

**Iowa State University**  
**Glossary of Non-Tuition Related Fees and Miscellaneous Charges**  
**FY13 – Academic Year 2012-2013**

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**Administrative Fees**

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**Account Review Fee (per 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.

**Admission / Tuition Deposit Fees – Vet Med 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 Fees (non-refundable)**

**Undergraduate Domestic Student**

This \$40 application fee is charged to individuals in the undergraduate domestic student category applying for admission to Iowa State University. This fee is charged to cover administrative costs such as IT costs, 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, 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 special resource materials and immigration forms, and increased postage for overseas mailings.

**Graduate Domestic Student**

This \$40 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, personnel, and postage.

**Graduate International Student**

This \$90 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, 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 special resource materials and immigration forms, and increased postage for overseas mailings.

**Non-Degree Student**

This \$40 application fee is charged to individuals in the undergraduate and graduate non-degree student category applying for admission to Iowa State University. This fee is charged to cover administrative costs such as IT costs, personnel, and postage.

**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.

**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 \$7.50 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****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.

**Career Services Fees – By College**

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.

**Veterinary Medicine** – Vet Med students are charged a \$15 senior career services fee to help support the development and maintenance of an on-line job board for DVM students. Funds are used to help defray staffing, maintenance, data entry, archiving and other costs associated with offering this service.

**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.

**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.

**Open Access Publication Fees (Optional)**

Graduate students may choose Open Access Publishing PLUS from ProQuest, which ensures the widest possible exposure of the scholarship in the author’s thesis or dissertation. There is a fee of \$95 for this optional service. The student authorizes this charge on line with a credit card when the electronic thesis or dissertation is submitted. Alternatively, ProQuest offers Traditional Publishing, for which no fee is charged.

**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.

**Graduation and Degree Application Fee**

This \$60 fee is assessed to students when they submit an application for graduation. This fee partially covers costs associated with degree audits, senior degree evaluation, and the commencement ceremony. Additional costs include IT costs, personnel, postage/mailing of diplomas, and various supplies such as diploma paper, diploma covers, and honor cords. This fee also supports commencement ceremonies (including honorariums, facility costs, personnel, and the commencement program), and the University’s degree audit system, which provides both students and their advisers comprehensive, timely, and frequent information about progress towards degree. This fee is 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 \$25 fee to cover the cost of replacement which includes the cost of materials, processing, and personnel associated with the replacement process.

**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 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 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).

Administrative Fee – This fee 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.

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

Students may drop or add a course through the fifth day of classes at no charge. On day six of classes and later, an administrative fee of \$12 is charged for each form processed to partially cover the processing and personnel costs. This fee also encourages students to process course changes early in the term so other students may utilize course spaces.

**Registration Fees, continued****Doctoral Post Comprehensive or 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**

- Undergraduate Students – \$20
- Graduate Students, Day 1-5 – \$20
- Graduate Students, Day 6-10 – \$50
- 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**

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/Debit 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.

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 (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 \$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 Fee – Fall Semester, Spring Semester and Summer Term**

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.

### **Transcript Fees**

#### **First and Additional Copies**

This \$16 fee is charged to anyone ordering a transcript. The fee covers IT costs, 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.

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## **Academic Fees**

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### **Applied Music Fees**

Private Music Instruction (one credit) – \$150

Private Music Instruction (two credits) – \$190

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.

### **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 – \$480. These fees are intended to cover the direct costs of offering these developmental courses.

### **Extension Courses/Continuing Education/Workshops (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: \$278 for undergraduate; \$431 for graduate.

### **Master of Science in Seed Technology and Business**

This fee amount of \$563 is based on the equivalent of what tuition would be for one credit hour at the graduate resident rate for the Master of Science in Seed Technology and Business graduate program.

### **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 (\$278 undergraduate; \$431 graduate) helps to cover program costs.

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

Graduate students, who are in their graduation term and have no coursework left, are assessed a fee of \$863. Students are charged this 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.

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