

❖ 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.

❖ Address Changes

It is imperative that students report any changes in local, home, or parent address to the Registrars Office, Moulton Hall 107, either in person, using the top of their statement or using SIAS.

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

❖ Financial Aid Disbursement

Financial aid will be applied to your current year charges and any remaining balance 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 loan papers are not completed a hold will be placed on further registration.

Refer to page 2 of the Fall 2002 Financial Aid newsletter at www.fao.ilstu.edu for changes to the Direct Loan disbursements.

Distribution will begin on the first day of classes.

Program Change

See the *Spring 2004 Class Registration Directory* for dates.

❖ Contact Information

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

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

❖ Important Numbers

Financial Aid Office	(309) 438-2231
Collection Accounts	(309) 438-3347
Parking Services	(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	(309) 438-2188
(University Registrar, Records, Evaluation)	
STAR+	(309) 438-7827

ILLINOIS STATE UNIVERSITY



STUDENT ACCOUNTS OFFICE

BILLING INFORMATION

Spring 2004

Schedule of Billing Dates

<u>Installments</u>	<u>Billing Date</u>	<u>Due Date</u>
First	12-16-03	01-09-04
Second	01-20-04	02-06-04
Third	02-17-04	03-05-04
Fourth	03-16-04	04-09-04
Summer 2004	04-20-04	05-07-04

❖ 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 charges in installments, which will be listed on a later statement.

If tuition and fees are not paid in full, 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.

❖ 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 accepted through the State of Illinois Treasury Department at www.illinoisepay.com.

❖ 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.

❖ Tuition & General Fee

Please refer to the enclosed Tuition and General Fee tables to determine your costs. Tuition charges can also be found on our web page.

www.comptroller.ilstu.edu/studentaccounts/

❖ 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.

❖ Student Insurance

Insurance of \$95.00 is assessed to all students with 9 or more hours. Insurance will be automatically assessed only through January 26, 2004. Please see Student Insurance section in the schedule booklet for further information and options.

Included in the General Fee charge on bill.

Insurance Reduction

Students must demonstrate equal coverage and complete a written application in the Student Insurance Office, on or before January 26, 2004.

❖ Refunds

If there is an excess payment on the account, either from a cash 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
01-12-04	01-26-04	No charges for hours dropped
01-27-04	02-10-04	75% of tuition & 100% of fees
02-11-04	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.

Week	From	Through	Amount Charged
1	01-12-04	01-17-04	\$30.00
2	01-18-04	01-26-04	\$30.00
3	01-27-04	01-31-04	20% of charges plus lesser of 5% of charges or \$100.00.
4	02-01-04	02-07-04	30% of charges plus lesser of 5% of charges or \$100.00.
5	02-08-04	02-14-04	30% of charges plus lesser of 5% of charges or \$100.00.
6	02-15-04	02-21-04	40% of charges plus lesser of 5% of charges or \$100.00.
7	02-22-04	02-28-04	50% of charges plus lesser of 5% of charges or \$100.00.
8	02-29-04	03-06-04	50% of charges plus lesser of 5% of charges or \$100.00.
9	03-07-04	03-13-04	60% of charges plus lesser of 5% of charges or \$100.00.
10	03-14-04	03-20-04	60% of charges plus lesser of 5% of charges or \$100.00.
11-17	03-21-04	End of Semester	100% of charges

❖ Tuition & General Fees

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

- You attended Spring 2003 semester.
- OR -
- You withdrew on or after the first day of classes during Spring 2003.

***Insurance will be automatically assessed through January 26, 2004. Coverage is through 05-16-04 and the policy provides no extended benefits. Contact the Student Insurance Office regarding coverage.

Insurance Reduction—Students must demonstrate equal coverage and complete a written application at the Student Insurance Office in the Student Services Building on or before January 26, 2004.

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 January 26, 2004.

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).

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

** General Fees per Hour

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

RATE SCHEDULE—2003-1

❖ Undergraduate*

Hours	Tuition*		Insurance***	General Fees**	Total	
	Out of state	In state			Out of State	In State
16+	4,176.00	1,941.28	95.00	649.12	4,920.12	2,685.40
15	3,915.00	1,819.95	95.00	608.55	4,618.55	2,523.50
14	3,654.00	1,698.62	95.00	567.98	4,316.98	2,361.60
13	3,393.00	1,577.29	95.00	527.41	4,015.41	2,199.70
12	3,132.00	1,455.96	95.00	486.84	3,713.84	2,037.80
11	2,871.00	1,334.63	95.00	446.27	3,412.27	1,875.90
10	2,610.00	1,213.30	95.00	405.70	3,110.70	1,714.00
9	2,349.00	1,091.97	95.00	365.13	2,809.13	1,552.10
8	2,088.00	970.64		324.56	2,412.56	1,295.20
7	1,827.00	849.31		283.99	2,110.99	1,133.30
6	1,566.00	727.98		243.42	1,809.42	971.40
5	1,305.00	606.65		202.85	1,507.85	809.50
4	1,044.00	485.32		162.28	1,206.28	647.60
3	783.00	363.99		121.71	904.71	485.70
2	522.00	242.66		81.14	603.14	323.80
1	261.00	121.33		40.57	301.57	161.90

❖ Graduate*

Hours	Tuition		Insurance***	General Fees**	Total	
	Out of state	In state			Out of State	In State
16+	4,240.00	1,959.84	95.00	649.12	4,984.12	2,703.96
15	3,975.00	1,837.35	95.00	608.55	4,678.55	2,540.90
14	3,710.00	1,714.86	95.00	567.98	4,372.98	2,377.84
13	3,445.00	1,592.37	95.00	527.41	4,067.41	2,214.78
12	3,180.00	1,469.88	95.00	486.84	3,761.84	2,051.72
11	2,915.00	1,347.39	95.00	446.27	3,456.27	1,888.66
10	2,650.00	1,224.90	95.00	405.70	3,150.70	1,725.60
9	2,385.00	1,102.41	95.00	365.13	2,845.13	1,562.54
8	2,120.00	979.92		324.56	2,444.56	1,304.48
7	1,855.00	857.43		283.99	2,138.99	1,141.42
6	1,590.00	734.94		243.42	1,833.42	978.36
5	1,325.00	612.45		202.85	1,527.85	815.30
4	1,060.00	489.96		162.28	1,222.28	652.24
3	795.00	367.47		121.71	916.71	489.18
2	530.00	244.98		81.14	611.14	326.12
1	265.00	122.49		40.57	305.57	163.06

* Tuition and General Fees are subject to change by action of the Illinois State University Board of Trustees.

*** Insurance of \$95.00 is assessed to all students with 9 or more hours.

RATE SCHEDULE—2004-1 / 2003-4

❖ Tuition & General Fees

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

- **You did NOT attend Spring 2003 semester.**
- OR -**
- **You withdrew PRIOR to the first day of classes during Spring 2003.**

***Insurance will be automatically assessed through January 26, 2004. Coverage is through 05-16-04 and the policy provides no extended benefits. Contact the Student Insurance Office regarding coverage.

Insurance Reduction—Students must demonstrate equal coverage and complete a written application at the Student Insurance Office in the Student Services Building on or before January 26, 2004.

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 January 26, 2004.

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).

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

** General Fees per Hour

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

❖ Undergraduate*

Hours	Tuition*		Insurance***	General	Total	
	Out of state	In state		Fees**	Out of State	In State
16+	4,582.88	2,198.88	95.00	649.12	5,327.00	2,943.00
15	4,296.45	2,061.45	95.00	608.55	5,000.00	2,765.00
14	4,010.02	1,924.02	95.00	567.98	4,673.00	2,587.00
13	3,723.59	1,786.59	95.00	527.41	4,346.00	2,409.00
12	3,437.16	1,649.16	95.00	486.84	4,019.00	2,231.00
11	3,150.73	1,511.73	95.00	446.27	3,692.00	2,053.00
10	2,864.30	1,374.30	95.00	405.70	3,365.00	1,875.00
9	2,577.87	1,236.87	95.00	365.13	3,038.00	1,697.00
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

❖ Graduate*

Hours	Tuition		Insurance***	General	Total	
	Out of state	In state		Fees**	Out of State	In State
16+	4,614.88	2,214.88	95.00	649.12	5,359.00	2,959.00
15	4,326.45	2,076.45	95.00	608.55	5,030.00	2,780.00
14	4,038.02	1,938.02	95.00	567.98	4,701.00	2,601.00
13	3,749.59	1,799.59	95.00	527.41	4,372.00	2,422.00
12	3,461.16	1,661.16	95.00	486.84	4,043.00	2,243.00
11	3,172.73	1,522.73	95.00	446.27	3,714.00	2,064.00
10	2,884.30	1,384.30	95.00	405.70	3,385.00	1,885.00
9	2,595.87	1,245.87	95.00	365.13	3,056.00	1,706.00
8	2,307.44	1,107.44		324.56	2,632.00	1,432.00
7	2,019.01	969.01		283.99	2,303.00	1,253.00
6	1,730.58	830.58		243.42	1,974.00	1,074.00
5	1,442.15	692.15		202.85	1,645.00	895.00
4	1,153.72	553.72		162.28	1,316.00	716.00
3	865.29	415.29		121.71	987.00	537.00
2	576.86	276.86		81.14	658.00	358.00
1	288.43	138.43		40.57	329.00	179.00

* Tuition and General Fees are subject to change by action of the Illinois State University Board of Trustees.

*** Insurance of \$95.00 is assessed to all students with 9 or more hours.