University.

Before the first day of class	100%
First Week	90%
Second Week	75%
Third Week	50%
Fourth Week	25%
After Fourth Week	0%

### Refund Schedule Fees for Reduced Load (reduction of hours)

First two weeks	100%
After second week	0%

### Registration Fees

#### Change to Schedule (Day 6 of classes and later)

Students may process course drops or adds through the fifth day of classes at no charge. Beginning the sixth day of class, an **administrative fee of \$12** is charged for each form processed to partially cover the processing costs. This fee also encourages students to process course changes early in the term so other students may utilize course spaces.

#### Doctoral Post Prelim

Doctoral students who have passed the Ph.D. preliminary examination must register and pay appropriate fees. Students who are not on assistantship, and do not use the facilities, equipment, or staff time may pay this minimum fee of \$70 in lieu of registration for credit. By so registering, they certify their continuing intention to complete their degree program.

#### Late Registration

This fee is assessed to students who do not register for classes before the first day of class. This fee is an administrative charge to encourage students to register for classes in a timely manner so as to provide enrollment management data to administrative areas who can make decisions on how to best utilize university resources. The stepped up fee for graduate students is necessary because ISU provides tuition scholarships for students on assistantship appointments. Students who do not register by the end of the second week may create significant payroll, fee assessment, and scholarship problems that will take excess staff time to resolve.

Undergraduate and Graduate Students, 1 <sup>st</sup> week of classes	\$ 20
Graduate Students, 2 <sup>nd</sup> week of classes	\$ 50
Graduate Students, 3 <sup>rd</sup> week of classes	\$100

#### Required Enrollment for Graduate Students

Graduate students, who are in their graduation term and have no coursework left, will be assessed a **\$792 fee**. Students are charged a miscellaneous fee rather than tuition because there is no coursework involved. Graduate students on assistantship and international students who must register and/or pay university fees to maintain their visa are not eligible for this fee.

### Returned Check Fee

This \$30 fee is a surcharge against the maker of a dishonored check. According to Section 554.3512, subsection 1, Code 2003 of the State of Iowa, a fee of \$30 may be assessed against the maker of a dishonored payment instrument.

### Returned Direct Debit Fee

This \$30 fee is a surcharge against the person who authorizes a direct debit to an account with insufficient funds or an account that has been closed. According to Section 554.3512, subsection 1, Code 2003 of the State of Iowa, a fee of \$30 may be assessed against the maker of a dishonored payment instrument.

**Senior Fee**

This is a \$2 optional fee for graduating seniors. The funds generated by the fee go to the Senior Class Council that sponsors a variety of activities for seniors. Events include the Senior Send-off, spring and fall commencement receptions, international graduation reception, graduation breakfast, senior week, and the solicitation of pledges for the senior class gift.

**Sponsored International Student Fee**

The sponsored international student fee (5% of fees) is assessed to the sponsor of international students as a way to compensate for the special record keeping, billing requirements, correspondence, and the deferred payment option extended to sponsoring agencies.

**Student Counseling Service Fee – Late / No-Show Appointment Fee**

This \$15 no-show/late-cancel fee is assessed to students who fail to show up for a scheduled appointment or who cancel late, meaning within two hours of the start-time of the appointment. This fee is intended to reduce the occurrences of no-shows and late-cancels, both of which negatively impact therapist productivity and can negatively impact the timely scheduling of other students seeking services. Money collected from this deterrent program will go towards more contract counselors thus increasing the number of counseling hours available.

**Study Abroad Fees**

**Administrative Fee**

This \$105 fee is assessed to students participating in a group study abroad program. This fee is in addition to the program fee they must pay. It covers various administrative costs associated with these programs, such as registration and special processing, which creates additional workload.

**Program Fees – Fall and Spring Semesters and Summer Session**

This study abroad program fee of \$600 (fall and spring semesters) or \$350 (summer term) will be used to partially finance the cost of administering university-wide study abroad programs. The fee will also be used for promotional efforts to increase campus awareness of these opportunities and to assist in the development of new programs. Finally, the fee will be used to assist in the cost of site visits and be of great value in the evaluation of programs and in advising Iowa State University students interested in these programs.

**Thesis Fees – Doctorate and Masters**

This \$100 nonrefundable fee is charged to any student who submits a master's degree thesis or doctoral dissertation to the Graduate College. This fee helps defray costs associated with providing part-time support for the thesis office, electronic thesis administration, and the salary of the thesis reviewer.

**Transcript Fees**

**First and Additional Copies**

This \$15 fee is charged to anyone ordering a transcript. The fee covers data processing, forms, mailing, and personnel costs.

**Special Handling Charge (early transcript; partial transcript)**

An additional \$5 special handling charge will be assessed for same day transcript service or other requests that require immediate or special handling.

**Veterinary Medicine Mobile Computing Fee**

This \$2500 fee is charged to all entering first year veterinary medicine students to support the college's mobile computing initiative. The fee covers tablet PC and required software. This initiative ensures that students 1) have the most effective and efficient learning experience possible and 2) enter the workforce prepared to use current technologies in continuing education and professional practice. To guarantee compatibility and adequate support, computers must be purchased through the ISU CVM bulk purchasing agreement.

*Prepared by the Office of the Registrar March 1, 2010*

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*Last revised March 3, 2010*

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**Application Fee – Domestic Undergraduates**

This application fee of \$40.00 is for those students applying for admission as new undergraduate students to the University of Northern Iowa. This fee is non refundable and is used to defray administrative costs incurred in the processing of these applications in the areas of data processing, personnel, supplies and postage.

**Application Fee – International Undergraduates**

This fee of \$50 is charged to non immigrant applicants to undergraduate study at the university. This fee is slightly higher than the domestic rate to cover the additional costs incurred with the evaluation of foreign credentials, international postage and immigration forms.

**Application Fee – Domestic Graduate Students**

It is proposed to increase this fee from \$30 to \$50 to reflect the higher costs associated with processing applications for admission to graduate study. This fee is non refundable and is used to defray administrative costs incurred in the processing of these applications in the areas of data processing, personnel, supplies and postage.

**Application Fee – International Graduate Students**

This fee is being proposed for increase from \$50 to \$70. The evaluation of foreign credentials for admission and transfer equivalency is costly on an individual basis. In addition, immigration documents and international communications add to the processing cost of these applications.

**Applied Music**

The music fee is charged to students receiving private music instruction and is in addition to regular tuition. The fee offsets the costs of one-on-one instruction. The fee varies from \$35 to \$196 depending upon whether the student is a music major or not and if taken for one course or two courses.

**Catalog**

Beginning with the 2010-2012 edition of the University catalog the catalog will be available in electronic format only. This fee is proposed to be eliminated as of July 1, 2010.

**Cooperative Education Placement Fee**

The fee covers the costs of working with placement sites to establish internships and cooperative educational experiences for students.

**Copyright fee**

This is an optional fee of \$65 for those students who wish to have their masters or doctoral dissertations/thesis copyrighted by the U.S. Copyright Office.

**Deferred Billing Administrative Fee – fall, spring and summer**

This administrative charge is assessed to students who choose not to pay their entire tuition bill with the first billing installment. This permits the student to spread out payments over three installments in the semester and two installments in the summer. This fee reflects institutional cost in carrying and billing charges over longer periods of time.

**Departmental Exam for Credit Fee (per exam)**

This \$50 fee covers expenses in creating, administering and scoring special examinations for students who wish to 'test out' for credit from a regular course in which they are not enrolled.

**Diploma Replacement Fee**

This \$25 charge is assessed to students who wish a replacement copy prepared of their lost or destroyed diploma.

**Duplicate Check Charge**

This \$30 fee is assessed to those individuals who request the issuance of a duplicate check. This fee is associated with institutional costs for printing an individual check and the personnel time involved.

**Employer Reimbursement Deferred Billing Fee**

This fee of \$25 is assessed to those students who have a reimbursement agreement with their employer. This allows the students to defer paying for the course until they receiving reimbursement from their employer.

**Fax Fee**

This \$7.00 fee covers the cost to the institution for faxing official documents for students. The fee covers phone charges and personnel costs for preparation and sending.

**Graduation and Degree Application Fee**

This \$50.00 fee is assessed to students graduating from the university and pays for the creation and staging of the commencement ceremonies, preparation of the commencement program booklets and preparation and mailing of diplomas and diploma covers.

**ID Card Replacement Fee**

This \$25.00 fee is assessed to those students who request replacement of their lost or destroyed student id card.

This fee covers cost of materials, equipment, processing and personnel associated with this service.

**Immunization Record Late Fee**

Students who have not provided the required immunization documentation are assessed this \$30.00 fee. The fee covers the cost of individual mailings and follow-ups to students who are late providing the state required information.

**New Student Programs/Matriculation Fees**

This fee of \$175.00 is assessed to all new degree seeking undergraduate students. The fee funds new student orientation programs, including staffing, facilities, and programming costs. The fee also funds initiatives and programs for new students during their first year on campus.

**Perkins Loans – Collection Letter**

When a student is not current with repaying their Perkins Loan the institution may have to place their account with a collection agency. This \$10.00 fees the cost of creation of the collection letter notification.

**Perkins Loans – Credit Bureau File Fee**

If a student is placed with a collection agency a filing fee is charged to the university by the Credit Bureau. This \$3.00 fee covers the charge to the university by the Credit Bureau.

**Perkins Loans – Late payment**

The fee associated with the late payment of a Perkins Loan is 10% of the amount of the scheduled payment.

**Placement fees – Business & Liberal Arts**

This fee of \$20 covers services provided to students including career resource centers, interview preparation and scheduling, career fairs, career counseling and other placement services for students majoring in the areas of business and liberal arts.

**Placement Services – credentials**

Student majoring in the areas of Education need created and stored for them sets of credentials which are used in the hiring and licensing of these students. This fee covers the cost of creation and mailing a set of credentials.

**Price Laboratory School Fees**

- Activity fee (grades 6-12)  
This fee of \$55.00 is to cover costs associated with the creation and student activities for students in grades 6-12.
- Instrument Rental Fee  
The fee of \$79.00 covers the maintenance and amortization of musical equipment for the Price Lab School Band and Orchestra.
- Nursery School Program Fee  
This fee of \$1,531 covers the expenses associated with providing a comprehensive educational program for pre-K students.
- Percussion Fee  
This \$50.00 covers maintenance and amortization of percussion equipment.

**Price Laboratory School Fees (continued)**

- Instrument Instruction Fee  
This fee of \$17.00 is being eliminated to bring fee structure into compliance with DOE regulations since PLS will be receiving state per pupil funds in FY11.
- K-12 Fee  
This fee of \$566 is being eliminated to bring fee structure into compliance with DOE regulations since PLS will be receiving state per pupil funds in FY11.

**Publication Fees – Doctoral Dissertation**

This fee of \$65.00 is associated with the electronic duplication of doctoral dissertation. This fee equals the amount charged to the university by the outside vendor who provides this service.

**Refund Schedule Fees**

Tuition for the semester is set at the official census date which is at the end of the first two weeks of instruction. Students adding credits after this date will have the appropriate amount of any additional tuition assessed. If a student totally withdrawals from the term their amount of tuition reduction is based on the general refund schedule. Students reducing their credit load but remaining enrolled have their tuition assessment based on the reduced load schedule.

- General Schedule
  - Before the first day of classes 100%
  - First Week 90%
  - Second Week 75%
  - Third Week 50%
  - Fourth week 25%
- Reduce Load Schedule
  - First two weeks 100%
  - After second week 0%

**Registration Fees**

- Drop/Add beginning with 6<sup>th</sup> day (per day) \$10.00
  - For dropping or adding classes after the 5<sup>th</sup> day of instruction
- Doctoral Post Comp \$70.00
  - To create and maintain an enrollment for doctoral students who have completed all coursework but have not finished all degree requirements.
- Late registration \$20.00
  - Assessed to students whose initial registration for a semester is on or after the first day of instruction.
- Graduate Continuing Scholar \$50.00
  - For graduate students who need university services such as computer labs and the library but are not registered in any coursework.

**Restricted Enrollment Fee**

This fee is assessed when a student is not making payments on time with their payment schedule.

**Returned Check Fee**

This fee is assessed when a check from a student is returned to the university for reasons of insufficient funds.

**Returned Direct Debit Fee**

This fee is assessed when a direct debit payment from a student is disallowed for reasons of insufficient funds.

**Student Counseling Service Fee**

A fee of \$15.00 is assessed to those students who do not show up or cancel their scheduled appointments with members of the Health or Counseling Centers.

**Study Abroad Fees**

Fees assessed to enable and place students in study abroad enrollments.

- |   |          |
|---|----------|
| o Academic Year                                 | \$480.00 |
| o Non university sponsored program participants | \$120.00 |
| o One semester                                  | \$360.00 |
| o Summer Session                                | \$150.00 |

**Study Abroad Administrative Fee**

This fee of \$65.00 is charged to those students wishing to participate in study abroad programs at the University.

**Thesis Fee**

The fee is charged to doctoral or masters students submitting thesis for review by an editor in the Graduate College. The fee helps to defray costs in materials and personnel to provide this service.

**Transcript Fees**

The \$15.00 fee for each official transcript covers the cost associated with data processing and personnel to create maintain and publish one academic transcript.