

# NON-TUITION PROMISE DESCRIPTION OF FEES

The Board of Trustees of Youngstown State University has pledged to make every effort to keep the required fees as low as is consistent with providing quality education. It is intended that fees not be adjusted more often than annually and that fee changes be announced in the spring or early summer. The Board of Trustees does, however, reserve the right to change any fee, charge, or fine without notice if conditions warrant.

## Fees

### INSTRUCTIONAL FEE

This fee is assessed to all non-tuition promise students each term. This fee supplements the state subsidy and is a source of revenue for the University's educational and general fund.

### GENERAL FEE

This fee is for non-instructional services such as Kilcawley Center, intercollegiate athletics, intramural sports, performing artists and lecture programs, and student government.

### INFORMATION SERVICES FEE

This fee is applied on a per-credit basis to provide information technology infrastructure and services across campus, including the new Student Information Systems, wireless connectivity, classroom technology, and a continuous strengthening and securing of the computing and networking environment. It provides support for technology enhancements and initiatives contained within the IT Master Plan, supporting the vision to keep pace with an evolving, interactive, student-centered and collaborative electronic learning environment.

### NON-RESIDENT TUITION SURCHARGES

Those students who are not legal residents of Ohio must pay a surcharge in addition. Students who are residents of the Affordable Tuition Advantage area pay a lesser surcharge than students who are legal residents of other states and/or areas. The Affordable Tuition Advantage area includes the counties of Allegheny, Armstrong, Beaver, Butler, Clarion, Crawford, Erie, Fayette, Forest, Greene, Indiana, Jefferson, Lawrence, Mercer, Venango, Warren, Washington, and Westmoreland counties in Pennsylvania; Chautauqua County in New York; and Brooke, Hancock, Marshall, and Ohio counties in West Virginia.

### AUDITED COURSES

Students may audit courses (i.e., register to take a course without receiving credit). The fee for auditing a course is the same as if the course were taken for credit.

### COLLEGE FEE

This fee is designed to recognize the differential cost of instruction among colleges. Examples of use include research instrumentation, enhanced teaching equipment, specialized software, specialized information resources (databases), maintenance and repair of capital equipment, technical and laboratory personnel support, and lab and instructional space upgrades.

### COURSE BOOK AND SUPPLY FEE

This fee represents the cost for electronic materials such as eBooks that are used in designated course(s). This fee is non-refundable after the 100% tuition refund period and cannot be appealed.

### COURSE FEES

This fee is designed to partially offset expenses associated with courses that make use of supplies, equipment or personnel support beyond that associated with typical lecture courses. Examples include chemical supplies, engineering

equipment, computers, software, and lab monitors. In addition, the Student Success Course Fee is designed to partially offset expenses associated with Campus Sexual Violence Elimination (SaVe) Act training, Financial Aid materials and training sessions with Financial Aid, Content and programming for a common intellectual experience including speakers and campus-wide events, Other materials, handouts, and software related to common elements of first year experience courses.

### CREDIT BY EXAMINATION FEE

A fee is charged for each course for an individual examination provided by an academic department to determine whether a student can be given academic credit for his or her knowledge of the course material. The fee must be paid before the test can be taken. This fee is charged on a per-credit basis.

### DISTANCE EDUCATION LEARNING FEES

This fee is to offset the cost of technology and support needed to support online courses.

### GRADUATION FEE

This nonrefundable fee is assessed when students apply to graduate to cover costs associated with graduation. If a student defers graduation and has paid the fee, the payment remains valid for the two academic terms following the term of application. Should a student graduate with more than one degree at a time, the fee will only be charged once.

### HONORS COLLEGE FEE

This fee supports student learning objectives within the five pillars of the Honors College. Some of the programs and activities supported by this fee are the Honors College Retreat, Academic Journal, student research, student presentations, annual showcase, and volunteer and community service projects. Additionally, the fee serves as a source to staff programs and equip buildings with technology to foster and support educational development and student success.

### INTERNATIONAL STUDENT CREDENTIAL EVALUATION FEE

The International Programs Office (IPO) is responsible for evaluating credentials from applicants earned at foreign high schools and universities. This fee supports the evaluation of those credentials including professional development of staff in this area. Each graduate applicant who submits credentials to be evaluated by IPO staff will be assessed this fee.

### INTERNATIONAL STUDENT HEALTH INSURANCE FEE

Per YSU policy, all international students who attend YSU on an F-1 or J-1 visa and who are not sponsored by a government-related organization, are required to purchase Health Insurance. International students will be assessed this fee on their student account. YSU transfers the fee to the insurance company to provide health insurance for the individual student. The rates are set by the insurer; therefore the fee is variable and may change from year-to-year.

### INTERNATIONAL STUDENT PROGRAM FEE

The International Programs Office (IPO) is responsible for providing pre-admission advising and a wide array of student services unique to the international student population. This fee will support expenses related to pre-admission advising including technology support, travel, mailing and related expenses and international student services including providing appropriate academic advising to applicants, supporting immigration advising, supporting staff professional development related to immigration regulations and admission, and providing a range of general student support services including orientation, airport pickup and international activities. Each international student who is classified as either an undergraduate or graduate student will be assessed this fee.

## LATE ADD FEE

Late adds will be granted on an exceptional basis only and there will be a late-add fee assessed for each course added after the add deadline. This fee is nonrefundable and cannot be appealed.

## LATE APPLICATION FOR GRADUATION

Application for Graduation must be submitted within the first three weeks of the term. Applications submitted after this date will be assessed a non-refundable late fee.

## LATE PAYMENT FEES

Payment of a bill received after the due date results in assessment of a late payment fee. All fees and charges billed must be paid in full. Partial payments will result in assessment of a late fee. Payment plan participants who do not pay their scheduled payment amount by the due date are also subject to assessment of a late payment fee.

## LATE REGISTRATION FEE

A fee is charged a currently enrolled student who fails to register for the next term at the assigned time and later registers at the time assigned new or returning students.

## NCAA PERMISSIBLE EXPENSES

This fee is for approved NCAA expenses such as meals incidental to participation, approved housing costs and fees, missed appointment charges, and other NCAA approved costs or charges.

## PARKING FEE (OPTIONAL)

This fee is optional each term for non-tuition promise students registered for less than six credit hours in courses designated as on-campus. This fee is charged, upon request of the parking permit via Penguin Portal – and will appear on students' accounts as a "parking fee." The "optional" fee and parking permit will also allow the student to have unlimited access to shuttle service. Students requesting the parking permit after the 14th day of the term will not have the permit issued or shuttle services made available until payment of the fee. The fee supports the operating and maintenance costs of campus parking facilities, roadways and sidewalks, as well as student shuttle service. The fee does not guarantee an available space in any particular lot. Some facilities are restricted (e.g. for students only, for faculty and staff only, or resident hall residents only). The current Driving and Parking Regulations pamphlet and parking lot map should be consulted. The fee is refundable only if the student returns the permit access card, validation sticker, and has less than six credit hours in courses designated as on-campus within five days of either the withdrawal date or the last date of the 100% tuition refund period, whichever is earlier. This fee is non-refundable after the 100% tuition refund period and cannot be appealed.

A daily fee is charged anyone without a permit who wishes to park in facilities designated for cash business.

## PERFORMANCE MUSIC FEE

This fee offsets the cost of maintaining the programs and facilities of the Dana School of Music including the purchase and repair of equipment, rental of performance venues, recording and archiving of Dana events, and other expenses. The performance fee helps us provide the best possible experience for our students and follow standards set by the National Association of Schools of Music. This program fee is charged in addition to regular tuition. It is assessed students taking music lessons and is applied on a per-credit basis.

## PROFICIENCY EXAMINATION FEE

A fee is charged for an examination provided by an academic department to determine a student's proficiency for some reason other than assignment of academic credit. If academic credit is to be awarded, the credit by examination fee applies and not this fee.

## STUDIO ART FEE

This fee enables the Department of Art to strategically plan for essential equipment upgrades and investment in new technologies that drive development and implementation of innovative curriculum including the purpose of large and costly equipment and digital technologies. As new processes and directions emerge in contemporary art, the Department of Art must introduce new and innovative instructional art making options into the curriculum to remain enrollment competitive with regional and national peer institutions.

## TESTING FEES

The University Office of Testing supervises a variety of special tests used for admission to college, graduate, or professional schools. The fees are established by the agencies responsible for the tests. Students are advised to contact the Testing Office for information and to make reservations.

## TRANSPORTATION FEE

This fee is charged to all non-tuition promise students each term registered for six or more credit hours in courses designated as on-campus. This fee will allow students to receive a parking permit (at no additional charge). Students must request the permit via Penguin Portal; the permit will give them unlimited access to shuttle service and admission into designated parking areas. The transportation fee supports the operating and maintenance costs of campus parking facilities, roadways and sidewalks, as well as student shuttle service. The fee does not guarantee an available space in any particular lot. Some facilities are restricted (e.g. for students only, for faculty and staff only, or resident hall residents only). The current Driving and Parking Regulations pamphlet and parking lot map should be consulted. The transportation fee is refundable only if the student has less than six credit hours (in courses designated as on-campus courses) by the last day of the 100% tuition refund period AND they return the permit access card and validation sticker within five days of either the withdrawal date or the last date of the 100% tuition refund period-whichever is earlier. The transportation fee is non-refundable after the 100% tuition refund period and cannot be appealed.

## Service Charges

### COMPUTER-BASED PLACEMENT RE-TEST FEE

A nonrefundable fee is charged each time a computer-based placement test is retaken.

### DATA RECOVERY SERVICE FEE

Fee assessed to recover data and/or transfer data that was successfully recovered onto a media device provided by the students (i.e. flash drive, hard drive, or DVD). No fee assessed unless some or all of the data is recovered. Note: If it is necessary to remove the hard drive from the PC in order to recover data, the IT Service Desk will NOT be able to perform the service, and no fee will be charged to the student.

### HEALTH CENTER FEE

Mercy Health Wick Primary Care at YSU is located on the corner of Wick and Lincoln Avenue. The Center provides health care to all currently enrolled YSU students – both resident and commuter students. These services are provided because of the Health Center Fee that is paid by all students each semester. The mandatory fee provides revenue to Mercy Health System to give student access to their Primary Care Facility. The center will be staffed by a full-time primary care physician and advanced practice provider. It will also provide the following services below:

Full service primary care practice

- Establish and develop continuity of care
- Address acute issues
- Walk-In Care location for non-scheduled visits
- Preventative care

- Extended hours
- Lab draw site

#### Mental health services

- Mental health, behavioral health and addiction issues addressed
- Two half-days per week
- Psychiatrist

Health care is available for illness, injury, first aid, and routine health checks. Health screening tests, physical exams for sports and academic programs, gynecological exams, as well as consultations and referrals, are provided. Flu and other immunizations are also given; however, there are charges for these injections.

Office visits are free. Students do not need to have health insurance to use the Center's services. Blood tests, x-rays, lab tests, etc., ordered by a physician are done off campus at the student's choice of provider and at the student's expense.

Student records are kept strictly confidential. Information cannot be released to anyone without the written consent of the student. Certain public health diseases, however, must be reported to the Department of Health as required by law.

For more information, visit Student Health Clinic ([https://urldefense.proofpoint.com/v2/url/?u=https-3A\\_\\_na01.safelinks.protection.outlook.com\\_-3Furl-3Dhttp-253A-252F-252Fcc.yyu.edu-252Fstudent-2Dservices-252Fhealth-252Findex.shtml-26data-3D02-257C01-26xQJcRXz9HEuzGuaCNct2w987NZ-bET0zrhs2k&m=8kacwib7CMO4EQxVIG016lbLSjdlBs1QdUi5vJ\\_zl8A&s=2fo5iw6ZMkdyXMinCM8uVldkMoolNl\\_aXe0\\_zlQG2Rs&e=](https://urldefense.proofpoint.com/v2/url/?u=https-3A__na01.safelinks.protection.outlook.com_-3Furl-3Dhttp-253A-252F-252Fcc.yyu.edu-252Fstudent-2Dservices-252Fhealth-252Findex.shtml-26data-3D02-257C01-26xQJcRXz9HEuzGuaCNct2w987NZ-bET0zrhs2k&m=8kacwib7CMO4EQxVIG016lbLSjdlBs1QdUi5vJ_zl8A&s=2fo5iw6ZMkdyXMinCM8uVldkMoolNl_aXe0_zlQG2Rs&e=))

These charges are set by the operator of the facility or transportation. These charges are paid by the student to that operator (not to the University), and are in addition to any other applicable fee.

## HOUSING CHARGES

On-campus housing is available for students year-round. The academic year contract covers room, board, and basic meal plan costs for both fall and spring semesters, as well as University breaks during both semesters (not including the break between semesters). Students may also apply separately for on-campus housing for summer terms. Charges are billed each semester. All payment dates and cancellation fees are outlined in the housing contract, which is included in full in the housing application and on the housing website. Please note that there is a housing application fee, as well as a housing prepayment, which will reserve the student a space. Students who are living off-campus may also choose to buy a meal plan at the Penguin Crossing in Kilcawley Center.

## IDENTIFICATION CARD REPLACEMENT CHARGE

A nonrefundable charge is made for replacement of an ID card.

## INTERNATIONAL STUDENT ACTIVITIES FEE

The International Programs Office (IPO) arranges social and cultural activities of cross-cultural nature. IPO may charge a nominal fee in order to defray the cost of such activities.

## INTERNATIONAL STUDENT STORAGE FEE

The International Programs Office (IPO) arranges for international students to have access to secure storage for their belongings over the summer break. International students who wish to store their belongings are assessed this fee per box.

## INTERNATIONAL STUDENT TRANSPORTATION FEE

The International Programs Office (IPO) arranges transportation at the end of each semester to the airport. Students who wish to reserve a space on the airport shuttle are assessed this fee. The intent of this fee is to defray the costs associated with providing transportation services.

## PAYMENT PLAN ENROLLMENT FEE

A nonrefundable fee is charged for enrollment in the payment plan. All tuition and fees are due in full by the payment due date unless the student enrolls in the payment plan.

## PC REMEDIATION SERVICE FEE

Fee assessed for removal of all spyware and viruses from the PC and for installing the most current updates to applications and the operating system to help reduce the risk of future attacks. The first two PC remediation services are provided free of charge to current YSU students; the fee only applies to remediation performed beyond the first two free services.

## PLACEMENT & SUPERVISION FEE FOR OVERSEAS STUDENT TEACHING

Through the Consortium for Overseas Student Teaching (COST), teacher candidates are placed in public and private institutions in various locations around the world where English is the language of instruction. YSU students who student teach overseas through COST will be charged a placement and supervision fee. The fee is established by COST and the entire amount is paid to them for the administration of the program. The fee amount varies and may be higher in some overseas sites.

## PHYSICAL EDUCATION ACTIVITY CHARGE

Certain activity courses (e.g. bowling, skiing, ice skating, scuba diving) are available only upon the payment of a charge sufficient to cover the cost of the facility or transportation. These charges are set by the operator of the facility, are paid by the student to that operator (not to the University), and are in addition to any other applicable fee.

## RETURNED CHECK, ACH (ELECTRONIC CHECK), OR CREDIT CARD CHARGE

A charge is levied on anyone whose check, ACH, or charge is returned unpaid by the bank. If any late payment results therefrom, the applicable fee is also assessed. Failure to pay billing of return check, ACH, and/or charge within six days; and/or a second check, ACH, or charge return will result in the University not accepting this type of payment at any of its collection points and may subject the student to financial suspension for the term.

## STUDENT LOCKER RENTAL

A limited number of lockers are available in various buildings for the convenience of commuting students. Locker payments and assignments are made in Kilcawley Center at the Penguin Xing.

## TRANSCRIPT OF CREDITS CHARGE

There is a charge for normal transcript processing requests as well as rush or overnight express requests issued by the Office of Records. Transcripts will not be issued for anyone with outstanding debts owed to the University.

## Fines

### LIBRARY FINES

Fines are assessed for failure to return books on time as stipulated or for the unauthorized removal of a reserved book. Willful damage or defacement of library materials or other property is a violation of state law and is punished as such.

### PARKING VIOLATION FINE

Parking without a permit, parking in unauthorized areas and other offenses as identified in the *Parking Regulations* brochure will result in the issuance of a citation against the vehicle and its owner, or against the student responsible for the vehicle (e.g., a student driving a parent's car). Payment of a fine removes the citation. In certain cases, vehicles may be towed. See the regulations (<https://cms.yyu.edu/administrative-offices/parking-services/rules-regulations/>) for detailed information.

## **STUDENT CODE OF CONDUCT VIOLATION**

Fines may be assessed to students who have violated *The Student Code of Conduct*. These fines can be assessed by the Student Conduct Administrator or the Student Conduct Board after a disciplinary hearing. For additional information regarding student conduct fines, please contact the Student Conduct office at 330-941-4704.