

# WAYNE STATE UNIVERSITY

Academic Affairs  
Office of the Registrar

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**STATEMENT OF  
TUITION AND FEE REGULATIONS  
EFFECTIVE Fall Term 2018**

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In conformity with the basic tuition and fee schedules adopted by the Board of Governors in June 2018, the President has authorized the enclosed Tuition and Fee Regulations, superseding all previous regulations concerning tuition and fees.

Refer questions concerning Tuition and Fee Regulations to Kurt A. Kruschinska, University Registrar, at [kurt@wayne.edu](mailto:kurt@wayne.edu).

## STATEMENT OF FALL 2018 TUITION AND FEE REGULATIONS

### Section 1a. Regular Undergraduate Tuition Rates

**Undergraduate students** in all schools and colleges, **except** the School of Business, the Colleges of Fine, Performing and Communication Arts and Engineering, Department of Kinesiology students in the College of Education, science majors in the College of Liberal Arts & Sciences, and upper division students in the College of Nursing are assessed the rates below.

#### 1a.1 Lower Division Freshmen and Sophomores

Resident of Michigan	\$384.74 per credit hour
Non-Resident	\$881.20 per credit hour

#### 1a.2 Upper Division Juniors, Seniors, and Post-Bachelors

Resident of Michigan	\$456.58 per credit hour
Non-Resident	\$1,049.92 per credit hour

### Section 1b. Undergraduate Tuition Rates for Business and Fine, Performing & Communication Arts, Public Health (CLAS) and Department of Kinesiology (Education)

#### 1b.1 Lower Division Freshmen and Sophomores

Resident of Michigan	\$411.28 per credit hour
Non-Resident	\$907.74 per credit hour

#### 1b.2 Upper Division Juniors, Seniors, and Post-Bachelors

Resident of Michigan	\$497.75 per credit hour
Non-Resident	\$1,091.09 per credit hour

### Section 1c. Undergraduate Tuition Rates for the College of Engineering and CLAS-Science Majors

#### 1c.1 Lower Division Freshmen and Sophomores

Resident of Michigan	\$391.44 per credit hour
Non-Resident	\$887.90 per credit hour

#### 1c.2 Upper Division Juniors, Seniors, and Post-Bachelors

Resident of Michigan	\$463.33 per credit hour
Non-Resident	\$1,056.67 per credit hour

### Section 1d. Undergraduate Tuition Rates for the College of Nursing:

#### 1d.1 Lower Division Freshmen and Sophomores

Resident of Michigan	\$411.28 per credit hour
Non-Resident	\$907.74 per credit hour

#### 1d.2 Upper Division Juniors, Seniors, and Post-Bachelors:

Resident of Michigan	\$598.65 per credit hour
Non-Resident	\$1,191.99 per credit hour

# STATEMENT OF FALL 2018 TUITION AND FEE REGULATIONS

## Section 1e. Undergraduate Fee Rates for all Undergraduates

**Undergraduate students** in all schools, colleges and programs are assessed the fees below. See also Section 6 for other fees that apply to specific groups of students.

<b>1e.1 All Undergraduate Students</b>	\$36.65 per credit hour Student Services Fee \$227.87 per term Registration Fee \$250.00 One-time only new UG freshman and transfers Matriculation Fee
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<b>1e.2 College/Major Student Support Fees</b>	
Engineering Support Fee Part-Time Lower Division	\$ 50.00 per term
Engineering Support Fee Full-Time Lower Division	\$100.00 per term
Engineering Support Fee Part-Time Upper Division	\$175.00 per term
Engineering Support Fee Full-Time Upper Division	\$350.00 per term

Sciences Support Fee Part-Time Lower Division	\$ 25.00 per term
Sciences Support Fee Full-Time Lower Division	\$ 50.00 per term
Sciences Support Fee Part-Time Upper Division	\$ 50.00 per term
Sciences Support Fee Full-Time Upper Division	\$100.00 per term

The Sciences Support Fee is charged to these majors in the College of Liberal Arts and Sciences: Actuarial Mathematics, Astronomy, Biochemistry & Chemical Biology, Biological Sciences, Biomedical Physics, Chemistry, Computer Science, Communication Sciences & Disorders, Dietetics, Environmental Science, Geology, Information System Technology, Mathematics, Nutrition & Food Science, Physics, Psychology, Public Health, and Statistics (including those with departmental honors).

Honors Support Fee Part-Time	\$ 25.00 per term
Honors Support Fee Full-Time	\$ 50.00 per term

## Section 2a. Regular Graduate Tuition Rates

**Graduate students** in Education, the Graduate School, Liberal Arts & Sciences, and Social Work are assessed at the per credit hour rates below. Graduate/Professional students in all other colleges should see Sections following for specific differential rates.

Resident of Michigan	\$657.51 per credit hour
Non-Resident	\$1,424.18 per credit hour

## Section 2b. Differential Graduate Tuition Rates for Business, Engineering, Information Science

**2b.1 Graduate students** in Business, Engineering (excluding the PhD Global Executive Track in Industrial & Systems Engineering) and Library & Information Science will be assessed:

Resident of Michigan	\$763.13 per credit hour
Non-Resident	\$1,529.80 per credit hour

**2b.2 Differential Graduate Tuition Rate for Global Executive Track of the Doctoral Program in Industrial Engineering:**

Resident of Michigan	\$1,526.25 per credit hour
Non-Resident	\$2,292.92 per credit hour

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## Section 2c. Differential Graduate Tuition Rates for Fine, Performing & Communication Arts

Graduate students in Fine, Performing & Communication Arts will be assessed:

Resident of Michigan	\$690.38 per credit hour
Non-Resident	\$1,457.05 per credit hour

## Section 2d. Differential Graduate Tuition Rates for Nursing

Graduate students in Nursing will be assessed:

Resident of Michigan	\$897.02 per credit hour
Non-Resident	\$1,663.69 per credit hour

## Section 2e. Differential Graduate/Professional Tuition Rates for Law

Graduate/professional students in graduate (LLM) programs and the first Professional Program (JD) in the Law School will be assessed differential rates below. Applicants shall pay a deposit of \$500.00 to confirm acceptance. This deposit is non-refundable and is applied to tuition and fees when the applicant enrolls.

Resident of Michigan Year 1 and LLM	\$1,022.83 per credit hour
Non-Resident Year 1 and LLM	\$1,122.09 per credit hour
Resident of Michigan Year 2, Unranked	\$1,003.75 per credit hour
Non-Resident Year 2, Unranked	\$1,103.01 per credit hour
Resident of Michigan Year 4	\$965.15 per credit hour
Non Resident Year 4	\$1,060.59 per credit hour

## Section 2f. Differential Graduate/Professional Tuition Rates for Pharmacy & Health Sciences

Graduate/professional students in the Eugene Applebaum College of Pharmacy & Health Sciences will be assessed:

Resident of Michigan	\$747.52 per credit hour
Non-Resident	\$1,514.19 per credit hour

## Section 2g. Differential Graduate/Professional Tuition Rates for the Department of Kinesiology (Education)

Graduate/professional students in the department of Kinesiology in the College of Education will be assessed:

Resident of Michigan	\$747.52 per credit hour
Non-Resident	\$1,514.18 per credit hour

## Section 2h. Differential Graduate Tuition Rates for School of Medicine

**2h.1** Graduate students in the School of Medicine will be assessed:

Resident of Michigan	\$819.05 per credit hour
Non-Resident	\$1,546.23 per credit hour

**2h.2** Professional students in the first professional MD program, registered for less than 40 credit hours, will be assessed:

Resident of Michigan-Year 1, 2, 3	\$655.22 per credit hour
Non-Resident-Year 1, 2	\$1,181.29 per credit hour
Non-Resident- Year 3	\$1,363.53 per credit hour

## STATEMENT OF FALL 2018 TUITION AND FEE REGULATIONS

Resident of Michigan-Year 4	\$621.25 per credit hour
Resident of Michigan-Year 4	\$1,292.80 per credit hour

**Professional students** in the first professional MD program, registered 40 or more credit hours, will be assessed:

Resident of Michigan-Year 1	\$32,761.00
Non-Resident – Year 1	\$59,109.00

Resident of Michigan – Year 2	\$32,761.00
Non-Resident – Year 2	\$59,109.00

Resident of Michigan-Year 3	\$31,963.00
Non-Resident-Year 3	\$66,515.00

Resident of Michigan-Year 4	\$30,452.50
Resident of Michigan-Year 4	\$63,372.50

- 2h.2.1** The Student Service Fee rate for MD program year 1, 2, and 3 students is \$25.31 per credit hour. The Student Services Fee rate for MD program Year 4 is \$24.00 per credit hour.
- 2h.2.2** MD program year 1, 2, and 3 students pay a Student Support Fee of \$885.45 per year. MD program year 4 students pay a Student Support Fee of \$839.50 per year. MD program students do not pay a Registration Fee.
- 2h.2.3** Applicants to the First Professional Program in the School of Medicine shall pay a deposit of \$50.00 to confirm acceptance. This deposit is non-refundable, and applied to fees when the applicant enrolls.
- 2h.2.4** Students registering under the provision of Section 2g.2 may either:
- 2g.2.4.1 pay the tuition in full at the time of registration, or
  - 2g.2.4.2 provide evidence of prospective financial aid sufficient to cover the tuition and fees, or
  - 2g.2.4.3 provide evidence of enrollment in the Tuition Management Services deferred payment program or
  - 2g.2.4.4 any combination of sections 2g.2.4.1, 2g.2.4.2 or 2g.2.4.3.
- 2h.2.5** Students in the MD program who take courses in other colleges/schools shall be assessed appropriate level graduate tuition for those courses.
- 2h.3** **Graduate medical students** (residents, interns and fellows) in Graduate Medical Education programs sponsored by Wayne State University, or by Wayne State University in cooperation with the Detroit Medical Center who take courses in other colleges/schools shall be assessed appropriate level tuition for those courses.

### Section 2i. **Differential Graduate Tuition Rates for Other Graduate Enrollments**

- 2i.1** Graduate doctoral students who have completed four semesters of Candidate Status and who continue to work on their dissertations beyond the four semesters will pay a Candidate Maintenance Status fee equal to the Registration Fee plus one credit hour of graduate rate Student Services Fee.
- 2i.2** Students admitted to Graduate School under the Senior Rule shall be assessed undergraduate tuition and fees in accordance with Section 1 for all classes for that term.
- 2i.3** Graduate students also pursuing undergraduate degrees or who register for undergraduate level courses shall be assessed tuition and fees in accordance with their appropriate graduate tuition rate for all classes.

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## Section 2j. Graduate Fee Rates for all Graduate Students

These fees apply except for MD students as reflected in sections 2g.2.1, and section 2g.2 above.

Resident of Michigan and Non-Resident	\$52.87 per credit hour Student Services Fee
	\$305.91 per term Registration Fee

## Section 3. Tuition Assistance Programs

- 3.1 **Tuition Assistance:** Eligible employees are entitled to tuition and fee benefits as prescribed by the Tuition Assistance Program. Employees should consult the Total Compensation & Wellness Office for complete information pertaining to the program.
- 3.2 **Reduced Tuition Benefit Program:** Eligible spouses, domestic partners and dependents under age 26 are eligible for reduced tuition (50% paid by University) as described below. Employees should consult the Total Compensation & Wellness Office for complete information pertaining to the program.
- 3.2.1 **Eligible Employee:** Employees with an appointment of at least 50% are eligible; however, the following are **not** Eligible Employees – employees classified “part-time faculty”, “temporary”, “student assistant”.
- 3.2.2 **Eligible Spouse/Domestic Partner:** The person to whom the Eligible Employee is legally wed (Spouse) or the same-sex partner (Domestic Partner) or the live-in partner who is not related by blood or marriage (Other Eligible Person, OEP) of the Eligible Employee as of the first day of classes for the term for which Reduced Tuition is requested.
- 3.2.3 **Eligible Child:** A child or stepchild of an Eligible Employee or of a Spouse/Domestic Partner/Other Eligible Person who is less than 26 years of age as of the first day of classes for the term for which Reduced Tuition is requested. Tax dependent status per IRS rules is not required. This benefit also applies to children of certain members of the Police Officers Labor Council and AAUP-AFT bargaining units who died while employed at the University.
- 3.2.4 **Benefits:** The benefit covers tuition ONLY and it DOES NOT cover the registration fee, student service fee, books, course materials fee, late registration fees, etc. The benefit entitles an enrolled person to a waiver of the non-resident portion of tuition. **The benefit does not cover individuals enrolled in the Doctor of Pharmacy program, the JD program in the Law School, or the MD program in the School of Medicine.**
- 3.2.5 **Application:** A separate application must be submitted for each term for which reduced tuition assistance is requested. The completed Spouse/Child Tuition Benefit Application must be received by Total Compensation and Wellness no later than the last day of late registration for the term for which the benefit is requested.
- 3.3 **Visitor Program:** Students may register for classes as “Visitors.” The Visitor Program is a non-credit status open to any adult who is not concurrently enrolled for credit courses at Wayne State University. Visitors do not submit written work or take examinations. Registrations are accepted on a space available basis only during the first two weeks of classes. Registrations are processed by the University’s Educational Outreach division. Students enrolled in the Visitor Program are assessed one-half the undergraduate resident lower division credit hour rate for each credit hour plus a Registration Fee equal to one-half of the regular Registration fee and the full per credit hour undergraduate student service fee. Payment of tuition and fees are due at the time of registration.
- 3.4 **Senior Citizen Program:** Students 60 years of age on or before the first day of classes are eligible for a 75% discount on the regular tuition rate, resulting in a special tuition rate of 25% of the regular and

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differential tuition rates detailed in sections 1 and 2, except those enrolled in the first professional JD and MD programs and the Doctor of Pharmacy program.

- 3.4.1 Eligible students must submit proof of age (e.g., copy of Michigan Driver's license) to the Office of the Registrar.
- 3.5 **Senior Rule:** The University permits a student to pay undergraduate fees for the graduate courses elected in a Senior Rule status. For additional information regarding Senior Rule status consult the University Bulletin.
- 3.6 **Employment Based Non-Resident Tuition Waivers:** Historically, some students in Michigan primarily for purposes of work and not education were eligible for a waiver of the non-resident portion of tuition. These eligible employees included A, E, G, H, I, L, R and TN Visa Holders, military service personnel on active duty in Michigan and the spouses and dependent children of the above named categories. Beginning with the Fall Term 2008 University regulations governing the assignment of a Michigan Residence Classification have been revised to enable people in these categories to be assigned a Michigan residence classification.
  - 3.6.1 Employees eligible for waiver of non-resident portion of tuition include: Instructors and Professors with appointments of half-time or more and all salaried employees with appointments of half-time or more, Research Assistants, Research Associates, Graduate Assistants, Graduate Research Assistants and graduate students assigned to clinical appointments as certified by the Graduate School.
  - 3.6.2 Eligible salaried employees with appointments of one-half time or more may apply for residency status after six months of continuous residency in the State of Michigan. Applications are to be submitted to the Office of the Registrar. Applicants should refer to the Residency Rules and Regulations published in the University Bulletin.
  - 3.6.3 The Vice President for Academic Affairs may waive the non-resident portion of tuition for students enrolled in approved contracted programs or graduate students on traineeships. Authority for waiver of non-resident portion of tuition for graduate students on traineeships is also sub-delegated to the Dean of the Graduate School.
- 3.7 **Great Lakes Tuition Discount:** Undergraduate students who reside in a state or Canadian province that borders on a Great Lake will be eligible to pay a rate that is equal to 110% of the Michigan resident rate. This tuition discount program will replace the Good Neighbor tuition waiver for undergraduate students. Undergraduate students who were admitted/enrolled under the Good Neighbor tuition discount policy (up to and including Fall term 2013) will continue to be eligible for the benefits of the Good Neighbor tuition discount for the 2013-2014 academic year. Beginning in the 2014-15 academic year, undergraduate students formerly eligible for the Good Neighbor discount (100% of the differential between resident and non-resident rates) will be eligible for the Great Lakes discount, at 110% of the resident rate.
- 3.8 **Good Neighbor Non-Resident Tuition Waivers:** Graduate/professional students who are residents of Fulton, Lucas, Ottawa and Williams counties in Ohio, or residents of Ontario, Canada who enroll at Wayne State University in eligible academic programs are assessed the equivalent of resident tuition rates. Academic programs which are excluded from this benefit are the School of Medicine MD program and the Doctor of Pharmacy program in the Eugene Applebaum College of Pharmacy and Health Sciences.
- 3.9 **Online Programs:** Students enrolled in academic programs which are completely online are eligible to pay Michigan resident tuition rates. Eligible online programs currently include:
  - 3.9.1 Master of Library and Information Science Online Program
  - 3.9.2 Graduate Certificate in Information Management Online Program
  - 3.9.3 Graduate Certificate in Communication and New Media Online Program (FPCA)
  - 3.9.4 Master of Education with a major in Learning Design & Technology Online Program
  - 3.9.5 Graduate Certificate in Records & Information Management (discontinued)
  - 3.9.6 Bachelor in Social Work Online Program

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- 3.9.7 Master of Business Administration Online Program (discontinued)
  - 3.9.8 Master of Science in Criminal Justice Online Program
  - 3.9.9 Master of Education in Career and Technical Education Online Program
  - 3.9.10 Doctor of Philosophy in Industrial Engineering-Global Executive Track
  - 3.9.11 Master of Arts in Sports Administration
  - 3.9.12 Post Bachelor Certificate in Information Systems Management
  - 3.9.13 Master of Arts in Theatre and Dance (begins Fall 2016)
  - 3.9.14 Graduate Certificate in Archival Administration Online Program (begins Winter 2017)
  - 3.9.15 Graduate Certificate in Library and Information Science Specialist
  - 3.9.16 Master of Education with a major in Teaching & Learning
  - 3.9.17 Master of Science in Information Management
- 3.10 Students enrolled in the pilot Graduate Certificate programs in Urban Librarianship and Art and Museum Librarianship are eligible to have the non-resident portion of their tuition rates waived, as authorized on 2/14/2011.
- 3.11 **Active Duty Military:** Individuals in any state on active duty in any component of the U.S. Armed Forces, including Reserves and National Guard, on or before the first day of classes, are eligible for a special tuition rate of 50 percent of the then-current in-state tuition rates, except for those enrolled in the Law School or the School of Medicine. Students in the Law School or the School of Medicine are eligible for the then-current in-state tuition rates. Proof of eligibility demonstrating the service member is actively serving must be provided.

### Section 4. Junior Year in Munich Program

- 4.1 Wayne State University students who register in the JYM-Program are assessed \$12,400.00 in tuition per academic year. All other students registered in the program are assessed \$22,100.00 in tuition. The comprehensive program fee covers tuition, housing and health/accident insurance. Wayne State University students who attend the program for one semester will pay \$6,200.00. All other students who attend for one semester will pay \$11,050.00.
- 4.2 Tuition shall be canceled in the event of withdrawal from this program if the Program Director certifies that timely notice is given. Students should consult the program brochures for specific information concerning tuition cancellation. Questions should be referred to the Program Director.

### Section 5. Special Credit Programs

- 5.1 Tuition rates for special credit programs conducted in cooperation with other educational institutions or governmental agencies shall be established by the President or his/her designee.

### Section 6. Other Fees and Provisions

- 6.1 The Board of Governors shall establish the following fees: (1) the application fee, (2) the registration fee, (3) the late registration fees, (4) the late payment fee, (5) the First Professional Medicine Program Student Support fee and (6) the student service fee. All other fees shall be approved by the President or his/her designee and reported annually to the Board.
- 6.2 **Admission Application Fee:** The \$25.00 undergraduate application fee is re-instated. The \$50 graduate application fee is re-instated. Students with special economic circumstances can request waiver of the fee.
  - 6.2.1 Applicants to the University's English Language Institute will pay a \$50.00 application fee.
  - 6.2.2 Persons who have submitted a first application to the School of Medicine through the American Medical College Application Service (AMCAS) and who are invited to submit additional (secondary application), are required to pay a \$50.00 fee for processing the secondary application.
  - 6.2.3 Law School applicants to the Juris Doctor (J.D.) program will pay a non-refundable application fee of \$50.00.



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- 6.3 **Registration Fee:** There shall be a Registration Fee of \$227.87 for undergraduate students and \$305.91 for all graduate and professional students, except the MD program and some special program students. Students enrolled in the Visitor Program pay a Registration Fee equal to half the regular Registration Fee. Refer to Section 3.3. The Registration Fee is refundable according to the same principles as tuition and all other fees.
- 6.4 **Late Registration Fee:** Any student registering after the prescribed early priority registration dates (as indicated in the Schedule of Classes information for each semester) shall pay a \$35.00 Late Registration Fee if registration is completed before the start of classes and \$70.00 if completed after the start of classes. These fees are waived for students who are in their first semester of enrollment. The Late Registration Fee is refundable according to the same principles as tuition and all other fees.
- 6.5 **Returned Check Fee:** Students who pay by check will be charged a \$35.00 fee if the check is returned by their financial institution for non-payment. If a student pays a past term balance and that check is returned for non-payment to the University, the student will be de-registered from all terms following the “past due balance” term. If de-registration occurs and payment is subsequently received before the end of the drop/add period, the student may re-register for classes through the end of the drop/add period only, based on the availability of classes.
- 6.6 **Late Payment Fee:** A student who does not satisfy their tuition and fee assessment by the proscribed dates on the e-Bill for the applicable term, shall be assessed a \$25.00 Late Payment Fee if the past due balance is less than \$500.00 or a \$40.00 Late Payment Fee if past due balance is \$500.00 or more. Late payment fees will be assessed each term after the late registration period ends and continue on a monthly basis until the account is paid in full or sent to collections.
- 6.7 **First Professional/Medicine Program Student Support Fee:** Students in the First Professional Medicine Program shall pay a student support fee. MD program students in years 1 through 3 pay a Student Support Fee of \$885.45 per year. MD program year 4 pay a Student Support Fee of \$839.50 per year. The fees are used to fund microscope rentals, photocopy expenses, teaching materials and other course-related expenses.
- 6.8 **Graduation/Certificate Fee:** There shall be a \$40.00 fee for students who apply for a degree or certificate/diploma. Graduate applicants for graduate degrees will not be charged the Graduation Fee as they pay a higher Registration Fee. Undergraduates who are new to the university in fall 2014 or after will pay a Matriculation Fee in lieu of a Graduation Fee and in lieu of an Orientation Fee.
- 6.9 **Student Services (formerly Omnibus) Fee:** Undergraduate students are assessed a \$36.65 fee per credit hour per term. Graduate and professional students are assessed \$52.87 fee per credit per term. Year 1, 2, and 3 MD program students will pay \$25.31 per credit hour; Year 4 MD program students will pay \$24.00 per credit hour.
- 6.10 **Orientation Fee:** The Orientation Fee is replaced by the Matriculation Fee for undergraduate freshmen and transfers beginning Fall 2014. Parents attending Orientation may be charged a \$10.00 fee.
- 6.11 **Credit Card Fee:** Students using credit cards for tuition and fee payments shall be charged a convenience fee by the credit card processor.
- 6.12 **Student Exchange and Visitors Information Service (SEVIS) Fee:** International students and scholars/visitors who must be reported through the federal SEVIS system shall be charged a \$50.00 non-refundable fee for each term of enrollment.
- 6.13 **Matriculation Fee:** New undergraduate freshmen and transfer students will pay a \$250.00 Matriculation Fee beginning in the fall term 2014. This fee will replace the Orientation Fee and the Graduation Application Fee.
- 6.14 Special tuition rates may be established for certain credit courses and non-credit courses and special programs by the President or the President’s designee upon recommendation of the appropriate University Officer.

### Section 7. Tuition and Fee Payment Schedule

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At the time of registration for classes at Wayne State University, the student agrees to:

- Assume financial responsibility for all charges and/or fees posted to the student account and any cost associated with collecting the debt.
- Satisfy the payment schedule included in this section.

7.1 Students registering during priority registration period are expected to pay the balance as follows:

Fall semester – August 15  
Winter semester – December 15  
Spring/Summer semester – April 15

7.2 Students registering on or after these payment dates are expected to pay the balance in full at the time of registration.

7.3 Students who register for short-term courses are required to pay the balance in full at the time of registration.

7.4 Failure to pay the balance in full by the specified due dates or dishonoring payment plan schedules will result in the assessment of monthly “late payment fees” and financial “holds” preventing registration, drop/add, release of official transcripts, diplomas, degrees and other university services.

7.5 **Delinquent Accounts:** Students with tuition and fee balances that are unpaid by the payment due date, as specified in 7.1 through 7.4 are considered delinquent. Invoices (eBills) for delinquent accounts are issued on the first of each month, during the term with payment due on the fifteenth. Late payment fees will be assessed on a monthly basis until the account is paid in full or placed with a collection agency.

7.6 **Collections:** Delinquent account balances will be referred to a collection agency within 45-days of the end of the term. In accordance with the financial responsibility agreement signed by the student prior to registering for classes, the collection agency will add collection costs to the delinquent tuition and fee balance. Registration, drop/add, release of official transcripts, diplomas and degrees are not permitted until the balance is paid in full.

## Section 8. Tuition Cancellation

8.1 Tuition and fees may be canceled in accordance with the following schedule when students officially drop classes using the online registration system, by submitting a properly completed Register/Drop/Add form, or by sending a certified letter to the Office of the Registrar. A certified letter of withdrawal sent through the United States Postal Service shall be considered effective on the date of the postal cancellation, provided the date is legible. If the postal cancellation is dated Saturday or Sunday, it will be accepted as the preceding Friday.

8.1.1 Classes meeting 28 or more weeks (not including final examination period)

Students who officially withdraw from scheduled classes before the 7<sup>th</sup> week of classes are entitled to a 100% tuition cancellation and 0% thereafter.

8.1.2 Classes meeting 16-27 weeks (not including final examination period)

Students who officially withdraw from scheduled classes before the 4<sup>th</sup> week of classes are entitled to a 100% tuition cancellation and 0% thereafter.

8.1.3 Classes meeting 9-15 weeks (not including final examination period)

Students who officially withdraw from scheduled classes before the 3<sup>rd</sup> week of classes are entitled to a 100% tuition cancellation and 0% thereafter.

8.1.4 Classes meeting 4-8 weeks (not including final examination period)

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Students who officially withdraw from scheduled classes before the 2<sup>nd</sup> week of classes are entitled to a 100% tuition cancellation and 0% thereafter.

### 8.1.5 Classes meeting fewer than 4 weeks (not including final examination period)

Students who officially withdraw from scheduled classes before the first day of classes are entitled to a 100% tuition cancellation and 0% thereafter.

- 8.2 The University Registrar is authorized to make adjustments in the application of the policies stated in this section when unusual circumstances warrant. Examples of circumstances which may warrant special consideration include: serious illness or death of the student or someone closely related, or mis-advisement by a University representative. Tuition cannot be cancelled for reasons such as changes in work schedule or other employment demands, claims of lack of information, insufficient funds, unawareness of the difference between tuition and student financial aid, undocumented reasons, or for reasons that are within the control of the student. Non-attendance, except for situations falling under the University non-attendance policy (below), is not in and of itself a reason for tuition and fee cancellation. Students (or an authorized representative in the case of death or serious illness) must submit their applications and supporting documentation to the Office of the Registrar. A medical withdrawal is a complete withdrawal from all courses, supported by medical reports from the attending physician. Requests for exceptions to tuition and fee policies must be submitted within approximately two months of the end of the term, as follows:

- Fall Term – March 1
- Winter Term – July 1
- Spring/Summer Term – November 1

Deadlines falling on weekends will be extended to the next business day.

### 8.2.1 University Non-Attendance Policy

The University Non-Attendance Policy will allow 100% tuition cancellation only for students in their first term of attendance at Wayne State University. Instructors for all courses must verify the student did not attend classes after the tuition cancellation deadline. This policy is designed to provide relief to those students who in their first semester at Wayne State may not be familiar with the University's Tuition Cancellation Policy.

- 8.3 Where the student has otherwise proceeded properly, (s)he may be granted full cancellation of tuition and fees assessed for the class(es) involved:

8.3.1 If the University cancels the class(es), or

8.3.2 If the University re-schedules the class(es) after the student has registered and (s)he is now unable to attend, or

8.3.3 If an authorized University representative has taken action which causes financial loss related to tuition, e.g., authorizing a student's schedule when the student does not have the necessary prerequisite(s).

- 8.4 Appeal Procedures: If a student (or an authorized representative in the case of death or serious illness) is dissatisfied with the Registrar's decision with reference to this policy, the student (or an authorized representative) may appeal to the Tuition and Fee Appeals Board through the University Ombudsperson.

- 8.5 University policy allows for a Request for Medical Withdrawal. A medical withdrawal is a complete withdrawal from all courses. For approved requests, the University Medical Withdrawal Policy will grant 100% tuition and fee cancellation if a student stops attending ALL classes before the end of the 10th week of the scheduled class meeting period in a full fall/winter term. Medical documentation will need to confirm that medical attention was provided during this time period. For medical withdrawals occurring

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during the 11th or 12th week, tuition cancellation will be granted at the rate of 60%. There is no tuition cancellation after the twelfth week of the term. These periods are adjusted proportionally for courses that do not run the full term. While a request is under review tuition payments should be made as scheduled.

- 8.6 In the event that a currently enrolled student serving in any branch of the U.S. Armed Forces, including any U.S. State National Guard, is called to active service during the current semester, cancellation of all tuition and fees will be granted. For the purposes of this rule, “called to active service” is defined as involuntary and unanticipated.

### **Section 9. Student Residence Policy (WSUCA 2.34.03)**

- 9.1 The regulations and review procedures pertaining to student residency are the basis for determining students’ residency classifications and, therefore, their credit hour tuition rate. The regulations and review procedures appear at WSUCA 2.34.03 et seq. and are published in the University Bulletins.