

Fees and Expenses

PAYMENT OF FEES

All fees and other University expenses are due at the beginning of the semester. Any means of payment, other than cash, requires the inclusion of the student's name and ID number on the document. If a check is returned by the bank for any reason, a \$15.00 service fee will be assessed to the student's account and the student for whom the payment is made will be placed on a "cash only basis" for all future registration payments. If a student stops payment on a check given for registration tuition and fees, the student will be resigned according to the refund policy in effect on the date that the stop payment was issued.

Returned registration checks will be redeposited once.

No student will be permitted to remain in any class unless his/her name is shown on the instructor's roster.

The University reserves the right to withhold future services (registration, transcript request, etc.) to persons who have any outstanding obligations with the University.

Effective January 8, 2008, payments made at the Cashier's Office must be in the form of cash, check or money order. All credit card payments must be made via the student's LeoNet account. There will be a \$10.00 processing fee per credit card transaction in accordance with Louisiana Revised Statute No. 49:316.1. Credit cards accepted for payment of fees are VISA, MasterCard, American Express, and Discover via the On-line Southeastern Webpay. If a student disputes a valid credit card payment to the University, they will be put on restriction from all future credit card transactions. See Controller's Office website for instructions.

• FEE SCHEDULE

General Fees: Students who register at Southeastern Louisiana University pay fees determined by the number of semester hours scheduled, including hours taken for audit. It is the responsibility of the student to assure that fees are paid by the fee payment deadline. Non-resident fees are in-addition to tuition for both undergraduate and graduate students.

Please visit our web site <http://www.selu.edu/admin/controller/students/tuition/index.html> to view the fee schedule.

• OTHER REGISTRATION FEES

Textbook Rental Fee: All students who register at Southeastern Louisiana University will be charged a textbook rental fee of \$35.00 per class, if a rental book is required for the course in which they are registered. This fee is determined by the number of courses taken which require a rental textbook (**no maximum**). This fee will appear as a separate line item on the student's fee statement. The last day to return rental textbooks with no penalties is the first business day following the last day of finals. A fine will be assessed on books returned from the second business day through the fifth business day following final exams of a semester. Books not returned by the fifth business day following the last day of finals will be assessed a purchase fee which is due and payable by the early fee payment deadline of the following semester.

The textbook rental fee is non-refundable except for students who resign or who drop courses and return their rental textbooks during registration (drop/add). (See Refund of Fees)

Application Fee—Louisiana and Out-of-State Students: A \$20.00 non-refundable application fee is required of all students who apply.

Application Fee—Out-of-Country Students: A \$30.00 non-refundable application fee is required of all international students who apply. The fee must accompany the application.

International Student Services Fee: All international students are required to pay, in addition to regular tuition and non-resident tuition, a \$60.00 international student services fee each semester and a \$30.00 international student services fee each summer session.

Application Fee—Readmission of Former Students: A \$20.00 non-refundable application fee is required of all students who apply for readmission to the University.

Late Application Fee (Non-Refundable): Students who apply for admission or readmission after an established deadline will be charged a \$50.00 late application fee in addition to the regular \$20.00 application fee (total \$70.00). The deadline for applying without paying the late fee is close of business:

May 1 for Summer Session

July 15 for Fall Semester

December 1 for Spring Semester

Applications received or postmarked after these dates without the fee will not be accepted and will be returned to the sender. Students who register for off-campus courses only are not assessed the late application fee.

Late Registration Fee (Non-Refundable): Students are expected to register on the days announced on the University Calendar. Students who fail to register within the time specified at the beginning of the semester or summer term must pay a late registration fee of \$15.00.

Additional fees are required for some courses in the following areas: Biology, Chemistry, Family and Consumer Sciences, Nursing, Industrial Technology, Math, Kinesiology, Health Studies, Visual Arts, English, Horticulture, Communications, Foreign Language, History, and students whose program is Education or enrolled in Education classes. There is also an additional fee per credit hour for all Distance Education courses, i.e. internet, compressed video, etc.

ROOM RENT AND COST OF MEALS PER SEMESTER FALL AND SPRING SEMESTERS

• **HOUSING****

For information on housing fees, please call the Office of Student Housing at (985) 549-2118 and/or refer to our website at www.selu.edu/AuxServices

***All fees are subject to change without notice.

• **CAMPUS DINING SERVICES**

Southeastern Louisiana University has a continuing commitment to offer quality dining programs and facilities that reflect the lifestyles of today's college student. There are several locations around campus to serve students, ranging from the more conventional board operation known as the Cayman Café, where over 10 concepts are featured daily to various fast food dining options primarily located in the Lion's Den. Campus Dining Services has an extensive list of meal plans that cater to the needs of all students. The meal plans consist of a straight declining balance program or a meal plan that is utilized almost entirely in the board operation.

It is mandatory for students who live on campus to purchase a meal plan. Meal plan options are available to resident students. For more information on Campus Dining Services please refer to Campus Dining Services under the Auxiliary Services section in the catalogue.

ORIENTATION

Students participating in Summer Orientation Programs will pay a \$100 fee to cover the cost of the program, housing, and certain meals. Students participating in other Orientation Programs will be charged a \$75 fee to cover the program costs.

OTHER EXPENSES

Post Office Box Rental Fee: Rent for a post office box is on a per semester basis and is \$16.00 for fall and spring and \$8.00 for the summer. There is no deposit required for a post office box key, however, the student will be assessed a \$25 fee if the key is not returned when the box is closed. An additional key may be obtained for a fee of \$25.

GRADUATION FEES

A candidate for a degree will pay a diploma fee of \$10.00. Students who fail to complete graduation requirements must reapply and pay a \$10.00 fee for each additional application for graduation. A binding fee of \$25.00 is charged for three copies of the master's thesis presented to the library. A binding fee of \$8.35 is charged for each additional copy, maximum seven copies.

Diploma Fee (Non-Refundable): Graduating students will pay a diploma fee according to the following schedule.

FEE	APPLICATION DATE	GRADUATION SEMESTER
\$10	Through September 15	Spring (May Graduation)
\$25	From September 16 through December 1	Spring (May Graduation)
\$35	From December 2 through February 15	Spring (May Graduation)
No application accepted for Spring Graduation after February 15.		
\$10	Through February 15	Summer/Fall (December Graduation)
\$25	From February 16 through May 1	Summer/Fall (December Graduation)
\$35	May 2 through June 15	Summer (December Graduation)
No application accepted for Summer Graduation after June 15.		
\$35	May 2 through September 15	Fall (December Graduation)
No application accepted for Fall Graduation after September 15.		

Students who fail to complete graduation requirements must reapply by filing another application and paying fees according to the above schedule. Graduating students are expected to be present at Commencement

Exercises. Students must obtain a cap and a gown from the University Bookstore for the Commencement Exercises. This cost is not included in the diploma fee and must be paid separately.

TRANSCRIPT FEE

Students requesting same day transcript service must pay an express fee of \$5.00 to the Controller's Office for up to 3 copies. Before a transcript will be issued, all outstanding debt must be paid by cash, cashier's check or money order.

REFUND OF FEES

Refund of general fees, non-resident tuition fee, student-assessed fees and textbook rental fees will be made on the following basis:

For Students Dropping Courses: Students who decrease their course load (drop hours) resulting in a lower tuition cost through the end of the final registration period as defined in the current University calendar will receive a refund of fees previously paid. Students who reduce their course load (withdraw) after classes begin are not eligible for a tuition refund.

For Students Resigning: A student who officially resigns from the University after completing registration may obtain a fee refund according to the following schedule:

• FALL AND SPRING SEMESTERS

DATE OF RESIGNATION	AMOUNT OF REFUND
On or before the last day of Final Registration AND on No transaction day	100%
First-Fifth day of Classes	75%
Sixth-Fifteenth day of Classes	50%
Thereafter	None

•

SUMMER SESSION

DATE OF RESIGNATION	AMOUNT OF REFUND
On or before the last day of Final Registration AND on No transaction day	100%
First-Third day of Classes	75%
Fourth-Eighth day of Classes	50%
Thereafter	None

Students receiving federal aid will also be refunded according to the Institutional Refund Policy as stated above; therefore, any unearned aid determined at the time of resignation/withdrawal will be the responsibility of the student. This includes students who officially resign and those who also drop out without officially resigning.

To receive a 100% refund, the student must drop all of his/her classes by the last day of Final Registration OR on the "No Transaction Day". To receive any refund, the student must complete and return a resignation form to the Records Office no later than the eighth class day in a summer session, or the fifteenth class day of a fall or spring semester.

If a student is resigned by the University for any reason, he will be refunded according to the above schedule. The effective date of the resignation will determine which category of refund will apply.

The rules of refund for motor vehicle registration fees, room rent and meal ticket costs are included under the respective captions in this catalogue.

The above refund policy and drop dates apply to off-campus courses as well as on-campus courses.

If a student stops payment on a check given for registration tuition and fees, the student will be resigned according to the refund policy above based on the date that the stop payment was issued.

All students are encouraged to sign up for direct deposit for the safety and convenience of receiving all refunds electronically. To learn more about Southeastern's direct deposit program and how to sign up for direct deposit visit our web site at <http://www.selu.edu/admin/controller/students/refunddp/intex.html>.

• WORKSHOPS AND INSTITUTES

The refund of fees rules are applicable at any time during an academic year, intersession, or summer session, or on a proportionate time basis for workshops and institutes.

REFUND OF ROOM RENT AND MEALS

For information on refunds, please refer to our website at www.selu.edu/AuxServices.

ISSUANCE OF REFUNDS

It is University policy that refund checks be mailed or direct deposited into your personal bank account. This is the most efficient way to serve all students equally. Be sure that your mailing address is current with the University, since it is used for all correspondence (including refund checks) from the Controller's Office. If there is a reason that your refund check cannot be mailed or direct deposited into your personal bank account an email will be sent to your official university student email address.

Students are also encouraged to acknowledge the Financial Aid authorization statement. This authorization is necessary if the student expects financial aid to pay any non-institutional charges. Such charges include but are not limited to parking decals, parking fines, library fines or books, or textbook rental fines or textbooks sold. If you chose not to accept the authorization, you will be obligated to pay any non-institutional charges out of pocket. This authorization must be completed on-line through the student's LeoNet account.

All students are encouraged to sign up for direct deposit for the safety and convenience of receiving all refunds electronically. To learn more about Southeastern's direct deposit program and how to sign up for direct deposit visit our web site at the following: <http://www.selu.edu/admin/controller/students/refunddp/intex.html>.

INSTALLMENT PLAN

Southeastern is pleased to offer a financial planning option, the Southeastern Payment Plan (SPP), which allows students to pay all or part of the semester cost in payments rather than in one lump sum. **The SPP program is managed by the Controller's Office.**

This plan is offered during the fall and spring semesters only. The student is required to have a **2.0 GPA** or higher or be a beginning freshman. Also, students must **have not** defaulted on any previous deferment plan offered by the University. The GPA requirement may be appealed for extenuating circumstances. All appeals must be filed with the Controller's Office.

Because the SPP is not a loan, there will be no interest charged. Under this plan, the minimum required **DOWN PAYMENT** is 1/3 of the semester costs plus a \$45.00 non-refundable application fee. The 1/3 down payment must be paid in full by the semester fee payment deadline. Delinquent account balances and/or fines **cannot** be deferred. Examples of delinquencies are traffic fines, library fines, or any prior semester debts. These fees must be paid in addition to the down payment by the fee payment deadline.

Students may enter the plan during registration.

The remaining 2/3 balance is deferred into two (2) equal installments. Contact Controller's Office for current payment dates. It is the student's responsibility to make the designated payments on the SPP Plan. However, the student authorizes the University to apply any prepayment, credit (i.e. Financial Aid), student/parent loan, and/or payroll check (employee or student employee) to any outstanding debt to the University before these funds are issued to the student. Any funds remaining after the debt is satisfied will be refunded to the student or parent (depending upon the type of loan check) as appropriate.

Students with prior semester debts will not be allowed to enroll in the University until such debts are paid. Additionally, no academic records (transcripts, diplomas, etc.) will be released until the debts are paid in full.

Students must follow University procedures when desiring to drop classes or to resign from the University. **All published deadlines will apply.** If the student moves from housing, discontinues use of meal plan, resigns or withdraws from the University, *the student remains obligated to pay the remainder of the deferment under this plan.*

Any further questions regarding the SPP Program should be referred to the Controller's Office, Accounts Receivable Section.

CHECK POLICY

Before presenting a check to the Controller's Office, the student should be certain that it is negotiable, displaying the student's I.D. number ("W" number), properly signed, drawn on the bank in which the student has funds, and is properly endorsed. If a student's check is returned to the University by the bank for any reason, a handling charge of \$15.00 will be assessed to the student's account. If a student stops payment on a check presented to the Controller's Office for any outstanding balances, other than during the registration period, the account will be assessed the \$15 service fee and is subject to the same policy as any delinquent account.

Returned checks should be redeemed immediately. Failure to redeem a returned check, plus a handling charge, after receiving notice will be considered a violation of rules 14, 15, and 16 of the Standards of Student Conduct. Students disciplined by the University for violating its Standards of Student Conduct may be required to answer to civil authorities for the same act. Any returned check not redeemed promptly will be submitted to the District Attorney's Office and will be charged an additional \$10 fee plus any collection costs imposed by the District Attorney's Office.

For the convenience of students, the Controller's Office will accept personal checks in payment of fees, room rent, etc., and will cash personal checks for amounts up to \$25.00 per day for students (\$100.00 per day

for faculty and staff) who can present a current ID card. Two-party checks will not be honored except those from parent to student or legal guardian to student.

Students who submit three checks which are returned to the University from the bank or fail to redeem returned checks promptly will be denied check cashing privileges and be placed on a "cash only" basis for future transactions with the University. Checks will not be cashed for students who do not present a current Southeastern Louisiana University ID card.

DELINQUENT STUDENT ACCOUNTS

The University reserves the right to withhold services from anyone with a delinquent account. Services that are discontinued may include, but are not limited to, the following: transcripts, student grades, diplomas, registration, and deferment plans. This policy will be administered by the Controller's Office and will include delinquent loans, delinquent receivables, NSF checks, etc., maintained within the Controller's Office.

This policy will not prevent the student from receiving an early registration appointment, but it may block their participation in the actual class selection process until the delinquent account is brought to a current status. In the event that early registration is blocked, those students will have to register during the final registration phase which is normally one week before the beginning of classes. The Controller's Office is on a quarterly billing cycle in order to bill those students who have delinquent accounts.

Students requesting same day service for transcripts must pay all outstanding balances before the transcript will be released. Cash, cashier's check, or money order are acceptable forms of payment for these balances.

Any student who has any questions about his or her outstanding accounts and/or delinquent accounts may contact the Controller's Office, Accounts Receivables Section.

FINANCIAL RESPONSIBILITY STATEMENT

Before registering for classes at Southeastern Louisiana University, all students will be required to acknowledge the University's Financial Responsibility Statement. This statement confirms that by registering for classes at Southeastern, you become a party to a contract with Southeastern Louisiana University and you express your agreement to the terms and conditions set forth by this catalogue.

The Financial Responsibility Statement reads as follows:

By registering for courses at Southeastern Louisiana University ("Southeastern"), you hereby acknowledge that you are entering into a contractual arrangement with Southeastern, whereby you agree to comply with all laws, rules and regulations applicable to your registration, payment of fees, enrollment and attendance. Included in the rules and regulations that comprise the terms and conditions of this contract are those contained in any Southeastern General Catalogue in effect during the years of your enrollment.

In addition to reading, agreeing with and accepting all of the terms and conditions set forth in the Southeastern General Catalogue, you must specifically acknowledge the following:

- ✓ All fees and other University expenses are due before classes begin.
- ✓ It is the **student's responsibility to cancel their registration** by dropping all courses before classes begin if proper financial arrangements have not been made.
- ✓ The university reserves the right to withhold future services (registration, transcript request, diploma, etc.) to persons who have any outstanding obligations with the University.
- ✓ In the event that financial aid is reduced or cancelled, or in the event the student has not met the specified requirements for receiving such aid, the student will become responsible for the full balance of outstanding charges.
- ✓ If payment is in the form of a check and the check is returned by the bank for any reason, a \$15.00 service charge will be assessed to the student's account. If the check is not redeemed promptly, the returned check may be submitted to the District Attorney's office for collection. Upon transmittal for collection, the student will be responsible for a \$10.00 fee in addition to any other collection costs imposed by the District Attorney's office based on a percentage of the amount of the check.
- ✓ Students leaving Southeastern prior to the 60% point, officially or unofficially, in the semester are obligated to return the federal aid received for that semester proportionate to the student's attendance. **Failure to return that portion of federal aid received upon demand may result in the amount owed being transferred to the State of Louisiana Attorney General's Office, or other outside collection agency, for collection. Upon transmittal for collection, the student is responsible for collection/attorney's fees in the amount of thirty-three and one-third per cent (33 1/3%) of the unpaid debt, and all court costs.**
- ✓ **Any debt owed to the university as a result of the student's failure to make required payments or failure to comply with the terms of the applicable program as governed by the Southeastern General Catalogue will result in a violation of the terms and conditions of this contract. Failure to respond to demands for payment made by Southeastern may result in such debts being transferred to the State of Louisiana Attorney General's Office, or other outside collection agency, for collection. Upon transmittal for collection, the student is responsible for**

collection/attorney's fees in the amount of thirty-three and one-third per cent (33 1/3%) of the unpaid debt, and all court costs.

Acknowledgement of this statement can be accomplished in several manners. A student may accept this agreement by logging on to their LEONet. If a student has not accepted this statement before registering classes through their LEONet account, the Financial Agreement page will automatically appear and must be accepted before registering classes. The Financial Responsibility Statement may also be acknowledged by visiting the Controller's Office to obtain and sign the statement which will be kept on record in that office. Any questions regarding the Financial Responsibility Statement should be directed to the Controller's Office.

STUDENT RESIDENCE REGULATIONS

Because residence classification is an important part of fee determination, admission regulations, and other policies of the University, it is important that the University have fair and equitable regulations which can be administered consistently, respecting the interests of both the students and the taxpayers of Louisiana. It is the responsibility of the student to provide the University with such evidence as deemed necessary to establish his residence status.

The residence status shall be determined in accordance with board rules and shall be based upon evidence provided in the application for admission and related documents. Residence status shall be determined by the Admissions Office after the completed application for admission has been submitted. The rules shall be based primarily on the location of the home and the place of employment. Residence status may not be acquired by an applicant or student while residing in Louisiana for the primary purpose of attending school. Residence status, for fee purposes only, will be granted to non-resident graduate students registered for three semester hours or less and undergraduate students registered for six semester hours or less in any session, or all non-resident students enrolled in courses offered through web-based instruction, when domiciled outside of the state of Louisiana and not enrolled in any other courses at the university. The following conditions may be used in determining residence status.

• DEFINITION OF A RESIDENT STUDENT

A resident student for tuition purposes is defined as one who has abandoned all prior domiciles and has been domiciled in the State of Louisiana continuously for at least one full year (365 days) immediately preceding the first day of classes for the term for which residence classification is sought. "Domicile," as the term is used in the context of residence regulations, is defined as an individual's true, fixed, and permanent home and place of habitation at which the individual remains when not called elsewhere for labor, studies, or for special or temporary purposes, and the place to which the individual returns after an absence. A non-resident student for tuition purposes is a student not eligible for classification as a resident.

The individual's physical presence within this state for one year prior to admission must be associated with the substantial evidence that such presence was with the intent to maintain a Louisiana domicile. Physical presence within the state solely for educational purposes without substantial evidence of the intent to remain in Louisiana will not be sufficient for resident classification regardless of the length of time within the state.

1. An applicant living with his parents is classified as a resident if the parents have established a bona fide residence in Louisiana. Ordinarily, a parent is considered to have established a residence in Louisiana if he actually resides and is employed full-time in the State. A parent who is unable to be employed or who is a housewife may be considered to have established a residence in Louisiana if there is convincing evidence that the person continuously resides in Louisiana. If only one parent qualifies as a resident of Louisiana, the student shall be classified as a resident provided that student resides with the parent who is a resident of Louisiana. An individual who resides in Louisiana and is employed full-time in another state, may be classified as a resident. In such case, appropriate documentary evidence shall be presented.
2. A student residing with his parents who enrolls as a nonresident shall be classified as a resident if his parents move to Louisiana and acquire residence as defined in these regulations.
3. A student may be declared a resident if either parent is a graduate of Southeastern. A student who graduates with an associate or higher degree may be classified as a resident for subsequent enrollment at the same institution.
4. A person may be classified as a resident of Louisiana at the end of twelve consecutive months of residence if he has been employed in Louisiana and if during that period he has not been registered in an educational institution for more than six semester hours or its equivalent in any semester. A person who is unable to be employed and who has not been registered in any educational institution for more than six semester hours or its equivalent in any semester may acquire residence in Louisiana if there is convincing evidence that he continuously resided in Louisiana for twelve consecutive months immediately preceding registration.
5. A student who is married to a Louisiana resident may acquire the residence status of his or her spouse.

6. A person who resides in Louisiana for at least two years, exclusive of military service, and then moves to another state or foreign country shall retain the right to enroll himself or any of his dependents as a resident for a period equal to the number of years he resided in Louisiana, but the right shall expire upon the person's residing for a period of two years in another state or foreign country.
7. A member of the armed forces currently stationed in Louisiana and his dependents shall be classified as Louisiana residents. A serviceman who was stationed in Louisiana immediately prior to his release from active duty may enroll himself or his dependents as residents during a period not to exceed six months after the date of release provided that his term of active duty shall have been no less than 12 consecutive months.
8. A member of the armed forces who was a resident of Louisiana immediately prior to entering the armed forces shall retain the right for himself or any of his dependents to be classified as a resident as long as he is in the armed forces and for a two-year period after leaving the armed forces.
9. A resident of Louisiana shall not lose the right to be classified as a resident during periods of employment in a foreign country.
10. An alien who has been lawfully admitted to the United States for permanent residence as an immigrant (proof of such status shall be possession of his Form I-151-Alien Registration Receipt Card or passport officially stamped "approved as resident alien") and who has established residence under any of the foregoing provisions shall be declared a resident of the State.

The University has a Residence Appeal process. Any student classified as a non-resident may appeal the classification to the Office of Admissions. The student should be prepared to supply documentation to substantiate any appeal.

• **APPEALS COMMITTEE**

A student's residence status does not change automatically, and the burden rests with the student to file the appropriate documentation with the Associate Director of Admissions, who is the chairman of the Residence Regulations Appeals Committee. To ensure completion of the reclassification action prior to fee payment deadline, the appropriate documentation should be filed with the Associate Director of Admissions no later than three weeks prior to the fee payment deadline for that semester. Information received after that time may not be completed in time to ensure reclassification as a legal resident for fee payment purposes. Also, to be eligible for a refund of non-resident fees paid for a given semester, the documentation for non-resident reclassification must be filed no later than sixty (60) days into the semester for which the fees are applicable. Refund of non-resident fees will not be retroactively applied to prior semesters.

• **WAIVER OF NON-RESIDENT FEES**

See Admission Criteria and Academic Regulation

MOTOR VEHICLE REGISTRATION

Registration Fee: An annual motor vehicle registration fee will be charged for all full-time and all part-time students who drive automobiles, trucks, or motorcycles/motorbikes on the campus. The annual fee will be due at the beginning of the Fall Semester and will end at the close of the Full Summer Session.

Students who register motor vehicles will be charged the following fees according to the semester or session in which the annual motor vehicle registration begins.*

• **COMMUTERS AND RESIDENT STUDENTS**

REGISTRATION BEGINS	MOTOR VEHICLE AND MOTORCYCLE FEE WILL BE
Fall Semester.....	\$35.00
Spring Semester.....	25.00
Summer.....	10.00

*Refund: Once a vehicle is registered, there will not be any refunds.