

## **University of Northern Iowa Common Fees Glossary**

### **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**

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 five months)**

This is a once a semester/summer charge for those students who wish to spread their payments over 5 monthly installments.

### **Continuing Education (per credit hour)**

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 the ICN or via the web.

**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.

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

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

**Graduate College Fees****Copyright Fees**

This is an optional fee for those students who wish to have their master's or doctoral dissertation/thesis copyrighted by the U.S. Copyright Office.

**Publication Fees-Doctoral Dissertation**

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

**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**

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

**Late Fee for Applying After Deadline**

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 (5 weeks)**

Lakeside Lab is a unique instructional center on the shores of West Okoboji Lake.

### **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 statement of account. 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 funds new student orientation programs, including staffing, facilities, and programming costs. The fee also funds initiatives and programs for new students during their first year on campus.

#### **Undergraduate 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**

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**

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

For dropping or adding classes after the 5<sup>th</sup> day of instruction.

#### **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**

Assessed to students whose initial registration for a semester is on or after the first day of instruction. The fee varies based on the number of days after classes have begun to the date of initial registration.

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

The reissue check fee is to cover the cost in creating a replacement check. The returned check/debit fee is assessed when a check from a student is returned to the university because of insufficient funds. It is also assessed when a debit payment from a student is disallowed because of insufficient funds.

### **Transcript Fees**

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

This fee for each official transcript covers the cost associated with data processing and personnel to create, maintain and publish one academic transcript.

**University of Northern Iowa  
University / Program Specific Fees Glossary**

**Continuing Education (per credit hour)**

Courses offered on a non-residential (distance) basis are provided through continuing education. This fee helps cover costs associated with the domestic MBA program as well as offering specialized coursework to select international audiences.

**Cooperative Education Placement Fee**

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

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

Guided independent study is 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.

**Perkins Loan Fees**

**Collection Letter**

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

**Credit Bureau File Fee**

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

**Late payment**

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

**Study Abroad Fees**

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