

# Schedule of Fees

Fees and tuition are subject to change without notice by the Trustees of the California State University.

As this catalog goes to print, there has been a proposed increase in the State University Fee of 25% for undergraduate students and 20% for graduate students that is subject to Board of Trustees approval.

For updated information regarding the fee structure for 2003-2004 refer to the fall Class Schedule or on-line at <http://bfa.sdsu.edu/fmicolcashiers/regfees.html>.

FEES MUST BE PAID PRIOR TO CALLING REGLINE OR ACCESSING WEBSITE. CHECKS ACCEPTED FOR EXACT AMOUNT OF FEES. OVERPAYMENTS OF \$5.00 OR LESS ARE REFUNDED ONLY UPON REQUEST. IF YOUR CHECK FOR REGISTRATION FEES OR TUITION IS RETURNED BY THE BANK FOR ANY REASON, YOUR REGISTRATION MAY BE CANCELED AND YOU WILL BE BILLED \$40.00 (a dishonored payment charge of \$20.00 and late fee of \$20.00). PAYMENT OF FEES FOR REGISTRATION SHOULD BE MADE BY CHECK OR MONEY ORDER. THE UNIVERSITY RESERVES THE RIGHT TO REFUSE PAYMENT BY PERSONAL CHECK FROM THOSE INDIVIDUALS WHO HAVE PREVIOUSLY HAD ITEMS RETURNED UN-PAID BY THEIR BANK. REFUNDS MAY BE APPLIED AGAINST OTHER AMOUNTS DUE THE UNIVERSITY. CHECKS TO BE MADE PAYABLE TO SDSU. DO NOT ENCLOSE CASH.

In cooperation with SDSU, CASHNet™SmartPay allows students to pay their registration fees and/or out of state tuition with MasterCard, Visa, Discover Card or American Express card. The CASHNet™SmartPay URL is <http://www.CashnetSmartPay.com/SDSU>. Payments made via CASHNet™SmartPay are received by the University Cashiers Office no later than the next business day, so the registration process is not delayed. CASHNet™SmartPay assesses each customer a service charge based on the transaction amount. See the Web site for details.

**COMING SOON:** Look for the new ACH payment option that will allow you to pay your fees on-line using your checking account information. Check the Cashiers Office Web site at <http://bfa.sdsu.edu/fmicolcashiers> for more information.

## ADMINISTRATIVE/FINANCIAL HOLDS

All administrative and financial holds must be cleared prior to submittal of payment for registration or other University services. See "Debts Owed to the Institution" below. Acceptance of payment by the University does not constitute completion of registration or guarantee of services if any kind of administrative or financial hold exists.

Payments to clear financial holds must be made by cash, money order, or certified check. Personal checks or charge cards will NOT be accepted.

## REGISTRATION FEES – ALL STUDENTS:

(On basis of units carried.)

**Fee payment information and instructions are in the Class Schedule available at the SDSU Bookstore.**

Auditors pay same fees as students carrying courses for credit. Nonresident (foreign and out-of-state) students pay additional fees—see information below. Thesis extension and other zero unit courses are charged as one unit for fee purposes.

<i>Units Attempted</i>	<i>Registration Fee</i>
<b>Undergraduate</b>	
0 units – 6.0 units.....	\$677.00
6.1 or more units.....	\$1,007.00
<b>Graduate</b>	
0 units – 6.0 units.....	\$725.00
6.1 or more units.....	\$1,088.00

The above fee also includes a Student Activity Fee of \$15.00, a Student Union Fee of \$71.00, a Health Facilities Fee of \$25.00, an Instructionally Related Activities Fee of \$15.00, a Health Services Fee of \$85.00, a Library Use Fee of \$10.00, and a State University Fee of either \$456.00 or \$786.00 for undergraduate students, or \$504.00 or \$867.00 for graduate students, depending on unit load.

Imperial Valley Campus students pay a Student Union Fee of \$24.00, a Health Services fee of \$10.00, and a Health Facilities Fee of \$3.00. See Imperial Valley Campus Bulletin for details.

The total fee paid per term will be determined by the number of units taken.

Mandatory systemwide fees are waived for those individuals who qualify for such exemption under the provisions of the California Education Code. See "Exemptions" in this section of the catalog.

Legal residents of California are not charged tuition.

## INSTALLMENT PLAN

An installment plan is available for students who wish to pay their registration fees (and tuition, if applicable\*) in payments. There is a \$33.00 service charge for this service, paid at the time the initial registration payment is made. Additional information and instructions are available in the Class Schedule or may be obtained from the University Cashiers Office.

\* Additional service charges apply to out-of-state and foreign tuition only. Service charge is equal to 15% of each installment payment of tuition.

## TUITION FOR NONRESIDENT STUDENT (Foreign and Out-of-State)

Tuition will be charged for all units attempted.

Per unit ..... \$282.00\*  
(Tuition is payable in addition to registration fees listed above. For fee-paying purposes, zero unit and half-unit courses are counted as one unit. See **Liability for Payment** section for additional important information.)

Health insurance (mandatory for foreign students)

Per year, approximately ..... 600.00

\* Not to exceed \$8,460.00 for the fall/spring semesters.

## PARKING FEES

Nonreserved parking space, per semester ..... \$108.00  
Car pool—see Cashiers Office.

Less than four-wheeled, self-propelled vehicle (motorcycle, moped) ..... 27.00

Overnight parking surcharge, per semester ..... 60.00  
(Limited overnight parking available on a first come, first serve basis. Students living in residence halls are exempt from fees but subject to limited availability.)

Section 42201 of Title 5, California Code of Regulations, provides for the waiver of campus parking fees for students with disabilities who have been issued a DMV placard or license plate, and who meet low

## Schedule of Fees

income requirements. For further information regarding eligibility, contact the Disabled Student Services Office (Student Services, Room 1661).

### MISCELLANEOUS FEES

(Fees payable when service is rendered.)

Application for admission or readmission (nonrefundable), payable by check or money order at time application is made .....	\$ 55.00
Diversion Program fee .....	100.00
Dual Admission, Pre-Enrollment Fee .....	30.00
Enrollment confirmation deposit fee (nonrefundable) .....	100.00
Late registration (nonrefundable) (Refer to Class Schedule for dates when this fee will be assessed.) .....	25.00
Late course forgiveness .....	20.00
Failure to meet administratively required appointment or time limit (late fee) .....	20.00
Registration installment plan service charge .....	33.00
Tuition (Foreign or Out-of-State) installment payment plan service charge .....	Equal to 15 percent of each installment payment
Photo-identification card (One-time cost to both new undergraduate and graduate students at time of registration.) Non-refundable. ....	5.00
Lost photo identification card Photo I.D. Card replacement .....	10.00
Transcript of record .....	4.00
Second through tenth transcript, prepared at the same time as the first .....	each 2.00
Additional copies over ten, prepared at the same time .....	each 1.00
AFROTC deposit (Unexpended portion is refundable.) .....	75.00
Returned check fee* .....	20.00
Loss of or damage to library materials .....	Replacement cost plus \$8.00 service charge
Graduation Services Fee .....	35.00
Latin diploma .....	22.00
Diploma replacement fee .....	12.00
Document copying fee .....	1.00
Application to Teacher Education Credential Program (in addition to \$55.00 application for admission) .....	25.00
Credential application fee** .....	70.00
Credential evaluation fee .....	25.00
Fingerprinting fee (plus applicable DOJ and FBI fees) .....	17.00
Musical instrument and audio/visual equipment fee .....	20.00
Lock and locker fee (optional) .....	1.00
Lost key fee (per key) .....	10.00
Towel fee (optional) .....	4.00
Miscellaneous instructional course charge .....	As established and approved

\* Late fee also charged when applicable.

\*\* Established by and payable to the Commission on Teacher Credentialing.

### MISCELLANEOUS INSTRUCTIONAL COURSE CHARGES

Miscellaneous instructional course charges are payable for the following courses:

*Art* 325, 326, 425, 525, 526, 625, 627, 700D.

*Computer Engineering* 470.

*Educational Technology* 532, 540, 541, 544, 572, 644, 671, 775.

*Electrical Engineering* 330, 430.

*Nutrition* 205, 301, 302L, 405.

### CREDIT CARDS

The University Cashiers Office does not accept credit cards for payment of registration fees or tuition (foreign or out-of-state) except as applicable under the terms of the Installment Plan. American Express, MasterCard, Visa, and Discover Card charge cards are accepted for other payments, such as housing, parking, health services, continuing education, installment payments, and miscellaneous over-the-counter payments. In cooperation with SDSU, CASH-Net™SmartPay does afford students the choice to use a credit card to pay registration fees and/or tuition. Refer to fees section on page 68. Most ATM cards are also accepted for payment of miscellaneous charges. Additional information is available from the University Cashiers Office.

### LIABILITY FOR PAYMENT

Whether or not an invoice is received from the University, students are liable for payment of all registration fees related to **units held on or added after the close of business on the fifteenth day** following the commencement of instruction. Foreign and out-of-state students are liable for tuition related to all units held, except as provided for by the refund policy.

All continuing students participating in *RegLine* or *WebLine* must make registration payments by the deadline as instructed.

Nonresident (foreign and out-of-state) tuition must be paid prior to the first day of classes. With the exception of doctoral students and students enrolling for 799A or 799B only, **foreign** students must pay or sign an installment agreement for a minimum of 6 units at the time of registration. **Foreign** students wishing to pay fewer than 6 units must submit written approval to do so from the International Student Center or the Graduate Division, as applicable.

**IT IS THE STUDENT'S RESPONSIBILITY TO BE AWARE OF TOTAL FEES AND TUITION DUE.** Legal residents of California are not charged nonresident tuition. Additional fees that may become due as a result of units added during the semester must be paid at the Cashiers Office at the time the units are added. Note fee schedule above. **LATE PAYMENTS FOR FEES AND TUITION ARE SUBJECT TO AN ADDITIONAL LATE FEE AND APPLICABLE SERVICE CHARGES.**

### DISHONORED CHECK

If your check is returned or not accepted by the bank for ANY REASON, you will be billed for the \$20.00 dishonored payment charge and the \$20.00 late fee when applicable. Nonpayment of fees or tuition may result in cancellation of your registration and withholding of further services until all financial liabilities have been resolved.

The University reserves the right to refuse payment by personal check from those individuals who have previously had items returned unpaid by their bank.

### REFUND OF FEES INCLUDING NON-RESIDENT TUITION

Regulations governing the refund of mandatory fees, including nonresident tuition, for students enrolling at the California State University are included in Section 41802 of Title 5, *California Code of Regulations*. For purposes of the refund policy, mandatory fees are defined as those systemwide fees and campus fees that are required to be paid in order to enroll in state-supported academic programs at the California State University. Refunds of fees and tuition charges for self-support programs at the California State University (courses offered through extended education) are governed by a separate policy established by the University.

In order to receive a full refund of mandatory fees, including nonresident tuition, a student must cancel registration or drop all courses prior to the first day of instruction for the term. Information on procedures and deadlines for canceling registration and dropping classes is available from the Office of the Registrar, and in the Class Schedule and Student Information Handbook.

For state-supported semesters, quarters, and non-standard terms or courses of four weeks or more, a student who withdraws during the term in accordance with the University's established procedures will receive a refund of mandatory fees, including nonresident tuition, based on the portion of the term during which the student was enrolled. No student withdrawing after the 60 per cent point in the term will be entitled to a refund of any mandatory fees or nonresident tuition.

For state-supported semesters, quarters, and non-standard terms or courses of less than four weeks, no refunds of mandatory fees and nonresident tuition will be made unless a student cancels registration or drops all classes prior to the first day in accordance with the University's established procedures and deadlines.

Students will also receive a refund of mandatory fees, including non-resident tuition under the following circumstances:

- The tuition and mandatory fees were assessed or collected in error;
- The course for which the tuition and mandatory fees were assessed or collected was cancelled by the University;
- The University makes a delayed decision that the student was not eligible to enroll in the term for which mandatory fees were assessed and collected and the delayed decision was not due to incomplete or inaccurate information provided by the student; or
- The student was activated for compulsory military service.

Students who are not entitled to a refund as described above may petition the University for a refund demonstrating exceptional circumstances and the chief financial officer of the University or designee may authorize a refund if he or she determines that the fees and tuition were not earned by the University.

Information concerning any aspect of the refund of fees may be obtained from the University Cashiers Office or at [www.sdsu.edu/cashiers](http://www.sdsu.edu/cashiers).

### **Refund of Institutional Charges to Title IV Financial Aid Recipients**

The following refund policy is required by the Higher Education Amendments of 1998 (Public Law 105-244, enacted October 7, 1998).

When a student who has received Title IV financial aid withdraws, or otherwise fails to complete a period of enrollment for which he or she was charged, the institution is required to determine if a refund must be made to the student or if unearned aid must be returned to the federal accounts. Calculations will be based on the withdrawal date and the percentage of the period of enrollment completed. If Title IV funds have been disbursed during the enrollment period, aid will first be returned by the institution to the programs in the order listed below as required by law and determined by the University. If funds have been disbursed directly to the student, he or she may be required to repay any unearned aid. In some cases where eligibility for aid exceeds the amount disbursed, the regulations allow for a post-withdrawal disbursement. If eligible for a post-withdrawal disbursement, the University will notify you of the process required to receive the funds.

Title IV Financial Aid consists of the following programs:

- Unsubsidized William D. Ford Federal Direct Loan
- Subsidized William D. Ford Federal Direct Loan
- Federal Perkins Loan
- William D. Ford Federal Direct PLUS Loan
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)

Examples of refund calculations are available upon request at the University Cashiers Office.

### **Refund of Parking Fees**

**REFUNDS ARE NOT AUTOMATIC.** This schedule of refunds refers to calendar days, commencing on the date of the term when instruction begins.

Nonreserved space per semester:

<i>Period</i>	<i>Amount of Refund</i>
First 3 days of class .....	100 percent of fee
Day 4 through Day 14 .....	75 percent of fee
Day 15 through end of sixth week .....	50 percent of fee
Seventh week through tenth week .....	25 percent of fee
Eleventh week through end of term .....	None

Your parking permit or a receipt indicating that the permit was removed from the vehicle by a University Police Officer (information booth at the Chemical Sciences Laboratory building) must be turned in to the Cashiers Office at the time you file your refund application. Refund applications are available at the Cashiers Office. The amount of refund is rounded down to the nearest dollar. No refund is made for amounts of \$5.00 or less. Refunds may be applied against other amounts due to the University.

### **LATE REGISTRATION FEE**

The Late Registration fee (\$25) pertains to those students who register during Late Registration. Newly admitted students **MAY** be exempted from this fee. See registration materials provided by the Office of the Registrar for details. The registration process is not complete until all fees due are paid and you are officially enrolled in classes through the Office of the Registrar.

### **CANCELLATION OF REGISTRATION OR WITHDRAWAL FROM THE UNIVERSITY**

Students who find it necessary to cancel their registration or to withdraw from all classes after enrolling for any academic term are required to follow the University's official withdrawal procedures. Failure to follow formal university procedures may result in an obligation to pay fees as well as the assignment of failing grades in all courses and the need to apply for readmission before being permitted to enroll in another academic term. Information on canceling registration and withdrawal procedures is available from the Office of the Registrar.

Students who receive financial aid funds must consult with the Office of Financial Aid and Scholarships prior to withdrawing from the University regarding any required return or repayment of grant or loan assistance received for that academic term or payment period. If a recipient of student financial aid withdraws from the institution during an academic term or a payment period, the amount of grant or loan assistance may be subject to return and/or repayment provisions.

### **APPEALS PROCESS – UNIVERSITY CASHIERS OFFICE**

An appeals process exists for students who believe that individual circumstances warrant exceptions from published policy. Students should file a "Petition for Special Consideration" obtainable at the University Cashiers Office. Petitions must be filed with the University Cashiers Office **prior to the end of the twelfth week of classes.**

Petitions for refunds outside the scope of published policy are approved only when applicants can demonstrate exceptional circumstances, and the chief financial officer or designee determines that the fees and tuition were not earned by the University.

### **SUMMER SESSION FEES**

Refer to SDSU Summer Session Class Schedule for schedule of fees.

Parking fees (nonreserved spaces) ..... (per week) \$8.00

### **EXTENSION COURSE FEES**

Refer to Extended Studies Catalog for schedule of fees.

### EXEMPTIONS

Students receiving vocational rehabilitation benefits (U.S. Code, Title 38, Chapter 31) or the eligible dependents of veterans with service-connected disability or death (California Education Code, Section 32320) will have eligible fees and tuition paid or waived under provisions of these respective programs. See Class Schedule for instructions regarding deadlines for submission of documents to University Cashiers.

Those students who are eligible dependents of veterans with service-connected disability or death (California Education Code, Section 32320) must apply to the Regional Office of the Department of Veterans Affairs for the fee waiver in the year they apply to SDSU and all subsequent years they attend. Fee waiver (and refund of fees paid) will be approved for a prior academic year only if an application for certification of disabled status is pending with the United States Department of Veterans Affairs.

Further information regarding these programs is available in the Office of the Registrar.

### FEE WAIVERS

The California Education Code includes provisions for the waiver of mandatory systemwide fees as follows: Children of deceased public law enforcement or fire suppression employees who were California residents and who were killed in the course of law enforcement or fire suppression duties (referred to as Alan Pattee Scholarships);

**Section 66025.3** – Qualifying children, spouses, or unmarried surviving spouses of a war period veteran of the U.S. military who is totally service-connected disabled or who died as a result of service-related causes; children of any veteran of the U.S. military who has a service-connected disability, was killed in action, or died of a service-connected disability and meets specified income provisions; qualifying dependents of a member of the California National Guard who in the line of duty and in active service of the state was killed or became permanently disabled or died of a disability as a result of an event while in active service of the state; and undergraduate students who are the recipient of or the child of a recipient of a Congressional Medal of Honor and meet age and income restrictions; and

**Section 68121** – Student enrolled in an undergraduate program who is the surviving dependent of any individual killed in the September 11, 2001, terrorist attacks on the World Trade Center in New York City, the Pentagon building in Washington, D.C., or the crash of United Airlines Flight 93 in southwestern Pennsylvania; if the student meets the financial need requirements set forth in Section 69432.7 for the Cal Grant A Program, and either the surviving dependent or the individual killed in the attacks must have been a resident of California on September 11, 2001.

Students who qualify for these benefits should contact the Office of the Registrar for further information and/or an eligibility determination.

### OVER 60 FEE WAIVER PROGRAM

San Diego State University offers a fee waiver program for California residents 60 years of age and older. Both undergraduate and post-baccalaureate students may participate in the program. The program waives the \$55 admission application fee and regular registration fees (except for a nominal \$13 fee). Participants must apply for admission during the regular application filling period and be admitted under regular admission requirements. Participants register for classes on a space-available basis after regularly matriculated students have completed registration. For additional information, contact the Office of Admissions.

### Procedure for the Establishment or Abolishment of a Student Activity Fee

The law governing the California State University provides that fees defined as mandatory, such as a student activity association fee and a student activity center fee may be established. A student activity association fee must be established upon a favorable vote of two-thirds of the students voting in an election held for this purpose (*California Education Code*, Section 89300). A student activity center fee may be established only after a fee referendum is held which approves by a two-thirds favorable vote the establishment of the fee (*California Education Code*, Section 89304). The student activity fee was established at San Diego State University by student referendum in 1955. The campus President may adjust the student activity association fee only after the fee adjustment has been approved by a majority of students voting in a referendum established for that purpose (*California Education Code*, Section 89300). The required fee shall be subject to referendum at any time upon the presentation of a petition to the campus President containing the signatures of 10 percent of the regularly enrolled students at the University. Once bonds are issued, authority to set and adjust student activity center fees is governed by provisions of the State University Revenue Bond Act of 1947, including, but not limited to, *California Education Code*, Sections 90012, 90027, and 90068. Student activity association fees support a variety of cultural and recreational programs, child care centers, and special student support programs.

The process to establish and adjust other campus-based mandatory fees requires consideration by the campus fee advisory committee and sometimes a student referendum. The campus President may use alternate consultation mechanisms if he determines that a referendum is not the best mechanism to achieve appropriate and meaningful consultation. Results of the referendum and the fee committee review are advisory to the campus President. The President may also request the Chancellor to establish the mandatory fee. Authority to adjust fees after consideration by the campus fee advisory committee and the completion of a student referendum is delegated to the President.

### Fees and Debts Owed to the Institution

Should a student or former student fail to pay a fee or a debt owed to the institution, the institution may "withhold permission to register, to use facilities for which a fee is authorized to be charged, to receive services, materials, food or merchandise, or any combination of the above from any person owing a debt" until the debt is paid (see Title 5, *California Code of Regulations*, Sections 42380 and 42381).

Prospective students who register for courses offered by the University are obligated for the payment of fees associated with registration for those courses. Failure to cancel registration in any course for an academic term prior to the first day of the academic term gives rise to an obligation to pay student fees including any tuition for the reservation of space in the course.

The institution may withhold permission to register or receive official transcripts of grades or other services offered by the institution from anyone owing fees or another debt to the institution. In addition, failure to pay debts to the University when due may result in the debt being sent to a collection agency. Should the debt be referred to a collection agency, the student will be responsible for costs incurred by the University, its Agents, Contractors and Assigns in the collection of the delinquent obligation. It may further result in notification of the delinquency to credit bureau organizations. If a person believes he or she does not owe all or part of an asserted unpaid obligation, that person may contact the University Cashiers Office. The Cashiers Office, or another office on campus to which the business office may refer the person, will review all pertinent information, including information provided by the person and available to the campus and will advise the person of its conclusions.