

TUITION AND FEES

CONTACT INFORMATION

Financial Services Office

2201 C.B. Hedgcock

Phone: 906-227-1221

Coordinator Student Service Center and Manager
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Students are eligible for registration or for graduation after they have fulfilled all requirements, including the payment of all financial obligations to Northern Michigan University. Students who incur obligations while enrolled may have their enrollment terminated administratively and summarily for failure to pay that obligation.

Tuition and Fees

Tuition is defined as the mandatory charge to attend class and receive an entry (credit or audit) on a transcript. All tuition rates are approved by the Board of Trustees.

A fee is defined as a mandatory charge for a student to attend a class or classes. Fees are approved by the Board of Trustees.

Tuition and fees are subject to change without notice at the discretion of the Board of Trustees.

Students who elect a half credit-hour course will be charged at one-half the cost per credit hour.

Auditors (students who attend classes but do not desire credit) are governed by the same financial regulations as students desiring credit.

Payment Plan

Tuition and fees and on-campus housing charges must be paid in full by the due date specified. NMU offers both an installment and deferral plan that enables students to pay tuition and on-campus housing charges. Details about the program may be obtained by contacting the Student Service Center. Information is also available online at www.nmu.edu/paymentplans.

Regardless of registration status, students should not attend classes until all tuition and fees are paid, or an installment or deferral plan has been instated.

Undergraduate and Graduate Student Tuition and Fees

The 2005-2006 academic year rates were not available at the time of printing this bulletin. Current tuition and fee rates may be obtained from the Student Service Center, 2201 C.B. Hedgcock, by calling 906-227-1221, or on the Web at www.nmu.edu/facts/tuitfees.htm.



Included in the on-campus 2005-2006 academic year tuition and fees rates are the following:

Notebook computer: The use of an IBM ThinkPad notebook computer is provided for all full-time students. The computer will be replaced on a two-year cycle. An additional fee of \$150 per semester for an iBook applies to Art and Design majors.

University fee: There is a per semester fee for the fall and winter semesters for all full-time students.

Student discretionary activity fee: There is a per semester fee for all students enrolled in six or more credits (on campus courses) for the fall and winter semesters.

Athletic fee: There is a one-time, non-refundable fee of \$100 is charged to all first-time, full-time freshmen and new undergraduate transfer students. The fee is assessed once and permits access to all regular season athletic events based on space available for up to six years as long as the student is enrolled in six credits or more.

The fee for transfer students is prorated based on the number of credit hours they transfer into NMU. Transfer students with 56 or more credit hours will be assessed a fee of \$50. Transfer students with less than 56 credit hours will be assessed a fee of \$100.

Appeals Process

An appeals committee exists to hear appeals from students who request exceptions to university policy in the following areas: refunds past stated deadlines, late registration fees and non-residency status. If a student feels that individual circumstances warrant exception to a policy, a written appeal may be sent to the appeals committee. Students wishing to submit appeals should contact the Dean of Students Office. The committee will consider the timeliness of the appeal in making its decision; appeals will not be considered for past semesters. The student will be notified in writing of the committee's decision.

Tuition and Fee Refunds

The university grants refunds for students who withdraw from the university or reduce their credit-hour load within specified time frames. The computed amount is credited to the student's account and all university obligations are deducted. The balance is returned (prorated) to applicable payment sources. Any refund due to the student is issued by university check.

Steps in the Refund Process

1. Student withdraws or reduces credit hours.
2. Tuition refund credit is calculated and applied to student's account.
3. Room and board/apartment rent credit is calculated and applied to student's account.
4. Financial aid adjustments are calculated and applied to student's account.
5. Any other charges in student's account are deducted from credit.
6. Credit balance is allocated to applicable payment sources.
7. Refund is returned to the payment source(s); if a credit balance remains, the student is issued a refund.

The amount of the tuition and fee refund credit depends upon the time of withdrawal, measured in calendar days. Refunds of Title IV funds are made in accordance with federal regulations.

Complete Withdrawal

Complete withdrawal from the university must be initiated in the Dean of Students Office. Students who are not able to withdraw in person are required to submit a withdrawal request in writing.

Withdrawal prior to the first official day of classes will result in a 100 percent refund credit.

Reduction in Credit Hours

Reduction of credit hours may affect financial aid status. Students should contact the Student Service Center or the Financial Aid Office to determine the impact of a proposed change.

Tuition Refund Schedules for Complete Withdrawal

Once classes begin, tuition refunds are calculated for complete withdrawals as follows:

Fall/Winter Semester Complete Withdrawal Tuition Refund Schedule

Time Period	Refund Credit %
On or Before the First Day of Class	100%
2nd Calendar Day - 11th Calendar Day	90%
12th Calendar Day - 28th Calendar Day	50%
29th Calendar Day - 56th Calendar Day	25%
57th Calendar Day - End of the Semester	0%

Note: The student discretionary activity fee and the student athletic event fee are non-refundable.

Summer College Complete Withdrawal Tuition Refund Schedule

Time Period	Refund Credit %
First Official Day of Classes - Day Three	100%
Day Four - End of Course	0%

Tuition Refund Schedule for Reduction in Credit Hours

Students who reduce their credit hours are granted a refund credit for tuition and fees as follows:

Fall/Winter Reduction in Credit Hours Tuition Refund Schedule

Time Period	Refund Credit %
1st Day of Classes-9th Calendar Day	100%
After the 9th Calendar Day	0%

Note: Applies to all courses. No refunds are given for reduced credit hours within the 12-18 credit hour flat rate tuition range.

Summer College Reduction in Credit Hours Tuition Refund Schedule

Course Length	100% Refund
12 weeks	First three days of the class
8 weeks	First three days of the class
6 weeks	First three days of the class

Note: To receive a refund for classes that meet for less than six weeks, the student must withdraw by the last business day prior to the first day of classes. Business hours during the summer are 7:30 a.m. to 4:30 p.m., Monday through Friday.

Service Charges

Automobile Registration

Students who park or operate a motor vehicle or bicycle on the university campus must register the vehicle with the Public Safety and Police Services Office no later than one week following the first official day of classes each semester. Students must pay the nonrefundable fee upon motor vehicle registration. Further information about automobile regulations can be found in the *Motor Vehicle Ordinances* publication available at the Public Safety and Police Services Office.

Classroom Materials

Certain materials or supplies required by a class may be made available to the student through the university, basically at cost.

General Computer Lab Access Fee

General computer lab access is available for a fee of \$60 per semester.

Graduation Fee

All students (including one-year certificate recipients) will be assessed a nonrefundable \$15 graduation processing charge for each degree awarded. Those students receiving a degree and electing to participate in commencement exercises can purchase a cap and gown through the bookstore.

Health Promotion Fee

The fee for enrollment in the health promotion course HP 211 Beginning Bowling is \$60.

Health Service Charges for Students

Health Center hours are 8 a.m. to 5 p.m. Monday through Friday. Advance appointments are recommended. Patient-doctor visit charges are as follows:

Student and spouse, brief visit: \$25.00

Student and spouse, limited visit: \$30.00

Student and spouse, extended visit: \$35.00

Pharmaceuticals: prescriptions filled at cost plus \$3.75

A complete schedule is available from the Health Center for other service charges (surgical, laboratory, etc.). In addition, a university-approved health insurance plan is available which covers most of these health service charges. Students are encouraged to consider this plan. Further information and a brochure are available through the Health Center.

International Study Fee

This fee applies to NMU students temporarily studying at schools outside the United States. It is equal to the actual costs, assessed by agreement with the foreign institution, which are in excess of the Northern Michigan University tuition level for the number of NMU credit hours granted, plus a \$100-\$250 charge depending upon program selected.

Library Fines

Fines accumulate on overdue materials at the rate of 10 cents per day per item. Overdue reserve items are charged at the rate of 60 cents per hour (1 cent per minute).

Students must pay replacement costs of all lost or damaged library materials which have been used in the library or borrowed. Materials not returned within 50 days after the due date, or materials not immediately returned when a student separates from the university (e.g. graduates, withdraws, is not preregistered), are assumed lost, and the borrower is charged for the replacement cost of each item, plus a per-item nonrefundable processing charge.

New Student Enrollment and Orientation Deposit

All newly admitted freshmen, undergraduate transfer and guest students who are planning to register for courses on the Marquette campus are required to pay a \$75 New Student Enrollment and Orientation Fee. The fee provides the university with advance notice of intent to enroll.

Applicants who cancel their admission will receive a \$35 refund if a written request is received by the refund deadline. Specific dates apply, and no refund will be given after these dates. Go to www.nmu.edu/orientation for applicable dates and complete details.

Non-sufficient Funds Charge

A service charge of \$15 is assessed for each paper check returned by a bank. A \$30 service charge is assessed for each electronic check returned by a bank.

Nursing Test Charges

Students taking ERI tests will be charged \$65 per semester. A charge of \$35 is assessed for any student taking the NLN-LPN Mobility Profile exams.

Pre-professional Skills Test

A charge of \$53-110 will be assessed. This test and fee applies only to teacher education students.

Science Breakage Charge

Students enrolled in science laboratory courses must pay the cost of replacement for any broken glassware or equipment in excess of one dollar. Records of student breakage are maintained in the science department stockrooms and students are notified following the last laboratory meeting of any amount due. The breakage charge is not applicable to CH 490 and CH 491. Breakage charges are payable at the Student Service Center.

Transcript Charge

The charge for each official transcript is \$4 per copy and \$1 for an unofficial copy.

Wildcat Express Card

Students receive a permanent identification card, known as the Wildcat Express Card, during their first semester of enrollment free of charge. However, a replacement charge of \$15 is assessed for a lost or damaged ID card.

The Wildcat Express Card is your library card and copy card, and it allows you access to many NMU goods and services. Since many university offices and programs must verify that those requesting services are enrolled, students are required to carry their Wildcat Express Cards for identification purposes. Lending the card to anyone, or failure to present it when requested by university faculty or staff, is a violation of university regulations and subjects the holder to disciplinary action. Contact the Wildcat Express Office, 1107 University Center, for additional information.

Writing Proficiency Exam

The first exam is free. There is a \$10 charge for retakes and a \$10 charge for students who are no-shows for a scheduled exam and subsequently take the exam.

NMU Policy Regarding Residence for Tuition Purposes

Among the obligations of Northern Michigan University to the State of Michigan and its taxpayers is the provision of educational opportunity to residents of the state and their spouses and children at lower tuition rates than those charged to nonresidents.

Status as a resident for tuition purposes is dependent on domicile in the State of Michigan. Resident students are defined as students domiciled in the State of Michigan. Nonresident students are defined as those whose domicile is elsewhere. Thus, for a nonresident student to be classified as a resident for tuition purposes, he or she must demonstrate that their previous domicile has been abandoned and a Michigan domicile established, and show intent, on the part of the student or his or her parent or spouse, to make Michigan his or her permanent home, not only while the student is attending the university, but thereafter as well.

Resident Status

Each student is responsible for correctly reporting the state of her or his domicile at application for admission. The Admissions Office shall administer the regulations prior to a student's first enrollment. Thereafter, the regulations shall be administered by the registrar. If there are any possible questions as to a student's domicile, the student is required to advise the director of admissions or registrar of possible changes in residence and to furnish all requested information pertinent thereto.

No students shall be eligible for reclassification as residents unless they shall be domiciled in the State of Michigan and

have resided in Michigan continuously for not less than six months immediately preceding the first day of classes of the semester for which reclassification is sought.

For purposes of these regulations, the age of majority is 18 years. A minor does not have the capacity to establish his or her own domicile. Normally, the domicile of a minor follows that of the parents or legal guardian.

Each individual case must be determined on its own particular facts. The following facts and circumstances, although not necessarily conclusive evidence of domicile, have probative value thereon in support of a claim for residence classification:

- a. Graduation from a Michigan high school.
- b. Length of continuous presence in Michigan during periods when not enrolled as a student.
- c. Reliance on Michigan sources of income.
- d. Selective service registration.
- e. Ownership of a home in Michigan.
- f. Acceptance of an offer of permanent employment in the State.
- g. Former domicile in the state and maintenance of significant connections therein while absent.
- h. Domicile in Michigan of family, guardian or other relatives or persons legally responsible for the student.
- i. Commitments to further education in Michigan indicating an intent to stay here permanently.
- j. Other factors indicating an intent to make Michigan the student's domicile will be considered in classifying a student.

A person who is not a citizen of the United States and his or her spouse and children shall be eligible for classification as Michigan residents for tuition purposes if such person has been lawfully admitted for permanent residence in the United States, has received a permanent visa, and fulfills the other requirements for Michigan residency specified in this policy.

The following facts and circumstances, standing alone, shall not constitute sufficient evidence of domicile to effect classification of a student as a resident under these regulations:

- a. Voting or voting registration.
- b. Automobile registration and/or driver's license.
- c. A statement of intention to acquire a domicile in Michigan.
- d. Employment in any position normally filled by a student.
- e. The lease of living quarters.
- f. Other public records (e.g., birth record).

Resident Status without the Domicile Requirement

Residence in the State while enrolled in the university is not an indication of domicile in Michigan. However, resident status may be gained without the six month domicile requirement in accordance with the following rules:

1. The domicile of a married student follows that of his or her spouse, if such spouse has established a domicile in Michigan.
2. Persons in the active military service of the United States and their spouses or dependents.
3. Persons participating in USOC approved programs.
4. A person who has participated in the USOEC in programs under the auspices of the United States Olympic Committee, who has departed from the program in good standing, and who has obtained State of Michigan residency, may be classified a resident.
5. Dependents of Northern Michigan University graduates who have received an associate, baccalaureate or graduate degree.
6. University employees, including graduate assistants, and their dependents. Student employees are excluded from this section.

Resident-Equivalent Rates

Tuition rates equivalent to resident rates for the same programs are available to students in the following categories:

1. Holders of associate degrees from Northern Michigan University who have not been enrolled at Northern Michigan University for twelve or more months.
2. Holders of baccalaureate degrees from Northern Michigan University.

Requesting Changes in Residency Status

The responsibility for requesting a change in residency classification rests with the student. Application forms for reclassification shall be filed not later than 10 calendar days following the first day of classes of the semester for which such reclassification is sought. Such application shall be filed with the appropriate office (Admissions or Registrar) and shall set forth in writing a complete statement of the facts upon which the application is based, together with affidavits or other supporting documentary evidence. Failure to timely file such an application shall constitute a waiver of all claims to reclassification or rebates for such semester.

Any student may appeal the decision of the Admissions Office or registrar made pursuant to the above by filing with the Registrar's Office a written notice of appeal within 10 calendar days after notice of such decision was given in person or by mail. The director of admissions will act on the appeal. Failure

to timely comply shall constitute a waiver of all claims to reclassification or rebates for the applicable semester or semesters.

Any student may appeal the decision of the director of admissions made pursuant to the above by filing with the Residency Determination Appeals Committee a written notice within 10 calendar days after notice of such decision was given in person or by mail. Failure to timely comply with this paragraph shall constitute a waiver of all claims to reclassification or rebates for the applicable semester or semesters.

Reclassification shall be effective for the semester in which the application was timely filed in accordance with this section and for each semester thereafter so long as the circumstances upon which the reclassification was based shall remain unchanged. Appropriate refunds shall be made within a reasonable time following such reclassification.

The initial application for change and first appeal will be in the form of written documentation only.

In the second reclassification appeal step, the student shall attend a personal conference before the appeals committee after which a decision shall be made by the committee, based on the evidence.

Discretion to adjust individual cases within the spirit of this policy is vested in the registrar.

Inquiries and appeals should be addressed to (whichever is appropriate):

- Director of Admissions
- Registrar
- Residency Determination Appeals Committee c/o Registrar