

**University of Iowa
Common Fees
Glossary**

Application Fee – Domestic Students and Non-degree 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. **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 - 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 (PharmD)

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 (AACP). 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 – 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

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.

Billing Fees – Deferred Payment

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.

Continuing Education

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

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.

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.

Graduate College Fees

Masters Thesis Fee - This nonrefundable fee is charged to any student who submits a Masters 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.

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

PhD, DMA Thesis Fee – 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.

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.

Lakeside Labs

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 reinstatement fee is assessed to lift the restrictions.

New Student Program/Matriculation Fee

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.

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, Change of

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.

Registration, 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 |

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.

Returned Check / Debit Fee

This 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.

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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University of Iowa
University – Program Specific Fees
Glossary

Admission/Tuition Deposit

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.

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.

Tippie College of Business

- Executive MBA program. The tuition listed for the Executive MBA program is 2-year total charge.

Extension Courses (per hour). Listed are the tuition rates for students enrolled in extension/continuing education courses or programs offered by the Tippie College of Business (MBA-PM and CIMBA). The rates are on a per credit hour basis.

College of Dentistry

- 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.
- Certificate Programs
The College of Dentistry charges a certificate fee to those students enrolled in the listed specialized programs.
- 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 (1st and 2nd 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 (4th year DDS students)
This fee covers for malpractice while they serve their extramural rotations outside of the college.

College of Education

- e-Portfolio (per selected course) – a fee 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.
- 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.

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.

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.
- National Student Nurse Association (NSNA) 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 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 \times 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.

- Extension Courses (off-campus only, per 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

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

International Students - 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.

International Students & Scholars Administrative Fee

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.

Study Abroad

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 of applications and to insure that the student has an investment in participation before applying for a study abroad program.

Zero Credit Hour Internship Fee

This fee is charged to a student who registers for a zero credit hour internship to help off-set the University's cost of administering and over-seeing the internship. No tuition revenue is generated from this enrollment. The Pomerantz Career Center monitors each internship to make sure that the student's experience is in accord with the academic department's expectations for the internship.

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