

## Important telephone numbers

Financial Aid Office	(309) 438-2231
Collection Accounts	(309) 438-3347
Parking and Transportation 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 (University Registrar, Records, Evaluation)	(309) 438-2188

### Illinois State University Student Accounts Office

607 W. Dry Grove St.  
Campus Box 1210  
Normal, IL 61790-1210

Telephone: (309) 438-5643  
Facsimile: (309) 438-8337  
E-mail: [stuacct@ilstu.edu](mailto:stuacct@ilstu.edu)

#### Office hours

Monday–Wednesday, Friday  
8:30 a.m.–4:30 p.m.

Thursday  
9 a.m.–4:30 p.m.

# Student Accounts Office

# SPRING2006

## *billing information*

*References to this publication  
expire at the close of the  
spring 2006 semester*

## Spring 2006 billing dates

Monthly billing	Mailing date	Due date
1st installment	12-20-05	1-6-06
2nd installment	1-17-06	2-3-06
3rd installment	2-14-06	3-3-06
4th installment	3-14-06	4-7-06

*Information in this brochure can also be found at*  
[www.comptroller.ilstu.edu/studentaccounts](http://www.comptroller.ilstu.edu/studentaccounts)

ILLINOIS STATE  
UNIVERSITY

An equal opportunity/affirmative action university encouraging diversity

UNIVERSITY MARKETING AND COMMUNICATIONS  
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## 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 installment fee charged per semester for paying the tuition and general fees 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.

## To make payments

Payments can be made in person at the Cashier's Office in the Student Accounts Building, by mail (allow three to five days), or at our drop boxes located in Moulton Hall, first floor, and on the side of the Student Accounts Building.

Credit cards (MasterCard, Discover, American Express) are accepted only through the State of Illinois Treasury Department at [www.illinoisepay.com](http://www.illinoisepay.com) or calling (877) ILL-EPAY (455-3729).

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

## 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, you can change it by using the top portion of the billing statement, contacting the Student Accounts Office, or making the change on the iCampus Web portal or 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 cannot be designated otherwise. Confirmations can be completed by using the iCampus portal or returning your letter.

## Address changes

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

All refunds are mailed to your local address. Failure to update address will delay any refunds.

## Late fees

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

AMOUNT DUE	LATE FEE
Less than \$10	None
\$10.00-\$50	\$2.50
\$50.01-\$500	\$5.00
Over \$500	\$10

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

## Student insurance

An insurance fee of \$145 is assessed to all students with nine or more credit hours and is included in the general fee charge on the bill. Insurance will be automatically assessed only through January 31, 2006. Please see the 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. For more information contact the Student Insurance Office at (309) 438-2515 or visit [www.shs.ilstu.edu/insurance](http://www.shs.ilstu.edu/insurance).

## Return check policy

A penalty of \$25 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 he or she fails 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, first-time 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 cannot 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 the 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	THROUGH	AMOUNT CHARGED
1-17-06	1-31-06	No charges for hours dropped
2-1-06	2-15-06	75% of tuition and 100% of fees
2-16-06	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
1-2	1-17-06	1-31-06	\$30
3	2-1-06	2-4-06	20% of charges plus lesser of 5% of charges or \$100
4	2-5-06	2-11-06	30% of charges plus lesser of 5% of charges or \$100
5	2-12-06	2-18-06	30% of charges plus lesser of 5% of charges or \$100
6	2-19-06	2-25-06	40% of charges plus lesser of 5% of charges or \$100
7	2-26-06	3-4-06	50% of charges plus lesser of 5% of charges or \$100
8	3-5-06	3-11-06	50% of charges plus lesser of 5% of charges or \$100
9	3-12-06	3-18-06	60% of charges plus lesser of 5% of charges or \$100
10	3-19-06	3-25-06	60% of charges plus lesser of 5% of charges or \$100
11-17	3-26-06	End of semester	100% of charges

## Majors/Sequences

PROGRAM TITLE MAJOR/SEQUENCE

### *Five-year undergraduate programs (qualify for five-year freeze rates)*

Accountancy-Integrated Bachelor of Science/	
Master of Professional Accountancy	382.00
Accountancy and Information Systems	382.01
Professional Accountancy	382.02
Agriculture Education	001.90
Art/Teacher Education	002.90
Bachelor of Fine Arts-Art	060.00
Biological Sciences/Teacher Education	003.90
Business/Teacher Education	005.00
Chemistry/Teacher Education	073.90
Clinical Laboratory Science	086.00
Communication Studies/Teacher Education	079.90
Computer Science	029.00
Elementary Education	050.00
School Health Education	035.90
History/Teacher Education	043.90
International Business	078.00
Middle Level Teacher Education	055.00
Music Therapy	058.06
Bachelor of Music Education	057.00
Music Choral-General-Vocal	057.01
Music Choral-General-Keyboard	057.02
Music Instrumental-Band	057.03
Music Instrumental-Orchestra	057.04
Physical Education/Teacher Education K-12	074.90
Secondary Physical Education 6-12	074.92
Physics/Teacher Education	072.90
Social Sciences Education	032.00
Special Education	040.00
Specialist in Learning and Behavior	040.08
Specialist in Deaf and Hard of Hearing	040.09
Specialist in Low Vision and Blindness	040.10
Industrial Technology	025.00
Construction Management	025.02
Technology Education	125.00
Telecommunications Management	105.00
Theatre/Teacher Education	070.90

### *Six-year undergraduate programs (qualify for six-year freeze rates)*

Bilingual/Bicultural Education	050.01
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**All other majors/sequences are considered four-year programs.**

## Undergraduate Tuition/General Fees Freeze Rate and Duration Guide

Undergraduate tuition (in-state/out-of-state), general fees, and outreach fees shall freeze based on the following tables. Freeze rates depend on qualified primary major(s)/sequence(s) carried on the last day of the last undergraduate semester attended within the four continuous calendar years after being classified as enrolled.<sup>1</sup> If during a future semester, a student becomes classified as a graduate, the prevailing graduate rates and general fees shall apply.<sup>2</sup> See page 3 for a list of undergraduate majors/sequences that qualify for five- and six-year freeze rates and terms. Please note: insurance and installment, etc. are not considered general fees. Upon the expiration of the initial and additional two-year freeze periods, the prevailing rates shall apply.

First semester enrolled <sup>1</sup>	Majors/Sequences	Freeze rates per hour (up to 16 hours)	Initial rates frozen through	Freeze rates per hour for an additional two years (up to 16 hours)	Rates for two additional years frozen through	
Before fall 2004	All majors/sequences	See table A (page 7)	Summer 2007	See table C (page 5)	Summer 2009	
Fall 2004	Six-year programs	See table B (page 6)	Summer 2010 (6 years)	Fall 2008 rate (undetermined)	Summer 2012	
	Five-year programs		Summer 2009 (5 years)	Fall 2007 rate (undetermined)	Summer 2011	
	Four-year programs		Summer 2008 (4 years)	Fall 2006 rate (undetermined)	Summer 2010	
Spring 2005	Six-year programs		Fall 2010 (6 years)	Spring 2009 rate (undetermined)	Fall 2012	
	Five-year programs		Fall 2009 (5 years)	Spring 2008 rate (undetermined)	Fall 2011	
	Four-year programs		Fall 2008 (4 years)	Spring 2007 rate (undetermined)	Fall 2010	
Summer 2005	Six-year programs		Spring 2011 (6 years)	Summer 2009 rate (undetermined)	Spring 2013	
	Five-year programs		Spring 2010 (5 years)	Summer 2008 rate (undetermined)	Spring 2012	
	Four-year programs		Spring 2009 (4 years)	Summer 2007 rate (undetermined)	Spring 2011	
Fall 2005	Six-year programs		See table C (page 5)	Summer 2011 (6 years)	Fall 2009 rate (undetermined)	Summer 2013
	Five-year programs			Summer 2010 (5 years)	Fall 2008 rate (undetermined)	Summer 2012
	Four-year programs			Summer 2009 (4 years)	Fall 2007 rate (undetermined)	Summer 2011
Spring 2006	Six-year programs	Fall 2011 (6 years)		Spring 2010 rate (undetermined)	Fall 2013	
	Five-year programs	Fall 2010 (5 years)		Spring 2009 rate (undetermined)	Fall 2012	
	Four-year programs	Fall 2009 (4 years)		Spring 2008 rate (undetermined)	Fall 2011	

<sup>1</sup>Definition of **first semester enrolled**: Must be an undergraduate student 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. If carrying a primary major/sequence of 382.00 (Integrated B.S./M.P.A. program) when first enrolled, the student is considered as an undergraduate student for purposes of this definition. Classification of graduate status in a prior semester does not disqualify eligibility for the tuition freeze.

<sup>2</sup>Effective for semesters after summer 2005, the undergraduate rate shall apply for students carrying a primary major/sequence of 382.00 (Integrated B.S./M.P.A. program). Qualifications and rates are subject to change pending any future Board of Trustees, legislative, or University Administrative action.

**TABLE C—Undergraduate (new student) Spring 2006 Tuition and General Fees<sup>1</sup>**

SEMESTER HOURS	OUT-OF-STATE TUITION	IN-STATE TUITION	INSURANCE <sup>2</sup>	GENERAL FEES <sup>3</sup>	OUT-OF-STATE TOTAL	IN-STATE TOTAL
16+	\$6,016.00	\$2,880.00	\$145.00	\$747.20	\$6,908.20	\$3,772.20
15	5,640.00	2,700.00	145.00	700.50	6,485.50	3,545.50
14	5,264.00	2,520.00	145.00	653.80	6,062.80	3,318.80
13	4,888.00	2,340.00	145.00	607.10	5,640.10	3,092.10
12	4,512.00	2,160.00	145.00	560.40	5,217.40	2,865.40
11	4,136.00	1,980.00	145.00	513.70	4,794.70	2,638.70
10	3,760.00	1,800.00	145.00	467.00	4,372.00	2,412.00
9	3,384.00	1,620.00	145.00	420.30	3,949.30	2,185.30
8	3,008.00	1,440.00		373.60	3,381.60	1,813.60
7	2,632.00	1,260.00		326.90	2,958.90	1,586.90
6	2,256.00	1,080.00		280.20	2,536.20	1,360.20
5	1,880.00	900.00		233.50	2,113.50	1,133.50
4	1,504.00	720.00		186.80	1,690.80	906.80
3	1,128.00	540.00		140.10	1,268.10	680.10
2	752.00	360.00		93.40	845.40	453.40
1	376.00	180.00		46.70	422.70	226.70

<sup>1</sup>Qualifications and rates are subject to change pending any future Board of Trustees, legislative, or University Administrative action.

<sup>2</sup>Insurance is automatically assessed to all students who register for nine or more hours through January 31, 2006. Coverage is through May 21, 2006. Coverage is worldwide, with a \$50 deductible (waived when coordinating with another plan) and a \$1 million maximum. Please contact Student Insurance at (309) 438-2515 for further information and options.

<sup>3</sup>General fees per hour

General activity	\$5.84	Bone Student Center	\$6.55
Health Service	\$7.54	Athletic and service	\$11.47
Campus enhancement	\$6.94	Grant-in-Aid	\$0.13
Redbird Arena	\$4.60	Recreation facilities	\$3.30
Student-to-Student Grant	\$0.33	<b>Total per hour</b>	<b>\$46.70</b>

**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 31, 2006.

**Outreach fees**—\$46.70 per hour is assessed to courses offered off campus or via the Internet.

**Materials 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 or her own material and submit a written request to the instructor to waive the charge.

**Student-to-Student Grant**—This 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 31, 2006.

**Administrative compliance fee**—\$25 will be assessed to a new student who has not complied with the Illinois Immunization Law by the 10th class day. Call Student Health Service at (309) 438-8560 for more information.

**Installment fee**—Tuition and general fees may be paid in installments and is outlined on the billing statement. A \$35 installment fee will be assessed.

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

**TABLE B—Undergraduate (continuing students) Spring 2006 Tuition and General Fees<sup>1</sup>**

SEMESTER HOURS	OUT-OF-STATE TUITION	IN-STATE TUITION	INSURANCE <sup>2</sup>	GENERAL FEES <sup>3</sup>	OUT-OF-STATE TOTAL	IN-STATE TOTAL
16+	\$5,344.00	\$2,560.00	\$145.00	\$691.20	\$6,180.20	\$3,396.20
15	5,010.00	2,400.00	145.00	648.00	5,803.00	3,193.00
14	4,676.00	2,240.00	145.00	604.80	5,425.80	2,989.80
13	4,342.00	2,080.00	145.00	561.60	5,048.60	2,786.60
12	4,008.00	1,920.00	145.00	518.40	4,671.40	2,583.40
11	3,674.00	1,760.00	145.00	475.20	4,294.20	2,380.20
10	3,340.00	1,600.00	145.00	432.00	3,917.00	2,177.00
9	3,006.00	1,440.00	145.00	388.80	3,539.80	1,973.80
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

<sup>1</sup>Qualifications and rates are subject to change pending any future Board of Trustees, legislative, or University Administrative action.

<sup>2</sup>Insurance is automatically assessed to all students who register for nine or more hours through January 31, 2006. Coverage is through May 21, 2006. Coverage is worldwide, with a \$50 deductible (waived when coordinating with another plan) and a \$1 million maximum. Please contact Student Insurance at (309) 438-2515 for further information and options.

<sup>3</sup>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	<b>Total per hour</b>	<b>\$43.20</b>

**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 31, 2006.

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

**Materials 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 or her own material and submit a written request to the instructor to waive the charge.

**Student-to-Student Grant**—This 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 31, 2006.

**Administrative compliance fee**—\$25 will be assessed to a new student who has not complied with the Illinois Immunization Law by the 10th class day. Call Student Health Service at (309) 438-8560 for more information.

**Installment fee**—Tuition and general fees may be paid in installments and is outlined on the billing statement. A \$35 installment fee will be assessed.

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

**TABLE A—Undergraduate (continuing students enrolled before fall 2004)  
Spring 2006 Tuition and General Fees<sup>1</sup>**

SEMESTER HOURS	OUT-OF-STATE TUITION	IN-STATE TUITION	INSURANCE <sup>2</sup>	GENERAL FEES <sup>3</sup>	OUT-OF-STATE TOTAL	IN-STATE TOTAL
16+	\$4,582.88	\$2,198.88	\$145.00	\$649.12	\$5,377.00	\$2,993.00
15	4,296.45	2,061.45	145.00	608.55	5,050.00	2,815.00
14	4,010.02	1,924.02	145.00	567.98	4,723.00	2,637.00
13	3,723.59	1,786.59	145.00	527.41	4,396.00	2,459.00
12	3,437.16	1,649.16	145.00	486.84	4,069.00	2,281.00
11	3,150.73	1,511.73	145.00	446.27	3,742.00	2,103.00
10	2,864.30	1,374.30	145.00	405.70	3,415.00	1,925.00
9	2,577.87	1,236.87	145.00	365.13	3,088.00	1,747.00
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

<sup>1</sup>Qualifications and rates are subject to change pending any future Board of Trustees, legislative, or University Administrative action.

<sup>2</sup>Insurance is automatically assessed to all students who register for nine or more hours through January 31, 2006. Coverage is through May 21, 2006. Coverage is worldwide, with a \$50 deductible (waived when coordinating with another plan) and a \$1 million maximum. Please contact Student Insurance at (309) 438-2515 for further information and options.

<sup>3</sup>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	\$0.33	<b>Total per hour</b>	<b>\$40.57</b>

**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 31, 2006.

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

**Materials 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 or her own material and submit a written request to the instructor to waive the charge.

**Student-to-Student Grant**—This 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 31, 2006.

**Administrative compliance fee**—\$25 will be assessed to a new student who has not complied with the Illinois Immunization Law by the 10th class day. Call Student Health Service at (309) 438-8560 for more information.

**Installment fee**—Tuition and general fees may be paid in installments and is outlined on the billing statement. A \$35 installment fee will be assessed.

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

## Graduate student Spring 2006 Tuition and General Fees<sup>1</sup>

The tuition and general fees freeze does not apply.<sup>2</sup>

SEMESTER HOURS	OUT-OF-STATE TUITION	IN-STATE TUITION	INSURANCE <sup>3</sup>	GENERAL FEES <sup>4</sup>	OUT-OF-STATE TOTAL	IN-STATE TOTAL
16+	\$5,680.00	\$2,720.00	\$145.00	\$747.20	\$6,572.20	\$3,612.20
15	5,325.00	2,550.00	145.00	700.50	6,170.50	3,395.50
14	4,970.00	2,380.00	145.00	653.80	5,768.80	3,178.80
13	4,615.00	2,210.00	145.00	607.10	5,367.10	2,962.10
12	4,260.00	2,040.00	145.00	560.40	4,965.40	2,745.40
11	3,905.00	1,870.00	145.00	513.70	4,563.70	2,528.70
10	3,550.00	1,700.00	145.00	467.00	4,162.00	2,312.00
9	3,195.00	1,530.00	145.00	420.30	3,760.30	2,095.30
8	2,840.00	1,360.00		373.60	3,213.60	1,733.60
7	2,485.00	1,190.00		326.90	2,811.90	1,516.90
6	2,130.00	1,020.00		280.20	2,410.20	1,300.20
5	1,775.00	850.00		233.50	2,008.50	1,083.50
4	1,420.00	680.00		186.80	1,606.80	866.80
3	1,065.00	510.00		140.10	1,205.10	650.10
2	710.00	340.00		93.40	803.40	433.40
1	355.00	170.00		46.70	401.70	216.70

<sup>1</sup>Qualifications and rates are subject to change pending any future Board of Trustees, legislative, or University Administrative action.

<sup>2</sup>If carrying a primary major/sequence of 382.00 (Integrated B.S./M.P.A. program), refer to the Undergraduate Tuition/General Fees Rate and Duration guide on page 4.

<sup>3</sup>Insurance is automatically assessed to all students who register for nine or more hours through January 31, 2006. Coverage is through May 21, 2006. Coverage is worldwide, with a \$50 deductible (waived when coordinating with another plan) and a \$1 million maximum. Please contact Student Insurance at (309) 438-2515 for further information and options.

<sup>4</sup>General fees per hour

General activity	\$5.84	Bone Student Center	\$6.55
Health Service	\$7.54	Athletic and service	\$11.47
Campus enhancement	\$6.94	Grant-in-Aid	\$0.13
Redbird Arena	\$4.60	Recreation facilities	\$3.30
Student-to-Student Grant	\$0.33	<b>Total per hour</b>	<b>\$46.70</b>

**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 31, 2006.

**Outreach fees**—\$46.70 per hour is assessed to courses offered off campus or via the Internet.

**Materials 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 or her own material and submit a written request to the instructor to waive the charge.

**Student-to-Student Grant**—This 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 31, 2006.

**Administrative compliance fee**—\$25 will be assessed to a new student who has not complied with the Illinois Immunization Law by the 10th class day. Call Student Health Service at (309) 438-8560 for more information.

**Installment fee**—Tuition and general fees may be paid in installments and is outlined on the billing statement. A \$35 installment fee will be assessed.

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