

Financial Information

Fees and tuition are established in June by the Board of Trustees in conjunction with legislative action which determines the annual appropriation to the institution. Any changes from the fees and expenses detailed here will be available prior to registration for the semester to which they apply. The general fees in effect through August 1, 2004, are as follows, and are subject to change.

Fees and Expenses*

Maintenance Fee (In-state Fee) – Undergraduate Fee Per Semester	\$1,581
Programs & Services Fee – Undergraduate Fee Per Semester	\$209
Technology Fee – Undergraduate Fee Per Semester	\$100
Facility Fee – Undergraduate Fee Per Semester	\$25
Yearbook Fee	\$8.50
(Additional Charges For Out-of-State Students) Per Semester	\$3,825

(See “Residency Regulations” in the section, Undergraduate Admission Procedures and Requirements.)

*All fees and expenses listed are current as of Academic Year 2003-04. Check the Web at www.utm.edu for current fees and expenses.

Part-Time Student. Any regular student who is permitted to carry fewer than 12 academic hours including developmental courses becomes a part-time student.

Optional Hourly Rate

In lieu of the above charges for Maintenance Fee (In-state Fee), Programs and Facilities Fee, and Technology Fee (and tuition for out-of-state students), part-time students may elect to pay fees computed by the semester hour credit (or audit) as follows:

Maintenance Fee (In-state Fee) \$132.00 per semester hour or fraction thereof; minimum charge \$132.00
Programs & Services Fee\$19.00 per semester hour or fraction thereof; minimum charge \$19.00
Technology Fee\$9.00 per semester hour or fraction thereof; minimum charge \$9.00
Facility Fee\$2.00 per semester hour or fraction thereof; minimum charge \$2.00
Out-of-State\$319.00 per semester hour or fraction thereof; minimum charge \$319.00

Music Fee (For Individual Instruction in Music)

Per Semester:

One-half hour lesson weekly	\$45
Two one-half hour lessons	\$90
Undergraduate Application Fee	\$25

Each initial application for admission must be accompanied by a fee of \$25 before it will be processed. This fee is not refundable.

Cooperative Education Registration Fee Hourly Rate	\$121
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Audit Fee

Fees for courses being audited are the same as those taken for credit, except for persons 60 years old or older, who may be allowed to audit courses without charge. (See section on “Auditors.”)

Late Registration Service Fee(Pending UT Board approval, June 2004) \$50
Students who do not complete their payments on the regular registration days set aside for that purpose will be assessed the late registration fee. Such a charge also applies to late payment of other charges past due. This fee is not refundable.

Delayed Payment Policy and Fee\$25
Although fees, rent, and other university expenses are due and payable at the beginning of each semester (prior to the next semester if the student has advance registered), eligible students may request a deferment of fees. Current maintenance fee (in-state fee), tuition out-of-state, programs and services, facility, technology, yearbook, residence hall rent, and meal plan fees are the only charges that can be deferred. After applying all types of financial aid, up to one-half of the remaining balance of these charges may be deferred.

The student must pay all charges from prior terms. Current financial aid funds may NOT be used to pay any of these prior charges.

Accounts due the university in addition to fees, rent, etc., may be paid at registration time. Students are responsible for advising assessors at the time of registration of any charges levied in error and of any omissions such as residence hall rent. Failure to notify the assessor and make payment constitutes a delayed payment subject to the service fee.

For spring and fall semesters, the deferred charge is due no later than 45 days after the start of classes. The service charge for a deferment is \$25 and is not refundable.

Since summer school is shorter than fall or spring, it is divided into two sessions. Therefore, the deferred charge is due no later than June 20. The service charge for deferment is \$10 for students attending one session only and \$20 for students attending both sessions. The service charge for summer deferment is not refundable. In order to qualify for summer deferments, students must set up the deferment with the Business Office by May 1.

Monthly Payment of Room Charges.....\$10
Semester residence hall rent may be paid in four monthly installments as follows: The \$10 service fee, a \$100 deposit, and the first of four monthly installments must be paid at registration. The second, third, and fourth payments will be due and payable at four-week intervals with the fourth payment due and payable no later than the last day of classes. A \$25 late payment charge will be assessed on each monthly installment which is not paid on or before the due date for that installment. Further details are available upon request from the Office of Business Affairs.

Monthly Payment of Food Meal Plan or Declining Balance Plan
Monthly payment options are available for this program with guidelines similar to those for monthly payments of room charges. Further details are available upon request from the Office of Business Affairs.

Student Identification CardNo Charge
Each student at his/her first registration is issued a plastic identification card. The student is expected to retain this ID card during his/her entire enrollment at UT Martin and to have it with him/her at all times for purposes of identification. The card is property of the university and may be reclaimed if used by any person other than the one whose signature it bears. The card is acceptable only when validated for the current semester.

Lost ID Card Replacement\$15

Loss of an ID card should be reported promptly to the Skyhawk Card Office. Upon payment of this charge, a replacement may be obtained from the university.

Diploma FeeNo Charge

The student is not charged for the first copy of his/her diploma. Additional copies are \$5 per copy including diplomas which must be relettered. The fee for backdated diplomas is \$10 each.

Telephone Service

Telephone connections are in each residence hall room. Charges for basic telephone service are included in the residence hall fee. Long-distance telephone service is available upon application each semester in 212 Boling University Center. Students must provide their own telephone instruments in residence halls.

Telephone Damage ChargeVariable

Students will be assessed charges according to posted rates for damages to their telephone instrument if other than normal wear and tear. Instruments are not provided in McCord and Ellington dormitories.

Refunds

Refunds—Dropping Hours (Continue with a reduced class load)

When a student decreases the number of hours attempted during a term, a refund may be calculated based upon the official drop day as presented to Business Affairs from the Office of Academic Records.

Registration Day.....100%

(calendar days following registration day)

Day 1-7100%

Day 8-1480%

Day 15-2160%

Day 22-2840%

Day 29-end of term0%

Refunds are based on the fees, not the amount paid. If the student is receiving financial aid, refunds will be returned to the financial aid accounts, including lenders of student loans, before any money is returned to the student. Credit balances from all sources of the university, with the possible exception of Title IV funds, will be applied to outstanding charges before a refund is issued.

Refunds—Financial Aid Recipients

Financial aid recipients must successfully complete two-thirds of their attempted hours in order to maintain satisfactory academic progress toward their degree. Students who do not successfully complete two-thirds of their attempted hours may request an appeal to have their financial aid reinstated. UT Martin’s full satisfactory academic progress policy as well as the appeal form can be located on the Web at www.utm.edu/admin/finaid.

Refunds—Withdrawing (Drop all classes)

Withdrawals from school for any reason during any term must be made by official notification to the Division of Student Affairs. Failure to attend classes does not cancel enrollment. The date of the withdrawal is one factor used to determine the amount of fees to be refunded. Other factors include

whether a student is a first-time student on this campus, whether a student is receiving Title IV financial aid, and whether unpaid charges (total institutional costs minus the sum of total aid paid to institutional costs and cash paid by the student) remain on the student’s account. The institutional refund policy will be used for students who do not receive Title IV financial aid. The following percentages will be used to refund institutional charges (fees, tuition, and room):

Registration Day.....	100%
(calendar days following registration day)	
Day 1-7	100%
Day 8-14	80%
Day 15-21	60%
Day 22-28	40%
Day 29-end of term	0%

Refunds are based on the fees, not the amount paid. If the student is receiving financial aid, refunds will be returned to the financial aid accounts, including lenders of student loans, before any money is returned to the student. Credit balances from all sources of the university, with the possible exception of Title IV funds, will be applied to outstanding charges before a refund is issued.

Summer school term is shorter than fall and spring and the summer term is divided into sessions. Therefore, refunding percentages will be as follows for summer term.

		1st Session	2nd Session	Full Term
100%	Day	1-4	1-4	1-7
80%	Day	5-7	5-7	8-14
60%	Day	8-11	8-11	15-21
40%	Day	12-14	12-14	22-28
0%	Day	14- end of term	14- end of term	29- end of term

No refunds will be made until two weeks after the close of registration during the regular school year and two weeks after the close of second session summer semester registration.

Example:

The student’s institutional charges for the semester total \$1,915, which was paid by a personal check. The student withdrew on the ninth calendar day following regular registration. The refund would be \$1,532.

Calculation: \$1,915 @ 80% = \$1,532 rounded to the closest whole dollar.

The federal refund calculation policy will be used for students who have attended classes at UT Martin and are receiving Title IV financial aid. Under this refund policy, withdrawals on the first day of classes will permit a 100% refund of institutional charges (fees, tuition, room and board, with no allowance for deposit or consumption on room and board). Withdrawals after the first day of classes will be calculated based on the number of days the student completes in the enrollment period.

Example:

The student has enrolled at UT Martin and is receiving a federal Pell Grant of \$1,170. The institutional charges are \$1,915. The student withdrew on the 11th day of the enrollment period.

The enrollment period is 117 days in length (11/117=9.4% completed days). The refund percent will be 90.6% (100%-9.4%). Therefore, \$1,915 x 90.6% = \$1,734.99 will be returned to the federal Pell account.

All students must settle accounts with the Office of Business Affairs and complete the registration for courses before attending classes. A validated fee receipt is required to complete the registration procedure. This applies to anyone whose fees may be billed, prepaid, or waived. All charges are subject to subsequent audit. Errors will be corrected by refund or additional charge. Personal checks (see “Bad Check Charges”), Master Card, Visa, and Discover credit cards are accepted only for the amount owed. (Discover cards are only accepted on campus by the Office of Business Affairs.) Banks now require that their own printed checks with identifying account numbers be used.

The university is authorized by statute to withhold diplomas, grades, transcripts, and registration privileges from any student until debts and obligations owed to the university are satisfied. This does not include student loans being repaid in accordance with the repayment agreements.

Any question regarding a student’s financial account due the university should be directed to the bursar in the Office of Business Affairs. In the event a student does not feel that the amount in question is correct, he/she may appeal the matter to university officials in the following order: (1) director of business affairs, (2) vice chancellor for finance and administration, and (3) chancellor. As circumstances warrant, other officials may be contacted for assistance and information.

Financial Aid Repayment—Withdrawals

Any financial aid recipient who withdraws from the university prior to completing 60% of the term may have to repay to the appropriate financial aid account(s) a portion of financial aid funds received.

Bad Check Charges (not refundable)

Returned check in payment of fees, including deferred fee payments, redeemed within 10 days of first notice	\$35
Returned check in payment of fees, including deferred fee payments, redeemed after 10 days of first notice	\$70
Returned check for items other than fees, redeemed within 10 days of first notice	\$15
Returned check for items other than fees, redeemed after 10 days of first notice	\$30

The appropriate charge applies to all checks returned to the university by the appropriate bank for insufficient funds or other legitimate reasons. The writer of the check will be notified immediately at the address that appears on the check. Failure to respond within five days of a second notice will result in withdrawal from school. If withdrawal occurs, the appropriate refund percentage will be used to determine the balance due on fees for that term. Returned checks must be picked up with cash or a money order. Students with more than one returned check per school year will be required to pay fees and university accounts with cash or a money order for the balance of that school year. Students with more than two returned checks in consecutive school years will be required to pay fees and university accounts with cash or a money order for the balance of their enrollment.