

# Tuition, Fees, and Costs

*Ms. Traycee F. Martin*

*Vice President for Finance and Administration*

*University Center, Entrance 5*

Valdosta State University is a unit of the University System of Georgia and receives a portion of its operating funding through appropriations from the State of Georgia. This support enables the University to offer high quality educational programs at a minimal cost to its students.

Valdosta State University's academic year consists of two terms: Fall and Spring, as well as a series of Summer Sessions.

The University's tuition is set by the University System of Georgia Board of Regents each spring and is effective the following fall term. Mandatory Fees and Other Fees are proposed annually by the University, supported by a committee, half of whom are students, and ultimately approved by the Board of Regents. However, the University and the University System reserve the right to change fees at the beginning of any term.

## Fee Schedule

All charges are based on approved fees and are subject to change according to the policy of the Board of Regents.

For fee schedules, click here (<http://www.valdosta.edu/administration/finance-admin/financial-services/students/services/tuition-and-fee-schedules.php>).

All new students who attend orientation programs will be charged \$55 to cover the related costs. All transfer students who attend an orientation program will be charged \$25 to cover the related costs.

VSU assesses mandatory fees each semester to students who are registered for one or more credit hours on the main campus or who are living in the dorms and taking all online courses. VSU's mandatory fees for these students include health fee, student activity fee, athletic fee, transportation fee, parking facility fee, and health facility fee.

All students are charged the following mandatory fees each semester regardless of campus or registered credit hours: technology fee, access card fee, and a Board of Regents Institutional fee.

All fees are tentative and subject to change according to Board of Regents policy.

## Audit (non-credit) Fees

Fees for attending class on an audit or non-credit basis are calculated on the same schedule as regular academic fees.

## Other Fees and Charges

All charges are based on approved fees and are subject to change according to the policy of the Board of Regents. Figures shown here are approximations provided for readers' planning purposes. For current fees, click here (<http://www.valdosta.edu/administration/finance-admin/financial-services/students/services/tuition-and-fee-schedules.php>).

Late Registration Fee: Failure to register by end of regular registration	\$75
Returned Check Fee: For each check	\$25
or 5% of the face amount of the check (whichever is greater)	
Music Lessons, including use of instrument for practice, per term:	
Private lessons	\$60
Group lessons	\$35
Art Studio Materials fee	\$35
Science Laboratory fee (per laboratory)	\$30
Theatre Fee (THEA 2750 and THEA 3000)	\$30
Theatre Fee (THEA 3020)	\$50
Intro to Athletic Training Fee (HSAT 2050)	\$40
eCore fee (per credit hour)	\$169
E-tuition (per credit hour)	
Undergraduate	\$250
Graduate	\$293
GOML Rate per credit hour	\$385
MBA Healthcare Management classes per credit hour	\$385
MSW Professional Program	

in-state rate per credit hour	\$251
out-of-state rate per credit hour	\$906
Field Education fee	\$60
<b>MSN Professional Program</b>	
in-state rate per credit hour	\$310
out-of-state rate per credit hour	\$1122
<b>Orientation Fee:</b>	
Undergraduates who attend fall, spring, or summer orientation program	\$55
Transfer students who attend spring or summer orientation	\$25
Fall orientation program guest fee (each) (limit 2)	\$25
Residence Hall Activity Fee per semester	\$20
Residence Hall P.O. Box per semester	\$10
I.D. Replacement Charge	\$20
Key Replacement Charge	\$50
Student Teaching fee	\$100
Mandatory Insurance, Annual (Nursing majors, international students)	\$2076
Electronic transmission (Fax) of unofficial transcripts or certification forms/ letters, per copy (Official transcripts cannot be Faxed)	\$10
Transcript Fees, 1-5 copies	no charge
6th and subsequent copies (each)	\$2
Electronic Transcript	\$5
Priority Fee for Certification Forms/Letters/Transcripts, per copy	\$5
Graduation Fee: Bachelor's or Graduate Degree	\$25
(Students who apply for graduation and who do not meet degree requirements must pay appropriate graduation fees again upon re-application.)	
Parking Fee-Annual	\$50

## Payment of Fees at Registration

Registration is complete only when tuition and fees are paid by the established deadline.

Students are responsible for determining account balances and securing payment by the established fee payment deadline. The University's web site is the most up-to-date reference for registration and fee payment deadline dates, but text and phone messages are also sent to the campus alert phone numbers available in Banner, as well as notices being sent to University e-mail accounts. The VSU e-mail is an official means of communication with students.

Invoices are not mailed; electronic invoices (eBills) are posted online each semester in the Online Student Account Center. See the Bursary Calendar (click here) (<https://www.valdosta.edu/administration/finance-admin/financial-services/students/services/bursary-calendar.php>) for current scheduled posting dates. Generally, the invoice will reflect the amount owed, which is based on the courses selected, living arrangements on campus, the meal plan selected, and other student choices.

Financial Aid may be used to pay for tuition and room and board in accordance with federal regulations. If financial aid is not sufficient or available to cover the full student account balance, VSU accepts the following payment forms--all of them may be used to secure registration, but in all cases, full payment is required: cash, personal check, ACH direct payment (online webcheck), money order, traveler's check, online credit card (Visa, MasterCard, Discover, or American Express), university short-term loans (separate qualifications required), Nelnet Payment Plan, completed and fully authorized financial aid (meaning all promissory notes have been signed for loans). Credit card payments are accepted only online through the Online Student Account Center ([https://secure.touchnet.com/C20243\\_tsa/web/login.jsp](https://secure.touchnet.com/C20243_tsa/web/login.jsp)).

VSU accepts the following payment forms--all of them may be used to secure registration, but in all cases, full payment is required: cash, personal check, ACH direct payment (online webcheck), money order, traveler's check, online credit card (Visa, MasterCard, Discover, or American Express), university short-term loans (separate qualifications required), Nelnet Payment Plan, completed and fully authorized financial aid (meaning all promissory notes have been signed for loans). Credit card payments are accepted only online through the Online Student Account Center ([https://secure.touchnet.com/C20243\\_tsa/web/login.jsp](https://secure.touchnet.com/C20243_tsa/web/login.jsp)).

VSU does not accept the following payment forms: third party checks, credit card checks, starter checks, or counter checks.

If full payment is not made by the fee payment deadlines, VSU reserves the right to take the following actions and will notify students of such action: cancel registration in progress, hold student records, prevent future registration, and pursue collection of debt.

Students who register but subsequently change their plans to attend must drop all courses before the end of the official online drop/add period for the semester. Failure to do so could result in unsatisfactory grades and/or financial obligations to the University. A withdrawal from one class does not mean a complete withdrawal from the University.

Please refer to the following section for the University's Refund Policy.

For complete payment instructions, click here (<http://www.valdosta.edu/administration/finance-admin/financial-services/students/services/how-to-pay-fees.php>).

## Refund of Fees

Students officially withdrawing from the University after paying fees for the term will be issued a 100% refund for tuition, mandatory fees, campus housing, and board meal plans, provided the official withdrawal occurs NO LATER THAN the official drop/add day for refunds. Students officially withdrawing from ALL classes AFTER the official drop/add day will receive a refund based upon the following official refund policy:

The refund amount shall be based on a pro rata percentage determined by dividing the number of calendar days in the semester that the student completed by the total calendar days in the semester. The total of calendar days in a semester includes weekends but excludes scheduled breaks of five or more days and days that a student was on an approved leave of absence. The unearned portion shall be refunded up to the time that the amount earned equals 60%.

Students who withdraw when the calculated percentage of completion is greater than 60% are not entitled to a refund of any portion of institutional charges. A refund of all non-resident fees, matriculation fees, and other mandatory fees shall be made in the event of the death of a student at any time during the academic session.

Housing fees, post office box fees, and music fees are non-refundable fees. Flex charges and à la carte meal plans are refundable only to the extent they are unspent.

It is the student's responsibility to withdraw officially in accordance with university regulations, which are set out in this catalog. Students receiving funds and financial aid monies will have their refunds restored to the following programs in this precise order: outstanding balances on unsubsidized loans, subsidized loans, PLUS loans, Pell, SEOG, other Title IV student assistant programs, HOPE, private scholarships, and finally to the student.

No other refunds or reductions are allowed unless such reductions are necessitated by schedule changes initiated by the University. Students suspended or expelled for disciplinary reasons are not entitled to a refund of any deposits, tuition, or fees paid. Additionally, students who are asked to vacate their residence hall rooms as a result of disciplinary actions are not eligible for refunds.

## Additional information is located on the web:

Registration dates and course schedules (<http://www.valdosta.edu/administration/it/applications/sis>)

Fee Schedules (<http://www.valdosta.edu/administration/finance-admin/financial-services/students/services/tuition-and-fee-schedules.php>)

Refund policies (<http://www.valdosta.edu/administration/finance-admin/financial-services/students/services/refunds-and-withdrawals.php>)

Bursary Calendar (<https://www.valdosta.edu/administration/finance-admin/financial-services/students/services/bursary-calendar.php>)

## The 62+ Program for Georgians 62 and Older

Georgians 62 years of age and older are eligible to resume, continue, or even begin their college education without paying most of the normal fees or tuition. The program, as directed by Amendment 23 to the Georgia Constitution and approved by the Board of Regents, is designed to allow eligible applicants to register for college-level courses for credit or audit (same requirements as for credit), on a "space available" basis subject to the following requirements:

- Must apply, meet all applicable admission requirements for program of study, and be accepted
- Must be 62 years of age or older at the time of registration (proof of age is required)
- Must be classified as a Georgia resident in accordance with the Regents' Requirements for Resident Status

To receive the waiver of tuition and fees, applicants eligible for this program are required to register during late registration on a space available basis.

For undergraduate application information and deadlines, contact the Admissions Office located at 1413 N. Patterson Street. Graduate application information and deadlines are available at the Graduate School in Converse Hall Suite 3100, 1500 North Patterson Street.

## Rules Governing the Classification of Students as In-State Residents and Non-Residents (Out-of-state)

### A. United States Citizens

1. An independent student who has established and maintained a domicile in the State of Georgia for a period of at least 12 consecutive months immediately the first day of classes for the term shall be classified as "in-state" for tuition purposes. It is presumed that no student shall have gained or acquired in-state classification while attending any postsecondary educational institution in this state without clear evidence of having established domicile in Georgia for purposes other than attending a postsecondary educational institution in this state.
2. A dependent student shall be classified as "in-state" for tuition purposes if either: i) the dependent student's parent has established and maintained domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes for the term and the student has graduated from a Georgia high school; or ii) the dependent student's parent has established and maintained domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes for the term and the parent claimed the student as a dependent on the parent's most recent federal income tax return.
3. A dependent student shall be classified as "in-state" for tuition purposes if a U. S. court-appointed legal guardian has established and maintained domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes for the term, provided that appointment was not made to avoid payment of out-of-state tuition and the U.S. court-appointed legal guardian can provide clear evidence of having established and maintained domicile in the State of Georgia for a period of at least 12 consecutive months immediately preceding the first day of classes for the term.
4. If an independent student classified as "in-state" relocates temporarily but returns to the State of Georgia within 12 months, the student shall be entitled to retain in-state tuition classification.
5. If the parent or U.S. court-appointed legal guardian of a dependent student currently classified as "in-state" for tuition purposes establishes domicile outside of Georgia after having established and maintained domicile in the State of Georgia, the student may retain in-state tuition classification as long as the student remains continuously enrolled in a public postsecondary educational institution in the state, regardless of the domicile of the parent or U.S. court-appointed legal guardian.

### B. Noncitizens

Noncitizens initially shall not be classified as "in-state" for tuition purposes unless there is evidence to warrant consideration of in-state classification. Lawful permanent residents, refugees, asylees, or other eligible noncitizens as defined by federal Title IV regulations may be extended the same consideration as citizens of the United States in determining whether they qualify for in-state classification. International students who reside in the United States under nonimmigrant status conditioned at least in part upon intent not to abandon a foreign domicile are not eligible for in-state classification.

A glossary defining the terms in the tuition classification policy can be found in the University System of Georgia Board of Regents Tuition Classification.

## Out-Of-State Tuition Waivers

An institution may award out-of-state tuition differential waivers and assess in-state tuition for certain non-Georgia residents under the conditions listed below. Notwithstanding any provision in this policy, no person who is unable to show by the required evidence that they are lawfully in the United States shall be eligible for any waiver of tuition differential (BoR Minutes, June 2010; October 2013). Institutions shall comply with the procedures governing the award of out-of-state tuition waivers as established by the Executive Vice Chancellor for Academic Affairs/Chief Academic Officer. Note: For the definition of residency status, see Section 4.3 of the USG Policy Manual ([http://www.usg.edu/policymanual/section4/policy/4.3\\_student\\_residency](http://www.usg.edu/policymanual/section4/policy/4.3_student_residency)).

### Presidential Waivers

Out-of-state students selected by the institution president or an authorized representative, provided that the number of such waivers in effect does not exceed four percent (4%) for the University of Georgia, Georgia Institute of Technology, Georgia State University, and Georgia Regents University, and two percent (2%) for all other institutions of the equivalent full-time students enrolled at the institution in the fall term immediately preceding the term for which the out-of-state tuition is to be waived. Institutions awarding presidential waivers in the spring term semester may use either the fall term one year prior or the fall term immediately prior when calculating the number of allowable waivers. The proportionate percentage of out-of-state tuition waived shall be used when determining the number of waivers in effect such that a full waiver of out-of-state tuition counts as one waiver, while a 50% waiver of out-of-state tuition counts as a 0.5 waiver (BoR Minutes, April 2012; October 2013).

Institution presidents may award Presidential Waivers at their discretion to students within the following categories:

1. Academic: Students who have demonstrated the potential to excel within a particular program of study offered by the institution as evidenced by scoring within the top half of students matriculating at the institution or the top half of students matriculating within the particular program of study to which the student has applied. Institutions shall determine the top half using the academic criteria (e.g., Freshman Index, standardized test scores, GPA, artistic ability) applicable either for general admission to the institution or for the particular program of study to which the student has applied.

2. Athletic: Students selected to participate in the institution's intercollegiate athletics program and who have demonstrated the potential to succeed within a particular program of study offered by the institution. The percentage of waivers offered within the Athletic category shall not exceed one-third (1/3) of the total number of Presidential Waivers which the institution is eligible to offer, i.e., 4% or 2%.
3. International: Non-citizen students who are not otherwise ineligible for a tuition differential waiver under this policy and who have demonstrated the potential to succeed within a particular program of study offered by the institution.

Institution presidents shall define institution-specific criteria and procedures for the awarding of and maintaining eligibility for Presidential Waivers and shall submit the institution-specific criteria and procedures for approval to the Chief Academic Officer no later than June 30 prior to the semester in which those criteria and procedures shall take effect. Extraordinary circumstances may arise justifying award of a Presidential Waiver under criteria not specified in this Policy but consistent with the Policy intent and in support of the institution's mission.

Presidents may offer an Academic Presidential Waiver in these circumstances but must first seek approval, on a one-time or standing basis, from the Chief Academic Officer. A student may be eligible under one or more Presidential Waiver categories but shall only be granted a waiver under one specific category and will only be counted within the category assigned by the institution. Institutions shall maintain evidence of said approval. Institutions shall maintain adequate documentation of waiver awards to validate that waiver recipients met the institutional criteria and complied with Board of Regents Policy.

Students receiving a Presidential Waiver must achieve a specified level of academic performance to maintain eligibility for the Presidential Waiver. Students receiving an academic or international Presidential Waiver must maintain a 2.5 GPA calculated on a cumulative basis at the conclusion of each academic year as specified in the respective institution's approved procedures and using the same GPA method used to calculate Satisfactory Academic Progress (SAP). Students receiving an athletic Presidential Waiver must maintain SAP.

Failure to maintain the specified level of academic performance at the conclusion of the respective academic year shall result in the student being placed in a two-semester probationary period for waiver purposes. The student shall be eligible to maintain a waiver during this probationary period but shall be ineligible for the waiver if the student is not able to achieve the specified level of academic performance for the student's specific Presidential Waiver sub-category. The student is eligible to re-gain the waiver, subject to the institution's discretion and consistent with this Policy, should the student achieve the specified level of academic performance for the student's specific Presidential Waiver sub-category.

#### **Border Residents**

1. Students domiciled in an out-of-state county bordering Georgia, enrolling in a program offered at a location approved by the Board of Regents, and for which the offering institution has been granted permission to award Border County waivers (BoR Minutes, October 2008); or
2. Students domiciled in another state bordering Georgia subject to the following conditions. Each year, the Chancellor shall review the enrollment levels at each USG institution to determine whether any USG institutions have sufficient excess capacity to increase recruitment of students from neighboring states. Should the Chancellor determine that cause exists to activate the Border Residents waiver, the Chancellor or his designee will present the list of institutions to the Academic Affairs Committee of the Board of Regents for approval. If an institution is given permission to award the Border Residents waiver, it will be allowed to do so for the next three academic years. Any students receiving the Border Residents waiver will remain qualified for the waiver, so long as they are continuously enrolled at the institution that awarded the waiver. (BoR Minutes, March 2015)

#### **Economic Development**

1. Students who are certified by the Commissioner of the Georgia Department of Economic Development as being part of a competitive economic development project.
2. As of the first day of classes for the term, an Economic Advantage Waiver may be granted under the following conditions:

##### **U.S. Citizens, Permanent Residents, and Other Eligible Non-Citizens**

###### **A. Dependent Students**

Dependent students providing clear and convincing evidence that the student's parent or U.S. court-appointed legal guardian relocated to the state of Georgia to accept full-time, self-sustaining employment. The relocation must be for reasons other than enrolling in an institution of higher education and appropriate steps to establish domicile in the state must be taken. The employment upon which the relocation was based must be held at the time the waiver is awarded.

###### **B. Independent Students**

Independent students providing clear and convincing evidence that they, or their spouse, relocated to the state of Georgia to accept full-time, self-sustaining employment. The relocation to the state must be for reasons other than enrolling in an institution of higher education and appropriate steps to establish domicile in the state must be taken. The employment upon which the relocation was based must be held at the time the waiver is awarded.

C. U.S. refugees, asylees, and other eligible noncitizens as defined by the federal Title IV regulations may be extended the same consideration for the economic advantage waiver as citizens and lawful permanent residents of the United States.

Waiver eligibility for the above qualifying students expires twelve (12) months from the date the waiver is awarded.

### **Non-Citizens**

#### **A. Dependent Students**

Non-citizen dependent students providing clear and convincing evidence that the student's parent or U.S. court-appointed legal guardian relocated to the state of Georgia to accept full-time, self-sustaining employment and entered the state in a valid, employment-authorized status. The relocation must be for reasons other than enrolling in an institution of higher education and appropriate steps to establish domicile in the state must be taken. The employment upon which the relocation was based must be held at the time the waiver is awarded. Additionally, the non-citizen dependent student must provide clear evidence that the parent, or U.S. court-appointed legal guardian, is taking legally permissible steps to obtain lawful permanent resident status in the United States.

#### **B. Independent Students**

Non-citizen independent students must provide clear and convincing evidence that they, or their spouse, relocated to the state of Georgia to accept full-time, self-sustaining employment and entered the state in a valid, employment authorized status. The relocation must be for reasons other than enrolling in an institution of higher education and appropriate steps to establish domicile in the state must be taken. The employment upon which the relocation was based must be held at the time the waiver is awarded. Additionally, non-citizen independent students must provide clear evidence that they, or their spouse, are taking legally permissible steps to obtain lawful permanent resident status in the United States.

Waiver eligibility for the above qualifying students may continue provided full-time, self-sustaining employment in Georgia and the employment-authorized status are maintained. Furthermore, there must be continued evidence of Georgia domicile and efforts to pursue an adjustment to United States lawful permanent resident status.

3. Students who are employees of Georgia-based corporations or organizations that have contracted with the Board of Regents through USG institutions to provide out-of-state tuition differential waivers.

4. Students enrolled in a USG institution based on a referral by the Vocational Rehabilitation Program of the Georgia Department of Labor (BoR Minutes, October 2008).

5. Career consular officers, their spouses, and their dependent children who are citizens of the foreign nation that their consular office represents and who are stationed and living in Georgia under orders of their respective governments.

### **Employee**

1. Full-time USG employees, their spouses, and their dependent children.
2. Full-time employees in the public schools of Georgia or the Technical College System of Georgia (BoR Minutes, October 2008), their spouses, and their dependent children.
3. Teachers employed full-time on military bases in Georgia also shall qualify for this waiver (BoR Minutes, 1988-89, p. 43).

### **Military**

1. Military personnel, their spouses, and their dependent children stationed in or assigned to Georgia and on active duty. Military personnel, their spouses, and their dependent children may continue waiver eligibility if:
  - The military sponsor is reassigned outside of Georgia, and the student(s) remain(s) continuously enrolled and the military sponsor remains on active military status;
  - The military sponsor is reassigned out-of-state and the spouse and dependent children remain in Georgia and the sponsor remains on active military duty; or,
  - The active military personnel and their spouse and dependent children are stationed in a state contiguous to the Georgia border and reside in Georgia. (BoR Minutes, February 2009; October 2013)
2. Active members of the Georgia National Guard stationed or assigned to Georgia or active members of a unit of the U.S. Military Reserves based in Georgia, and their spouses and their dependent children (BoR Minutes, October 2008).
3. Members of a uniformed military service of the United States who, within thirty-six (36) months of separation from such service, enroll in an academic program and demonstrate intent to become domiciled in Georgia. This waiver may also be granted to their spouses and dependent children. (BoR Minutes, June 2004; October 2008; October 2013).

### **Reciprocal**

1. Students selected to participate in programs offered through the Academic Common Market.
2. Any student who enrolls in a USG institution as a participant in an international or domestic direct exchange program that provides reciprocal benefits to USG students (BoR Minutes, October 2008)



3. Any student who enrolls in a USG study-abroad program to include programs outside the State of Georgia but within the United States and study abroad programs outside the United States. Tuition and fees charged study abroad students shall be consistent with the procedures established in the USG Business Procedures Manual and as determined by the institution president.

#### **Research and Comprehensive University Graduate Students**

1. Graduate students attending a Research or Comprehensive institution and as determined by the respective institution's approved procedures. The number of students currently receiving waivers under this category at VSU shall not exceed 20.
2. Medical and dental residents and medical and dental interns at Georgia Regents University.

#### **Non-Resident Students**

As of the first day of classes for the term, a non-resident student can be considered for this waiver under the following conditions:

1. **Students under 24.**
  - If the parent, or United States court-appointed, legal guardian has maintained domicile in Georgia for at least twelve (12) consecutive months and the student can provide clear and legal evidence showing the relationship to the parent or United States court-appointed, legal guardian has existed for at least twelve (12) consecutive months immediately preceding the first day of classes for the term. Under Georgia code, legal guardianship must be established prior to the student's 18th birthday (BoR Minutes, October 2008, title amended February 2010); or
  - If the student can provide clear and legal evidence showing a familial relationship to the spouse and the spouse has maintained domicile in Georgia for at least twelve (12) consecutive months immediately preceding the first day of classes for the term (BoR Minutes, February 2010).
2. **Students 24 and Older.**
  - If the student can provide clear and legal evidence showing a familial relationship to the spouse and the spouse has maintained domicile in Georgia for at least twelve (12) consecutive months immediately preceding the first day of classes for the term. This waiver can remain in effect as long as the student remains continuously enrolled (BoR Minutes, October 2008, title amended February 2010).

This waiver can remain in effect as long as the student remains continuously enrolled (BoR Minutes, October 2008).

If the parent, spouse, or United States court-appointed, legal guardian of a continuously enrolled non-resident student establishes domicile in another state after having maintained domicile in the State of Georgia for the required period, the non-resident student may continue to receive this waiver as long as the student remains continuously enrolled in a public post-secondary educational institution in the state, regardless of the domicile of the parent, spouse or United States court-appointed, legal guardian (BoR Minutes, June 2006, amended October 2008)

**Please Note:** In order to avoid delay and inconvenience upon arrival for registration, any question concerning residence status should be clarified immediately upon receipt of acceptance of admission or not later than one month prior to the registration date. Questions for clarification should be addressed to Resident Committee, Office of Admissions, Valdosta State University, Valdosta, Georgia 31698.

## **Student Responsibilities**

1. **Student Responsibility to Register under Proper Classification:** The responsibility of registering under the proper residence classification is that of the students. If there is any question of the right to classification as a legal resident of Georgia, it is the student's obligation, prior to or at the time of his or her registration, to raise the question with the administrative officials of the institution in which he or she is registering and have the classification officially determined. The burden always rests with the student to submit information and documents necessary to support the contention of qualification for in-state residency under Regents' regulations.
2. **Notification upon Becoming a Non-Resident:** Students who are classified as residents (in-state) must notify the proper administrative officials of their institution immediately of any change (out-of-state) in their residency status.

## **Reclassification of Non-Resident Students**

Those non-resident (out-of-state) students who believe they have met the resident requirements as previously set forth may complete a Petition for Residence Status, which is available in the Registrar's Office and must be completed and supported by the required documentation before an initial review of status can be conducted.

The initial review is conducted by a member of the Registrar's staff, who will rule on the basis of oral evidence and other documentation supporting the petition for in-state resident status. The results of the initial review, if unfavorable, may be appealed to the Residence Status Review Committee and ultimately to the president, if such action is required.

Such petitions and appeals must be completed no later than 60 days following registration for the academic term for which residence status is to be effected. If the petition is granted, reclassification will not be retroactive to prior terms.

Should it be determined that the student has misrepresented or omitted material facts which results in classification or re-classification as a resident student, retroactive charges for out-of state tuition will be made and must be paid prior to the close of the academic term in which they are levied.

## Verification of Lawful Presence

The Board of Regents of the University System of Georgia (USG) has recently instituted new policies that affect all applicants who seek in-state tuition at USG institutions. According to USG policy, individuals who apply for Fall 2011 and beyond must submit documentation of U.S. citizenship or permanent residency before being considered for in-state tuition.

The following documents serve as proof of lawful presence in the United States. One of the following is required before you are eligible for in-state tuition:

- Your completed FAFSA for the current or next financial aid year. Lawful presence can be determined through this process.
- A certified U.S. birth certificate showing the applicant was born in the U.S. or a U.S. territory. Photocopies are not acceptable.
- Copy of a current U.S. passport.
- Copy of a current driver's license issued by the State of Georgia after January 1, 2008.
- Copy of a U.S. certificate of naturalization.
- Copy of a U.S. certificate of citizenship.
- A U.S. certificate of birth abroad issued by the Department of State or a consular report of birth abroad.

**Please note:** Any applicant whose status cannot be verified is not eligible for in-state tuition regardless of how long he or she has lived in Georgia.

## Check Cashing Service

All checks and money orders must be payable through a United States bank. To accommodate students, the University will cash one personal check per day, per student, for \$50.00 or less at the Bursary. Bursary hours are Monday-Thursday, 8:00 a.m. to 5:00 p.m., and Friday, from 8:00 a.m. to 2:30 p.m. Checks will not be cashed if the student has a "Hold" on his or her student account. Checks drawn for cash only must be made payable to "VSU-CASH." The University will not accept two-party checks for cashing. Parents who send their son or daughter spending money by check should make their check payable to VSU, with the student's name on the "for" section of the check.

Checks issued to the University in payment of fees, purchases of books, etc., or to be cashed for personal convenience must be paid upon presentation to the bank on which they are drawn. Checks returned to the University for insufficient funds, account closed, stopped payment, or for any other reason will be handled in accordance with the Collections Policy, below.

Additionally, the University can suspend the student from class and from any facilities of the University for a returned check of any reason. Suspension from class will not relieve the student from the obligation for payment of the returned check and fees.

## Collections

The University recognizes that circumstances may arise to create a balance due to the University. In the effort to protect the financial interests of the institution and the State of Georgia, VSU follows the Business Procedures Manual of the Board of Regents, chapter 10.0, regarding collection, due diligence procedures, and write-off.

Financial holds are placed on student accounts for balances due. These holds will not allow students to register, graduate, or receive official VSU documents until outstanding balances are paid. Students can check their account status and hold type by visiting the Banner Registration website.

**Generally, student account balances and returned checks (NSF) that are past due 180 days will be turned over to the University's Collection Agency.**

## Cancellation of Student Registration for Cause

The University reserves the right to cancel the registration of any student who fails to meet his or her financial responsibility, according to the rules and regulations of the University. The rules and regulations provide that:

1. All fees are due and payable upon completion of registration. Students should not register for classes without having sufficient funds available to pay their fees. For payment instructions, click here (<http://catalog.valdosta.edu/tuition-fees-costs/%20http://www.valdosta.edu/administration/finance-admin/financial-services/students/services/how-to-pay-fees.php>).
2. Any check issued to the University in payment of fees, or to be cashed for personal convenience, must be paid upon presentation to the bank on which it is drawn. A student who issues a check on a bank without having sufficient funds on deposit in that bank has violated the statutes of the State of Georgia and appropriate collection action will be taken.
3. All fines for violations of the rules related to parking and traffic, and charges related to the library and other facilities such as laboratory breakage, etc., must be paid promptly. Those students having outstanding obligations will not be allowed to enroll in subsequent terms.
4. Misuse of an I.D. card may result in suspension from classes of all involved students.
5. Students who have secured short term loans must have this obligation paid in full according to the terms agreed upon with the Loan Officer to avoid suspension or possible cancellation of the term's registration.



6. Students who misrepresent the facts pertaining to their qualifications to live off-campus may be suspended from classes. In each instance, students will be given proper notice to comply with the housing regulations before action is taken to effect cancellation of their registration.
7. The University reserves and intends to exercise the right to withhold copies of education records and/or to cancel enrollment of students who owe the University money.