

**Iowa State University**  
**Glossary of FY 2018 Common and University/Program Specific Fees**  
**Academic Year 2017-2018**

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**Common Fees**

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**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: \$302 for undergraduate; \$500 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.

**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 – 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 (\$302 undergraduate; \$500 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).

**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.

**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 \$130 will for a new degree-seeking student, and \$50 for a new non-degree seeking student. This 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, graduate and professional students are charged the fee, including new direct from high school, transfer and reentry 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. A non-degree seeking student who chooses to later pursue a degree is charged the difference between non-degree and degree seeking (an additional \$80). A student is not assessed additionally at the time he/she moves from undergraduate to graduate or professional classification.

The Records fee partially covers costs associated with (1) maintaining and updating student systems; such as the student information system including student permanent record, student degree audit, and student registration; (2) processing requests for documents such as transcripts, enrollment certifications, student schedule changes, degree audits, and graduation evaluation; and (3) delivering graduate and undergraduate university commencement ceremonies. Costs associated with these systems, processes, and events include: software maintenance and upgrades, IT costs, personnel, postage/ mailing, ceremony and facility expenses, and various materials and supplies expenses including forms, specialty diploma and transcript paper, diploma covers, honor cords, and printing expenses.

This bundled Records fee replaces the following fees previously charged: \$75 per graduation application submitted, \$12 per add/drop/schedule change made after the fifth day of the term, and \$16 per transcript requested. The one-time records fee provides a bundled approach to records-associated fees rather than a transactional fee structure where students pay a fee for each graduation application, each transcript, and each schedule change.

**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.

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## University – Program Specific Fees

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

**Program Fees – Fall Semester and Spring Semesters and Summer Session** – This study abroad program fee of \$600 (fall and spring semesters) or \$350 (summer session) 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.

## **Veterinary Medicine**

**Career Services Fee (one time)** – Veterinary Medicine 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 for help defray staffing, maintenance, data entry, archiving and other costs associated with offering this service.

**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 \$2550 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.