

**GLOSSARIES  
COMMON AND UNIVERSITY/PROGRAM SPECIFIC FEES**

**University of Iowa**

Common Fees .....2-6  
University/Program Specific Fees .....7-13

**Iowa State University**

Common Fees .....14-18  
University/Program Specific Fees .....19

**University of Northern Iowa**

Common Fees .....20-23  
University/Program Specific Fees .....24

**Application Fees (non-refundable)**

Undergraduate Domestic Student and Non-Degree Student

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. 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, or to students just taking courses for pleasure. These applications can take nearly as much processing and staff time as applications submitted by degree-seeking students.

Undergraduate International Student

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.

Graduate/Professional Domestic Student

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.

Graduate/Professional International Student

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.

PharmD Student

The College of Pharmacy charges a fee to cover the costs of its enhanced application/admissions process, which is in addition to the standard UI application fee. Pharmacy currently utilizes the Pharmacy College Admission Service (PCAS) system which is available through the American Association of Colleges of Pharmacy (AACP). Through this service applicants apply to the central service and direct their applications to pharmacy schools of their choosing. After 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.

Iowa Dental Advanced Standing Program Applicant

Applicants to the Iowa Dental Advanced Standing Program (IDASP) are dentists trained outside the US and Canada who are seeking to earn a US accredited DDS degree. These foreign trained dentists must complete an initial application through a centralized service. Once applicants have been determined to be eligible for an onsite interview, they must complete a supplemental University application. The time and extensive review required to gather and interpret information from foreign applicants significantly exceeds the time required for review of domestic applications. Increased staff and faculty time will add expense to the IDASP application process.

**Application Fees (non-refundable) – continued**

Re-Entry Fee

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

**Applied Music Fees**

Music fees are 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.

**Billing Fees**

Deferred

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.

Third Party Invoice Fee

This fee would support the costs associated with preparing invoices for entities that sponsor students at the University. The UI Third Party Billing Office (Office) meets with sponsored students each year to review the agreement with their sponsoring entity to determine what charges their sponsor will pay for and to review their U-bill account. The Office is then responsible for adhering to the sponsors' regulations as sponsors may pay only certain percentages of charges, certain fees etc. Once payment is requested, the Office is responsible for receiving, depositing and reconciling each student's account before the end of the semester to ensure the student can enroll in the next. This can require multiple contacts to the sponsoring organization to collect payment, address questions, provide additional information, and revise invoicing as needed. This fee is assessed each semester.

**Continuing Education (per credit hour)**

Listed are the tuition rates for students enrolled in continuing education/extension courses or programs offered by the University. The rates are on a per credit hour basis. *(See also University/Program Specific fees for college-specific extension course fees/tuition or off-campus fees/tuition charges.)*

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

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.

**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.

### **Graduate College Fees**

#### Thesis Fees – Master’s Thesis Publication Fee

All Master’s thesis candidates are assessed a publication fee for the microfilming and archiving of the thesis. This fee is in addition to the thesis fee.

#### Thesis Fees - PhD, Doctorate of Musical Arts (DMA)

All PhD and Doctor of Musical Arts candidates are assessed a fee to cover microfilming of the thesis, web access and distribution, archiving, and publication in Dissertation Abstracts International.

#### Thesis Fees – Master’s/Doctorate

This nonrefundable fee is charged to any student who submits a Master’s degree thesis 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.

### **Late Fee for Applying after Deadline**

This fee is assessed to students who submit an application for graduation after the published deadline.

### **ID Card Replacement Fee**

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

### **Lakeside Lab (per credit hour)**

Tuition rates for the students enrolled in extension/continuing education courses offered by the University at the Iowa Lakeside Laboratory campus.

### **Late Payment of Fees and Charges** *(formerly 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 fee, formerly referred to as a reinstatement fee, is assessed to lift the restrictions.

### **New Student Programs/Matriculation Fees**

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).

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.

**Refund Schedule Fees**

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 - Reduced Load (reduction of hours)

Drop course within First Two Weeks	100%
Drop course After Second Week	0%

Refund Schedule Fees – Executive and Professional MBA Programs

Due to the large number of off-cycle courses offered through the Executive and Professional MBA programs, a separate refund schedule is needed for these programs. Courses meet the University's contact hour requirements but are delivered in a condensed period of time, anywhere from 3 to 12 weeks, and often begin many weeks into a traditional academic semester. The standard University schedule does not currently adjust for the unique timing of these courses.

Day before 1 <sup>st</sup> day of class	100%
1 <sup>st</sup> class through day prior to 2 <sup>nd</sup> class	90%
2 <sup>nd</sup> class through day prior to 3 <sup>rd</sup> class	75%
3 <sup>rd</sup> class through day prior to 4 <sup>th</sup> class	50%
4 <sup>th</sup> class through day prior to 5 <sup>th</sup> class	25%
Day of 5 <sup>th</sup> class and after	0%

### **Registration Fees**

#### Doctoral Post Comprehensive or Prelim/Master's Final

The doctoral post-comprehensive fee is charged to post-comprehensive doctoral students who experience an unavoidable interruption in their academic progress, but must maintain continuous enrollment. The master's final fee is charged to master's students who experience an unavoidable interruption in their academic work, but must be registered. In both cases, students charged this fee are not receiving instruction from the institution.

#### Late Registration

This fee is assessed to students who do not register for classes before the 11<sup>th</sup> 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 11 onward \$100

### **Reissue Check Fee / Returned Check/Debit Fee**

This Reissue Check Fee is assessed to 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 bank costs. The Returned Check / Debit Fee is a surcharge against the maker of a dishonored check or against the person who authorizes a direct debit to an account with insufficient funds or an account that has been closed.

### **University Records and Documents Fee**

This fee combines heretofore separately assessed fees for services provided by the University Registrar. Fees eliminated by this one-time fee include: diploma replacement fee, fax fee, graduation/degree application fee, drop/add fee, late registration (days 1-10) and the transcript fee. The fee is assessed at first enrollment for both degree seeking students and non-degree seeking students. Students and alumni are provided transcript services past graduation at no additional charge.

*Updated: April 27, 2020*

### **Admission/Tuition Deposit Fees**

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 DDS, Physical Therapy DPT, Law JD, MBA, Medicine MD, PharmD, Radiation Sciences, and Nuclear Medicine Technology programs have admission/tuition deposit fees. The Physician Assistant programs has a two-stage admission/tuition deposit, the first deposit is due within two weeks of acceptance with the second deposit due by May 1 of the admission year.

### **Background Check Fee - Students/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 Fee**

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.

### **Tippie College of Business**

#### Executive MBA Program

This program fee for the Executive MBA program is a 2-year total charge.

#### Extension Courses (per credit hour)

Listed are the tuition rates for students enrolled in extension/continuing education courses or programs offered by the Tippie College of Business. Included in the listing are: MBA for Professionals & Managers, CIMBA (Consortium Institute for Management & Business Analysis), Graduate Certificate in Business Analytics, and MS degree in Business Analytics. The rates are on a per credit hour basis.

### **College of Dentistry**

#### American Student Dental Association Dues

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

#### Certificate Programs (per year)

The College of Dentistry charges a certificate fee to those students enrolled in the listed specialized programs.

#### Instrument Management System Fee

This fee, applicable to DDS and graduate students, covers the management, sterilization and replacement of dental equipment used in the treatment of patients.

Endodontics - The College of Dentistry has established an instrument/imaging/device fee for graduate students in Endodontics. In order to remain one of the top Endodontics graduate programs in the country, it is imperative that cutting edge technology related to instrumentation, imaging and devices be maintained. The majority of programs across the country require their residents purchase their own instruments and materials thereby limiting learning experiences and exposure to different techniques. This fee is based upon the costs incurred by the College to provide its students with hands-on training with the very latest technology.

Laboratory Supplies Fee (1st and 2nd year)

This fee covers supplies (teeth, burs, etc.) used by DDS students 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 (4th year)

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

Iowa Dental Advanced Standing Program Interview and Evaluation

Applicants to the Iowa Dental Advanced Standing Program (IDASP) have been trained in foreign dental schools. Training and skill levels vary widely between dental schools. To determine the applicant's knowledge, technical skills and communications skills an extensive personal interview is required. The interview process for the DDS program is one-half day. By contrast, the IDASP interview will be conducted over three days. This interview will require not only expense related to materials and supplies but also significant faculty time. Faculty interviews will be conducted on day one, knowledge exams will be administered on day two. These exams assess the applicant's knowledge in all areas of dentistry and represent the core knowledge expected of traditional students when they enter the third year in their DDS education. Day three will give the applicants the opportunity to demonstrate their hand skills by completing specific simulations exercises. This fee is necessary to cover the costs associated with this extensive interview process.

**College of Liberal Arts & Sciences**

Applied Dance

The fee is charged to students in applied dance classes and is used to purchase specialized dance studio supplies, equipment, maintenance of the specialized equipment and the costs of musicians who accompany in applied dance classes.

Online Master of Social Work Program Fee

This fee will be used to fund mentors, related mentor expenses, and an annual Summer Institute for the School of Social Work's Hybrid MSW program. The Hybrid MSW is available to students in Iowa and bordering states. It is a three-year, cohort-based, part-time program. It is considered a hybrid program because students meet three times per year; however, the vast majority of the program is delivered on-line.

**College of Education**

Education - e-Portfolio (per selected course)

This fee is utilized to assist students in the College of Education to develop their "e-portfolio," a web-based system designed to meet mandated standards and performance assessment requirements. It combines the integration of technologies, academic coursework, field experience, and a skills-based hiring tool for professional advancement.



On-line Masters in Education Programs (per credit hour)

The UI College of Education offers on-line Masters in Education programs to support the needs of professionals who would like to continue their education and earn an advanced degree without having to leave their home or interrupt their career to return to school. These on-line master's degrees can typically be completed in 18 to 24 months, and are offered in eight-week sessions, with five rolling start dates throughout the year, to offer flexibility and accommodate working students' commitments to employment while pursuing a graduate degree. The College currently offers a Master of Art in Teaching, Leadership and Cultural Competency and is poised to offer a second program – Master of Science in STEM Education. This fee applies to all programs that meet all of the following criteria: 1) are offered completely on-line, 2) are offered in eight-week sessions, and 3) students can enter the program at the start of any course offering, typically five times per year.

REACH Program

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; a third-year option is also available. 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 fee 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.

**College of Engineering**

Master of Science in Engineering and Information Technology (MSEIT)

The Master of Science in Engineering and Information Technology (MSEIT) is a program that will be offered in the Quad Cities (Davenport) beginning in August 2019. The MSEIT program is intended to provide a rigorous, yet broadly accessible, platform for practicing BS-level engineers and Bachelors-level graduates from other related disciplines to obtain advanced training in contemporary engineering and information technology areas. Rather than narrowly focusing in one area, the MSEIT program will provide a breadth of exposure to areas that are key to the design, implementation, and manufacturing of complex, smart systems. This exposure will include coursework in software engineering, networking, cloud computing, machine learning, robotics, advanced manufacturing, testing/quality assurance, and associated legal, regulatory, environmental, and ethical issues. The fee supports the development and offering of this degree program.

**Carver College of Medicine**

Listed is the tuition rate for students enrolled in the extension course offered by the College – Medical Physiology Online. The rate is on a per credit hour basis.

Professional Liability Insurance (2nd, 3rd and 4th year MD students)

Medical students interact with patients during their training and are routinely required by out-of-state health facilities to have medical liability insurance during their rotations at these out-of-state locations. These students also see patients at UIHC and other in-state locations. The state of Iowa insures employees working at state institutions such as UIHC, however students are not considered employees in this setting; thus, the need for this fee to fund liability coverage for medical students.

Professional Liability Insurance – Physician Assistant Program

Students in the Physician Assistant Program participate in clinical rotations in their fifth and sixth semesters. Following the precedent for both MD and DDS students, this fee covers the cost of professional liability insurance for these students.

Radiation Sciences Clinical Assessment Fee

The Radiation Sciences baccalaureate program within the Carver College of Medicine has established a clinical assessment fee. This fee is used to pay for a clinical performance evaluation and time tracking program that is provided by a third-party vendor. The proprietary software provides students and faculty with a number of tools that increase the efficiency of the clinical performance evaluation process and increases the ease and consistency in which these processes are carried out.

**College of Nursing**

Nursing Simulation Lab Equipment Fee

This fee addresses the non-consumable equipment needs of the Nursing Clinical Education Center (NCEC). The simulated clinical areas in the NCEC contain high-fidelity patient mannequins for which cases unfold based upon realistic patient care situations. Simulated data drives the mannequins' physiology, and responses to the student caretaker's interventions. As case scenarios evolve through the semester, students can continue to use the skills laboratory to refresh or increase their competency level at every step in the educational program.

Many of the items wear out from heavy use. Even equipment such as hospital beds will have unique technology aspects which must be updated regularly, meaning they have an "educational lifespan" which may be shorter or longer than that assigned for tax purposes. The equipment items have useful "educational lives" from one (replacement arms) to twenty years (commodes), with the average life being 9.9 years. Assigning a useful "educational life" allows students to learn on up-to-date equipment, while at the same time maintaining fiscal responsibility. The fee is derived by taking each piece of equipment, assigning an educational lifespan in years (when possible we used the UI Capital Assets Management lifespan), then using a depreciation model to figure the replacement costs by year and treating those replacement costs as expected future expenditures. These values are applied to a capital expense model to estimate future income needs.

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

National Student Nurse Association Dues are assessed to nursing students to gain membership to the NSNA, a national organization that mentors the professional development of future registered nurses and facilitates their entrance into the profession by providing educational resources, leadership opportunities, and career guidance. Students may opt of this fee.

### **College of Public Health**

#### Dual Degree Fee for MPH/DVM Students

Since 2003, the UI College of Public Health (CPH) has offered a combined Master of Public Health/Doctor of Veterinary Medicine (MPH/DVM) 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 MPH/DVM 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 MPH/DVM program are assessed a flat fee of \$3000 to make up the difference between the actual tuition supplement collected (\$3000) and the total tuition supplement other students pay (\$6000). A portion of this fee is 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 is assessed for each semester the student takes a 3 credit hour course at UI, when also enrolled at ISU ( $\$500 \times 6 = \$3000$ ).

#### Dual Degree Fee for MPH Students in Combined SUI Degree Program

The UI 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, all MPH students in a combined SUI degree program 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.

#### EMHA – Executive Master of Health Administration

The College of Public Health has established a fee for the Executive Master of Health Administration program (EMHA). The EMHA requires 45 hours of course credit and is typically achieved in two years. Courses are taught one at a time by faculty on-campus and supplemented by on-line resources. The teaching approach is case- and team-focused, with courses taught in the Spring and Fall semesters as well as during the Summer sessions.

The EMHA program is offered in a format that accommodates working students' necessary commitments to employment while pursuing a graduate degree in health administration. The mission of the EMHA program is to provide working professionals with advanced knowledge and skills in the administration of healthcare organizations, emphasizing the leadership of inter-professional teams. An all-inclusive fee covers tuition, books, supplies, laptop computer, software, parking, meals, lodging, and participation in professional development activities.

Master of Public Health (MPH) for Practicing Veterinarians

For many practicing clinical veterinarians interested in pursuing careers in state and federal agencies, and within community health organizations, additional education and training public health is required. Veterinarians will require expertise in population health, occupational and environmental health, epidemiology, and health behavior and health promotion in order to tackle the complex health issues that impact people and their animals. However, practicing professionals are generally unable to completely shut down their practices or leave their employment in order to start a traditional, full-time Master of Public Health (MPH) program. The College of Public Health therefore has been offering an MPH sub-track designed specifically for practicing veterinarians who are interested in advancing their careers in veterinary public health. The MPH sub-track for practicing veterinarians is offered in a format that accommodates working students' commitments to employment while pursuing a graduate degree in public health. The entire curriculum is offered on-line except for four courses provided in an in-person condensed format during the first summer in Iowa City (UI College of Public Health) and during the second summer in Ames (ISU College of Veterinary Medicine). The program fee will cover the cost to operate the program. Operating costs include enrollment management, student residence (lodging and meals), faculty compensation, staff coordination, and collegiate administrative costs.

Healthcare Management Certificate (per credit hour)

The Healthcare Management Certificate (Certificate) provides working professionals an opportunity to gain expertise in the areas of healthcare management, leadership, policy, and finance without committing to a terminal degree. The Certificate utilizes five courses that are already taught as part of the Executive Master of Health Administration (EMHA) program. All 15 semester hours of the Certificate would count toward an MHA (via the EMHA program) should an individual decide to pursue the MHA degree after completion of the Certificate. The Certificate is consistent with the mission of the College of Public Health at the University of Iowa to promote health and prevent injury and illness through a commitment to education and training, excellence in research, innovation in policy development, and devotion to public health practice. The Certificate requires 15 semester hours of course credit and will typically be completed within 15 months. The courses are taught in-person by faculty on Iowa City and Des Moines campuses and supplemented by on-line resources

Extension Courses (off-campus only) (per credit hour)

The College of Public Health offers off-campus undergraduate and graduate courses leading to graduate and professional degrees (e.g.: Masters of Health Administration, Masters of Public Health). Tuition rates are listed.

**Hospital Certificate Technology Programs (per year)**

Fee charged to students enrolled in UI Health Care Technology certificate programs.

**International Students and Scholars**

English Proficiency Examination

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 administrative 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.

**Study Abroad Fees**

Administrative 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. The fee is greater for non-University of Iowa students.

Participation Fee

This fee is assessed when a student applies to participate in a University of Iowa-sponsored study abroad program. The fee covers the costs associated with processing applications and to insure that the student has an investment in participation before applying for a study abroad program.

*Updated: April 27, 2020*

**Application Fees – Undergrad and Graduate (non-refundable)**

**Undergraduate Domestic Student and Non-Degree Student** – This \$40 application fee is charged to individuals in the undergraduate domestic student and non-degree student categories applying for admission to Iowa State University. This fee is charged to cover administrative costs such as IT costs, credit card processing fees, equipment and software purchases and maintenance, printing personnel, and postage.

**Undergraduate International Student** – This \$50 application fee is charged to non-immigrants applying for undergraduate admission to Iowa State University. This fee is charged to cover administrative costs such as IT costs, credit card processing fees, equipment and software purchases and maintenance, printing, personnel, 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 certain resource materials and immigration forms, and increased postage for overseas mailings.

**Graduate Domestic Student** – This \$60 application fee is charged to individuals in the graduate domestic student category applying for admission to Iowa State University. This fee is charged to cover administrative costs such as IT costs, credit card processing fees, equipment and software purchases and maintenance, printing, personnel, and postage.

**Graduate International Student** – This \$100 application fee is charged to non-immigrants applying for graduate admission to Iowa State University. This fee is charged to cover administrative costs such as IT costs, credit card processing fees, equipment and software purchases and maintenance, printing, personnel, 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 certain resource materials and immigration forms, and increased postage for overseas mailings.

**Application Fees – Professional (non-refundable)**

**Veterinary Medicine Student** – This \$75 application fee 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 IT costs, personnel, and postage.

**Applied Music Fees (range of \$100-\$290)**

The music fee is charged to students receiving private music instruction and is in addition to regular tuition. The fee offsets the actual costs of one-on-one instruction. One credit of instruction is \$150; the fee for two credits is \$190.

**Billing Fees**

**Additional Statement** – Students are offered the service of mailing a copy of their monthly Receivables Office billing statement to a second address. The \$8.00 per semester charge is assessed to cover the cost of implementing this service, including but not limited to, postage, printing envelopes, and personnel time.

**Deferred (payment over three months)**

**Fall and Spring Semesters and Summer Session** – This \$20 administrative charge (fall, spring, and summer) is assessed to those students who do not pay their full tuition, room and board charges on or before August 20 for fall semester, January 20 for spring semester, and May 20 for summer session. This permits students to spread payment over three installments. The administrative fee helps defray the extra IT 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.

**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 IT 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.

**Continuing Education (per credit hour)**

These fees help to cover the costs associated with offering and delivering these programs and courses. The fee amounts are as follows: \$336 for undergraduate; \$543 for graduate.

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

This \$100 fee partially 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**

A developmental course fee is charged in addition to the tuition charged for other courses on the student's schedule. For example: A student taking 12 credits plus a developmental course will pay full-time tuition for the 12 credits, plus the developmental course fee(s). Developmental course fees range from \$160 – \$530. These fees are intended to cover the direct costs of offering these developmental courses.

**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.

**Employer Reimbursement Deferred Billing Fee**

This fee of \$35 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.

### **Graduate College Fees**

**Copyright Fees – Doctoral Dissertation and Master’s Thesis (optional)** – 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.

**Thesis Fees – Masters/ Doctorate** – This \$145 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.

### **Graduation Application Late Fee – Graduate College students only**

A late fee of \$20 will be assessed to Graduate College students applying for graduation after the graduation application deadline for a specific semester.

### **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 \$25 fee to cover the cost of replacement which includes the cost of materials, processing, and personnel associated with the replacement process.

### **Lakeside Lab**

Iowa Lakeside Laboratory is a field station of Iowa's state universities that provides summer classes and research opportunities for students. The mission of Lakeside Lab is twofold: 1) to provide science classes and research opportunities for university students and 2) to offer public programs and provide services through the state universities. Lakeside Lab offers students a unique educational experience through small full-immersion, field-oriented courses. This fee (\$336 undergraduate; \$543 graduate) helps to cover program costs.

### **Late Payment of Fees or 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 up to 1% per month finance charge also helps defray the costs of extra IT costs, 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 Fees**

The New Student Programs/Matriculation fee of \$195 will be assessed to all new degree-seeking undergraduates. The fee covers costs associated with orientation and Destination Iowa State programming, including math assessment, 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 \$25 administrative charge). This administrative charge is the nonrefundable portion of the New Student Programs/Matriculation Fee, and is assessed to defray administrative costs if the student chooses not to enroll prior to May 1 for fall and summer semesters and November 1 for spring semester.



**International Student Orientation Fee (additional program) –**

This international orientation fee of \$120 will be charged to new undergraduate students and will supplement the budget received from the New Student Programs/Matriculation fee to enhance orientation and provide additional transitional programs and activities unique to the international student population. Revenue from this fee will provide the International Students and Scholars Office (ISSO), the funding necessary to plan and deliver, in collaboration with the eight colleges, transition programming and services, especially designed to help new international students be successful at Iowa State. The fee will be charged to new undergraduate, degree-seeking students in a nonimmigrant status.

**Records Fee**

The records fee is assessed upon matriculation to the university and is non-refundable after the tenth day of the first term of enrollment. All new undergraduate, graduates, and professional students are charged the fee, including new direct from high school, transfer, and re-entry students. A total of \$130 will be charged to new degree-seeking students and \$50 to non-degree seeking students. Students are only charged this fee once in their lifetime, with the exception of those students who move from non-degree to degree seeking – they will be charged the difference between the two assessments (i.e., \$80). This fee partially covers costs associated with maintaining and updating student systems; processing requests for documents such as transcripts, enrollment certifications, student schedule changes, degree audits, and graduation evaluation; and delivering university commencement ceremonies.

**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.

**Refund Schedule Fees**

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 - Reduced Load (reduction of hours)**

First Two Weeks	100%
After Second Week	0%

**Registration Fees**

**Doctoral Post Comprehensive or Prelim –** Students are required to register each semester after passing the doctoral prelim examination. Those students who experience a temporary lapse in their academic program due to military service, medical leave, maternity leave, or personal/family leave may petition the Graduate College to be allowed to register for the Doctoral Post Prelim Exam course and pay the minimum fee of \$70 in lieu of registration for credit. By doing so, they certify their continuing intention to complete their degree program. If a petition is approved, it is understood the student will not make significant use of university resources, or engage in significant consultation with the faculty during that term of enrollment.

**Late Registration**

Undergraduate Students – \$20  
Graduate Students, Day 1-5 – \$30  
Graduate Students, Day 6-10 – \$60  
Graduate Students, Day 11 onward – \$100

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.

**Reissue Check Fee / Returned Check / Debit Fee**

**Reissue 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.

**Returned Check** – 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.

**Debit Fee** - This \$30 fee is a surcharge against the person who authorizes a direct debit to an account with insufficient funds or to 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.

**Transcript Special Handling Charge**

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

**University Records and Documents Fee**

The Records and Documents fee funds schedule changes, graduation and commencement, and transcript requests. This fee consolidates and replaces the previous transcript, schedule change, and application for graduation fees, offering an improved value for students and alumni.

Starting in Fall 2017, all students (including new direct from high school, transfer, and re-entry students) will be assessed the Records and Documents Fee once in their lifetime (with the exception of students who move from non-degree to degree-seeking status: specifically, a non-degree seeking student who chooses to later pursue a degree will be charged the \$80.00 difference between the \$50.00 non-degree rate and the \$130.00 degree-seeking rate).

**Account Review Fee** (per credit hour)

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 made for a prior semester.

**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.

**Registration Fees – Graduate Students – Required Enrollment Fee**

Graduate students who have no coursework left are assessed a fee equivalent to one graduate credit. Students are charged this required enrollment fee rather than tuition because there is no coursework involved. Graduate students on assistantship and international students are not eligible for this fee and instead must register and/or pay university fees to maintain their visa status.

**Senior Fee (optional)**

This is a \$3 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.

**Study Abroad Fees**

**Administrative Fee** – This \$50 fee is assessed to all students participating in a study abroad program. This fee is in addition to the center fee they must pay. This fee covers the cost of the study abroad registration system, study abroad emergency notification system, personnel time for registration, and the promotion and support of study abroad across campus.

**Center Fees** – This study abroad program fee of \$275 is assessed to students participating in a program managed by the Study Abroad Center. It is used to partially finance the cost of administering these programs which includes program advising, program development, program promotion, and site visits to veterinary programs.

**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.

**Veterinary Medicine Mobile Computing Fee** – This \$2,550 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 continuing education and professional practice.

*Prepared by the Office of the Registrar, March 4, 2020 - Last revised March 4, 2020.*

**Application Fees (non-refundable)**

**Undergraduate Domestic Student and Non-Degree Student**

The undergraduate domestic student application fee 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.

The non-degree student fee is non-refundable and used to defray costs associated with the admission processing for those students applying for admission on a non-degree basis. Students in this category may include exchange students and dual enrollment students.

**Undergraduate International Student**

This fee 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.

**Graduate/Professional Domestic Student**

This fee is for 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.

**Graduate/Professional International Student**

This fee is non-refundable and used to defray costs associated with the admission of international graduate students. 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.

**Re-Entry Fee**

This fee is non-refundable and used to defray costs associated with the processing of re-activation materials for those students who have had a multiple semester lapse in their continuous enrollment. This activity may include the evaluation and entry of transfer credit earned since last enrollment.

**Applied Music Fees**

**Group Sessions (4 or more, per credit hour)**

**Instrument Rental (per instrument)**

**Private Lessons**

These fees are charged to students receiving private or group applied music instruction and are in addition to regular tuition. The fees offset the costs of one-on-one or small group instruction and services of professional accompanists. The fees vary depending upon major/non-major status and credit hours taken. Additionally, instrument rental fees offset repair and maintenance costs necessary for continued student usage.

**Billing Fees**

**Deferred (payment over three to five months)**

Fee assessed per semester to allow U-bill payment installments over 3-5 months for tuition, mandatory fees, and contracted room and board.

**Continuing Education (per credit hour)**

**Undergraduate**

**Graduate**

Courses offered on a non-residential (distance) basis are provided through continuing education. These credit bearing courses may be at the undergraduate or graduate level. Courses may be presented in person, over video conferencing or online via the web.

**Undergraduate Non-Resident**

**Graduate Non-Resident**

A "per credit hour" rate is charged to non-resident participants in distance-delivered courses and programs. The rate is within a range that has as its low end the current, resident tuition rate and extends at the high end to the current, non-resident tuition rate. This range provides flexibility to charge for particular programs or offerings as market conditions allow.

**Technology Fee**

The Technology Fee is a critical resource for providing technology-based educational experiences and services to UNI students. This is the only mandatory fee assessed to students enrolled in distance education courses. It is assessed on a per course basis using the same rate applicable to on-campus courses.

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

This 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.

**Developmental Course Fees**

Developmental courses are those whose level of content knowledge is fundamental to beginning level college credit courses. Any credit earned in developmental courses is not applicable to a degree.

**Diploma Replacement Fee**

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

**Employer Reimbursement Deferred Billing Fee**

This fee 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 receive reimbursement from their employer.

**Graduate College Fees**

**Thesis Fees-Masters/Doctorate**

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

**Graduation and Degree Application Fee**

**Late Fee for Applying After Deadline (For ISU and UNI, applies to Graduate Students only)**

This additional fee is assessed to graduate students only who apply for graduation after deadlines published by the Graduate College and covers extra costs associated with processing the late application.

**ID Card Replacement Fee**

This 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.

**Lakeside Lab (per credit hour) (5 weeks)**

**Undergraduate**

**Graduate**

Lakeside Lab is a unique instructional center on the shores of West Okoboji Lake. These fees are increased at the rate of the general tuition increase.

**Late Payment of Fees and Charges**

This administrative charge is a variable fee assessed at a rate up to 1% of the amount past due when a student fails to pay the minimum amount due on their university bill. The fee is assessed monthly on the amount past due until the payments are brought current.

**New Student Programs/Matriculation Fees**

This fee is assessed to all new degree seeking undergraduate students. The fee provides funding for new student orientation programs (staffing, facilities, and programming costs), extended orientation programs and other success initiatives for students during their first year on campus. It also supports outreach to and intervention with at-risk undergraduate students, early intervention software and ALEKS (Assessment and Learning in Knowledge Spaces) math placement testing.

**International Student Orientation (additional program)**

This supplemental fee covers the expenses associated with costly activities that are not part of the orientation offered to domestic students.

**Refund Schedule Fees**

**Before the First Day of Class**

**First Week**

**Second Week**

**Third Week**

**Fourth Week**

**After Fourth Week**

**Reduced Load (reduction of hours) – First Two Weeks (after second week 0.0%)**

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 withdraws 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.

**Registration Fees**

**Doctoral Post Comprehensive or Prelim / Masters Final**

To create and maintain an enrollment for doctoral students who have completed all coursework but have not finished all degree requirements.

**Graduate Continuing Scholar**

For graduate students who need university services such as computer labs and the library but are not registered in any coursework.

**Late – Day 11 onward**

Assessed to students whose initial registration for a semester is on or after the eleventh day of instruction.

**Reissue Check Fee / Returned Check/Debit Fee**

The returned check/debit fee is assessed when a check or debit payment from a student is returned to the university because of insufficient funds, closed account, or stop payment request by the student.

**University Records and Documents Fee (first enrollment)**

**Degree Seeking Students**

**Non-Degree Seeking Students**

**Continuing and Distance Education (Graduation/Transcripts)**

This fee combines several individual fees previously charged to students per transaction into a one-time, life-time fee. The fees eliminated include the fax fee; the graduation and degree application fee; some of the registration fees; and the transcript fee. The fee is assessed at first enrollment for degree seeking students and non-degree seeking students.

Continuing Education students are initially exempt from the Records and Documents Fee. Their fee will be assessed at the time they apply for graduation and covers transcripts for life. The prepaid fee helps eliminate delays in processing transactions based on receipt of payment and will improve customer satisfaction by being able to provide immediate service.

**Continuing Education (per credit hour)**

**MBA Program (Domestic)**

**International Courses**

Courses and programs offered on a non-residential (distance) basis are provided through Continuing Education. This fee helps cover costs associated with the domestic off-campus MBA program as well as specialized coursework to select international audiences.

**Guided Independent Study (per credit hour)**

Guided independent study is self-paced, individualized instruction provided remotely in various transmittal formats such as the web, video and print material.

**Immunization Record Late Fee**

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

**Open Credit (per project)**

Open credit is designed for special projects such as papers, experiments, works of art or portfolio assessment of prior learning. The fee for each project is tied to the two hour undergraduate resident tuition rate.

**Study Abroad Fees**

**Administrative Fee**

**Program Fees – Academic Year**

**Program Fees – Semester**

**Program Fees – Short Term**

**Program Fees – Non-UNI Program**

These fees are assessed to enable students to be placed in study abroad enrollments.