

ILLINOIS STATE UNIVERSITY



STUDENT ACCOUNTS OFFICE

BILLING INFORMATION

Spring 2005

Schedule of Billing Dates

<u>Monthly Billing</u>	<u>Mailing Date</u>	<u>Due Date</u>
1 st Installment	12-14-04	01-07-05
2 nd Installment	01-18-05	02-04-05
3 rd Installment	02-15-05	03-04-05
4 th Installment	03-15-05	04-08-05
Summer Bill	04-19-05	05-06-05

Notes:

❖ Payment Options

Students have the option of payment in full or paying the first of four equal installments by the billing due date in January. You can elect the installment option simply by paying the installment amount listed on your billing statement.

There is a **\$35.00 Installment Fee charged per semester** for paying the Tuition and General Fee charges in installments, which will be listed on a later statement. **If tuition and general fees are not paid in full with the first billing of the semester, you will be automatically placed on the installment billing plan and assessed the installment fee.**

Refer to your Housing Contract for information regarding installment fees and charges for room and meals.

Not receiving a bill does not release you from late penalties. Please contact our office if you do not receive a statement.

❖ Mailing

Statements

Monthly statements are mailed to the HOME address that is on file with the university. If a local or parent address is preferred for the address, you can change it by using the top portion of the billing statement, contacting the Student Accounts Office or making the change on the SIAS computer system.

Refunds

Refunds are mailed to the local address during the school year and to the home address during the summer and over breaks.

Confirmation of Attendance

Confirmation of Attendance letters are mailed to the same address as the monthly statements and can not be designated otherwise.

Confirmations can be completed by using the I-Campus portal or returning your letter.

❖ To Make Payments

Payments can be made *in person* at the Cashier's Office in the Student Accounts Building, *by mail* (allow 3-5 days) or at our *drop boxes* located in Moulton Hall 1st floor and on the side of the Student Accounts Building.

Credit cards are accepted only through the State of Illinois Treasury Department at www.illinoisepay.com

Or

calling 1-877-ILL-EPAY (1-877-455-3729).

(The State of Illinois charges a convenience fee for using their electronic payment system)

❖ Late Fees

If payment is not received by the due date, the following late fees will be assessed to your next statement:

<u>Amount Due</u>	<u>Late Fee</u>
Less than \$10.00	None
\$10.00 to \$50.00	\$ 2.50
\$50.01 to \$500.00	\$ 5.00
Over \$500.00	\$10.00

Not receiving a bill does not release you from late penalties. Please contact our office if you do not receive a statement.

Program Change

See the *Spring 2005 Class Registration Directory* for dates.

❖ Tuition & General Fees Charges

Tuition & General Fees charges can be found on the following pages
and on our web page at
www.comptroller.ilstu.edu/studentaccounts/

❖ Residence Hall/Meal Charges

Please refer to your *Residence Hall Contract Terms and Conditions* brochure for information regarding the charges for residence hall and meal plans or visiting University Housing Services web site at www.uhs.ilstu.edu/

❖ Student Insurance

An Insurance fee of \$116.00 is assessed to **all students with 9 or more credit hours** and is *included* in the General Fee charge on the bill. Insurance will be automatically assessed only through February 1, 2005. Please see Student Insurance section in the schedule booklet for further information and options.

We strongly recommend you remain enrolled in this Plan because it can help close the gaps left by other coverage. Sometimes a family plan has restrictions which limit a student's access to care. The benefits offered by Illinois State University are payable anywhere in the world and are designed to provide excellent coverage alone or in combination with other coverage.

Insurance Reduction

Students must demonstrate equal coverage and complete a written application in the Student Insurance Office, on or before February 1, 2005. For more information contact the Student Insurance Office at 309-438-2515 or visit www.shs.ilstu.edu/insurance.

❖ Outreach/Material Fees

Outreach Fees

\$40.57 per hour is assessed to courses offered off campus or via Internet.

Material Charge

A materials charge is an optional fee charged to a student for consumable materials used in a course. It is billed in full with initial payment. A student may supply his/her own material and submit a written request to the instructor to waive the charge.

❖ Address Changes

It is imperative that students report any changes in local, home, or parent address to the Registrar's Office in Moulton Hall 107, either in person, using the top of their statement or using the I-Campus web portal or SIAS computer system.

**ALL REFUNDS ARE MAILED TO YOUR
LOCAL ADDRESS. FAILURE TO UPDATE
ADDRESS WILL DELAY ANY REFUNDS.**

❖ Return Check Policy

A penalty of \$25.00 is assessed for each check returned to the University. Check cashing privileges will be suspended when more than one check is returned to the University. In most cases, the person who endorses a two-party check is the one liable for any penalties charged if that check is returned.

Any check(s) returned that were originally issued to clear a delinquency, thereby permitting the student to register, will have those classes canceled if they fail to pay the account in full with **secured funds**. Any questions should be directed to the Student Accounts Office.

❖ Financial Aid Disbursement

Financial aid funds will be applied to your current year charges and any remaining excess will be mailed to your local address. However, Perkins loan borrowers **must** come into the Student Accounts Office to sign for their loan and pick up their refund (if available). If Perkins Loan papers are not completed a hold will be placed on further registration.

If you are a first-year undergraduate *and* a first-time borrower of a Direct Loan, your first loan disbursement can't be made until 30 days after the first day of your enrollment period.

Distribution will begin on the first day of classes.

❖ Refunds

If there is an excess credit on the account, either from a payment or financial aid, a refund check will be **mailed** to the **local** address during the school year and to home address during the summer.

❖ Reduction in Hours Policy

A student who **reduces the number of hours carried** will be charged according to the following schedule for those hours that have been reduced:

From:	To:	Amount Charged
01-18-05	02-01-05	No charges for hours dropped
02-02-05	02-16-05	75% of tuition & 100% of fees
02-17-05	End of the semester	100% of total hours will be charged

❖ University Withdrawal Policy

Students withdrawing from the university will have their charges recalculated according to the schedule listed below. Refer to the *Class Registration Directory* for important dates and penalties due to withdrawal from the university. Excludes student insurance.

Week	From	Through	Amount Charged
1	01-18-05	01-22-05	\$30.00
2	01-23-05	02-01-05	\$30.00
3	02-02-05	02-05-05	20% of charges plus lesser of 5% of charges or \$100.00.
4	02-06-05	02-12-05	30% of charges plus lesser of 5% of charges or \$100.00.
5	02-13-05	02-19-05	30% of charges plus lesser of 5% of charges or \$100.00.
6	02-20-05	02-26-05	40% of charges plus lesser of 5% of charges or \$100.00.
7	02-27-05	03-05-05	50% of charges plus lesser of 5% of charges or \$100.00.
8	03-06-05	03-12-05	50% of charges plus lesser of 5% of charges or \$100.00.
9	03-13-05	03-19-05	60% of charges plus lesser of 5% of charges or \$100.00.
10	03-20-05	03-26-05	60% of charges plus lesser of 5% of charges or \$100.00.
11-17	03-27-05	End of the Semester	100% of charges

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Undergraduate Tuition/General Fees Freeze Rate and Duration Table

Undergraduate tuition (in-state/out-of state) and general fees shall freeze based on the following tables. However, if during a future semester, a student becomes classified as a graduate, the prevailing graduate rates shall apply at that time.

Please note, insurance, outreach, installment, and etc. are not considered as general fees:

<u>First Semester Enrolled¹:</u>	<u>Qualified Primary Major/Sequences carried during the Current Semester:</u>	<u>Rates Frozen Through²:</u>	<u>Freeze Rates per Semester Hour (Up to 16 Hours):</u>
Before Fall 2004	All Major/Sequences, however see footnote 1	Summer 2007	In State Tuition = \$137.43 Out of State Tuition = \$286.43 General Fees = \$40.57
Fall 2004	050.01	Summer 2010 (6 years)	In State Tuition = \$160.00 Out of State Tuition = \$334.00 General Fees = \$43.20
Fall 2004	001.90, 002.90, 003.90, 005.00, 025.00, 025.02, 029.00, 032.00, 040.00, 040.08, 040.09, 043.90, 050.00, 055.00, 057.00, 057.01, 057.02, 057.03, 057.04, 060.00, 070.90, 072.90, 073.90, 074.90, 078.00, 079.90, 086.00, 105.00, and 125.00	Summer 2009 (5 years)	In State Tuition = \$160.00 Out of State Tuition = \$334.00 General Fees = \$43.20
Fall 2004	382.00 - Special BS/MPA Programs (Freeze rate applies only if in undergraduate status.)	Summer 2009 (5 years)	In State Tuition = \$160.00 Out of State Tuition = \$334.00 General Fees = \$43.20
Fall 2004	All other qualified Major/Sequences, however see footnote 1	Summer 2008 (4 years)	In State Tuition = \$160.00 Out of State Tuition = \$334.00 General Fees = \$43.20
Spring 2005	050.01	Fall 2010 (6 years)	In State Tuition = \$160.00 Out of State Tuition = \$334.00 General Fees = \$43.20
Spring 2005	001.90, 002.90, 003.90, 005.00, 025.00, 025.02, 029.00, 032.00, 040.00, 040.08, 040.09, 043.90, 050.00, 055.00, 057.00, 057.01, 057.02, 057.03, 057.04, 060.00, 070.90, 072.90, 073.90, 074.90, 078.00, 079.90, 086.00, 105.00, and 125.00	Fall 2009 (5 years)	In State Tuition = \$160.00 Out of State Tuition = \$334.00 General Fees = \$43.20
Spring 2005	382.00 - Special BS/MPA Programs (Freeze rate applies only if in undergraduate status.)	Fall 2009 (5 years)	In State Tuition = \$160.00 Out of State Tuition = \$334.00 General Fees = \$43.20
Spring 2005	All other qualified Major/Sequences, however see footnote 1	Fall 2008 (4 years)	In State Tuition = \$160.00 Out of State Tuition = \$334.00 General Fees = \$43.20

¹Definition of ENROLLED: Must be in a degree seeking program, including the 'general student' classification and in attendance as of the official '10th day census'. If carrying a primary major/sequence of unclassified (065.00) when first enrolled, the tuition freeze will not apply.

²If during a future semester, the student changes his/her Primary Major/Sequence, the duration of the frozen rate will be reevaluated.

*Qualifications and rates are subject to change pending any future Board of Trustees, Legislative or University Administrative action.

UNDERGRADUATE (NEW STUDENT) SPRING 2005 TUITION AND GENERAL FEES*

Use this table to calculate your Tuition and General Fees if:

You were **not** ENROLLED¹ at Illinois State University prior to Fall 2004.

- OR -

You attended prior to Fall 2004 semester and carried a Primary Major/Sequence of 065.00 (Unclassified) during that semester.

Undergraduate tuition (in-state/out-of-state) and general fees, listed below, shall freeze for the above qualified student if first enrolled during Spring 2005 or Fall 2004, based on qualified Primary Major/Sequences. As noted on the "Undergraduate Tuition/General Fees Freeze Rate and Duration Table". However, if during a future semester, a student becomes classified as a graduate, the prevailing graduate rates shall apply at that time. Please note: insurance, outreach, installment and etc. are not considered as general fees.

¹Definition of ENROLLED: Must be in a degree seeking program, including the 'general student' classification and in attendance as of the official '10th day census'.

Semester	- Tuition -			General	- Total -	
Hours	Out-of-State	In-State	Insurance**	Fees***	Out-of-State	In-State
16	5,344.00	2,560.00	116.00	691.20	6,151.20	3,367.20
15	5,010.00	2,400.00	116.00	648.00	5,774.00	3,164.00
14	4,676.00	2,240.00	116.00	604.80	5,396.80	2,960.80
13	4,342.00	2,080.00	116.00	561.60	5,019.60	2,757.60
12	4,008.00	1,920.00	116.00	518.40	4,642.40	2,554.40
11	3,674.00	1,760.00	116.00	475.20	4,265.20	2,351.20
10	3,340.00	1,600.00	116.00	432.00	3,888.00	2,148.00
9	3,006.00	1,440.00	116.00	388.80	3,510.80	1,944.80
8	2,672.00	1,280.00		345.60	3,017.60	1,625.60
7	2,338.00	1,120.00		302.40	2,640.40	1,422.40
6	2,004.00	960.00		259.20	2,263.20	1,219.20
5	1,670.00	800.00		216.00	1,886.00	1,016.00
4	1,336.00	640.00		172.80	1,508.80	812.80
3	1,002.00	480.00		129.60	1,131.60	609.60
2	668.00	320.00		86.40	754.40	406.40
1	334.00	160.00		43.20	377.20	203.20

**Insurance is automatically *assessed to all students who register for 9 or more hours* through February 1, 2005. Coverage is through May 22, 2005.

Please see student insurance section for further information and options.

Insurance Reduction—Students must demonstrate equal coverage and complete written application at the Student Insurance Office in the Student Services Building on or before February 1, 2005.

Outreach Fees—\$40.57 per hour is assessed to courses offered off campus or via the Internet.

Student to Student Grant—Is a refundable fee used to provide support for needy and disadvantage students. Refund application must be made in the Student Accounts Office by February 1, 2005.

Administrative compliance fee—\$25 will be assessed to a new student who has not complied with the Illinois Immunization Law by the tenth class day. Call Student Health Service for information (309) 438-8560.

Courses having a **material charge** or fee in the prerequisite and comments column will be assessed on the billing statement.

*** General Fees per Hour					
General Activity	\$ 5.76	Bone Student Center	\$ 5.67	Health Service	\$ 6.53
Athletic and Service	\$ 10.05	Campus Enhancement	\$ 6.94	Grant-in-Aid	\$ 0.13
Redbird Arena	\$ 4.52	Recreation Facilities	\$ 3.27	Student to Student Grant	<u>\$ 0.33</u>
Total per Hour					\$ 43.20

*Qualifications and rates are subject to change pending any future Board of Trustees, Legislative or University Administrative action.

UNDERGRADUATE (CONTINUING STUDENT-PRIOR TO FALL 2004) SPRING 2005 TUITION AND GENERAL FEES*

Use this table to calculate your Tuition and General Fees if:

You were ENROLLED¹ at Illinois State University during any one semester prior to Fall 2004 AND carried any Primary Major/Sequence other than 065.00 (Unclassified) during that semester.

Undergraduate tuition (in-state/out-of-state) and general fees, listed below, shall freeze for the above qualified student through Summer 2007. As noted on the "Undergraduate Tuition/General Fees Freeze Rate and Duration Table". However, if during a future semester, a student becomes classified as a graduate, the prevailing graduate rates shall apply at that time.

Please note; insurance, outreach, installment and etc are not considered as general fees.

¹Definition of ENROLLED: Must be in a degree seeking program, including the 'general student' classification and in attendance as of the official '10th day census'.

Semester Hours	Tuition			General Fees***	Total	
	Out-of-State	In-State	Insurance**		Out-of-State	In-State
16	4,582.88	2,198.88	116.00	649.12	5,348.00	2,964.00
15	4,296.45	2,061.45	116.00	608.55	5,021.00	2,786.00
14	4,010.02	1,924.02	116.00	567.98	4,694.00	2,608.00
13	3,723.59	1,786.59	116.00	527.41	4,367.00	2,430.00
12	3,437.16	1,649.16	116.00	486.84	4,040.00	2,252.00
11	3,150.73	1,511.73	116.00	446.27	3,713.00	2,074.00
10	2,864.30	1,374.30	116.00	405.70	3,386.00	1,896.00
9	2,577.87	1,236.87	116.00	365.13	3,059.00	1,718.00
8	2,291.44	1,099.44		324.56	2,616.00	1,424.00
7	2,005.01	962.01		283.99	2,289.00	1,246.00
6	1,718.58	824.58		243.42	1,962.00	1,068.00
5	1,432.15	687.15		202.85	1,635.00	890.00
4	1,145.72	549.72		162.28	1,308.00	712.00
3	859.29	412.29		121.71	981.00	534.00
2	572.86	274.86		81.14	654.00	356.00
1	286.43	137.43		40.57	327.00	178.00

**Insurance is automatically assessed to all students who register for 9 or more hours through February 1, 2005. Coverage is through May 22, 2005.

Please see student insurance section for further information and options.

Insurance Reduction—Students must demonstrate equal coverage and complete written application at the Student Insurance Office in the Student Services Building on or before February 1, 2005.

Outreach Fees—\$40.57 per hour is assessed to courses offered off campus or via the Internet.

Student to Student Grant—Is a refundable fee used to provide support for needy and disadvantaged students. Refund application must be made in the Student Accounts Office by February 1, 2005.

Administrative compliance fee—\$25 will be assessed to a new student who has not complied with the Illinois Immunization Law by the tenth class day. Call Student Health Service for information (309) 438-8560.

Courses having a **material charge** or fee in the prerequisite and comments column will be assessed on the billing statement.

*** General Fees per Hour					
General Activity	\$ 5.49	Bone Student Center	\$ 5.46	Health Service	\$ 5.78
Athletic and Service	\$ 8.65	Campus Enhancement	\$ 6.94	Grant-in-Aid	\$ 0.13
Redbird Arena	\$ 4.52	Recreation Facilities	\$ 3.27	Student to Student Grant	<u>\$ 0.33</u>
					Total per Hour
					<u>\$ 40.57</u>

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**GRADUATE
SPRING 2005 TUITION AND GENERAL FEES***

Use this table to calculate your Tuition and General Fees if you are classified as a graduate student.
The tuition and general fees freeze does not apply.

Semester	- Tuition -			General Fees***	- Total -	
	Hours	Out-of-State	In-State		Insurance**	Out-of-State
16	4,848.00	2,320.00	116.00	691.20	5,655.20	3,127.20
15	4,545.00	2,175.00	116.00	648.00	5,309.00	2,939.00
14	4,242.00	2,030.00	116.00	604.80	4,962.80	2,750.80
13	3,939.00	1,885.00	116.00	561.60	4,616.60	2,562.60
12	3,636.00	1,740.00	116.00	518.40	4,270.40	2,374.40
11	3,333.00	1,595.00	116.00	475.20	3,924.20	2,186.20
10	3,030.00	1,450.00	116.00	432.00	3,578.00	1,998.00
9	2,727.00	1,305.00	116.00	388.80	3,231.80	1,809.80
8	2,424.00	1,160.00		345.60	2,769.60	1,505.60
7	2,121.00	1,015.00		302.40	2,423.40	1,317.40
6	1,818.00	870.00		259.20	2,077.20	1,129.20
5	1,515.00	725.00		216.00	1,731.00	941.00
4	1,212.00	580.00		172.80	1,384.80	752.80
3	909.00	435.00		129.60	1,038.60	564.60
2	606.00	290.00		86.40	692.40	376.40
1	303.00	145.00		43.20	346.20	188.20

**Insurance is automatically *assessed to all students who register for 9 or more hours* through February 1, 2005. Coverage is through May 22, 2005. Please see student insurance section for further information and options.

Insurance Reduction—Students must demonstrate equal coverage and complete written application at the Student Insurance Office in the Student Services Building on or before February 1, 2005.

Outreach Fees—\$40.57 per hour is assessed to courses offered off campus or via the Internet.

Student to Student Grant—Is a refundable fee used to provide support for needy and disadvantaged students. Refund application must be made in the Student Accounts Office by February 1, 2005.

Administrative compliance fee—\$25 will be assessed to a new student who has not complied with the Illinois Immunization Law by the tenth class day. Call Student Health Service for information (309) 438-8560.

Courses having a **material charge** or fee in the prerequisite and comments column will be assessed on the billing statement.

*** General Fees per Hour					
General Activity	\$ 5.76	Bone Student Center	\$ 5.67	Health Service	\$ 6.53
Athletic and Service	\$ 10.05	Campus Enhancement	\$ 6.94	Grant-in-Aid	\$ 0.13
Redbird Arena	\$ 4.52	Recreation Facilities	\$ 3.27	Student to Student Grant	\$ 0.33
				Total per Hour	\$ 43.20

*Qualifications and rates are subject to change pending any future Board of Trustees, Legislative or University Administrative action.

❖ Important Numbers

Financial Aid Office	(309) 438-2231
Collection Accounts	(309) 438-3347
Parking & Transportation Svcs	(309) 438-8391
University Housing Services	(309) 438-8611
Redbird Card Office	(309) 438-2273
Milner Library	(309) 438-7321
Student Insurance Office	(309) 438-2515
Student Health Service	(309) 438-8655
Student Service & Referral Center (University Registrar, Records, Evaluation)	(309) 438-2188

❖ Contact Information

Illinois State University
Student Accounts Office
Campus Box 1210
607 W. Dry Grove St
Normal, IL 61790-1210

Phone: 309-438-5643

Fax: 309-438-8337

Email: stuaccts@ilstu.edu

www.comptroller.ilstu.edu/studentaccounts

Office Hours:

Monday-Wednesday, Friday
8:30 am—4:30 pm

Thursday
9:00 am—4:30 pm