



FALL 2009 SEMESTER

FEES & PAYMENT INSTRUCTIONS

Enrollment Services
Mansfield University
71 South Academy St.
Mansfield, PA 16933

Office Hours: Mon-Fri
8:30 am to 12:00 pm
1:00 pm to 4:00 pm

Closed
September 7, 2009
November 26 & 27, 2009
December 25, 2009 through January 1, 2010

For your information:
Admissions (570) 662-4243
Financial Aid (570) 662-4129
Registrar's Office (570) 662-4202
Residence Life (570) 662-4934
Student Accounts (570) 662-4888

FEE SCHEDULE FALL 2009 - SEMESTER

TUITION

	PA RES	GOOD NEIGHBOR	NON RES
UNDERGRAD.			
12 - 18 crs.	\$ 2,777.00	\$ 4,583.00	\$ 6,943.00
Over 18 crs. plus	2,777.00 231.00/cr	4,583.00 382.00/cr	6,943.00 579.00/cr
Under 12 crs.	231.00/cr	382.00/cr	579.00/cr
GRADUATE:			
9-15 crs.	\$ 3,333.00	\$ 5,333.00	\$ 5,333.00
Over 15 crs. plus	3,333.00 370.00/cr	5,333.00 593.00/cr	5,333.00 593.00/cr
Under 9 crs.	370.00/cr	593.00/cr	593.00/cr

Students taking a combination of undergraduate and graduate credits are charged at the course level and will not be combined for the full-time basic fee rate. Undergraduate tuition costs will be reduced for graduate students who qualify as a Good Neighbor.

ONLINE COURSE TUITION RATE

Online courses (section #190-199), for part-time students, have discounted non-resident rates of:

Undergraduate courses	Graduate courses
\$ 382 per credit plus education and tech. fees	\$ 555 per credit plus education and tech. fees

MANDATORY FEES

Required of all students, including interns, student teachers, and study abroad.

1. EDUCATION FEE:

Undergraduate	Graduate
\$ 277.00 Full-time 12+ Cr 23.00/cr. Part-time 1-11 Cr	\$ 466.00 Full-time, 9+ Cr 51.00/cr. Part-time, 1-8 Cr
(Per credit rate not to exceed full-time rate per semester.)	

2. TECHNOLOGY FEE:

Undergraduate	Graduate
\$103.00 Full-time Res 12+ Cr 60.00 Part-time Res 1-11 Cr	\$103.00 Full-time Res 9+ Cr 60.00 Part-time Res 1-8 Cr
155.00 FT Non Res 12+ Cr 82.00 PT Non Res 1-11 Cr	155.00 FT Non Res 9+ Cr 82.00 PT Non Res 1-8 Cr

3. COMMUNITY BUILDING FEE:

Undergraduate	Graduate
\$ 92.00 9 or more credits 46.00 7 - 8 credits 23.00 1 - 6 credits	\$ 92.00 9 or more credits 46.00 6 - 8 credits 23.00 1 - 5 credits

4. HEALTH FEE:

Undergraduate	Graduate (*optional-PT Only)
\$ 33.00 12 or more credits 16.50 7 - 11 credits	\$ 33.00 9 or more credits 16.50 6 - 8 credits*

5. ACTIVITY FEE:

Undergraduate	Graduate (*optional)
\$ 450.00 12 or more credits 225.00 7 - 11 credits	\$ 450.00 9 or more credits* 225.00 6 - 8 credits*

6. FITNESS CENTER FEE:

Undergraduate	Graduate (*optional)
\$ 146.00 12 or more credits 73.00 7 - 11 credits 36.50 1 - 6 credits	\$ 146.00 9 or more credits* 73.00 6 - 8 credits* 36.50 1 - 5 credits*

****Note-**The education and technology fee are assessed on the total number of combined online and on-campus credits. The building fee, health fee, activity fee, and fitness center fee are assessed per the number of on-campus credits.

****Note-**If a student changes their registration, the change may and most likely will affect their balance due. It is the student's responsibility to check their WebAdvisor account after any changes to registration, housing/dining or financial aid. If a student is anticipating assistance from their family to cover their charges, it is the student's responsibility to notify their family of any changes.

HOUSING FEES

Deluxe Double	\$ 2,753.00
Double Room as Single	\$ 2,753.00
Single Room	\$ 2,471.00
Double Room	\$ 2,111.00
Senior Special	\$ 2,111.00

*A request for a private room is directed to the Residence Life Graduate Assistants of your dormitory.

All dormitory students are required to purchase a campus meal plan and are assessed dining fees regardless of whether or not they utilize the dining services. Changes to original dining selections are not permitted.

Approval to move out of the Residence Halls must be obtained from the Director of Residence Life. Housing charges are adjusted by percentage according to the effective date. (See Refunds & Adjustments) Dining refunds are based on a weekly rate.

ON-CAMPUS DINING PLANS

19 Meal Plan (\$ 200 flex)	\$ 1,397.00
14 Meal Plan (\$ 200 flex)	\$ 1,250.00
10 Meal Plan (\$ 200 flex)	\$ 1,149.00
175 Meal Block (\$ 200 flex)	\$ 1,147.00
5 Meal Plan (RPH ONLY)	\$ 659.00

(Additional flex dollars available in increments of \$25.00.)
(Default meal plan is the 19 meal plan with \$200 flex.)

Commuter students dining plans:

In addition to the on-campus dining plans the following meal plans are also available:

75 Meal Block (\$200 flex)	\$ 859.00
FLEX Only (minimum)	50.00

Dining exemption forms for medical reasons are available from the Executive Director for Student Affairs Office and must be initiated prior to the beginning of a semester. Approvals are valid through the spring semester.

ADDITIONAL FEES

Audit Fee:

Part-time students and residents of the region may audit a course (attending class and receiving no grade or credit) for \$50 with permission from the instructor. Full-time students are not assessed. An Audit of Course card must be completed prior to the end of the add period.

CCFL Fee:

\$25 per credit is paid by all students taking classes at the College Center of the Finger Lakes, Corning, NY.

Parking Decals:

This fee is per registered vehicle and is non-refundable. The rates for parking decals are:

Commuter	Residence Hall
\$ 25.00	\$ 50.00

FINANCIAL AID AWARDS AND GRANTS

All projected financial aid awards will be listed on your invoice. Approved Title IV aid is paid on account approximately four weeks from the first day of the semester. Aid awarded after the first day will be paid monthly thereafter. Loan checks will be credited upon endorsement or when funds are electronically received. A release form must be signed to authorize the University to apply Title IV funds (loans, Pell, Perkins, SEOG) to charges other than tuition and fees. The release may be rescinded in writing to the Student Accounts office. A request to rescind Title IV is not retroactive.

Scholarship & Third Party Payments:

Copies of scholarship award letters and/or approvals of payment by a third party must be submitted to the Financial Aid office to allow adequate calculation of financial aid eligibility. If an account is to be paid by an employer or outside agency which requires university billing, please provide documentation to the Financial Aid office. To avoid the deferred fee, payment from scholarships, third parties, or employers must be received by August 12, 2009.

Bank Loans:

All approved student loans processed by our Financial Aid office approximately one week prior to invoicing will be reflected on your invoice.

Bookstore Credit Slips Available Online:

If you have guaranteed funds (grants, MU scholarships, waivers) that exceed your charges for the current semester, you may request a credit slip to purchase your books up to the amount of the credit. Credit slips for books, etc., are not permitted against undisbursed bank loans or unapproved financial aid. Please submit your request online at <http://www.mansfield.edu/~accounts/refundprocedure.htm>.

WITHDRAWAL FROM THE UNIVERSITY

Refunds & Adjustments:

WITHDRAWAL FROM THE UNIVERSITY (OR ALL COURSEWORK): Tuition, housing, and miscellaneous fees, except the technology fee, will be adjusted according to the refund policy listed below. The technology fee is non-refundable. Dining is adjusted on a weekly basis.

August 31 – September 5	100%
September 6 – September 12	80%
September 13 – September 19	60%
September 20 – September 26	50%
September 27 – October 3	40%
October 4 – December 18	No refund

RETURN OF TITLE IV FEDERAL AID POLICY

Students who withdraw from all classes prior to completing more than 60 percent of the payment period (November 5, 2009) will have their Federal aid calculated based on the percentage of the term completed, which shall be calculated as follows:

Days completed by student

Total # of days in term

The total number of calendar days in a term excludes any scheduled breaks of five days or more.

Students withdrawing after November 5, 2009, retains their full Title IV aid award.

Unearned Federal aid (the amount that must be returned to the appropriate program) will be returned in the following order: Unsubsidized Stafford Loans, Subsidized Stafford Loans, Perkins Loans, PLUS Loans, Pell, and SEOG.

Dropped Courses:

Tuition and miscellaneous fees will be adjusted at 100 percent through the drop period 08/31/09 – 09/06/09. There will be NO reduction after the drop period. Financial Aid will not be recalculated after the drop period.

Course Withdrawal:

There is no fee adjustment for course withdrawals; therefore, full payment is due to the University.

All requests for refunds must be submitted in writing to the Student Accounts office.

NOTE: There will be no financial adjustments for tuition and fees after the semester ends. All petitions should be initiated timely to allow for a decision prior to the end of a semester.

PAYMENT PLANS

TMS – with Tuition Management Services. This plan will allow you to pay for your entire academic year tuition and fees (except for books and supplies) over a ten-month period, beginning in June. It is your responsibility to pay the amount reflected on your invoice by the due date. Failure to make payment in full of any balance due, including your TMS budget, will result in a \$50.00 deferred payment fee. For further information visit www.afford.com or call 800-356-8329.

FINANCIAL OBLIGATION:

Failure to meet your financial obligation by the due dates will result in future registrations blocked and transcripts withheld. Failure to make full payment will automatically incur a deferred payment fee of \$50.00.

Note: Your registration will be cancelled if your prior balance and 50% of current semester charges are not paid or covered by financial aid. Payment of this minimum amount due, as indicated on your invoice, will allow you to defer the remaining balance due for six weeks.

Please note: If your charges are covered by Financial Aid and you do not return to school, you MUST notify

Lori Cass, Registrar, immediately at (570) 662-4873.

Deferred Payment Plan:

This plan requires you to pay the first installment by August 12, 2009, and allows you to pay the balance of the Fall 2009 semester charges six weeks from the beginning of the semester (October 7, 2009). This plan automatically incurs the \$50.00 deferred fee. (See Schedule of Payment section on your invoice).

NOTE: Payment of the **TOTAL AMOUNT DUE** as indicated on your invoice must be made **on or before August 12, 2009, to avoid this \$50.00 charge.**

Late Payment Charges:

A late payment charge will be assessed if the account balance LESS financial aid is not paid in full by October 8, 2009. The amount of the late payment charge is proportional to account balance as described:

<u>Account Balance</u>	<u>Late Payment Charge</u>
Less than \$100	\$ 0.00
\$ 101 - \$1,000	\$ 10.00
\$ 1,001 - \$2,500	\$ 25.00
\$ 2,501 - \$5,000	\$ 50.00
\$ 5,001 and greater	\$ 75.00

Credit Card Payments:

Master Card, Visa, and Discover are accepted as an additional payment option for tuition and fees.

Credit card payments can be made through Mansfield University's WebAdvisor web-site. Please do not mail cash, debit or credit card information. Cash payments can be made at the Enrollment Services window. Checks can be mailed to Enrollment Services Room 224, 71 South Academy St.

RESIDENCY STATUS

A student shall be classified as a Pennsylvania resident for instructional fee purposes if he or she has a Pennsylvania domicile. Domicile is the place where one intends to and does in fact permanently reside. Because the determination of whether a student intends to reside indefinitely in Pennsylvania is necessarily subjective, documentary evidence, statements from disinterested persons, and the presumptions set forth below will be considered.

A. Continuous residence in Pennsylvania for a period of 12 months prior to registration as a student at an institution of higher education in Pennsylvania creates a presumption of domicile. A student is presumed not to be a domiciliary if he/she has resided for a shorter period before attending an

institution of higher education, but may rebut this presumption by clear and convincing evidence.

B. Students who are not United States citizens, and have nonimmigrant visas or lack a visa, are presumed not to be domiciled in Pennsylvania, but they may rebut this presumption by clear and convincing evidence.

C. A minor is presumed to have the domicile of his or her parents or guardian. The age of majority for establishing a domicile for tuition purposes is 22. However, a minor may prove financial emancipation and thereby prove Pennsylvania domicile through clear and convincing evidence.

D. A United States government employee or a member of the armed forces who was domiciled in Pennsylvania immediately preceding entry into government service and who has continuously maintained Pennsylvania as his or her declared legal residence shall be presumed to have a Pennsylvania domicile. Nonresidents stationed in Pennsylvania for military service shall be deemed Pennsylvania domiciliaries.

E. A student receiving a scholarship, loan, or grant, dependent upon maintaining domicile in a state other than Pennsylvania, is presumed to be domiciled in the state from which he/she is receiving financial aid.

GOOD NEIGHBOR RESIDENCY STATUS

New York residents are considered Good Neighbors and are eligible for a reduced undergraduate tuition rate. New York residency requirements will follow the same basic criteria used in determining PA residency.

ATTENTION TAX FILERS

Under Internal Revenue Code, state, and local tax law, certain scholarship and grants awards are deemed to be taxable to the recipient. It is not the responsibility of Mansfield University to determine the taxability, nor tax and report the value of any awarded scholarship to the Internal Revenue Service, state, or local authorities. However, you should be aware that all, or a portion, of this award may be taxable, and you are required to appropriately report the taxable value of the award when filing your tax returns. If you are not able to determine the taxability of an award, you should consult a tax professional to obtain assistance in appropriately reporting any taxable value of the award to the taxing authorities when filing your returns.

The Commonwealth of Pennsylvania provides direct university support for instructional costs which is undetermined at this time.

Mansfield University is an Equal Opportunity, Affirmative Action Institution. For further information concerning EEO/AA call the Affirmative Action office at 570-662-4051.

**INFORMATION IS SUBJECT TO CHANGE
WITHOUT NOTICE**