

FEES AND EXPENSES

FEES

Ball State University is supported chiefly by legislative appropriations. The fees constitute only a part of the actual cost of student education. Fees charged to meet part of the expenses of the university are described in this section.

The payment of fees, which constitutes part of registration, is completed in accordance with billing dates on fee statements. Registration is not complete until all fees are paid.

The Ball State University Board of Trustees reserves the right to change the fees and other charges for any semester or term.

Description of Fees

The general fee, made up of a contingent fee and a dedicated fee, is used to meet a portion of the cost of the maintenance of the buildings, campus grounds, library, and laboratories. It also pays for student admission to intercollegiate athletic contests and designated lectures, concerts, and entertainments; supports intramural sports and such recreational activities as use of the swimming pools and the student center; and contributes to limited services under the university-sponsored health plan.

Fees are assessed by credit-hour brackets based on the number of credit hours for which students enroll. An additional fee per credit hour is assessed for all graduate courses taken for any type of credit.

Persons 60 years of age and older may enroll for half the normal cost of tuition. This remission does not apply to special fees (see below).

Fees for off-campus registration are assessed per credit hour.

In addition to these costs, special fees and charges are assessed for certain courses and services. A complete listing of fees and other charges is available in the Office of the Bursar and Loan Administration, Lucina Hall, or at www.bsu.edu/bursar.

Residency Determination, In-State or Out-of-State Student

Because Ball State University is financially supported by the Indiana legislature, resident students pay less in fees than out-of-state students. Residency status, as determined by Office of the Bursar and Loan Administration in accordance with rules adopted by the Board of Trustees, is subject to change. Your status depends primarily upon the length of time you have lived in Indiana for purposes other than attending a college or university. A minimum residency of one year is required for independent students (not claimed as dependents by parents or guardian on their income tax forms). The student bears the burden of proof in making a claim for resident status. To request a change in residency classification, you must file an application form at www.bsu.edu/bursar and provide proof of residency in Indiana. Copies of the regulations, the Application for Nonresident Fee Exemption, and other information are available at www.bsu.edu/bursar.

Residency Status for Families of Graduate or Doctoral Assistants

The spouses and children of graduate assistants, research assistants, and doctoral assistants will receive resident classification during the term of such assistantships if they are living with the employed person when he or she registers and takes courses at Ball State University.

Application for Admission Fee

Each student new to Ball State University (except auditors and nonmatriculated students) submits a fee with the application for admission (\$25 for those who have earned any degree from Ball State, \$35 for those who have **not** earned a degree from Ball State). This amount is never refundable.

Withdrawal Procedures

To withdraw from the university, you must contact the Office of the Student Ombudsperson, Administration Building, Room 238. Any refunds (i.e. financial aid, registration fees) are based on the date when initial contact is made with the Office of the Student Ombudsperson and the appropriate refund schedule. Any refund related to fees paid for on-campus housing and dining will be administered based on the terms of the contract.

Discontinuance or abandonment of classes does not constitute an official withdrawal from all classes.

The only fees that are eligible for a refund are the registration fees, which include the general fees, special fees, course fees, and short term fee. The following schedules are in effect for the academic year 2004–2005. For a current listing please check the Web site www.bsu.edu/bursar.

Withdrawal During Week	Percent Refunded				
	Weeks in a Semester, Session, or Term				
	16	12	10	8	5
1	100%	100%	90%	80%	75%
2	80%	80%	70%	60%	40%
3	60%	60%	50%	40%	0%
4	50%	40%	30%	20%	
5	40%	20%	10%	0%	
6	30%	10%	0%		
7	20%	0%			
8	10%				
9	0%				

Withdrawal During Day	Percent Refunded	
	Weeks in a Workshop	
	2	1
1	100%	100%
2	75%	50%
3	50%	0%
4	25%	
5	10%	
6	0%	

FINANCIAL ASSISTANCE

General Information

1. Assistantships shall be academically and professionally valuable experiences, and each assistant should be mentored by a faculty/staff supervisor.
2. Departments granting assistantships shall develop policy related to work load, role, responsibilities, and professional conduct for assistantships consistent with Principle #1. These policies shall be reviewed by the college dean and the graduate dean and be included in public documents describing graduate programs.

Graduate Assistantships

A number of appointments to graduate assistantships are available to qualified master's degree candidates in the various departments during the academic year and a few during the summer if work is available. Graduate assistants receive stipends ranging from \$2,000 to \$6,000 for the academic year. Stipends for each five-week summer term are 15 percent of the student's previous academic year stipend, if work is available. Graduate assistants also receive a remission of the contingent portion of the general fee, remission of the graduate course fee, and an out-of-state fee waiver. Those holding half-time graduate assistantships pay half fees including the nonresident fee. For detailed information, write the dean of the Graduate School, Ball State University, Muncie, IN 47306.

Students interested in applying for graduate assistantships should return the Application for Admission to Graduate Study to the Office of Graduate Admissions, indicating that an assistantship is sought in a particular department or area. A transcript of credits should be sent to the appropriate department chairperson by the institution granting the credits. Graduate assistantships cannot be awarded until official transcripts of all previous college work have been sent directly by the institution(s) to Graduate Admissions.

Doctoral Assistantships

A number of doctoral assistantships are available to students who have been admitted officially to the doctoral program by letter from the dean of the Graduate School. Doctoral assistants receive stipends ranging from \$3,000 to \$7,000 for the academic year. Stipends for each five-week summer term are 15 percent of the student's previous academic year stipend, if work is available. Doctoral assistants receive a remission of the contingent portion of the general fee, remission of the graduate course fee, and an out-of-state fee waiver. Those holding half-time graduate assistantships pay half fees including the nonresident fee.

A doctoral applicant interested in applying for an assistantship should indicate this on the graduate degree application. For more detailed information, write the dean of the Graduate School, Ball State University, Muncie, IN 47306.

University Graduate Fellowships

A number of university graduate fellowships are available to qualified master's and doctoral students. These fellowships allow recipients to pursue a full-time course of study leading to an advanced degree with no obligation to the university other than to maintain a high level of academic performance. Fellowships are

awarded on the strength of the student's grade point average, scores on standardized examinations, and letters of recommendation.

Fellows will be appointed by the dean of the Graduate School on the recommendation of the appropriate department chairperson and with the approval of the appropriate college dean. Approved dossiers should be received by the dean of the Graduate School no later than March 15 to be considered for the following academic year.

Fellows will receive a remission of the contingent portion of the general fee, the graduate course fee, and the nonresident fee. Fee adjustments will be applicable during the academic time period (usually August–May) of the fellowship award and the summer immediately following. Fellows will also receive a stipend that will be determined by the dean of the Graduate School.

Students interested in applying for university graduate fellowships may acquire information on minimum qualifications and application procedures from their major departments or the dean of the Graduate School, Ball State University, Muncie, IN 47306, (765) 285-1300. The Application for Admission to Graduate Study must be returned to the Office of Graduate Admissions.

Employment

Part-time student employment is available to graduate students. Call the Career Center office, (765) 285-2420, for employment opportunities.

A student's spouse who is interested in full-time or part-time employment should write or call the director of Human Resource Services, (765) 285-1834.

Graduate and doctoral assistants will normally not accept outside employment. If a limited amount of outside employment is deemed advisable, such employment must be approved by the department chairperson concerned. If such additional employment is at Ball State University, the approval of the dean of the Graduate School is also required.

Veterans' Benefits

Information on veterans' benefits may be obtained from the Veterans' Affairs office, (765) 285-5736.

Loan Programs

To be considered for a Stafford Loan, students must complete a Free Application for Federal Student Aid (FAFSA) and must be registered for a minimum of 5 hours each semester during the academic year and a total of 5 hours for summer (can combine Summer Semester, 1SS and 2SS hours). For more information, please contact the Office of Scholarships and Financial Aid at (756) 285-5600 or (800) 227-4017 or online at www.bsu.edu/finaid.