



2004-2005

Finance Brochure

Bursar's Office

1800 Rocket Hall

419.530.5755

bursarsoffice.utoledo.edu

Financial Responsibility and Payments	pg. 1
Registration Fees and Policies	pg. 2
• De-Registration	
• Fee Assessment	
• Other Registration Fees and Services	
Parking Fees and Rules	pg. 9
• Parking Registration	
• Parking Rules	
Residence Halls Fees	pg. 10
• Deposits	
• Room Fees	
• Board Fees	
Schedule Adjustments	pg. 11
• Add/Drop Adjustments	
• Withdrawals	
• Medical Credit	
Refund Policies	pg. 13
• Issuing Refunds	
• Refund Schedules and Percentages	
• Higher Education Reauthorization Act	
Ohio Residency Qualifications	pg. 17
• Qualifications and Procedures	
• Michigan Reciprocity Agreement	
• Out of State Surcharge Awards	

Financial Responsibility and Payments

Each student is financially responsible for payment of fees and charges assessed to his/her student account. Students' accounts are audited and the University has no limitation on how many semesters it may go back for additional fees.

The University accepts cash, certified check, personal check or money orders, and electronic payment of fees, fines or other student account transactions. The University accepts credit card payments via a third-party processor. The processor accepts MasterCard, Discover, American Express credit card payments via "Web for Students." The processor assesses a convenience fee for these types of transactions. Payments will be applied to the oldest balance first. Scholarships, waivers and third-party contracts will apply to designated fees per academic semester.

Registration Fees and Policies

These fees, policies and rules are effective for the 2004-2005 academic year, unless otherwise indicated. Fees are subject to change. The University reserves the right to make changes without advance notice.

Once a student registers for courses he/she is responsible for all fees. Payment of fees is due by the specified due date. Accounts must be kept current in order to maintain enrollment eligibility and receipt of official University documents and services.

If payment of tuition and fees for the semester is not received by the payment due date, the University will de-register students from all courses if the student's account balance due is equal to or greater than \$200.

- First Deregistration - the first deregistration will occur the second Friday* prior to the start of the term. Courses will be dropped at 100% credit. Students registering after the first deregistration are expected to pay for courses at the time of registration.
- Second Deregistration - the second deregistration will occur the Friday* immediately preceding the term; one week following the first deregistration. Courses, including any future term courses, will be dropped at 100% and a pre-payment hold will be placed on the account. If a student is deregistered during this process, they must pay in advance before any further registration activity occurs.
- Students registering for courses after the second deregistration are required to pay any outstanding balance due immediately. *See Fee Assessment, Late Registration section.*
- Failure to attend class or non-payment of fees is not a valid means of dropping or withdrawing from a class. Students not attending classes should drop courses prior to the first day of the semester. Drop adjustment fees are assessed on courses dropped on or after the first day of the semester. *See Refunds-Fees sections.*

***If either Friday falls on a University observed holiday, the de-registration process will occur the day before.**

Fee Assessment

Ohio Law — Selective Service

Ohio male residents between the ages of 18 and 26 are required by law to register with the Selective Service. The University must verify this information. The out-of-state tuition surcharge will be charged to such residents who have not registered with the Selective Service.

Pre-Registration Deposit — Law

Each applicant who is accepted for admission to the College of Law shall pay an instructional fee deposit of \$75.00. Applicants who are accepted for admission to the fall class:

- for students applying before the third week in March, the deposit is due April 1.
- for students applying after the third week in March, the deposit is due not earlier than 10 days after the date of notification.

The deposit shall be applied to instructional fees at the time the student initially registers. The deposit is otherwise not refundable.

Matriculation

A recording fee of \$25.00 is assessed each new and transient student at the time of the student's first registration at the University. This is a non-refundable fee. Concurrent and coop students covered under contract are exempt from this fee.

Audited Courses

A student taking a course not for credit pays the same as a course being taken for credit.

Late Registration

A late registration fee is assessed to any student who registers on or after the 1st day of the semester as follows:

- \$50 from the 1st through 3rd day of the term
- \$100 from the 4th through 15th day of the term
- \$200 from the 16th day through end of the term
- \$500 after the term ends

Instructional, General, and Tuition Surcharge

All students registering for undergraduate or graduate credit shall be assessed the following fees per **semester**, as applicable:

Fees approved by the Board of Trustees 4/21/2004

Undergraduate only

	<u>Per credit hour < 12</u>
Instructional	\$249.57
General	44.34
Out-Of-State Surcharge	367.15
	<u>12-16 hours (same level)</u>
Instructional	\$2,994.84
General	532.08
Out-Of-State Surcharge	4,405.80
	<u>Each hour greater than 16</u>
Instructional	\$241.35
General	no additional charge
Out-Of-State Surcharge	367.15

Law, Graduate, and MBA for Fall 2004 and Spring 2005 Law only

Law Only

	<u>Per credit hour < 12</u>
Instructional	\$479.61
General	44.34
Out-Of-State Surcharge	426.83
	<u>12-16 hours (same level)</u>
Instructional	\$5,755.32
General	532.08
Out-Of-State Surcharge	\$5,121.96
	<u>Each hour greater than 16</u>
Instructional	\$479.61
General	no additional charge
Out-Of-State Surcharge	426.83

Graduate only

	<u>Per credit hour < 12</u>
Instructional	\$347.14
General	44.34
Out-Of-State Surcharge	367.15
	<u>12 hours</u>
Instructional	\$4,165.68
General	532.08
Out-Of-State Surcharge	4,405.80
	<u>Each hour greater than 12</u>
Instructional	\$ 97.00
General	no additional charge
Out-Of-State Surcharge	103.00

MBA

	<u>Per credit hour < 12</u>
Instructional	\$ 359.14
General	44.34
Out-Of-State Surcharge	367.15
	<u>12 hours</u>
Instructional	\$4,309.68
General	532.08
Out-Of-State Surcharge	4,405.80
	<u>Each hour greater than 12</u>
Instructional	\$ 97.00
General	no additional charge
Out-Of-State Surcharge	103.00

Summer semester — Summer semester fees are determined by mid-April. Contact the Bursar's Office or go online to <http://bursarsoffice.utoledo.edu> for updated information.

Mixed Level Fee Calculations and Dual Matriculations

- Course level pertains to the level of instruction (Example: undergraduate level=1000-4000).
- Student level (undergraduate, graduate, MBA, or law) is the primary matriculation on record at UT.
- Mixed level fees refer to fees assessed to any student taking any course at a different level than the level in which the student is matriculated.

- Dual matriculation refers to students taking courses for two degrees concurrently. The primary matriculation for such student is the higher student level of the two.

Fees (instructional and out of state surcharge) for students with dual matriculations and/or mixed level courses will be assessed at the course level hourly rate for each of 16 or less credit hours. The amount charged for 16 or less credit hours will not exceed full-time tuition at the student level. Fees will be assessed at the student level for each credit hour 17 or greater. The general fee is assessed at the student level.

Examples: A graduate student enrolls for eight hours of undergraduate course level (8 x \$249.57) and 8 hours of graduate course level (8 x \$347.14). Total at course level for 16 hours= \$4,773.68. Total at the graduate student level for 16 hours is \$4,553.68. Since the amount charged will not exceed the amount of 16 hours at the student level, the graduate student pays \$4,553.68 plus the general fee at the student level and any other fees related to the registration.

A law student enrolls for 15 hours of graduate course level (15 x \$347.14). Student fees will be assessed at the course level for each of the 15 credit hours. Total at course level for each of the 15 hours = \$5,207.10. Total at the law student level for 15 hours is \$5,755.32. Since the amount charged will not exceed the amount of 15 hours at the course level, the law student pays \$5,207.10 plus the general fee at the student level and any other fees related to the registration.

General Fee

This fee is required of all students registered for credit, contract education courses, and distance learning courses.

Students paying the maximum are entitled to attend, free of charge or at a reduced admission fee, most activities sponsored by the Student Government, the Student Union Board, and all athletic events (student section), subject to seating limitations. Students paying less than the maximum are entitled to attend a limited number of activities.

These fees also support the Student Union Building, the Scott Park Student Center, the radio station (WXUT), intramural sports, and other student services, activities, and student related capital projects.

Students registered for 12 credit hours are also entitled to full use privileges at the Student Recreation Center. Students registered for less than 12 credit hours receive 15 visits per semester, after which they may use the Recreation Center by paying a per visit charge or may gain full use privileges by paying an additional fee per semester based on the number of credit hours enrolled. Contact the Student Recreation Center at 419.530.3700 for detailed membership information.

Ambulatory care is available at the Student Medical Center. Office visits are \$40. Other fees will also be assessed for blood work and procedures. All fees will be billed to the student's insurance carrier. If the student has a co-pay, it will be collected at the time of service. Students registered for one or more credit hours are eligible to use the services at the Student Medical Center. More information is available and appointments can be made by calling the Student Medical Center at 419.530.3451 or visiting <http://www.student-services.utoledo.edu/healthservices/about.html>.

Other Registration Fees and Services

Student Legal Services Fee — 419.530.7230

A fee of \$8.00 per semester is assessed to each student at the time of registration. Students must indicate if they do not wish to receive this service at the time of registration via "Web for Students."

Special Service Fee — A fee of \$6.50 per semester is assessed to each student at the time of registration. This fee replaces individual fees previously charged for transcripts and graduation. All students are assessed this fee regardless of the number of hours enrolled.

Credit by Exam/Portfolio — \$100.00 for each Advanced Standing examination; a one-time fee of \$100.00 is charged for Portfolio assessment. A fee equivalent to 50% of undergraduate in-state tuition rate per credit hour is charged for each credit hour entered onto the student's official transcript.

Technology Fees (assessed by matriculation)

Arts & Sciences Technology — \$3.50 per credit hour

Business Technology — \$8.00 per credit hour

Education Technology — \$6.50 per credit hour

Engineering Co-op — \$400.00 per co-op semester

Engineering Technology — \$12.00 per credit hour

Health & Human Service Technology — \$9.85 per credit hour

Pharmacy Technology — \$4.60 per credit hour

Health Insurance — Mandatory for all domestic students registered for six or more on-campus credit hours per term. Online waivers must be completed each term for students who have other health insurance. An automatic single student insurance fee will be assessed for students who do not complete the online waiver by the last day of Add/Drop. For more information, please go to my.utoledo.edu. International students registered for one or more hours must have health insurance. Waivers must be completed in person at the Student Medical Center's Insurance Office. Fall — \$468.00, Spring — \$753.00 (covers Spring and Summer regardless of Summer enrollment), Summer — \$376.00. (Only available to students not previously registered in spring.)

Installment Payment Plan — A \$30.00 fee per semester is charged. This fee is non-refundable. An application is required each term.

Pharmacy Upper Division Program Fee — \$42.00. per credit hour., 12 hours maximum = \$504.00.

BSPS Practicum Fees — \$400.00 per semester (for four semesters) for third year and fourth year students; total assessment of \$1,600.00.

Pharm D Clerkship — \$490 per semester.

Materials — vary by course: see Schedule of Classes.

Lab Fees — vary by course: see Schedule of Classes.

Music — (cost of private instruction in addition to hourly rate, per semester): One-half hour lesson at \$35.00; One-hour lesson at \$55.00.

Rocket (ID/Debit) Card — \$10.00 is assessed each new student (non-refundable).

Replacement ID card — \$10.00.

Recording — \$5.00 for recording work not done at the University by medical and X-ray technology students (for which work credit is given by the University).

International Student ID Card — A mandatory card for students who participate in the Study Abroad program. This card is issued through the Study Abroad Office and the cost is \$22.00

Additional Fees and Services

Application for Undergraduate Admission — \$40.00 is assessed at the time a student applies for admission.

Application for Graduate Admission — \$30.00 is assessed at the time a student applies for admission. A \$20.00 fee is assessed for Graduate School "special status". An additional \$10.00 is assessed at the time a student applies for a degree program (non-refundable).

Application for Transient (Guest Students) — A \$40.00 non-refundable fee is assessed each semester.

Application for Graduation — Effective July 1, 2002, no fee is charged. Applications must be filed in the Office of the Registrar.

Check Cashing — a limited amount of check cashing is available. The types of checks permitted to be cashed are a University payroll check up to \$250.00, or a personal check up to \$50.00. A \$1.00 fee is charged for each check cashed. A valid University ID and/or valid driver's license is necessary. No third party checks will be cashed (check from another person or organization made payable to you). Only one check cashed per day.

Diploma (duplicate) — \$25.00

Late Payment — A \$25.00 late payment fee can be assessed on any and all past due balances, not to exceed 3 per past due balance. Past due invoices are sent to collections. Past due balances may be referred to the Ohio Attorney General's Office pursuant to Ohio revised code 131.02 and may be collected in the manner set forth pursuant to section 113.08 of the revised code. In addition, past due balances may be reported to national credit agencies, which may adversely affect a student's credit rating.

Returned Check — A \$25.00 fee is assessed per check returned. Certified funds are required as payment on returned items. Future check writing privileges may be suspended up to one year.

Transcripts — Effective July 1, 2002, no fee is charged. There is a daily limitation on the number of transcripts requested.

Parking Fees and Rules

Parking Registration

Fall and Spring Semesters

Residents with 30 earned credits or more and students living off-campus

- Registered with less than 12 credit hours -\$50.00 per semester
- Registered with 12 credit hours or more - \$99.50 per semester
- Freshman and 1st year transfer residents with less than 30 earned credit hours living in on-campus residences - \$75.00 per semester.

Please note that there are lot restrictions for all on-campus residents. Residents with less than 30 earned credit hours will park at the Scott Park Campus.

Summer Semesters

Policies and permit fees for the summer semesters are assessed at the same rate as the Fall and Spring semester and are calculated based on total credit hours for all sessions combined. Freshmen and first-year transfer residents with less than 30 earned credit hours, living in on-campus residences, will be assessed at the same rate as upperclassmen for the summer semester. The parking location restrictions for this group will not be in effect for the summer semester.

Other

Continuing Education — \$13.00 per semester

Workshop — charge according to credit hours

Off-campus — not included in determining student status with regard to parking.

Parking Registration — SeaGate Campus

Free parking is available at Port Lawrence Garage (Jefferson at St. Clair) between 11 AM and 2 PM, and again after 5 PM. This garage is connected to the UT SeaGate campus by a skywalk. If your class begins before 5 PM, students may park in the SeaGate Centre Garage (enter off Summit St.) as long as the student has a valid UT parking sticker.

Parking Registration — Art Museum

A valid UT parking permit entitles a student to park at the Toledo Museum of Art (Museum access key will be issued by the Museum). A \$22.50 fee will be assessed if not returned to the Art Museum at the end of the semester.

Parking Rules

The University Parking Rules and Regulations govern all vehicles on campus. Additional information is available at Parking Services.

**Residence Hall Fees
Advance Housing Payments**

An advance housing payment of \$200 is applied toward the first semester of occupancy. Room and meal plan fees will be placed on the student's account. Payments are due by the date on the statement. Acceptance of the housing and dining service contract offered by the University automatically binds the student to the University's residence hall rules and regulations.

Room Fees – (per semester)

<u>Hall</u>	2 in Double 3 in Triple 4 in Quad	<u>Single</u>
Dowd/Nash/White	\$2,285.00	\$ -
MacKinnon	\$2,285.00	\$2,285.00
Academic House	\$2,406.00	\$ -
Carter Hall	\$2,406.00	\$ -
McComas Village	\$2,406.00	\$ -
Parks Tower	\$2,406.00	\$2,646.00
International House	\$2,494.00	\$2,743.00
The Crossings	\$2,659.00	\$2,925.00
University Arranged Apartments	\$2,434.00	\$ -

Meal Plan Fees — Fall and Spring Semesters Only

The selection of a meal plan is mandatory for all students residing on campus except those living in McComas Village, or the east wing of the International House. Students residing in University of Toledo off-campus assigned housing are not required to participate in the meal program. The University of Toledo offers four meal plan options for the 2004-2005 academic year.

- Continuous Dining Monday through Sunday \$1,350 *per semester*
Includes \$75 of Dining Dollars and \$50 of Rocket Card Dollars
- Continuous Dining Monday through Friday \$1,250 *per semester*
Includes \$125 of Dining Dollars and \$75 of Rocket Card Dollars
- Any 10-Meal Plan (Any 10 meals per week) \$1,050 *per semester*
Includes \$250 of Dining Dollars and \$100 of Rocket Card Dollars
- Block 125 Plan (125 meals per semester) \$775 *per semester*
Includes \$125 of Dining Dollars and \$100 of Rocket Card Dollars

Freshman residing on campus are required to select one of the two continuous dining programs. Any remaining Dining Dollar credits are transferable from Fall 2004 semester to Spring 2005 semester. All Dining Dollars must be used by the end of the Spring 2005 semester. Any remaining Rocket Card credits will transfer from academic year to academic year. Students may place additional funds on a Rocket Card account through the Cashier's Office located at 1790 Rocket Hall or online at <http://www.rocketcard.utoledo.edu>.

Schedule Adjustments (Add/Drop)

Important: All course registration and/or add transactions after the third weekday of the fall and spring semester **MUST** be done in person at the Office of the Registrar. The time period for summer schedule changes and course registration is proportional to the length of the summer session.

Add/Drop Period

The add/drop period is held through the 15th calendar day during the fall and spring semesters. The add/drop period for summer sessions shall be reduced proportionately. All students who wish to change a course schedule once initial course selection has been made need to formally add/drop within the designated time period.

Add/Drop Fee Adjustments

Fall and Spring add/drop fees are assessed according to the cumulative total of credit hours added and dropped during each respective refund percentage period.

Each summer session is a separate instructional period. Each session is treated as a separate time frame for add/drop calculations.

Only the refundable portion of fees for hours dropped in one session or refund period may be applied toward hours taken in another session or refund period.

Saturday and Sunday Add/Drop Transactions

Any add/drop transactions which occur on Saturday or Sunday will be processed and posted at the refund percentage of the preceding Friday. (*Exception: see Weekend Courses Refund*).

Official and Unofficial Withdrawals

Students withdrawing from any or all courses should consult the Bursar's Office regarding the effect on financial obligations.

By the Student — An official withdrawal (W) occurs when the student gives official notice of his/her intent to withdraw from class(es) at the University. At some time after the 15-day add/drop period and before the end of the eighth week of class, a student may find that it is in their best interest to withdraw from a particular course. When this is the case, the student should obtain a withdrawal petition from the Office of the Registrar, Rocket Hall, Room 1100. Complete and return the form to the Office of the Registrar within the specified time. The student will then be given a "W" on their transcript indicating they officially stopped attending the course. Grade point average is not affected by withdrawal from class. Students should consult their college for the number of withdrawals allowed.

Withdrawal deadlines will be proportional for special classes that do not meet at the standard start/stop dates of the term, similar to withdrawal deadlines. Students should follow the guidelines above.

By the Instructor — An instructor withdrawal (IW) occurs when a student fails to give official notice (as defined above) of his/her intent to withdraw and discontinues attendance. A grade of "IW", recorded by the instructor, will be posted to the student transcript.

There is no refund during the withdrawal period. A withdrawal may affect a student's academic progress standing. A grade of "W" or "IW" may result in the loss of part or all of a student's financial aid.

Withdrawn courses reduce a student's enrolled hours, but do not reduce the student's financial obligation. Withdrawing from courses may have an adverse effect on financial aid benefits, scholarship, loan deferments, athletic eligibility, health insurance, veterans' benefits, degree requirements, or other areas.

Medical Withdrawals Student Illness/Family Emergencies

Student Illness — Students who wish to discuss possible drop/withdrawal from classes for an illness or injury must contact the Student Medical Center at 419.530.3493 by the last day of classes. Further information and assistance will be provided at that time.

Family Emergency or Illness — In the case of family emergency or illness, please contact the Ombudsman at 419.530.2571 within five days from the onset of the family illness.

Refund Policies Issuance of Refunds

All University refunds will be issued to the student as the account holder through University check or authorized direct deposit to the bank account of the student's choice (either checking or savings). PLUS loan refunds are issued to the parent who holds the loan account via University check.

Refunds are not issued if there is a balance due on the account.

Courses canceled by the University will be refunded at 100%. Weekend transactions will be refunded at the prior Friday percentage (Exception: see Weekend Courses Refund).

No refunds will be available to students dropping seminars or workshops on or after the first day of the seminar or workshop. The refund policy may not be applicable to contract courses.

Financial aid refunds may be available after all financial aid processing is completed and enrollment status after the first day of classes can be confirmed. Students enrolled in modular or flexibly scheduled courses may receive refunds in installments after attendance in all registered courses has been confirmed.

Title IV Federal Aid recipients who drop below half-time enrollment during the 100% refund period or withdraw completely from the University, may not be entitled to a loan disbursement or a refund of loan funds.

If a Federal Direct Loan recipient drops below half-time enrollment during the expense period covered by the loan, ALL remaining disbursements will be canceled for that expense period.

Index of Key Terms Used in the Refund Schedule

"Official academic calendar" is the time period between the first official scheduled day of classes for the semester and the last official scheduled day of classes for the semester.

"Semester" is the designated time period in which a course is offered such as fall, spring or summer. The length of a semester is defined as the number of weeks for which a class is scheduled.

"Week" is any combination of five consecutive weekdays that includes a Monday, Tuesday, Wednesday, Thursday, and Friday.

Determination of refund/credit

The date used to determine the eligibility for refund shall be the date the drop transaction is processed. Failure to attend class, giving notice to an instructor, stopping payment on a check which was used to pay fees, or similar unofficial notice to any University office shall not be considered official notice of the student's intent to drop.

Refunds — Fees

Instructional, General and Tuition Surcharge Fees — Students who drop from classes for any reason shall receive a refund based on the following schedules. Any refund period shall be extended to the next business day if the last day for the refund percentage is an official University holiday. *Only the refundable portion of fees for hours dropped in one session or refund period may be applied toward hours taken in another session or refund period,*

Fall and Spring terms:

Before the first day of classes for the semester.	100%
Calendar weekdays one through five of the semester	90%
Calendar weekdays six through eleven (the fifteenth calendar day of the semester)	60%
After the fifteenth calendar day of the semester.	0%

Lab Fees:

On or before the first day of classes for the semester100%
After the fifteenth calendar day of the semester 0%

Summer semester: The time period for summer semester schedule changes and course registration is proportional to the length of the summer session.

Before the first day of classes for the semester. 100%

Examples:

Twelve-week course:

Calendar weekdays one through four90%
Calendar weekdays five through nine. 60%
After the ninth calendar weekday 0%

Eight-week course:

Calendar weekdays one through three90%
Calendar weekdays four through six60%
After the sixth calendar 0%

Six-week course:

Calendar weekdays one through two 90%
Calendar weekdays three through five 60%
After the fifth calendar0%

Weekend Courses Refund

Courses held only on Saturday /Sunday will follow the appropriate refund schedule, using the first scheduled calendar day of the course as the first day of the semester for that particular course. Each weekend meeting is the equivalent of one week. The first weekend the course is scheduled is refunded at 90%.

Active Service or Employer Transfer Refund

A student who is called to active service in the U.S. Armed Forces or is transferred by an employer to another location more than a 50-mile radius from the University may receive a refund of 100%. The appropriate Administrative Adjustment Request Form must be completed with supporting verification within the semester for which the refund is requested.

Parking Permit Refund

The unused semester permit or unused portion of the annual permit will be refunded in accordance with University instructional, general and surcharge fees refund time periods and percentages. The permit must be returned to the Office of Parking Services.

Student Legal Services Fee Refund (Waiver)

This service may be waived (100% refund) through the fifteenth calendar day of the semester for fall and spring terms. The service may be waived (100% refund) through the date determined by Student Legal Services, Inc. for the summer semester. No other refund is available. The service must not have been used during the semester prior to requesting the waiver.

Residence Hall Advance Housing Payment Refund

The \$200.00 advance housing payment is refundable upon receipt of written notice of cancellation in accordance with the schedule below:

Prior to May 1 (Fall) or November 1 (Spring) semester	\$200.00
After May 1, but before June 1 (Fall) or after Nov. 1, but before Dec. 1 (Spring) ...	\$100.00
After June 1 but before July 1 (Fall) or after Dec. 1, but before January 1 (Spring) .	\$ 50.00
After July 1 (Fall) or January 1 (Spring)	\$ 0.00

Residence Hall Payments Refund

Housing payments made prior to the start of the semester shall be refundable only if:

- 1) the student is subsequently denied admission or is suspended;
- 2) the University is not able to furnish on-campus housing space and does not furnish other space;
- 3) the student is drafted or joins the armed forces of the United States; or
- 3) the student is advised by his/her physician to suspend attendance for reason of the student's health.

Cancellation of the housing contract once classes begin is done on a prorated basis. Cancellations are subject to the approval of the assistant vice president for Student Life. If a cancellation is approved during the first or second week of classes, the deposit will be forfeited and charges for the week(s) will be levied. Cancellations during weeks three through eight will result in a 50% forfeiture of the room rent, and cancellations after the eighth week will result in forfeiture of the entire semester's room fee.

Meal Plan Refunds

Weeks one and two of the term	80% unused plan
Weeks three through eight of the term	50% unused plan
Week nine through end of the term.	0% unused plan

There are no refunds on the remaining balances at the end of the semester or end of the academic year. Balances will carry forward from Fall to Spring.

Refunds — Higher Education Reauthorization Act Public Law 102-325.

The University's refund policy includes provisions to conform to the Higher Education Amendments of 1998 and the "Return of Title IV Funds" regulations published on November 1, 1999. If a student receiving federal aid or loans completely withdraws from school during the first 60%- of the semester: the portion of a refund allocable to Title IV, HEA programs will be refunded to Title IV programs based on the percentage of enrollment period at the time the student exits the University.

Rules Governing Ohio Residency Qualifications

Qualifications and Procedures

A student is a resident of Ohio for tuition purposes if he/she meets the requirements, as established by the Ohio Board of Regents (enrollment is denned as being the first day of classes) pursuant to Chapter 119. of the Revised Code, and under the authority conferred upon the Ohio Board of Regents by Section 3333.31 of the Revised Code.

The initial determination of residency shall be made by the first office/college that admits a student to the University (the assistant director of Office of Undergraduate Admission for undergraduate students and undergraduate students with a degree, by the Graduate Dean for graduate students, and by the Chairman of the Admissions Committee of the College of Law for law students). **The initial residency determination may be reclassified only after formal application and approval by the Residency Committee. Students who attend the University and change colleges or programs must file a formal application for reclassification.**

Application forms are available from the Bursar's Office for students who wish to file for reclassification. A formal application form must be filed with the Residency Committee at least one month prior (30 days) to the beginning of the semester for which the reclassification is requested. (Note: Summer is considered one semester beginning with the first day of summer classes not the first day of a particular session). No deferment of fees is possible because of a pending application, and no retroactive reclassification will be granted.

Michigan Reciprocity Agreement

The States of Michigan and Ohio have entered into an agreement whereby The University of Toledo agrees to accept, at resident tuition rates, any resident of Monroe County Michigan (student must meet specific program requirements). Ohio residents may attend Eastern Michigan University at resident tuition rates.

Reciprocity requests must be made by the end of the registration period for the semester reclassification is sought. Applicants must submit proof of Monroe County (Michigan) residency (lease or mortgage for the past twelve consecutive months) and Michigan driver's license or voter registration for the immediate past 12-month period. Michigan reciprocity is not granted on a retroactive basis.

Out of State Surcharge Awards (Future)

Beginning Fall 2005, The University of Toledo will offer to undergraduate students who meet specific qualifications the following awards in part or in full:

- **Legacy** - for children of UTgraduates. Contact the Alumni Relations Office at 419.530.4994.
- **National Rocket Award** - for ACT or GPA criteria
- **Sister City Award** - based on Sister City affiliation
- **College of Law and Graduate School** will also offer specific awards