

Oregon Health & Science University

Academic Year Fee Book 2009-2010

Prepared by:

The Office of the Registrar
& Financial Aid

Approved by the OHSU Board
As part of the fiscal year 2010
Budget, June 29, 2009



Fee Book

Academic Year 2009-2010

Oregon Health & Science University

The fee policies as outlined in this document apply to the Fall, Winter, Spring and Summer terms of the 2009-2010 academic year. All prior academic year *Fee Books* are repealed except as to rights or obligations previously acquired or incurred thereunder.

Definitions

A. Graduate Student

A graduate student is one who holds a degree from an accredited college or university unless such a student is classified as a post baccalaureate, non-graduate student eligible for undergraduate fee status, or is pursuing a course of study leading to the Degree of Doctor of Medicine or Doctor of Dental Medicine.

B. Nonresident Student

A non-resident student is one who fails to meet the *Determination of Residence* requirements of the OHSU Residency Policy.

C. Full-Time Student

A full time undergraduate student is one who is enrolled for at least 12 credits and not more than 18 credits per term. A full time graduate student is one who is enrolled for at least 9 credits and not more than 16 credits per term. This definition applies to all programs.

D. Part-Time Student

A part-time student is one who is enrolled in less than the minimum number of credits per term required of a full-time student (fewer than 12 credits for undergraduates; fewer than 9 credits for graduates).

E. Over-Time Student

An over-time student is one who is enrolled in more than the maximum credits designated for a full-time student (more than 18 credits for undergraduates; more than 16 credits for graduates).

F. Open Enrollment

Enrollment for course credits is available to all qualified students (it is understood that enrollment in particular courses may be subject to certain requirements; e.g., successful completion of prerequisites, grade point average, instructor's consent).

G. Closed Enrollment

Enrollment for credit in courses taught under contract or agreement, whereby student participation is limited under the terms of the contract (usually a sponsored course intended for instruction of individuals designated by the contractor).

H. Self-Support Enrollments

All courses for credit, whether open or closed enrollment, that (as a group) are required to generate sufficient fee income to support the cost of instruction.

I. Employee Tuition Benefit Program

An Employee Tuition Benefit program is available for some OHSU academic programs. A listing of Employee Tuition Benefit eligible programs and the *Application for Employee Tuition Benefit* form are available in the Human Resources Office and also on the Human Resources website.

Students/employees eligible for the Employee Tuition Benefit program must turn in a completed form, with Human Resources verification, to the university Registrar's Office no more than one month prior to the start of the term and no later than the 28th day after the first day of class. There is no refund for Employee Tuition Benefits.

J. Home Institution

A student's home institution is the institution to which that student is formally admitted and matriculated in a degree program, regardless of where the student is enrolled.

K. Fee Remission

The Fee Remission is a means by which a student's fees are assessed at the prescribed rate and then reduced by being offset by funds from some other source.

L. Mandatory Enrollment Fees

Mandatory Enrollment Fees are those fees that a student is assessed for which the student has no discretion not to pay. Mandatory Enrollment Fees include, but are not limited to: Tuition, Technology or Instructional Aids Fee, Building Fee, Health Service Fee, Major Medical Fee, Incidental Fee and others. There may be differentials for some fees based on residency or some other criteria. Mandatory Enrollment Fees are set by the OHSU Board of Directors.

I. Tuition Policies

A. These policies apply to both undergraduate and graduate students at all enrollment levels.

1. Tuition is established to provide support for costs of instruction expenditures.
2. Resident and nonresident differentials may apply to undergraduate and graduate students.
3. Full-time students are assessed applicable fees at the full-time rate. Part-time students are also assessed applicable fees, which may or may not be prorated by credit hour, based on program requirements.

B. Students in Self-Support Courses for Credit

1. Self-support tuition and fees will be assessed to participating students regardless of the credit hours carried or fees paid for enrollment.
2. Both open and closed (grant or contract) instruction courses are included in the self-support classifications.
3. Self-support Course Fees are to be established by the academic program.
4. No residency classification is required for self-support credit instruction.
5. Staff or any graduate assistant's fee privileges do not apply to self-support courses. Exceptions may be allowed by the academic program for courses deemed to have met the condition of self-support.

II. Other Tuition and Fee Policies

A. Health Service and Incidental Fees

After consultation with student associations and other advisory bodies, as appropriate, the Health Service and Incidental Fees will be included in the Academic Year Fee Book.

B. Building Fee

1. Full-time students are assessed a Building Fee of \$20.00 per term. The Building Fee for nursing students at EOU, OIT, SOU and WOU are set by those campuses.
2. Part-time students are assessed a Building Fee prorated to the credit hours taken per term.

C. Application Fee

1. General Policy

An Application Fee will be assessed to all students seeking formal admission to Oregon Health & Science University. An application will not be evaluated until the

Application Fee has been received. The amount of the Application Fee varies and is set by the academic program.

2. Other Policies

If a student matriculates into an academic program, is not subsequently registered for one or more terms, and then re-enters the same program, a second Application Fee will not be required. Applicants for admission as graduate students will be required to pay the Application Fee, including those advancing from the undergraduate level to graduate standing.

If a student applies to enroll for fall, winter, or spring term of an academic year but delays enrollment until a subsequent term, a second Application Fee will not be assessed if enrollment occurs within that academic year or the summer session following that academic year. If enrollment is delayed until the subsequent academic year, a second Application Fee will be assessed.

The Application Fee applies to prospective international students. All Application Fees are not refundable and cannot be waived.

D. Other Fees, Deposits, Fines, and Service Charges

1. Advance Tuition Deposit

OHSU determines the student population for whom a deposit will be required. The amount of the deposit varies and is set by the academic program.

2. Late Registration Fee \$35.00

3. Returned Check \$40.00

A returned check charge will be assessed in the amount of \$40.00. In addition, the institution may assess the late registration fee if the returned check was used to pay tuition and fees.

4. Change of Program Fee, per course Up to \$10.00

5. Grade Transcript Fee

Official copy, ordered 48 hours in advance \$14.00

Official copy, same day service \$19.00

Faxed official copy \$19.00

If priority delivery service is requested, there will also be a \$20 charge in addition to the above charge.

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| 6. | Certified Copies of Diplomas | |
| | First certified copy (\$2.00 for each additional copy ordered at the same time) | \$ 8.00 |
| 7. | Duplicate Diploma | \$35.00 |
| 8. | Copies of Education Records (except as exempted for release by <i>Family Educational Rights and Privacy Act (FERPA)</i> and university <i>Student Records Policy</i>) | |
| | 1 st Page | \$ 5.00 |
| | Each Additional Page: | \$ 1.00 |
| 9. | Examination for Credit | |
| | Institution-administered examination for credit, per course examination, regardless of credit hours involved. | Up to \$40.00 |
| 10. | Graduation Fee | \$50.00 |
| 11. | Instructional Aids Fee | |
| | Dental and Dental Graduate Students, per term | \$250.00 |
| | Medical Students, per term | Up to \$500.00 |
| 12. | School of Nursing Transcript Evaluation Fee | \$25.00 |
| | <p>A fee will be assessed for a preliminary evaluation of transcripts, prior to submission of an application for admission, for the purpose of determining whether completed coursework would fulfill prerequisites required by the School of Nursing for admission to the baccalaureate nursing program. A preliminary transcript evaluation is not a requirement of the School of Nursing application process.</p> <p>The final determination of whether an applicant's completed coursework meets the admission requirements may be made only by the Registrar's Office after an application for admission has been submitted.</p> | |
| 13. | International Student Fee, per term | \$50.00 |
| | <p>International students on F1 or J1 visas will be assessed a fee to support the tracking requirements associated with the international student SEVIS system.</p> | |

14. Nursing Graduate Program Enhancement Fee, per term \$1250.00

A fee is assessed to graduate nursing students who have been determined, based on admissions criteria, to require specialized support services in areas of language competencies (reading, writing, listening, speaking) and orientation to graduate academic life. Students' needs for such services are evaluated during the admissions process.

15. Nursing Assessment Fee, per term up to \$37.00

A fee is assessed to baccalaureate and accelerated baccalaureate students for standardized tests that are administered at various points during the curriculum. The purpose of the tests is to provide feedback to the student on progress made in mastering the content of the curriculum and in preparing for the RN licensure examination.

E. Refund Policy

Refunds may be granted to students in accordance with the refund schedule on file with the university Registrar's Office. This schedule shall be prepared annually. There is no refund for Employee Tuition Benefits. A listing of academic programs not eligible for Employee Tuition Benefit is on file with the Registrar's Office.

Notification of program Withdrawal or Leave of Absence is required and can be completed by submitting a "Withdrawal/Leave of Absence" form available from the Registrar's Office. Students who believe that their circumstances warrant exceptions to the published refund schedule may submit a letter of appeal to the university Registrar. The following uniform refund schedules are established for all schools:

| <i>Starting from the Day on Which Classes Begin for the Term:</i> | <i>Percent Refund</i> |
|---|-----------------------|
| Complete or Partial Withdrawal Before the Close of the 11 th Calendar Day After Classes Begin for the Term | 100% |
| Before the Close of the 25 th Calendar Day After Classes Begin for the Term | 50% |

The refund for course load reduction applies to all students reducing credit hours except for those credit hours within the full-time plateau. Any student with orders to report for active military duty may withdraw at any time during the term and receive a full refund. If sufficient course work has been accomplished and the instructor feels justified in granting credit for the course work completed, credit may be granted and withdrawal proceedings are unnecessary.

F. Institution Fees and Charges

1. Self-Support Instruction, Registration, and Fee Policies

Institution officials may establish policies for pre-registration and fee assessments for self-support instruction. Such policies and assessments may be established as necessary to improve planning, improve services to students, or to assure that the self-support principle can be maintained.

2. Charges for Services to Non-students

This *Fee Book* does not identify charges for services that are continuously offered to persons other than students.

G. Institution Authority to Adjust Charges

Institution officials may make tuition refunds and waive fines or charges that result from circumstances beyond the student's control or are for the best interest of the institution. Institution Officials may also add and revise fee amounts established herein, for program changes or additions made after the adoption of the *Fee Book* by the Board.

III. Other Fees and Policies

A. Graduate Assistants

Graduate students appointed by the schools of Dentistry, Medicine, and Nursing and paid at established institutional salary rates as graduate teaching assistants, graduate research assistants, or graduate fellows may be exempt from the payment of tuition on the first 16 credits per term, as specified in each school's policies. The graduate student exemption from payment of tuition does not apply to courses leading to the M.D. or D.M.D. degrees. Tuition will be assessed to the employing account or department, not to exceed the graduate resident, full-time student tuition per term. When an assistant is authorized to exceed 16 credits per term, the institution shall charge the assistant the resident overload tuition for the excess credits, based on residency status. The enrollment privilege does not apply to self-support courses.

If an assistant has been on an academic year appointment, serving in that appointment spring term, and the academic program intends to reappoint the assistant in the following fall term, the assistant may exercise the study privilege during the interim summer term upon approval of the academic program.

Graduate assistants are assessed and are individually responsible for payment of Building Fee, Health Service Fee, Major Medical Fee, Incidental Fee and Instructional Aids Fee approved for the school and program in which they are enrolled at the credit hour level carried, and at rates applicable to graduate students. Remission of some or all of these fees is at the discretion of the academic program.

B. Auditors

Students enrolled in a combination of credit and audit courses or audit only will be assessed for the total credits under the credit tuition and fee schedule appropriate to their classification and residency.

C. Courses Taken at Other Institutions

Students enrolled in coursework at an institution other than OHSU (regardless of whether the coursework is required by OHSU) are responsible for all costs (tuition and other fees) charged by that institution.

IV. Accounts Receivable Policy

A. Payment Due Dates

Full payment or Accounts Receivable-approved financial arrangements must be in place one week after the start of classes for each program. Students that register after that date will be required to remit payment within one week. Electronic Bills, or E-Bills, for tuition and fees are sent out on the second Tuesday of every month. E-Billing is the official student billing method for OHSU. Some of the advantages of E-Billing are: saving paper and postage, bills are accessible 24 hours a day from anywhere with internet access and E-Billing eliminates the need to wait for a paper bill to arrive. Students that do not receive an E-Bill can confirm account charges by accessing the online Institutional Student Information System (ISIS), <http://www.ohsu.edu/registrar/ISISOnline.htm> or by calling the Baird Hall Cashier's Office at (503) 494-8243. All students must pay on time even if an E-Bill is not received.

B. Payment Options

Payment to student accounts can be made by cash, check, credit card (Visa/MasterCard) or the secure payment option available by accessing the online Institutional Student Information System (ISIS). However, student financial aid must be applied to student accounts before credit card payment will be accepted. Any balance remaining after financial aid has been applied may be paid by credit card.

C. Refunds

A credit balance on a student account is created when financial aid, payments and other credits exceed total charges due. A refund of the credit balance will be processed and returned to the student using the following methods:

Credit Card – If payment is made on a student account by credit card, then credit must be issued to the original credit card according to Visa/MasterCard regulations.

Check – Refunds in the form of a check can be picked up at the Baird Hall Cashier's Office, sent directly to the student's address on file or express mailed to another OHSU

campus for pickup. The refund check will be delivered to the student upon presentation of a valid student ID. If a valid student ID is not available, students will be asked for two of the following: driver's license or other valid state or federal ID, student ID number, date of birth or social security number. The student will then be asked to verify the current address.

Direct Deposit – Direct deposit is the electronic transfer of funds into a checking or savings account. It is the quickest, safest and most convenient way to receive a refund. To elect to have refunds direct deposited, students must complete the OHSU Student Direct Deposit Authorization Form, attach a blank check and fax, mail or bring the form to the Baird Hall Cashier's Office. The form is available at:

<http://www.ohsu.edu/xd/about/services/financial-services/forms/upload/DirectDepositAuth.pdf>

D. Educational Promissory Note

OHSU offers extended payment terms utilizing an Educational Promissory Note for unpaid tuition and fees. The Educational Promissory Note is offered on a per term basis with a new note required each term. This is a mandatory note for all unpaid tuition and fees. Registration for subsequent terms will be withheld if the account is not paid in full by the last day of classes.

E. Past Due Accounts

Full payment of the amount due must be received by the established due date. If payment is not received by the due date, a hold will be placed on registration, transcripts, licensure certification and diplomas. Interest will be assessed at a rate of 1% per month of the outstanding balance. Past due accounts may be referred to the Oregon Department of Revenue or other outside collection agencies and will be subject to additional collection charges, legal and attorney fees and reported to credit bureaus.

F. Withdrawals

Should a student withdraw during the term, all refunds are to be applied to any outstanding balance, and any remaining balance will immediately be due and payable in full.

G. Student Responsibilities

Students are responsible for full payment of all charges on student accounts by the payment due date, even if the account is being paid by another party. Students that continue to receive a bill for an account that is supposed to be paid by another party should contact the Student Accounts Receivable department immediately. Failure to forward proper documentation to the Student Accounts Receivables Department will result in the student being responsible for all tuition, fees, interest and any collection fees assessed. Failure to address this issue will lead to registration holds, interest charges, and collection action.

Students are also responsible for keeping OHSU informed of any address and telephone changes.

The following website addresses most Accounts Receivable issues:

<http://www.ohsu.edu/xd/about/services/financial-services/managing/billing/students.cfm>