

Schedule of Fees

1999-2000

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

For updated information regarding the fee structure for 1999-00 refer to the fall Class Schedule.

Fees must be paid prior to calling RegLine. 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 RegLine or late 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. Credit cards are not accepted for payment of registration fees, non-resident tuition, except as applicable under the terms of the installment payment plan.

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 - GRADUATE STUDENTS:

(On basis of units carried.)

Fee payment information and instructions are in the Class Schedule available at the Campus Store.

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.

Units Attempted	Registration Fee
0 units - 6.0 units	\$633.00
6.1 or more units	\$966.00

The above fee includes a Student Activity Fee of \$15.00, a Student Union Fee of \$71.00, a Facilities Fee of \$3.00, an Instructionally Related Activities Fee of \$15.00, a Health Services Fee of \$70.00, and a State University Fee of either \$438.00 or \$753.00, depending on unit load.

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

The total fee paid per term will be determined by the number of units taken, including those in excess of fifteen.

No fees of any kind shall be required of or collected from those individuals who qualify for such exemption under the provisions of the Alan Pattee Scholarship Act.

Legal residents of California are not charged out-of-state 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 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..... \$246.00

(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.)

* Pending Trustee approval, a \$24.00 increase to \$270.00 per unit may be imposed for nonresident tuition.

Health insurance (mandatory for foreign students)

Per year, approximately 600.00

PARKING FEES

Nonreserved parking space, per semester \$78.00

Car pool-see Cashiers Office.

Less than four-wheeled, self-propelled vehicle

(motorcycle, moped) 20.00

Overnight parking surcharge, per semester..... 60.00

(employees and students living in residence halls are exempt)

Section 42201 of Title V, 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 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

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 plan service charge Equal to 15% of each installment payment

Photo-identification card (One-time cost to both new undergraduate and graduate students at time of registration.) Valid only when accompanied by current semester fee sticker. Non-refundable.	5.00
Lost photo identification card	
Photo I.D. Card replacement	10.00
Transcript of record (official or unofficial)	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
Check returned for any cause*	20.00
Loss of or damage to library materials Replacement cost plus \$8.00 service charge	
Commencement fee	16.00
(Paid only at time of initial filing.)	
Graduation evaluation and diploma fee	16.00
(You must pay this fee for each graduation date requested.)	
Diploma replacement fee	12.00
Document copying fee	1.00
Credential application fee **.....	70.00
Credential evaluation fee	25.00
Musical instrument and audio/visual equipment fee	20.00
Lock and locker fee (optional)	1.00
Towel fee (optional)	4.00
Lost key fee (per key)	10.00
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 225, 325, 425, 525, 526, 625, 627, 700D.

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

Exercise and Nutritional Sciences 116A-116B, 119A-119B, 124, 138, 145, 146, 147, 320, 320L, 323, 323L, 324, 324L.

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. 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. Students are reminded that banks will provide cash advances against credit cards if needed to cover registration payment. Most ATM cards are also accepted for payment of miscellaneous charges. Additional information is available from the Cashier's 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 fourteenth 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** 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 Students Office 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. Non-payment 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

Details concerning fees which may be refunded, the circumstances under which fees may be refunded, and the appropriate procedure to be followed in seeking refunds may be obtained by consulting Section 42201 (parking fees), 41913 (nonresident tuition), 42019 (housing charges), and 41802 (all other fees) of Title 5, **California Code of Regulations**. In all cases it is important to act quickly in applying for a refund. Information concerning any aspect of the refund of fees may be obtained from the Cashiers Office.

Refund of Registration Fees

REFUNDS ARE NOT AUTOMATIC. WHETHER OR NOT YOU RECEIVE CLASSES THROUGH THE REGISTRATION PROCESS, YOU MUST APPLY FOR THE REFUND BY THE REFUND DEADLINE.

Refunds may be applied against other amounts due the University.

Complete Withdrawal. To be eligible for refund of registration fees, a student withdrawing completely from the University (from **all** classes) MUST file a refund application with the Office of Admissions and Records at the time the withdrawal is requested, not later than 14 days following the commencement of instruction (Refund Deadline). All but \$5.00 will be refunded less any amount due to the University. (See Class Schedule for deadline dates. Note that the refund deadline is **prior to** the deadline set by Admissions and Records for official withdrawal.)

Schedule of Fees

Fees Based on Unit Load. A student dropping from 6.1 units or more to 6.0 units or less, or a student who paid maximum fees but never obtained over 6.0 units, MUST file a refund application with the Cashiers Office, Student Services, Room 2620, not later than 14 days following the commencement of instruction (Refund Deadline). Application for full-time to part-time refunds may also be submitted at the Aztec Center Information Booth. All but \$5.00 will be refunded less any amount due to the University. FOR ADDITIONAL INFORMATION, CONTACT THE CASHIERS OFFICE OR TELEPHONE (619) 594-5253.

Disqualified and Leave of Absence Candidates. If your registration has been canceled due to disqualification or by obtaining an approved leave of absence, registration fees will be refunded upon (1) notification from Admissions and Records that appropriate action has been taken and (2) return of your fee sticker and **application for refund** to the Cashiers Office.

Refund of Registration Fees to Title IV Financial Aid Recipients

The following refund policy applies to students receiving financial aid from these Title IV programs:

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

The Higher Education Amendments of 1992 (Reauthorization) require that a pro rata refund be made if a student receiving Title IV funds withdraws completely on or before the 60% point of the enrollment period and is in their first term of attendance at this university. At SDSU, pro rata refunds will apply after the Refund Deadline. Calculations will be based on the withdrawal date and the percent of time remaining in the semester, rounded down to the nearest ten percent of that period. In addition, an administrative fee, the lesser of 5% of the fees to be refunded or \$100.00, will be deducted. No fees shall be refunded when the date of the student's withdrawal is after the 60% point in the semester. As required by law and determined by the University, if Title IV funds have been disbursed to the student during the enrollment period, refunds will first be returned to the Title IV programs in the order listed above. Examples of refund calculations are available upon request at the University Cashier's Office.

Refund of Nonresident (Foreign and Out-of-State) Tuition

REFUNDS ARE NOT AUTOMATIC. WHETHER OR NOT YOU RECEIVE CLASSES THROUGH THE REGISTRATION PROCESS, YOU MUST APPLY FOR THE REFUND. You may also apply for tuition refunds at the Aztec Center Information Booth.

Tuition paid for a course scheduled to continue for an entire semester may be refunded less any amount due to the University in accordance with the following schedule, if application is received by the Cashiers Office within the following time limits:

Time Limit	Amount of Refund
(1) Before or during the first week of the semester	100 percent of fee
(2) During the second week of the semester	90 percent of fee
(3) During the third week of the semester	70 percent of fee
(4) During the fourth week of the semester	50 percent of fee
(5) During the fifth week of the semester	30 percent of fee
(6) During the sixth week of the semester	20 percent of fee



Refund of Parking Fees

This schedule of refunds refers to calendar days, commencing on the date of the term when instruction begins.

Nonreserved space per semester:

Period	Amount of Refund
First 3 days of class	100 percent of fee
Day 4 through Day 14 (Registration Fee Refund Deadline)	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, Campanile Drive) 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 Admissions and Records 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 Admissions and Records.

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 filed beyond the appropriate refund deadline are approved only when applicants are unable to continue their enrollment for one of the following reasons: compulsory military service; administrative error; campus regulation; or physical disability or death.

SUMMER SESSION FEES

Refer to Summer Sessions Bulletin for schedule of fees.

Parking fees (nonreserved spaces) (per week) \$6.00

EXTENSION COURSE FEES

Refer to Extended Studies Bulletin 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 the University Cashiers office.

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 postbaccalaureate students may participate in the program. The program waives the \$55 admission application fee and regular registration fees (except for a nominal \$3 fee). Participants must apply for admission during the regular application filing 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 and Records.

ALAN PATTEE SCHOLARSHIPS

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 are not charged fees or tuition of any kind at any California State University campus, according to the Alan Pattee Scholarship Act, **California Education Code**, Section 68121. Students qualifying for these benefits are known as Alan Pattee scholars. For further information contact the Office of Admissions and Records, which determines eligibility.

Procedure for the Establishment or Change of a Student Activity Fee

The law governing The California State University provides that a student activity fee may be established by student referendum with the approval of two-thirds of those students voting. The Student Activity Fee was established at San Diego State University by student referendum in 1955. The same fee can be increased or decreased by a similar two-thirds approval of students voting on a referendum called for by a petition signed by 10 percent of the regularly enrolled students (**California Education Code**, Section 89300). An increase or decrease in the student activity fee may be approved by the Chancellor only following a referendum on the fee increase approved by a majority of students voting. Student activity fees support a variety of cultural and recreational programs, child care centers, and special student support programs.

Debts Owed to the Institution

Should a student or former student fail to pay 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). For example, the institution may withhold permission to send official transcripts of grades for any person owing a debt. 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 student believes that he or she does not owe all or part of an unpaid obligation, the student should contact the University Cashiers Office. The Cashiers Office, or another office on campus to which the student may be referred by the Cashiers Office, will review the pertinent information, including information the student may wish to present, and will advise the student of its conclusions with respect to the debt.

Institutional and Financial Assistance Information

The following information concerning student financial assistance may be obtained from the Financial Aid Office, Student Services, Room 3605, (619) 594-6323.

1. Student financial assistance programs available to students who enroll at San Diego State University;
2. The methods by which such assistance is distributed among recipients who enroll at San Diego State University;
3. The means, including forms, by which application for student financial assistance is made and requirements for accurately preparing such application;
4. The rights and responsibilities of students receiving financial assistance; and
5. The standards the students must maintain to be considered to be making satisfactory academic progress for the purpose of establishing and maintaining eligibility for financial assistance.

Schedule of Fees

Information concerning San Diego State University policies regarding any refund due to the federal Title IV student assistance programs as required by the regulations is available from the Financial Aid Office, Student Services, Room 3605, (619) 594-6323.

The following information concerning the cost of attending San Diego State University is available from the Financial Aid Office, Student Services, Room 3605, (619) 594-6323.

1. Fees and tuition;
2. Estimated costs of books and supplies;
3. Estimates of typical student room and board costs and typical commuting costs; and
4. Any additional costs of the program in which the student is enrolled or expresses a specific interest.

Information concerning the refund policy of San Diego State University for the return of unearned tuition and fees or other refundable portions of costs is available from the University Cashiers Office, Student Services, Room 2620, (619) 594-5253.

Information concerning San Diego State University policies regarding any refund due to the federal Title IV student assistance programs as required by the regulations is available from the Financial Aid Office, Student Services, Room 3605, (619) 594-5253.

Information concerning the academic programs of San Diego State University may be obtained from the Office of the Vice President for Academic Affairs, HH-114, (619) 594-6542, and may include:

1. The current degree programs and other educational and training programs;
2. The instructional laboratory, and other physical plant facilities which relate to the academic program;
3. The faculty and other instructional personnel; and
4. Data regarding student retention at San Diego State University and, if available, the number and percentage of students completing the program in which the student is enrolled or expresses interest; and
5. The names of associations, agencies, or governmental bodies which accredit, approve, or license the institution and its program, and the procedures under which any current or prospective student may obtain or review upon request a copy of the documents describing the institution's accreditation, approval, or licensing.

Information regarding special facilities and services available to students with disabilities may be obtained from Disabled Student Services, Student Services, Room 1661, (619) 594-6473.

Information concerning San Diego State University policies, procedures, and facilities for students and others to report criminal actions or other emergencies occurring on campus may be obtained from Public Safety, Student Services, Room 1410, (619) 594-1991.

Information concerning San Diego State University annual campus security report may be obtained from Public Safety, Student Services, Room 1410, (619) 594-1991.

Information concerning the prevention of drug and alcohol abuse may be obtained from Counseling and Psychological Services, (619) 594-5220.

Information concerning grievance procedures for students who feel aggrieved in their relationships with the university, its policies, practices and procedures, or its faculty and staff may be obtained from the Ombudsmen, Student Services, Room 3635, (619) 594-6578.

The federal Military Selective Service Act (the "Act") requires most males residing in the United States to present themselves for registration with the Selective Service System within thirty days of their eighteenth birthday. Most males between the ages of 18 and 25 must be registered. Males born after December 31, 1959, may be required to submit a statement of compliance with the Act and regulations in order to receive any grant, loan, or work assistance under specified provisions of existing federal law. In California, students subject to the Act who fail to register are also ineligible to receive any need-based student grants funded by the state or a public postsecondary institution.

Selective Service registration forms are available at any U.S. Post Office, and many high schools have a staff member or teacher appointed as a Selective Service Registrar. Applicants for financial aid can also request that information provided on the Free Application for Federal Student Aid (FAFSA) be used to register them with the Selective Service. Information on the Selective Service System is available and the registration process may be initiated online at <http://www.sss.gov>.

Cost of Living

To ensure equity, San Diego State University establishes standard student budgets in coordination with The California State University system. Student budgets, updated annually for inflation, are currently:

Costs of Attendance for the 1999-00 Academic Year

	Living off Campus	Living on Campus	Commuting from Home
Registration fee for materials, service, student activity, student union, facilities	\$ 1854	\$1854	\$1854
Books and supplies	810	810	810
Room and board	7122	6838	2363
Transportation	793	619	639
Personal	1901	1823	1960
Total	\$12,480	\$11,944	\$7626

The registration fee for a postbaccalaureate student is \$1932 for the academic year. In addition to the registration fee, non-resident (foreign and out-of-state) students pay tuition (see Schedule of Fees section). **All fees and costs are subject to change without notice.**