

**Emporia State University  
Comprehensive Tuition & Fee Schedule  
Effective 2018 Fall Term**

**1.0 On-Campus Fall/Spring/Summer Terms**

**(a) Base Tuition Rates**

**i. Emporia Campus including Earl Center**

Course Level	Resident and Corky Plus	Non-Resident	International Partnerships/NEARR
	<b>FALL/SPRING/SUMMER</b>		
Undergraduate (per credit hour)	\$171.81	\$635.69	\$257.71
Graduate (per credit hour)	\$259.91	\$808.45	\$389.87
Professional Program SLIM (per credit hour)	\$259.91	\$589.55	
<b>FALL/SPRING ONLY semester flat rate tuition-enrolled in 10 or more on-campus credit hours</b>			
Undergraduate	\$2,577.15	\$9,535.35	\$3,865.65

Notes: **CORKY PLUS** tuition rate applies to residents from the following counties: **Missouri**-Andrew, Bates, Buchanan, Caldwell, Cass, Clay, Clinton, DeKalb, Jackson, Johnson, Lafayette, Livingston, Platte and Ray. **Oklahoma**-Canadian, Cleveland, Cherokee, Creek, Garfield, Grady, Grant, Kay, Kingfisher, Lincoln, Logan, McClain, Muskogee, Noble, Nowata, Oklahoma, Okfuskee, Okmulgee, Osage, Pawnee, Payne, Pottawatomie, Rogers, Tulsa, Wagoner and Washington. **NON-RESIDENT** flat rate undergraduate students are eligible for up to \$5,000 Sunflower Scholarship for Fall and Spring semesters (maximum \$2,500 per semester) if eligibility requirements are met (amount is prorated if enrolled in less than 10 hours on-campus courses). **NEARR** tuition rate applies to residents of Colorado, Missouri, Nebraska, Oklahoma and Texas. Full-time undergraduates in the states of Nebraska and Missouri will receive the MSEP waiver, which provides the same benefit as the NEARR rate.

**ii. All Other Campuses**

Course Level	Resident and Corky Plus	Distance Non-Resident
	Undergraduate (per credit hour)	\$171.81
Graduate (per credit hour)	\$259.91	\$389.87
Professional Program Slim (per credit hour)	\$259.91	\$589.55

Notes: **CORKY PLUS** tuition rate applies to residents from the following counties: **Missouri**-Andrew, Bates, Buchanan, Caldwell, Cass, Clay, Clinton, DeKalb, Jackson, Johnson, Lafayette, Livingston, Platte and Ray. **Oklahoma**-Canadian, Cleveland, Cherokee, Creek, Garfield, Grady, Grant, Kay, Kingfisher, Lincoln, Logan, McClain, Muskogee, Noble, Nowata, Oklahoma, Okfuskee, Okmulgee, Osage, Pawnee, Payne, Pottawatomie, Rogers, Tulsa, Wagoner and Washington.

**(b) Mandatory Fees**

**i. Emporia including Earl Center Campus Activity Fees**

	Per Credit Hour	Maximum Fee
<b>Undergraduate</b>		
Campus Activity Fees	\$78.98	\$651.93
<b>Graduate</b>		
Campus Activity Fees	\$78.98	\$947.76
<b>Undergraduate and Graduate</b>		
Technology Fee	\$10.00	

**ii. All Other Campuses including SLIM**

Area Fee	\$80.95	
Technology Fee	\$10.00	

**(c) College/School Tuition/Fees**

**i. All Campuses**

College/School Tuition/Fees	
School of Business (per credit hour)	\$12.00
School of Nursing Lab Fee (per semester)	\$25.00

Notes: Students may be assessed a site facility fee not to exceed \$30.00 per credit hour at sites throughout the state when the University is charged for using that site.

## 2.0 Online Tuition & Fees

### (a) Base Tuition Rates

	<b>Resident and Corky Plus</b>	<b>Distance Non-Resident</b>
<b>Course Level</b>		
Undergraduate (per credit hour)	\$171.81	\$257.71
Graduate (per credit hour)	\$259.91	\$389.87
Professional Program Slim (per credit hour)	\$259.91	\$589.55

### (b) Mandatory Fees

	<b>Rate</b>
Area Fee (per credit hour)	\$80.95
Technology Fee (per credit hour)	\$10.00
Distance Education Electronic Media Fee for Telenet, Internet and ITV (per course)	\$30.00

### (c) College/School Fees

<b>College/School Tuition/Fees</b>	
School of Business (per credit hour)	\$12.00
School of Nursing Lab Fee (per semester)	\$25.00

### (d) Specialized Programs

<b>College/School Tuition/Fees</b>	<b>Per Credit Hour</b>
Master of Business Administration Online	\$350.00
MBA in Information Systems Online	\$350.00
MBA in Marketing Online	\$350.00
MBA in Accounting Online	\$350.00
Master of Accountancy Online	\$350.00
Master of Science in Educational Administration Online	\$312.00
MS in Curriculum & Instruction-Curriculum Leadership PreK-12 Online	\$312.00
MS in Curriculum & Instruction-Effective Practitioner PreK-12 Online	\$312.00
MS in Curriculum & Instruction-Instructional Coach/Teacher Leader PreK-12 Online	\$312.00
MS In Curriculum & Instruction-National Board Certification PreK-12 Online	\$312.00

## 3.0 Specialized Tuition & Fees

(a) **Jump Start Tuition/Concurrent Enrollment Agreement**-Students concurrently enrolled in a Kansas High School will pay \$100 per credit hour plus any applicable course fees.

(b) **Contractual Market-Based Education, Workshops, Conferences and Non-Credit Programs**-Fees will be assessed and collected as announced in official University publications. Students taking workshop courses for graduate credit will be charged graduate tuition rates only.

(c) **School of Business Professional MBA Fee**-\$417.00 per credit hour.

### (d) Course Fees:

<b>Biological Sciences Lab Fee</b>	per course	\$30.00
BO 213, 409, 543, 553, 751, 809		
EB 409, 475, 481, 496, 537, 875, 896		
FO 771, 809, 850		
GB 101, 141, 170, 303, 409, 426, 511, 539, 809, 880, 885		
MC 317, 351, 409, 459, 541, 550, 765, 809, 859, 885		
ZO 201, 215, 363, 409, 441, 459, 473, 481, 491, 516, 547, 557, 809, 841, 859, 873, 891		
<b>Physical Sciences Lab Fee</b>	per course	\$30.00
CH 121, 124, 127, 371, 377, 500, 573, 575, 661, 676, 721, 726, 765, 777, 779		
ES 111, 351, 539, 767, 771, 775		
GO 580		
PH 100, 111, 141, 191, 344, 394, 411, 741		
PS 100, 115		
<b>Music Lab Fee</b>	per course	\$65.00
MU 125, 126, 131, 132, 133, 134, 245, 310, 316, 344, 352, 354, 356,		
MU 358, 391, 873		

<b>Music Applied Lesson Fee</b>	per credit hour	\$90.00
MU 237, 250, 251, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262,		
MU 263, 264, 265, 266, 267, 269, 270, 450, 451, 453, 454, 455, 456,		
MU 457, 458, 459, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470,		
MU 550, 551, 553, 554, 555, 556, 557, 558, 559, 559, 560, 561, 562,		
MU 563, 564, 565, 566, 567, 570, 850, 851, 853, 854, 855, 857, 858,		
MU 859, 860, 861, 862, 863, 864, 865, 866, 867, 869		
<b>Music Freshman Seminar Fee</b>		
MU 100	per course	\$20.00
<b>Theatre</b>		
TH 333	per course	\$62.00
TH 338	per course	\$100.00
<b>Teachers College</b>		
ED 333	per course	\$177.50
ED 431	per course	\$200.00
ED 893, 894	per course	\$125.00
ED 893	per course	\$60.00
EE 320, 431	per course	\$200.00
EE 431	per course	\$60.00
EL 819	per course	\$250.00
EL 875	per course	\$250.00
EL 875	per course	\$60.00
TS 735	per course	\$125.00
SC 871	per course	\$45.00
SC 871	per course	\$150.00
SD 700, 702, 708, 709, 800, 802, 803, 820, 808, 809	per course	\$125.00
<b>Counselor Education</b>		
CE 802	per course	\$155.00
CE 898, 899	per credit hour	\$15.00
<b>Art Therapy</b>		
AT 708	per course	\$30.00
AT 800	per course	\$90.00
<b>Psychology</b>		
PY 101	per course	\$42.00
PY 714	per course	\$45.00
PY 807	per course	\$15.00
PY 836	per course	\$55.00
PY 838	per course	\$115.00
PY 841	per course	\$195.00
PY 843	per course	\$180.00
PY 910, 920	per course	\$175.00
<b>Health, Physical Education and Recreation</b>		
HL 356, PE 139, 163, 164, 167	per course	\$5.00
HL 155	per course	\$7.00
PE 100, 125, 162, 345	per course	\$10.00
HL 344, PE 483,484	per course	\$15.00
HL 566, PE 266, 346, 347, 360, RC 360, 374	per course	\$20.00
PE 274, 275	per course	\$25.00
PE 272	per course	\$30.00
<b>Nursing</b>		
NU 208, 222, 307, 374, 384, 429, 430, 454	per course	\$200.00
<b>Freshman Seminar</b>		
CW 101	per course	\$20.00

- (e) **Testing fees:** Testing fees will be assessed at a rate that includes the direct cost recovery of the test plus an administration fee of up to \$25.00 per test. Appropriate campus administrative procedures are to be followed for approval and collection of these fees.
- (f) **Departmental Cost-Recovery Fees:** All department charges for specific goods and services (i.e., may include but will not be limited to mediated instructional costs, building use and special equipment) not explicitly identified herein will be priced at an amount that approximates actual cost. Appropriate campus administrative procedures are to be followed for approval and collection of these charges.

#### 4.0 Application Fees

- (a) **Admissions Processing Fees** \$10.00
- (b) **Admission Application Fees-Undergraduate**
- i. Undergraduate Paper Application Fee \$30.00
  - ii. Undergraduate Online Application Fee \$30.00
  - iii. Nursing Application Fee \$25.00
- (c) **Admission Application Fees-Graduate**
- i. 1<sup>st</sup> Time Degree/Certificate Seeking \$50.00
  - ii. Returning New/Degree/Dual Degrees \$20.00
  - iii. 1<sup>st</sup> Time Licensure/Non-Degree Seeking \$25.00
  - iv. Returning Licensure/Non-Degree Seeking \$25.00
  - v. Changing from Licensure/Non-Degree to Degree/Certificate Seeking \$40.00
  - vi. Degree/Certificate Re-Admit \$25.00
- (d) **Admission Application Fees-PHD**
- i. 1<sup>st</sup> Time Degree PHD \$60.00
  - ii. Returning PHD \$25.00
- (e) **Enrollment Related Fees**
- i. Hornet Connection (New Student Program),  
Student Fee, Including 2 Guest or Parents \$80.00
  - ii. Hornet Connection Each Additional Guest or Parent \$ 7.50
  - iii. Student Account Payments 2.85% if paid by credit card
  - iv. Payment Plan Fees and/or Late Fees on account balances of \$100.00 or more:

Fall Semester		Spring Semester	
5th Day of Class	\$ 50.00	5th Day of Class	\$ 50.00
Fees if payments are not made timely:		Fees if payments are not made timely:	
September 20	\$ 50.00	February 20	\$ 50.00
October 20	\$ 50.00	March 20	\$ 50.00
November 20	\$ 50.00	April 20	\$ 50.00
December 20	\$ 50.00	May 20	\$ 50.00
Summer Semester			
Tuesday of first week of classes	\$ 50.00		
Late fee if not paid by end of semester	\$ 50.00		

#### 5.0 International Programs Fees

- (a) Application Processing Fees \$50.00
- (b) Hornet Connection International Fee (New Student Program) \$250.00
- (c) International Student Application Fee \$60.00
- (d) Graduate International Student Application Fee \$85.00
- (e) All international students are required to carry health insurance. Minimal levels are established each year. Information on insurance policies and on the purchase of such policies is available through the Office of International Education. International students not carrying such insurance will be required to purchase insurance at the rates established by the Board of Regents.
- (f) Intensive English Fees

Fall 2018/Spring 2019	1 Course*	2 Courses*	3 Courses*	4 Courses*
<b>*One Intensive English Course is equivalent to 3 credit hours</b>				
<b>Non-Resident</b>				
IEP Fees-Undergraduate and Graduate	\$2,025.00	\$4,050.00	\$6,075.00	\$8,100.00
Undergraduate				
Campus Activity Fees (per credit hour and flat rate)	\$236.94	\$473.88	\$710.82	\$651.93
Total Undergraduate IEP & Fees	<u>\$2,261.94</u>	<u>\$4,523.88</u>	<u>\$6,785.82</u>	<u>\$8,751.93</u>
Graduate				
Campus Activity Fees (per credit hour)	\$236.94	\$473.88	\$710.82	\$947.76
Total Graduate IEP & Fees	<u>\$2,261.94</u>	<u>\$4,523.88</u>	<u>\$6,785.82</u>	<u>\$9,047.76</u>

<b>Resident/Exchange Programs (includes Paraguay Partners)</b>				
IEP Fees-Undergraduate and Graduate	\$1,012.50	\$2,025.00	\$3,037.50	\$4,050.00
Undergraduate				
Campus Activity Fees (per credit hour)	\$236.94	\$473.88	\$710.82	\$651.93
Total Undergraduate IEP & Fees	\$1,249.44	\$2,498.88	\$3,748.32	\$4,701.93
Graduate				
Campus Activity Fees (per credit hour)	\$236.94	\$473.88	\$710.82	\$947.76
Total Graduate IEP & Fees	\$1,249.44	\$2,498.88	\$3,748.32	\$4,997.76
Non-Resident and Resident/Exchange Programs				
Technology Fee	\$30.00	\$60.00	\$90.00	\$120.00

Summer 2019	1 Course*	2 Courses*	3 Courses*	4 Courses*
<b>*One Intensive English Course is equivalent to 2 credit hours</b>				
<b>Non-Resident</b>				
IEP Fees-Undergraduate and Graduate	\$1,350.00	\$2,700.00	\$4,050.00	\$5,400.00
Undergraduate				
Campus Activity Fees (per credit hour)	\$157.96	\$315.92	\$473.88	\$631.84
Total Undergraduate IEP & Fees	\$1,507.96	\$3,015.92	\$4,523.88	\$6,031.84
Graduate				
Campus Activity Fees (per credit hour)	\$157.96	\$315.92	\$473.88	\$631.84
Total Graduate IEP & Fees	\$1,507.96	\$3,015.92	\$4,523.88	\$6,031.84
<b>Resident/Exchange Programs (includes Paraguay Partners)</b>				
IEP Fees-Undergraduate and Graduate	\$675.00	\$1,350.00	\$2,025.00	\$2,700.00
Undergraduate				
Campus Activity Fees (per credit hour)	\$157.96	\$315.92	\$473.88	\$631.84
Total Undergraduate IEP & Fees	\$832.96	\$1,665.92	\$2,498.88	\$3,331.84
Graduate				
Campus Activity Fees (per credit hour)	\$157.96	\$315.92	\$473.88	\$631.84
Total Graduate IEP & Fees	\$832.96	\$1,665.92	\$2,498.88	\$3,331.84
Non-Resident and Resident/Exchange Programs				
Technology Fee	\$20.00	\$40.00	\$60.00	\$80.00

(g) Study Abroad Programs: Courses not taught by ESU faculty will not have tuition and fees assessed. Courses taught by ESU faculty will be assessed tuition and fees at the regular rates. Additional fees for study abroad programs will be assessed as follows:

First Semester Study Abroad	\$225.00
Second Consecutive Semester Study Abroad	\$100.00
Short-term Study Abroad (less than a semester)	\$75.00

## 6.0 Administrative Fees

### (a) Student Identification Card Fees

- i. Issuance \$18.00
- ii. Replacement \$18.00

### (b) Student Health Services (Insurance will be filed)

\$5.00 (Maximum out of pocket)

### (c) Library Fees

- i. Fines for overdue books (maximum of \$50.00) \$.30 per day
- ii. Interlibrary loan fines \$1.00 per day
- iii. Course reserves fines \$1.00 first hour + \$.60 per each additional hour
- iv. Laptop overdue fines (maximum of \$150.00) \$5.00 per hour
- v. Lost laptop charges \$1,500 for replacement cost + \$100.00 processing fee
- vi. Lost book charges (per book or item) Replacement cost + \$25.00 processing fee

**NOTE:** If book no longer in print there may be additional charges.

**(d) Usage Fees**

i.	Art Materials	Actual costs of supplies needed
ii.	Kansas Resident Library Use Card Annual Fee	\$15.00
iii.	Printing (Skyprint) Fees-1st 100 pages free	\$.08/per page beyond 100
iv.	ESU Archives-Photocopy on photographic paper	\$5.00 per page
v.	ESU Archives-Scanning Fee	\$1.00 per page (\$5.00 minimum)
vi.	Kansas Open records request	\$35.00 per hour for computerized record retrieval \$20.00 per hour for printed record retrieval \$ 0.25 per page for non-certified copies of records
vii.	Copy fees for Library Services and ESU Archives	\$ .10 per copy
viii.	Nursing Test Fee and Nursing Pin Fee	Actual amount to cover costs of tests and pin
ix.	Music Fees	See Department of Music Student Handbook for detailed list of charges
x.	Loans and Related Interest Charges	As appropriate when authorized

**(e) Transcript Fees**

i.	Transcript fee-mail or pickup	\$12.25
ii.	Transcript fee-electronic PDF	\$13.25
iii.	Transcript change fee	\$14.00

**(f) Thesis and Dissertation**

i.	One unbound copy (masters)	\$10.00
ii.	One unbound copy (dissertation)	\$15.00
iii.	Each additional copy	\$25.00 + point of destination sales tax

**NOTE:** Additional copy charges may be adjusted reflecting pass-through of the binding cost from a private vendor.

**(g) Degree Processing Fee (includes original diploma) Nonrefundable for Associate, Undergraduate or Graduate degree.**

i.	Original	\$20.00
ii.	Replacement Diploma	\$20.00

**NOTE:** Fee is assessed the first semester of first time degree seeking student enrollment.

**(h) Returned Check Fee (per check)**

\$3.00

**(i) Non-Sufficient Fund Check Fee (per check)**

\$30.00

**(j) Community Counseling Services Client Fees**

	Household Income	\$0 - \$10,000	\$10,001 - \$20,000	\$20,001 - \$30,000	\$30,001 - \$40,000	\$40,001 - \$50,000	\$50,001 +
Household Size							
1		\$5.00	\$10.00	\$15.00	\$20.00	\$25.00	\$30.00
2		\$4.00	\$9.00	\$14.00	\$19.00	\$24.00	\$29.00
3		\$3.00	\$8.00	\$13.00	\$18.00	\$23.00	\$28.00
4		\$2.00	\$7.00	\$12.00	\$17.00	\$22.00	\$27.00
5		\$1.00	\$6.00	\$11.00	\$16.00	\$21.00	\$26.00

The detailed schedule above is applicable to individual, couple or family counseling. A fee of \$10.00 will be charged of clients in Group Counseling.

**(k) Center for Early Childhood Education**

Classroom	Age	Student Rate	Faculty/Community Rate
Toddler Rooms	1-3 years	\$29.00/day	\$31.00/day
Preschool Rooms	3-6 years	\$25.00/day	\$27.00/day
Summer School Age	6-11 years	\$24.50/day	\$26.50/day

Student rate applies to parent/guardian enrolled in at least 12 undergraduate hours, 9 hours in the summer semester or 9 graduate hours. Students enrolled in their final semester before graduating are an exception. Please inquire with the director if this situation applies. The student's current ESU class schedule must be on file in order to receive this discount. Full time staff members of the CECE pay rates at 20% discount of the Faculty/Community rate.

Please refer to <https://www.emporia.edu/teach/cece/fees> for detailed deposit and refund policies.

**(l) Facility Use Fees**

<b>Physical Education Building Facility Use Fees</b>		
<b>Facility Reservation Fees</b>		<b>Hourly</b>
Gymnasium		\$30.00
Swimming Pool		\$30.00
Classrooms		\$15.00
Dance Studios		\$15.00
<b>Outdoor Facilities Fees</b>		
Tennis Courts (per court fee)		\$10.00
Soccer Field		\$20.00
Practice Field		\$20.00
Softball Field		\$20.00
<b>Student Recreation Center Fees</b>		
Exclusive Use (Campus Affiliates Only)		\$50.00/hour minimum charge
ESU Alumni		\$16.35/month
ESU Employees		\$10.50/month
ESU Students-Summer		\$10.50/month
Guest Fee Per Day		\$4.00 (tax included)
Guest Fees-20 Visit Pass		\$40.00 (tax included)
Guest Fees-Monthly		\$25.00
<b>Swimming Pool Fees</b>		
Adults (19 and over)		\$10.50/month
Children (18 and under)		\$8.50/month
Guest Fee Per Day		\$2.00 (tax included)

Unless noted used fees are subject to sales tax at the current rate.

**7.0 Parking Fees**

	<b>Academic</b>	<b>Academic</b>	<b>Summer</b>
<b>Parking Permits</b>	<b>Year</b>	<b>Semester</b>	<b>Session</b>
Gold Lots	\$125.00	\$95.00	\$55.00
Orange Lots	\$95.00	\$65.00	\$40.00
Violet Lots	\$75.00	\$50.00	\$30.00
Gray Lots	\$50.00	\$30.00	NC
Green Lots	\$75.00	\$50.00	\$30.00
Brown Lots	\$95.00	\$65.00	\$40.00
M Lots	\$10.00	\$10.00	\$10.00
<b>Misuse Fees (a \$5.00 late fee is added to each citation after 14 days)</b>			
Handicap			\$50.00
Orange Lot			\$25.00
Gold Space			\$25.00
Fire Zone			\$25.00
No Parking			\$25.00
Green Lot			\$15.00
Violet Lot			\$15.00
Gray Lot			\$10.00
Service Vehicle			\$10.00
Backwards in the stall			\$10.00
Parking over white lines			\$10.00
Against the flow of traffic			\$10.00
Improper use of permit			\$10.00
Expired meter			\$5.00
Immobilized			\$25.00

## 8.0 Housing and Food Service Rates

	North or South Singular or Trusler Double (two-person)	North or South Tower Suite (four-person)	Central Morse Double (two-person)	Northeast Morse Triple (three-person)	Northeast Morse Quad (4-person)	Single All Buildings
Fall 2018	\$2,640.00	\$2,780.00	\$2,345.00	\$2,250.00	\$2,025.00	\$3,190.00
Spring 2019	\$2,640.00	\$2,780.00	\$2,345.00	\$2,250.00	\$2,025.00	\$3,190.00
Total	\$5,280.00	\$5,560.00	\$4,690.00	\$4,500.00	\$4,050.00	\$6,380.00
<b>Meal Plan</b>	<b>9 Block</b>	<b>14 Block</b>	<b>All Access</b>			
Fall 2018	\$1,467.00	\$1,771.00	\$1,816.00			
Spring 2019	\$1,467.00	\$1,771.00	\$1,816.00			
Total	\$2,934.00	\$3,542.00	\$3,632.00			

For detailed information on housing and dining rates and contract information please visit the Housing and Dining website:

<https://www.emporia.edu/reslife>

## Policy Section

### 1.0 Payment of Tuition and Fees

#### Auditing, Visiting, or Non-Credit Course Fees

Same charge as regular enrollment.

#### Tuition Policy for Post Baccalaureate Students

Post-baccalaureate students seeking graduate degrees pay graduate tuition rates. Post-baccalaureate students who are not in a degree seeking program (licensure or non-degree seeking) may apply through the Graduate application process for consideration of undergraduate tuition for courses numbered 100-499. Courses numbered 500 and above will be charged at the graduate rates. All courses are charged by the credit hour regardless of the number of enrolled hours.

#### Tuition Policy for Undergraduate Students Receiving Graduate Credit

An undergraduate student may apply a maximum of 12 hours of credit earned in courses numbered 500-799 to a degree program. Approval of the graduate dean prior to enrollment is required to receive graduate credit for those courses. The graduate faculty of each department determines whether graduate courses previously taken are appropriate for a given graduate degree program.

#### Fee Waiver for Persons Age 60 or Over

Residents of Kansas who are 60 years of age or over on the first day of the term may take courses at the University without paying the regular fee. Some courses may have special fees. The special fees will be paid if the special fees cover the direct cost of supplies and materials. A course taken free cannot be counted toward a degree. The person will be considered an auditor in the class and admission to the class will be by permission of the instructor and only if space is available. Interested individuals should consult with the Registrar or the Director of Admissions.

#### Kansas Teacher of the Year Tuition Waiver

Tuition will be waived for up to nine hours annually for any past or present Kansas Teacher of the Year. To be eligible, a person must be a past or present recipient of the award under the program administered by the Kansas Department of Education and be employed as a teacher in an educational institution accredited by the Kansas Department of Education.

### 2.0 Record and Enrollment Holds

When necessary, the University may withhold a student's official transcript and/or permission to re-enroll for the nonpayment of tuition and fees, loans, other charges and for failure to return University property. Students may be required to pay collection agency and attorney fees and all other charges necessary for the collection, as allowed by law, of any amount not paid.

### 3.0 Eligibility for Resident Tuition

The registrar of each institution governed by the Kansas Board of Regents shall determine the residence status for fee purposes of each student who enrolls in the institution.

### 4.0 Refund Policy

Students will receive a 100% refund of tuition and fees for classes dropped through the 10<sup>th</sup> day of class. There is no refund for classes that are dropped on the 11<sup>th</sup> day of class through the end of the semester. For short term classes taught in less than the regular semester, the 100% refund period will follow the policy on dropping a class. The official drop period shall be determined by the Registrar's Office. For dates of refunds the term and/or part of term class, you may contact Cashiering Services. Refunds of \$1 or less may not be refunded. If enrolled for a subsequent semester, the amount may be applied.



### **Military Refund Policy**

Students serving in the Military Services who are called to active duty during an academic term are entitled to receive a full refund for tuition and fees. Students who are drafted and must report for active duty during an academic term are entitled to receive a full refund of tuition and fees. All refunds are subject to presentation of official documentation. Students who volunteer for military service will be subject to the University's non-military refund policy. Room and board charges will be prorated to the extent that services have been provided.

### **Maryland Refund Policy**

For students residing in Maryland, ESU shall provide a refund based upon the annotated code for the state of Maryland.

## **5.0 Employee Tuition Rates**

University employees who are in a benefits eligible position, employed at least 50% time, and enrolled in courses will receive a waiver of the campus activity and/or area fees for whatever number of hours are taken. Employees will be assessed tuition at the per credit hour rate up to the full time campus tuition rate. Student must complete and submit employee fee waiver form.

## **6.0 Tuition Waiver Program for Dependent and Spouses of Employees**

The Spouse and Dependent Tuition Waiver Program is available for spouses and dependent children of eligible employees to receive financial assistance for a course or courses taken at Emporia State University while seeking an undergraduate or graduate degree. This program will provide tuition assistance only. All participants are required to pay all applicable fees. The application form must be completed and submitted to the Office of Human Resources.

## **7.0 Graduate Assistant Tuition Waivers**

### **Full Time-Graduate Assistants, Teaching and Research**

Applicable tuition up to 12 credit hours is waived for graduate teaching, graduate research assistants and graduate assistants if working 20 hours per week. Students will be responsible for campus activity fees, area fees, technology fees and course fees. If a student cancels the graduate assistantship, the student must repay the tuition waiver based upon the number of days remaining in the semester.

### **Split Position-Graduate Assistants, Teaching and Research**

Three credit hour tuition course waiver will be applicable for split graduate teaching assistants, graduate research assistants and graduate assistants if working 10 hours per week. Students will be responsible for campus activity fees, area fees, technology fees, course fees and resident tuition beyond the three hours waived. If a student cancels the graduate assistantship, the student must repay the tuition waiver based upon the number of days remaining in the semester.

## **8.0 Midwest Student Exchange**

The Midwest Student Exchange Program (MSEP) includes Illinois, Indiana, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio and Wisconsin. Students must declare a major to be eligible. Residents of noted states are eligible for 150% of Kansas resident tuition. For eligibility requirements please see MSEP guidelines at <https://www.emporia.edu/admissions/tuition/near-and-msep.html> for undergraduates and <https://www.emporia.edu/grad/financial/msep-program.html> for graduates.

## **9.0 Missouri Reciprocal N/A**

## **10.0 University Specific Policies**

### **10.1 Emporia State University-Kansas City**

Public educational entities governed/coordinated by the Kansas Board of Regents or under the auspices of the State Department of Education, may be allowed to use the Emporia State University-Kansas City facility on a space available basis for a negotiated fee. The revenue will be remitted from this collection to ESU.

### **10.2 Contracts and Compensatory Charges**

This schedule does not limit the charges which may be collected under arrangements with other governmental or private agencies except that such arrangements may not provide for lesser charges. Tuition or other charges to more nearly cover the actual cost of instruction are specifically authorized. No tuition is charged to students enrolled in programs for which the entire cost is financed by governmental or private agencies. Students taking such courses on campus must pay all required Campus Activity Fees.