

**OFFICE OF STUDENT ACCOUNTS/CASH SERVICES**

**Diane Reed, University Comptroller**  
**Administration Building, Room 210**  
**(757) 594-7195 Student Accounts**  
**(757) 594-7042 Cash Services**

**Student Accounts and Cash Services**

**Office Hours:**

*Monday - Friday:*  
*8:30 a.m. - 4:30 p.m.*

**TUITION, FEES AND FINANCIAL  
INFORMATION**

*Current* tuition and fees can be found on the CNU Business Office website at: [www.cnu.edu/busoff](http://www.cnu.edu/busoff).

The tuition and fee rates are determined annually and approved by the Board of Visitors, which are established and announced in May for the following Academic year.

Interpretation of matters concerning fees is the responsibility of the Executive Vice President. The President of Christopher Newport University has final authority in the interpretation.

**Tuition**

Undergraduate students who have registered for 12 to 17 credit hours will be defined as full-time students and will qualify for the full-time rate. Any combination of credit courses and audit courses satisfies the 12-credit-hour minimum for eligibility for the full-time rates. The full-time rate does not apply to registration for other term courses even though the student may be registered for more than 12 credit hours during those terms.

Students who register for more than 17 credit hours will be charged the full-time rate plus the appropriate per-credit-hour rate for each additional hour above 17 credit hours. Tuition payments for students who register for fewer than 12 credit hours are based on a charge for each credit hour of instruction. The tuition and fees for auditing a course are the same as the tuition and fees for taking a course for credit.

**Tuition Surcharge**

The Code of Virginia has been amended to include that after August 1, 2006, for students who enroll at public, baccalaureate degree-granting institutions of higher education in Virginia and who have established Virginia domicile and eligibility for in-state tuition in compliance with the code, the entitlement to in-state tuition shall be modified to require the assessment of a surcharge for each semester that the student continues to be enrolled after such student has completed 125% of the credit hours needed to satisfy the degree requirements for a specified undergraduate program, hereinafter referred to as the "credit hour threshold." The

surcharge shall be calculated to equal 100% of the difference between the out-of-state tuition rate, not to include required fees, and the in-state tuition rate.

**General Fees**

Current fees can be found on the CNU Business Office website at: [www.cnu.edu/busoff](http://www.cnu.edu/busoff).

Students who wish to be admitted to the University **must pay an application fee.**

This fee is not refundable, may not be applied to other fees, and will not have to be paid more than once. If the fee is paid with the initial application for admission but the student does not enroll in the term for which he or she originally applied, it may be carried forward only to the next term. The fee does not apply to continuing education courses.

An non-refundable **applied music instruction fee** is charged per one credit hour course.

A non-refundable **first year orientation fee** is required for all entering freshman.

A **late fee penalty** is charged for additional charges and balances billed and not paid by the applicable payment deadline.

**Schedule Changes (Add/Drop)**

The amount of tuition and fees will not increase if a full-time student (taking at least 12 credit hours) increases his or her academic workload to no more than 17 credit hours unless the course added requires an additional fee. If a full-time student (taking at least 12 credit hours) decreases his or her academic workload to fewer than 12 credit hours, eligibility for the full-time tuition rate is voided; and tuition and fees will be adjusted to the per-credit-hour rates. If a full-time student (taking at least 12 credit hours) increases his or her academic workload to exceed 17 credit hours, the full-time rate will be charged plus the per-credit-hour rate for each credit hour over 17 credit hours.

A part-time student who increases his or her academic workload to 12 to 17 credit hours will be eligible for the full-time rate, and the student's account will be adjusted accordingly.

Schedule changes that result in additional charges are due by the payment due date or no later than the end of the schedule adjustment period.

Students who are using the annual payment plan and who drop a course or courses may reduce their payment schedules. Students should contact Student Accounts directly to take this action. Students may not increase their payment plans for courses added during the schedule change period. Additional amounts due for courses added are payable to the University in full on the date the course is added.

**For students who plan to or are receiving financial aid, course-load reductions and additions can affect the amount of financial aid awarded to them.** This is particularly true if a course reduction results in a full-time student becoming a part-time student. 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 to less than 12 credit hours, he or she should contact the Office of Financial Aid, Room 203, Administration Building, telephone (757) 594-7170.

#### **PAYING YOUR BILLS AT THE UNIVERSITY**

You can view your student account charges online and make eCheck (electronic check transfer) 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. **No Paper bills will be mailed.**

- No more waiting for your bill to arrive in the mail.
- No more guessing if payment is received. You will receive an immediate confirmation of payment online.
- No more writing paper checks and paying postage.

Please visit our website [www.cnu.edu/busoff](http://www.cnu.edu/busoff) 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 student's responsibility to contact the Office of Student Accounts if they are having a problem accessing their bill. 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 insure all charges are paid prior to the first day of class each term.

Please visit our website: [www.cnu.edu/busoff](http://www.cnu.edu/busoff) for additional information and due dates.

#### **Payments**

1. You may view and pay your bill online through your CNU Live account.
2. Payment may also be made at the Cashier's Office with cash, money order, or check, payable to Christopher Newport University (CNU).
3. Money order or check, payable to Christopher Newport University can be mailed to Christopher Newport University, Attn: Cashier's Office, 1 Avenue of the Arts, Newport News, VA 23606.

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 are receiving 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 a financial aid recipient chooses 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 594-7195.

#### **Payment Policy**

Tuition and fees are considered fully earned and are due at the time of registration or no later than the payment

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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-served basis. Reinstatement does not apply if a student's registration is cancelled on the payment due date. In the Spring Term classes are cancelled 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 following schedule adjustment. A reinstatement fee will apply. Please visit our CNU Business Office website for current rates.

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 cancelled 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 or Spring only tuition and fees in monthly installments. When determining the amount to budget, please consider tuition and fees for Fall and Spring terms (annual plan) or Spring only plan, applied music fees, and room and board (if applicable). This plan may be used by full-time or part-time students, but is not available for summer terms.

The University assesses a late payment fee for each payment that is made late. This fee is payable directly to the University. Information concerning this plan may be

obtained on our website at [www.cnu.edu/busoff](http://www.cnu.edu/busoff), or by calling (757) 594-7582. Students are encouraged to apply for the plan as soon as possible, since late application for the plan requires a larger down payment. Students who have applied for and receive financial aid may participate in the monthly tuition payment plan.

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

For refund policies concerning other terms, please refer to the Business Office website at [www.cnu.edu/busoff](http://www.cnu.edu/busoff). 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 students receiving financial aid or tuition assistance, funds received 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 in accordance with the above policy. If there are extenuating circumstances (such

as mandatory job transfer or active duty military mobilization from the Hampton Roads area documented by a letter from the employer and/or a copy of military orders 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, 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 the Christopher Newport University Catalog. Failure to read and comply with University regulations will not exempt students 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 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." Two-party checks will be cashed only when payable to the student by his or her parent. 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 (to include 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 to 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 which is 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 which 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

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 and 33 benefits only when all paperwork has been completed and approved.

### Senior Citizens

The 1989 session of the Virginia General Assembly amended and reenacted the Senior Citizen's Higher Education Act of 1974. Senior citizens are permitted to register and enroll in courses as full-time or part-time students 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 towards 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 for each academic term.

### **Classification as an In-State Student**

Students and applicants for admission who claim entitlement to in-state educational privileges, including in-state tuition rates, must demonstrate 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 are already enrolled at the University may apply for a reclassification of status through the Office of the Registrar. Such requests must be made on the *Application for Virginia In-State Tuition Rates* form. Inquiries should be addressed to the Office of Admissions, CNU, 1 Avenue of the Arts, Newport News, Virginia 23606-2998.

### **Procedure**

Upon receipt in the Office of Admissions, the *Application for Virginia 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 immediately and given an explanation of the determination.

### **Appeals**

Students who disagree with the original residency 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 Director of Admissions within five working days of the first appeal decision. Another panel of University officials will then convene to consider the appeal. A written notification of the panel's decision 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.

### **SHORT-TERM EMERGENCY LOANS**

#### **The John Stephen Rasmussen Memorial Fund**

This fund was established by the community in 1972, in memory of John Stephen Rasmussen, a 21-year-old student who lost his life in a fire while in the act of saving others. He was posthumously awarded a Carnegie Medal. Students may borrow, twice each Term, interest free, sums (funds permitting) for a period not to exceed 45 days. Applicants should present a valid Christopher Newport University student ID card when they apply to the Office of Student Accounts.

#### **Emergency Loan Fund**

An emergency loan fund was established in 1967 by the sophomore class, in honor of former CNU President James C. Windsor. Students may borrow interest free, sums for a period not to exceed 45 days. Students may receive no more than two emergency loans per academic term and each loan is limited to \$200, funds permitting. For emergency loan purposes, all summer terms equal one academic term. Applicants should present a valid Christopher Newport University student ID when they apply to the Office of Student Accounts.