

Description of Fees

Application Fee

This is a mandatory non-refundable, one-time fee for every newly admitted, degree-seeking student at time of submitting his/her application.

Registration Fee

This is a mandatory non-refundable fee charged for every semester to each degree-seeking student at time of registration.

Late Registration Fee

This is a mandatory non-refundable fee charged to students who fail to register during the scheduled regular registration period for each term. Consult the academic calendar.

Late Payment Fee

Failure to make payment on or before the due date is subject to a late payment fee. Consult the registration calendar.

Returned Check Fee

For each check returned by the bank unpaid, a returned check fee will be charged. If a return check fee results in an unpaid account, a late fee and financial suspension may apply.

Technology Fee

The university charges a mandatory fee for the provision and use of its IT infrastructure. This service includes access to servers, software, computers, specialized resources, and the Internet. The fee is assessed per credit hour registered and is subject to the university's refund policy.

International Student Health Insurance Fee

Each student with an F-1 or J-1 visa is required to have health insurance in accordance with federal and state regulations. The university makes available provides student health insurance through Cultural Insurance Services International (CISI). The insurance requirement will be waived in the event the student purchased health insurance on his or her own, but the student will be required to sign a waiver. Forms and brochures with detailed information including premium rates are available at the reception. Students who fail to adhere to this policy are subject to class cancellation.

Academic Extended Resources Fee

This is a mandatory fee for the student use of on-line library services (LIRN) and access to the various on-line media, case studies and data basis. The fee is assessed per credit hour registered and is subject to the University's refund policy.

Administrative Fee

The university charges a mandatory fee for the provision of administrative and operational services in support of its academic programs. The fee is assessed per credit hour registered and is subject to the university's refund policy.

I-20 Shipping and Handling Charge.

This mandatory fee is for international students only and is assessed when US immigration documents are sent overseas.

Directed Research Course Fee

This fee is assessed when a student request that an individualized directed study course be offered.

Course Audit Fee

This fee is charged to students who wish to attend and participate in a course that is offered but who do not wish to take the course for academic credit.

Transcript Fee

This fee is charged to provide students with a transcript of their academic achievements upon request. Transcripts will be mailed within three business days of a request. The regular Transcript Fee is \$5 per transcript plus any shipping costs.

Emergency Transcript Fee

This fee is charged to students who request that a transcript be made available on an for emergency basis. Emergency transcripts will be mailed within one business day of a request. The Emergency Transcript Fee is \$25 per transcript plus any shipping costs.

Replacement ID Card

This fee is charged when a student needs a replacement of his/her student ID card due to loss or destruction of the old card.

Graduation Fee

Students who completed their degree studies successfully will be invited to attend a graduation ceremony with their family and friends to celebrate this important milestone in their lives. The fee includes academic regalia, the ceremony, and memorabilia.

Note: The University reserves the right to change the fees at any time as it deems necessary.