

# Tuition and Fees

The University reserves for itself the right to withdraw or change the fees announced in this catalog. Interpretation of matters concerning fees in this catalog is the responsibility of the Executive Vice President. The President of Christopher Newport University has final authority in the interpretation. Tuition and fee rates are established each year by the Rector and Board of Visitors of Christopher Newport University.

## FEES AND FINANCIAL INFORMATION

### Academic Tuition

Current tuition and fees can be found on the CNU Business Office Web site at:  
<http://www.cnu.edu/about/contactus/index.asp>

The tuition charge is based on a per-credit-hour rate. Tuition and fees for auditing a course are the same as the tuition and fees for taking a course for credit. Questions concerning payments and fees should be directed to the Office of Student Accounts, Room 210, Administration Building, (757) 594-7195.

### General Fees\*

Application Fee - Graduate	\$50
Academic Transcripts	No charge
Returned Check Fee (per return)	\$25
Late Payment Penalty	\$50
Reinstatement Fee (second week of classes)	\$100
Reinstatement Fee (third week of classes)	\$200
Residential Room Deposit	\$250
Parking Fee (per academic year)	\$250

\*The fees listed above are non-refundable.

**FOR UP-TO-DATE INFORMATION PLEASE REFER TO: <http://www.cnu.edu/about/contactus/index.asp>**

### Graduate Application Fee

A student who wishes to be admitted as a graduate student must pay a \$50 non-refundable application fee. If the student does not enroll in the term for which he or she originally applied, the fee may be carried forward only to the next term.

### Late Payment Penalty

The University charges a \$50 late payment fee on all amounts owed to the University that are not paid by the payment due date.

### Schedule Adjustments (Add/Drop)

Any schedule change that results in additional funds due to the University is due and payable on the date the course is added, or no later than the end of the schedule adjustment period the first week of classes. If the additional amount due is not paid on this date, a \$50 late payment fee applies.

Students who are using the Monthly Payment Plan and who drop a course or courses may reduce their monthly payment. Students should contact the CNU Student Accounts Office, (757) 594-7582, to take this action. Additional amounts due for courses added are payable to the University in full on the date the course is added, or no later than the end of schedule adjustment (drop/add).

Students will be responsible for any charges remaining after a course-load change, and any amount due as a refund under the University's policy may be refunded directly to the financial aid grantor, rather than to the student, if the rules of the grantor so require. If a student receives a financial aid award and must decrease his or her academic workload, he or she should contact the Office of Financial Aid, Room 203, Administration Building, (757) 594-7170.

## Residence Hall Financial Information

Cost per academic year for a standard room and meal plan are set by the Board of Visitors. To apply, submit the **Housing & Dining Service Contract Acceptance Form**, available on the Housing Web site. Occupancy is on a first-come, first-serve basis. Room and board fees must be paid in full prior to move-in. These fees are due by 5:00 pm on the payment due date (postmark date does not apply) unless other arrangements have been made (i.e. financial aid award, monthly payment plan, etc.)

To obtain a **Housing and Dining Contract Acceptance Form**, please contact the Office of University Housing at Christopher Newport University, One University Place, Newport News, VA 23606-2998, or call (757) 594-7756/7574. This form also is available at: <http://housing.cnu.edu/>.

## PAYING YOUR BILLS

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You can view your student account charges online and make eCheck or Credit Card payments to pay your tuition and fees, and room and board charges online, through your CNU Live account. There is a convenience charge for all credit card payments (online only MasterCard, Discover and American Express are accepted). **No Paper bills will be mailed.**

Please visit CNU Business Office Web site for more details and instructions.

### Billing

Christopher Newport University bills tuition and fees and room and board charges by term. Fall bills are posted online in July and payment is due in August. Spring bills are posted in December and are due in January. It is the students' responsibility to contact the Office of Student Accounts if they are having a problem accessing their bills. Failure to receive a bill does not waive the student from any financial penalties.

For registrations, schedule adjustments, housing and meal plan assignments taking place after early registration and the initial billing, payment is due by the payment due date or no later than the first day of class for that term. It is the student's responsibility to ensure all charges are paid prior to the first day of class each term. Student may access current updates of all charges online under "Account Status."

Please visit CNU Business Office Web site for additional information and due dates.

### Payments

#### Online

You may view and pay your bill online through your CNU Live account.

#### In person

Payment may also be made at the Cashier's Office with cash, money order, or check payable to Christopher Newport University (CNU).

#### By mail

Money order or check, payable to Christopher Newport University can be mailed to the Christopher Newport University, ATTN: Cashier's Office, One University Place, Newport News, VA 23606

#### Drop-box

All payments, except cash, may be placed in the drop-box located outside the Office of Student Accounts, Administration Building, Room 210. Student ID number must be enclosed with payment.

#### Monthly Payment Program

Students may also pay their tuition bills to the University through a monthly payment program, discussed later in this publication.

### PLEASE TAKE CAREFUL NOTE OF THE FOLLOWING:

1. Students who owe the University any charges accrued from previous terms (i.e. tuition, room and board, parking fines, library fines, bookstore charges, etc.) are required to pay these charges before being permitted to register or access grades.
2. Students who receive any form of tuition assistance must provide the Office of Student Accounts with properly approved tuition assistance forms and pay any balance by the payment due date or a late payment fee will be assessed.
3. Students who are receiving any form of financial aid must have awarded and accepted aid, prior to the payment due date. Deferments will be for only the amount of the award, excluding work-study, and students are required to pay any balance by the payment due date. (Deferments do not apply to private

alternative loan programs.) If financial aid recipients choose to withdraw from classes, they must complete the appropriate forms with the University Registrar or they will be held liable for all classes for which they are registered. Students may also be liable to repay any financial aid disbursed if the semester is not successfully completed. Late financial aid applicants must be prepared to meet the tuition obligation through means other than financial aid by the payment due date.

4. The University may at its sole discretion cancel a student's registration for failure to meet financial obligations at any time. Questions concerning financial policy and payment of tuition and fees should be directed to the Office of Student Accounts, Room 210, Administration Building, telephone (757) 594-7195 or (757) 594-7582.

## Payment Policy

Tuition and fees are considered fully earned and are due at the time of registration or no later than the payment due date established for each term. Tuition payment may be mailed if **received** in the University Business Office **by the payment due date**. Postmark date does not apply. You may also pay online with an echeck (no fee) or credit card: American Express, Discover and MasterCard (convenience fee applies with credit card use).

In the Fall Term, at 5:00 p.m. on the **payment due date, the University may cancel the registration for all students who have not made financial arrangements**. These students may register again during scheduled registration periods. The University does not guarantee that students will be able to obtain their original schedules. Classes are available on a first-come, first-serve basis. Reinstatement does not apply if a student's registration is canceled on the payment due date. In the Spring Term, classes are canceled at the end of the schedule adjustment period.

## Reinstatement

Beginning on the Monday following schedule adjustment week of each term, students whose registration was cancelled on Friday of schedule adjustment week may be reinstated provided they have the full amount of their financial obligation. Students may be reinstated during the first week after schedule adjustment week for a reinstatement fee of \$100.00 plus a \$50.00 late payment fee (see current fee at CNU Business Office Web site). Students may be reinstated during the second week following schedule adjustment week for a reinstatement fee of \$200.00 plus a \$50.00 late payment fee.

Reinstatement will not be processed unless the student has paid the full financial obligation. If the student presents the University with a check that is returned from the bank for insufficient funds, the student's registration will automatically be canceled, and no further opportunities for reinstatement will be permitted.

During the reinstatement period, students may not make any schedule changes. They will be reinstated for the original schedule only. Reinstatements will only be permitted for two weeks following schedule adjustment week. Reinstatements will not be permitted after this date. Reinstatement does not apply to students whose registration was cancelled prior to schedule adjustment week.

## Monthly Payment Plan

This payment option allows payment of annual tuition and fees in monthly installments. Participation in the plan is on an annual basis and Spring only, and requires payment of a \$55.00 non-refundable fee each year and a \$25.00 non-refundable fee for Spring. College Insure coverage for the bill payer is included in this plan at no additional cost. More information is available at the CNU Business Office Web site or by calling (757) 594-7582.

When determining the amount to budget, please consider tuition and fees for Fall and Spring terms, applied music fees, and room and board (if applicable). NO charges for books or parking decals can be included in the plan budget. This plan may be used by full-time or part-time students. The plan cannot be used for the summer terms.

Students who have applied for and receive financial aid may participate in the monthly tuition payment plan.

## Refund Policy

If the University cancels a course for which a student has registered, the student is entitled to a full refund for that cancelled course. Please note that refunds will not be issued for any fee which is listed in this catalog as a non-refundable fee, unless the course is cancelled by the University. Tuition and comprehensive fees will be refunded for fall and spring terms in accordance with the following policy:

- 100% for any course dropped through the end of the first week of the academic term or for any course that is cancelled by the University;
- 75% for any course dropped during the second week of the academic term;
- 50% for any course dropped during the third and fourth week of the academic term, after which time there shall be no refund.

For refund policies concerning Summer Terms please refer to the Business Office Web site. Federal financial aid recipients who totally withdraw from the University will have their refund processed in accordance with federal regulations. These laws provide for a prorated refund if a student totally withdraws before the academic term is complete. These funds may be refunded to the financial aid grantor, if the rules of the grantor so require. All refund checks are processed through the State Treasurer and are mailed directly from Richmond to the student. Students should receive refunds within 45 days from the date the student officially makes the schedule change. Applied music fees are not refundable after the first day of scheduled lessons with the instructor.

For a student receiving financial aid or tuition assistance, funds from these programs are applied to the student's account as received until the entire financial obligation to the University is satisfied. Refunds are made to the student from the last funds received if the student's account is overpaid.

Students must drop courses on or before the deadlines listed above in order to be eligible for a refund. Students who are participating in the annual tuition payment budgeting plan and whose payments received by the University exceed the amount owed in accordance with the policy listed above will receive a direct refund from the University.

All refunds will be processed according to the above policy. If there are extenuating circumstances (such as mandatory job transfer from the Hampton Roads area documented by a letter from the employer, or extended period of hospitalization documented by a physician's statement), students should contact the Office of Student Accounts, Room 210, Administration Building, telephone (757) 594-7195 or (757) 594-7582 to obtain a tuition refund appeal form. Notification of the final decision will be made within two weeks of the date the appeal is filed.

Please be aware that students are held individually responsible for the information contained in this catalog. Failure to read and comply with University regulations will not exempt a student from financial penalties. All appeals must be filed by the end of the academic term to be considered. **Any appeal filed after the term will be denied regardless of the circumstances.**

## Returned Checks

**A returned check fee** (see current fee at CNU Business Office Web site) will be assessed for all checks returned from the bank to the University for any reason. An individual has seven (7) calendar days to repay the amount of the check and the returned check fee. If a check for tuition and fees is returned to the University from the bank for any reason a late payment fee will be assessed in addition to the returned check fee. If the student does not repay the total amount due within seven (7) calendar days, his or her registration will be cancelled. If a student who is being reinstated presents a check to the University that is returned by the bank for any reason, his or her registration will be cancelled. If the University receives two non-sufficient fund checks from a student, the University will no longer accept checks from the student or on the student's behalf.

## Cashing of Student Checks

The University does not have facilities for handling deposits for students' expenses, but the Business Office is prepared to cash checks up to \$25.00. Checks should be made payable to "Cash." Under regulations governing state-supported agencies, the University is not permitted to cash checks made payable to Christopher Newport

University. A returned check fee is charged for each check returned for insufficient funds. If an individual has a check returned a second time, the University will revoke all check-cashing privileges. The University will not cash a check for an individual who owes a debt to the University.

## **Delinquent Financial Obligations**

Students who have outstanding financial obligations to the University (including tuition and fees, room and board, bookstore charges, parking fees and fines, library fees and fines, checks returned for non-sufficient funds, etc.) will be refused all services at the University until these financial obligations have been paid in full. Students will not be permitted to register for subsequent terms, grades will be held, and the University will not issue official transcripts, etc. This also will apply to students who retain property that belongs to the University.

If a student's financial account becomes delinquent, the University charges a late payment penalty and administrative fee. The University may turn the account over to a third-party collection agency/credit bureau, the Department of Taxation, and the Attorney General's Office. The University is permitted under Virginia law to attach Virginia State income tax refunds or lottery winnings in repayment of any debt owed to the University. In the event an account becomes delinquent, the student is responsible for all reasonable administrative costs, collection fees and attorney's fees incurred in the collection of funds owed to the University.

## **Incidental Expenses**

It is impossible to estimate the exact costs of clothing, travel, and other incidental expenses that the student incurs, for these are governed largely by the habits of the individual. The cost of books depends on the courses taken. Money for textbooks cannot be included in checks covering tuition and fees.

## **VETERANS BENEFITS**

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Students who are using Veterans Administration education benefits for the first time should anticipate a delay of approximately eight weeks before the first education allowance check is mailed. Students who plan to use V.A. benefits should contact the University's Office of the Registrar, located in Room 205 of the Administration Building, telephone (757) 594-7155. The University defers payment of tuition for Veteran's Chapter 31 benefits only when all paperwork has been completed and approved.

### **VMSDEP - The Virginia Military Survivors and Dependents Education Program**

Formally War Orphans, provides education benefits (tuition and required fees) to spouses and children of military members killed, missing in action, taken prisoner, or who became at least 90 percent disabled as a result of military service in an armed conflict. This program is administered through the Virginia Department of Veterans Affairs. Please refer to *Code of Virginia*, Section 23-7.4:1(A) for more details.

## **SENIOR CITIZENS**

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The 1989 session of the Virginia General Assembly amended and re-enacted the Senior Citizen's Higher Education Act of 1974. Senior citizens are permitted to register and to enroll in courses as a full-time or part-time student for academic credit, without charge, providing taxable income for federal income tax purposes did not exceed \$15,000 for the year preceding the enrollment year. Senior citizens may also, without charge, enroll in academic credit courses for audit purposes and in non-credit courses offered by the University without regard to income. They will, however, be required to pay applied music fees for any course for which such a fee is applicable. Senior citizens must meet the applicable University admissions requirements to participate in this waiver program, and the determination of the University's ability to offer a selected course is at the discretion of the University.

The law passed by the General Assembly in the 1988 session requires the State Council of Higher Education to establish procedures to ensure that tuition-paying students are accommodated in courses before senior citizens participating in this program are enrolled. In the case of eligible senior citizens who have completed 75 percent of the requirements toward a degree, the University is authorized to make individual exceptions to such procedures as may be established by the Council of Higher Education.

Under this program, the categorization of senior citizen applies to those whose 60th birthday falls before the registration term and who have been a legal domiciliary of Virginia for one year. No limit is placed on the number of terms a senior citizen who is not enrolled for academic credit may register for courses, but the individual can take no more than three non-credit courses in any one term. The law places no restriction on the number of courses that may be taken for credit in any term or on the number of terms in which an eligible senior citizen may take courses for credit. The continuing education program welcomes the participation

of senior citizens with the understanding that their registration is contingent on a minimum number of paying students to allow the course's formation.

Forms to request the senior citizen tuition waiver are available in the Office of Student Accounts, Room 210, Administration Building, and must be completed each academic term.

## **CLASSIFICATION AS AN IN-STATE STUDENT**

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Students and applicants for admission who claim entitlement to in-state educational privileges, including in-state tuition rates, must demonstrate their eligibility in accordance with the provisions of Section 23-7.4 of the *Code of Virginia*. **Applicants for admission who believe they qualify for in-state educational privileges must complete the *Application for In-State Tuition Rates* and return it with their application for admission.** Students who already are enrolled at CNU must apply for a reclassification of status through Graduate Admissions. Such requests must be made on ***Application for In-State Tuition Rates*** form. Inquiries should be addressed to Graduate Admissions, McMurran Hall Room 159E, One University Place, Newport News, VA 23606-2998.

### **Procedure**

Upon receipt in Graduate Admissions, the ***Application for In-State Tuition Rates*** form will be reviewed by a staff member for an initial determination. If the staff member disagrees with the student's own determination for in-state privileges, the student will be contacted and given an explanation of the determination.

### **Appeals**

Students who disagree with the original residence decision may request an immediate appeal, orally or in writing; but it must be done within 10 working days of being notified of the initial determination. A panel of three University officials will then review the appeal. Students are welcome to forward any supporting documentation (e.g., income tax returns). The panel will respond to appeals within five working days. Students who still disagree may request a final appeal. This appeal must be made in writing, addressed to the Associate Director of Graduate Admissions and Records within five working days of the first appeal decision. Another panel of University officials will then convene to consider the appeal. A written determination will be sent to the student by U.S. Registered Mail within five days of the hearing. Should the student disagree with the final determination, he or she then has 30 days to take this matter to Circuit Court.