

Registration Fees

Legal residents of California are not charged tuition; however, nonresident and foreign-visa students are required to pay nonresident tuition in addition to fees charged to all students. Fees for auditors are the same as for those receiving credit for a course. Extension and/or Winter Session students, resident or otherwise, pay tuition appropriate to the course taken.

All fees and tuition are subject to change upon approval by the Trustees of the California State University and/or budgetary approval by the State Legislature and Governor.

Registration fees are payable at time of registering. No individual will be admitted to class prior to payment or official waiver of registration fees. Payments may be made by check, cash, money order, or American Express, MasterCard, or Discover credit cards.

2003-2004 Resident Registration Fees (Per Semester)	UNDERGRADUATES		GRADUATES	
	0-6 Units	More than 6 Units	0-6 Units	More than 6 Units
State University Fee	\$594.00	\$1,023.00	\$654.00	\$1,128.00
Instructionally Related Activity Fee*	8.00	8.00	8.00	8.00
Student Body Association Fee**	112.50	112.50	112.50	112.50
University Union Fee***	71.00	71.00	71.00	71.00
Facilities Fee	3.00	3.00	3.00	3.00
Health Services Fee	38.00	38.00	38.00	38.00
Hornet Newspaper Fee	2.50	2.50	2.50	2.50
Total****	\$829.00	\$1,258.00	\$889.00	\$1,363.00

*Summer, Fee is \$8.00

**Summer, Fee is \$35.00

***Summer Fee is \$45.00

****Without Parking or Augmented Health Fees.

Optional Augmented Health Plan \$20.00

The Health Center provides basic health services to registered CSUS students. Basic care is the treatment of common illness or injuries. The Health Center provides some elective augmented services for a fee such as physical examinations, immunizations, optometry exams and physical therapy. This plan provides the Health Center's augmented care at no additional charge for the semester. This plan is available through the second week of school. If you wish to take advantage of this plan, add \$20 to your check for Registration fee payable to CSUS. This fee is not refundable.

Nonresident tuition per unit or fraction \$282.00

Open University, per unit \$145.00

Winter Session

Lecture courses, per unit \$145.00

Activity/Seminar/Laboratory courses, per unit \$187.00

Note:

- The fees listed are the most accurate available as of this printing and are subject to change. Please refer to your class schedule or call (916) 278-6736 for the latest information.
- Optional State University Fee and Nonresident tuition installment payment plans are available for the Fall and Spring semesters. Refer to your class schedule for more information.

fees and refunds

Other Fees and Charges

Application Fee \$55.00

This fee is payable upon application for admission or readmission by all new students or students returning after an absence of two or more semesters.

Parking — Semester Permits

All students, staff and faculty are eligible to purchase a parking permit. A permit does not guarantee the holder a parking space in any given area at any given time. CSUS is not responsible for lost or stolen parking permits.

Note: CSUS is currently in negotiations to increase parking fees.

Automobiles, per semester \$108.00

Motorcycles, mopeds, per semester \$26.50

Temporary Permits, per week \$6.75

Daily Permits \$2.75

Automobiles, all summer \$57.00

Motorcycles, summer \$10.50

Residence Hall Student Permits – Contact the Transportation and Parking Services Department, 278-7275.

Campus Services I.D./OneCard (Initial) \$9.00

Replacement Card \$13.00

Contact the OneCard Center, 278-7878 with questions

Checks and Credit Card Charges

returned for any cause \$20.00

1. In the event a check or credit card payment for registration fees is returned, the total penalty fee is \$45 (\$20.00 returned check or credit card fee and a \$25.00 late registration fee if applicable). **If not cleared within 5 days from notice, students will be disenrolled from classes without further notice.**

Liability - If we pursue collection, you could be liable for three times the amount of the check, up to \$1,500 - plus the face value of the check and court costs (per California Civil Code, Chapter 522, Section 1719).

2. **Stop Payment** on a check or credit card payment of registration fees is not acceptable as notice of withdrawal from classes. “Stop Payment” checks or credit cards returned to the University will be pursued through legal collection procedures, and the student will be responsible for all collection costs.
3. **Bad Checks** - persons having more than one check returned to the University from the bank will not have any checks accepted for their duration at CSUS. This includes checks written by another party for the individual’s behalf. These persons are required to make payment by cash, money order, or cashier’s check only.

Transcript of record fee, first copy always \$4.00

Additional transcripts prepared

(at the same time) up to ten \$2.00 each

Transcript RUSH fee (in addition to regular fee) \$10.00

Unofficial copies of transfer documents \$10.00

Failure to meet administratively required

appointment or time limit \$10.00

Late registration fee \$25.00

Writing Proficiency Examination fee \$25.00

Library Book Fees

1. Non-refundable late return book fees are assessed at \$10.00 per item, after 44 days.
2. Lost book fees will include book replacement cost, a \$10.00 processing charge and a \$10.00 overdue fine.
3. A \$10.00 penalty fee will be charged on recalled books which are not returned by due date.

Replacement of equipment Cost of item lost or broken

Graduation and Diploma for Degree Candidate \$43.00

Caps and Gowns:

Baccalaureate Degree \$30.00

Master’s Degree \$47.00

Reissued Diploma \$7.50

Student Accident and Sickness Insurance (per year)

Rates vary yearly. Please contact the Associated Students, Inc. Business office at (916) 278-7782.

Note: Required of all students on A, F, or J visas unless adequate health coverage from some other source is demonstrated to the Office of Global Education.

Thesis/Project microfilming and binding fee \$20.00

Note: The fees listed were the most accurate available as of this printing and are subject to change. Courses that require student use of special materials or services may be charged a course fee. Check the Class Schedule for the current semester’s listing of fee courses.

Refund Regulations

Student Financial Services Center
Lassen Hall 1001
(916) 278-6736 or (916) 278-4270

Refund of Fees Including Nonresident 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 are available in the Schedule of Classes or at www.csus.edu/sfsc.

For state-supported semesters, quarters, and non-standard terms or courses of four (4) 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 percent 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 (4) 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 nonresident 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 Student Financial Services Center.

Extension Refund

Extension course tuition refund applications must be submitted to the University prior to the first meeting of the class for a full refund, less a \$10 processing fee. If a student withdraws on or after the first class session, the following applies:

Meetings	Full Refund	65% Refund less \$10	No Refund less \$10
9 or more	Prior to 1st class	Before 3rd class	After 3rd class
5-8	Prior to 1st class	Before 2nd class	After 2nd class
4 or less	Prior to 1st class	None	None

Special Session Tuition Refund

A \$10 processing fee is charged on all Special Session tuition refunds. Refund applications must be submitted to the University prior to the first meeting of the class for a full refund. If a student withdraws on or after the first class session, the following applies:

For Sessions Four Weeks or Longer:

1. During the first two days campus classes are scheduled—total fees paid, less \$10 processing fee.
2. Any other day of the first week campus classes are scheduled — total fees paid, less 35% and the \$10 processing fee.
3. Any day of the second week campus classes are scheduled — no refund.

For Sessions Three Weeks or Less:

No refund.

Parking Refunds

Parking fee refund applications will be honored only if the student returns the parking permit with the refund application. The amount of parking fee refund will be determined by the following schedule:

Fall/Spring

Time Limit	Amount of Refund
Before first day of class	100% of fee
1-30 calendar days	75% of fee
31-60 calendar days	50% of fee
61-90 calendar days	25% of fee
None thereafter	

All Summer

Time Limit	Amount of Refund
Before first day of class	100% of fee
1-25 calendar days	67% of fee
26-50 calendar days	33% of fee
None thereafter	

Note: Weekly and daily permits are non-refundable.

fees and refunds

Fees NOT Refundable:

- Application Fee
- Late Registration Fee
- State University Installment Plan Administrative Fee
- Augmented Health Plan Fee

Financial Aid Refunds/ Return of Title IV

Office of Financial Aid
Lassen Hall 1006
(916) 278-6554

A student who receives aid and withdraws, drops out, is expelled, etc., during or after the first day of enrollment will be reviewed in accordance with the Federal Title IV Student Financial Assistance Return of Title IV. The federal regulations require that CSUS provides for a refund using the pro-rata calculation if the student withdrew on or before the 60 percent of the enrollment period.

Students who withdraw after the 60 percent point will have refunds calculated in accordance with the policy referenced in California Code of Regulations, Title 5, Sections 41802 (resident) and 41913 (nonresident). The refund amount is always determined by the student's withdrawal date. Students are required to "officially" withdraw from the University. In the event that the student's progress does not reflect attendance, the unofficial withdrawal date used will be the mid-point of the payment period for which aid was disbursed or a later date documented by CSUS.

Under a pro rata refund, the percentage of the payment period for the period of enrollment completed is the total number of calendar days in the payment period or period of enrollment for which the assistance is awarded divided into the number of calendar days completed in the period as of the day the student withdrew.

A repayment situation may occur when a student receives aid as a disbursement to cover living expenses and ceases attendance. The Federal Formula will determine if the disbursement was greater than the student's living expenses up to the withdrawal date. The student must repay the excess amount.

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 to receive official transcripts of grades or other services offered by the institution from anyone owing fees or another debt to the institution. If a person believes he or she does not owe all or part of an unpaid obligation, that person may contact the Student Financial Services Center (SFSC). The SFSC, or another office on campus to which the SFSC may refer the person, will review all pertinent information, provided by the person and available to the campus and advise the person of its conclusions.

Cancellation of Registration or Withdrawal from the Institution

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 Student Financial Services Center at (916) 278-6908.

Students who receive financial aid funds must consult with the Student Financial Services Center 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 funds withdraws from the institution during an academic term or payment period, the amount of grant or loan assistance received may be subject to return and/or repayment provisions.