

## FEES AND EXPENSES

---

### FEES

The Office of Bursar and Loan Administration does not mail paper bills to students. Students must use *Cardinal QuickPay* at [www.bsu.edu/quickpay](http://www.bsu.edu/quickpay) to view current billing information and may also use *Cardinal QuickPay* to pay online from a checking or savings account. A Ball State e-mail account is required to access *Cardinal QuickPay*. It is recommended you visit your *Cardinal QuickPay* account on a regular basis for current account information.

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. Payments are due on the 1<sup>st</sup> of each month. For a complete schedule of fees and due dates, go to [www.bsu.edu/bursar](http://www.bsu.edu/bursar). 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 at [www.bsu.edu/bursar](http://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 receiving financial assistance or being claimed as dependents by parents or legal guardians on their income tax forms).

Copies of the regulations, the Application for Nonresident Fee Exemption, and other information are available at [www.bsu.edu/bursar](http://www.bsu.edu/bursar).

### WITHDRAWAL PROCEDURES

To withdraw from the university, you must contact the Office of the Student Ombudsperson, Administration Building, Room 238. Discontinuance or abandonment of classes does not constitute an official withdrawal from all classes. 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.

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 schedules below are in effect for the academic year 2009–2010. For a current listing please check [www.bsu.edu/bursar](http://www.bsu.edu/bursar).

Withdrawal During Week	Percent Refunded By Weeks in a Workshop 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	0%				
9	0%				

Withdrawal During Day	Percent Refunded By 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 (above). These policies shall be reviewed by the college dean and the dean of the Graduate School 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. 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, visit [www.bsu.edu/gradschool/assistantships](http://www.bsu.edu/gradschool/assistantships) or e-mail the dean of the Graduate School at [gradschool@bsu.edu](mailto:gradschool@bsu.edu).

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 Office of 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. 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 doctoral 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, visit [www.bsu.edu/gradschool/assistantships](http://www.bsu.edu/gradschool/assistantships) or e-mail the dean of the Graduate School at [gradschool@bsu.edu](mailto:gradschool@bsu.edu).

### **Graduate Merit Fellowship Program**

A number of university Graduate Merit Fellowships are available to qualified master's, specialist, and doctoral students. The goal of the program is to attract outstanding graduate students to departmental graduate programs at Ball State.

Graduate Merit Fellows should be of high academic caliber and be able to contribute fully to their department's goals. The minimum baccalaureate GPA required for master's level students is 3.3; the minimum GRE scores required for doctoral students are verbal, 530 (68th percentile) and quantitative 570 (40th percentile).

Fellowship dollars will be awarded to students on assistantships and must be approved by the dean of the Graduate School on the recommendation of the appropriate department chairperson and with the approval of the appropriate college dean. The additional stipend, approval on an annual basis for up through two years, must be in addition to the standard departmental academic-year stipend.

A recipient must be a new full-time, on-campus graduate student, and hold an academic-year assistantship (fall and spring semesters only).

### **Employment**

Part-time student employment is available to graduate students. For instructions on how to apply and search for available jobs, visit [www.bsu.edu/careers/viewjobs](http://www.bsu.edu/careers/viewjobs).

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 Office of Veterans' Affairs, 765-285-5736.

**Loan Programs**

Graduate students who want to apply for a Stafford loan must submit a loan request form to the Office of Scholarships and Financial Aid, Lucina Hall 245. In order to receive federal loans, graduate students must be registered for a minimum of 5 credit hours each semester. First-time borrowers must complete Entrance Counseling and an Electronic Master Promissory Note at [www.bsu.edu/finaid](http://www.bsu.edu/finaid).

Graduate students with an acceptable credit history may also borrow PLUS loan proceeds up to their cost of attendance less Stafford loan eligibility.

For more information, please contact the Office of Scholarships and Financial Aid at 765-285-5600 or 1-800-227-4017 or online at [www.bsu.edu/finaid](http://www.bsu.edu/finaid).