

# tuition & fees

term are assessed resident tuition, regardless of their true residency status.

## Introduction

Tuition and fees are determined by the Oregon State Board of Higher Education and are subject to change. Rates for the 2008-09 academic year will be determined in Summer 2008 and made public online at [www.pdx.edu/bao](http://www.pdx.edu/bao).

An important change was made effective Fall 2007 for admitted students enrolled in *one to eight* credit hours.

- Admitted students will be charged based on *student level* – that is, whether they are admitted as an undergraduate or graduate student, regardless of the number of credits taken or the level of credits taken.

## Admitted Students

Students admitted to a degree or certificate program are assessed tuition and fees based on:

- Oregon resident/non-resident tuition rules,
- the number of credits taken, and
- student level (i.e., undergraduate or graduate).

### UNDERGRADUATE

Admitted undergraduates pay tuition and fees at the undergraduate rate whether courses are taken at the undergraduate (courses numbered 100-499) or graduate (courses numbered 500 or above) level.

### GRADUATE

Admitted graduates pay tuition and fees at the graduate rate whether courses are taken at the undergraduate (courses numbered 100-499) or graduate (courses numbered 500 or above) level.

## Non-Admitted Students

Students enrolling via Quick Entry—not admitted to a degree or certificate program—may take a maximum of eight credits during fall, winter, and spring terms, and are charged according to the course level (undergraduate vs. graduate). Non-admitted students enrolling in fall, winter, or spring

### MORE INFORMATION

Call Student Accounts at 503-725-3440, visit [www.pdx.edu/bao](http://www.pdx.edu/bao) or a Student Accounts window in the Neuberger Hall lobby.

## Select Fees

<b>ADMISSION APPLICATION</b> Nonrefundable	<b>\$50</b>
<b>BILLING CHARGE</b> Charged on the next billing date if the total amount due has not been paid during the grace period	<b>\$6</b>
<b>BULLETIN/CATALOG</b> Free at <a href="http://www.pdx.edu/registration">www.pdx.edu/registration</a>	<b>\$6</b>
<b>CREDIT-BY-EXAM</b> Exception: WR 323	<b>\$80</b>
<b>DEGREE APPLICATION</b>	<b>\$50</b>
<b>HEALTH INSURANCE - EXTENDED COVERAGE</b> Visit <a href="http://www.somerton-ins.com">www.somerton-ins.com</a>	
<b>INTEREST ON ACCOUNTS RECEIVABLE</b>	<b>12%</b> (0.03288/day)
<b>ID CARD (NEW)</b> Replacement	<b>\$12</b> \$21
<b>LATE PAYMENT FEE</b> Incurred at the end of finals week on outstanding balances	<b>\$100</b>
<b>LOCKER ROOM SERVICES</b>	<b>\$5</b>
<b>MATRICULATION FEE</b> One-time fee assessed to all undergraduate students in their first term	<b>\$250</b>
<b>NSF/RETURNED CHECK CHARGE</b>	<b>\$25</b>
<b>PARKING PERMITS</b> Visit <a href="http://www.transportation.pdx.edu/">www.transportation.pdx.edu/</a>	
<b>QUICK ENTRY PROCESSING FEE</b> One-time, nonrefundable	<b>\$10</b>
<b>SHORT-TERM EMERGENCY LOAN FEES</b>	<b>\$5-\$20</b>
<b>TRANSCRIPTS (PER COPY)</b> Special Handling (rush service)	<b>\$4</b> \$10

## Tuition and Fee Payment

Choose one of these options:

**Online:** Pay by e-check or credit card using the PSU Information System ([banweb.pdx.edu](http://banweb.pdx.edu)). Students are transferred to a secured third party site to make payment. There is no charge for an e-check payment; however, credit card payments are assessed a merchant charge fee. Students may use the third-party site to issue a PIN for parents and others making payment on their behalf. Parents and others use the issued PIN to log into a secured third-party site, create their own profile, view the student's balance and pay by e-check or credit card. Participation by parents or others is at the discretion of the student.

**U.S. Mail:** Pay by check or money order (include student name and ID) using the pre-addressed return envelope included with billing statements. Mail to:  
PSU Cashiers' Office  
PO Box 908  
Portland, OR 97207

**In person:** Pay by check or cash at the Cashiers' windows in the Neuberger Hall lobby.

### FINANCIAL OBLIGATION

All students who enroll incur a financial obligation. Oregon University System and Portland State University policies require payment of tuition, fees, and housing charges by the designated due date. Students who cannot meet fee payment deadlines may elect the Revolving Charge Account Plan (see page 15.)

Students are financially responsible for all courses for which they are registered on or after the first day of the quarter. **Students who discover that they cannot attend must drop their courses before the first day of the term to avoid financial obligation.**

### HOLD POLICY

A registration and transcript hold will be placed on an account if:

- a prior term past due balance is more than \$100, or
- a current term past due balance more than \$1,000 (resident), or more than \$2,500 (non-resident), or
- there is a written-off amount equal to or over \$50, or

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- the account is currently at an outside collection agency.

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## DROPPING ALL COURSES

Completely dropping all courses does not cancel a student's obligation to pay a student loan or the balance of a revolving charge account. Refund calculations are based on total tuition and fees. Students with outstanding accounts such as short-term loans, deferred tuition notes, and other financial obligations due the University will have any refund applied against the obligation.

Refund policy and calculation are matters separate from tuition payment arrangements.

Refunds for students on financial aid are credited back to the proper financial aid account. For more information, contact the Office of Financial Aid.

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## TUITION REFUND POLICY

Students receive a:

- 100% refund for courses dropped before the second week of a term;
- 70% refund for courses dropped in the second week of a term;
- 40% refund for courses dropped in the third week of a term;
- 20% refund for courses dropped in the fourth week of the term.

## REFUND SCHEDULE

Fall 2008 Dates	Refund Amount
On or before October 5	100%
October 6-12	70%
October 13-19	40%
October 20-26	20%

No refund after October 26, 2008

Winter 2009 Dates	Refund Amount
On or before January 11	100%
January 12-18	70%
January 19-25	40%
January 26-February 1	20%

No refund after February 1, 2009

Spring 2009 Dates	Refund Amount
On or before April 5	100%
April 6-12	70%
April 13-19	40%
April 20-26	20%

No refund after April 26, 2009

A course may be dropped during the fifth through seventh weeks of the term by using the Special Registration Form, but the course will be recorded on the transcript as Withdrawn ("W"), and full tuition will be charged.

Refund consideration is automatic; no special request is necessary. Action to process a refund cannot begin until after the end of the second week of the term. It may take as many as six additional weeks for the refund to reach the student.

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## OTHER REFUND POLICIES

### EXTENDED STUDIES

Courses offered through Extended Studies incur course fees in lieu of regular tuition; the refund schedule is the same.

### SPECIAL COURSE FEES

Academic departments that charge fees in addition to tuition maintain their own refund schedule for those fees. Students must contact the departments to get approval for refunds.

### HEALTH STUDIES

Any Health Studies special course fee refunds are automatic.

### BASIC HEALTH INSURANCE

Fees associated with the purchase of a student health insurance plan are not refundable. Basic insurance fees will be deducted before calculating refunds.

### OVERSEAS PROGRAMS

Regular tuition, fees, and surcharges paid by students in special overseas programs are normally nonrefundable.

### MILITARY SERVICE

The Oregon University System refund policy generally provides for full refund of dropped or withdrawn courses resulting from entering or being called to active duty in military service. No refund is available for course work in which a student has received academic credit, or from courses not dropped/withdrawn. For a full refund, the student must make a written request to the Office of Admissions, Registration, and Records within thirty days of withdrawal. Documentation of military orders is required.

A student voluntarily enlisting in military service must drop/withdraw according to existing academic policy, procedures, and

deadlines, or by petition to the Deadline Appeals Committee.

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## Assessments

### NONRESIDENCY AND THE WASHINGTON BORDER POLICY

Nonresident students who are admitted to a baccalaureate or graduate degree or certificate program will be assessed nonresident instructional fees for all credits, whether enrolled on a part-time or full-time basis.

An exception is made for students who have residency in State of Washington counties adjacent to the State of Oregon. Under the Portland State "Washington Border Policy," residents in bordering counties who enroll in fewer than nine credit hours are assessed Oregon resident tuition rates. See [www.pdx.edu/registration/tuition.html](http://www.pdx.edu/registration/tuition.html) for a Washington Border Policy application. Admitted students who have questions about their tuition assessment should contact Student Accounts at 503-725-3440, or visit a Cashiers' window in the Neuberger Hall lobby.

### GRADUATE ASSISTANTS

Fully admitted graduate students appointed to graduate assistantships are exempt from paying a portion of tuition each quarter (the employing department provides a tuition credit). Graduate assistants are responsible for paying the building, health and incidental fees.

Graduate assistants must register for at least 9 graduate credits. Hours in excess of 16 per quarter are subject to approval by the Department Head and the Dean of Graduate Studies.

### SELF-SUPPORT PROGRAM COURSES

Tuition and fees for self-support sections are assessed separately from charges associated with regular courses. The costs associated with self-support sections are listed in the fees column in the online Class Schedule. Self-support courses are further identified by footnote 99.

Credits associated with self-support courses do not count toward a student's enrollment status for tuition purposes. Thus, an undergraduate student enrolled

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in 8 credits of regular courses and a 4-credit self-support course is assessed regular tuition for 8 credits plus the additional fee for the self-support course.

The costs of self-support courses do not include Incidental or Health Services fees; therefore, students registering only for self-support courses are not eligible to use services supported by Incidental or Health Services fees, including insurance.

Students who drop a self-support course after the 100% refund period may owe at least partial fees for the course.

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## PSU OneCard

The PSU OneCard is the official ID card for the University. It is used for many university services, including the Peter Stott Center, the library and meal plans. In addition, student can initiate optional features like free checking or OneAccount. There is a \$12.00 charge for the initial card; lost and stolen card replacements are \$20.00. Visit ID Services in the Neuberger Hall lobby as soon as you register to have your photo applied to the card. Visit [www.pdx.edu/bao/onecard.html](http://www.pdx.edu/bao/onecard.html).

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## Revolving Charge Account Plan

### TERMS AND CONDITIONS

*per Oregon Administrative Rules Chapter 577, Division 72, Section 0015*

(1) **Eligibility.** Any person, organization or agency that incurs charges, fines, or penalties at Portland State University is eligible to participate in the Revolving Charge Account Plan.

(2) **Required Payments.** Students must pay any **prior term charges plus current term tuition, fees, and housing charges** on or before the designated **due date** (as defined below) each term. The unpaid balance is subject to the terms and conditions of the Revolving Charge Account Plan. The option to pay the unpaid balance in full always exists. Portland State University may deny

use of installment payment privileges to persons who do not have a good credit history with Portland State University or have been in default on student loans.

(3) **Late Payment Fees.** Current term tuition, fees, and housing charges must be paid in full by the end of finals week of the current term. A one hundred dollar (\$100) late fee will be assessed on accounts with any unpaid current term tuition, fees, and housing charges remaining at the end of the term (OAR 577-060-0020).

(4) **Interest Charges.** Portland State University charges interest on account balances not paid within the grace period.

- a. Interest will be charged at an annual interest rate of 12 percent (0.03288 daily rate).
- b. Portland State University computes the interest charge on an account by applying the daily rate, multiplied by the number of days since the previous billing date, to the "previous billed balance" remaining on the account on the billing date. Interest charges are calculated and applied monthly.

(5) **Billing Charge.** A billing charge will be assessed on the next billing date if the total amount due has not been paid during the grace period (OAR 577-606-0020).

(6) **Penalties.** Portland State University will impose penalties on delinquent accounts as follows:

- a. Registration will be denied.
- b. The extension of credit, provision of services, transcripts, and diplomas will be withheld.
- c. Telephone services will be disconnected or denied when past due accounts relate to telecommunication charges.
- d. Housing will be denied on past due accounts to which a hold has been applied.
- e. The status of the account may be reported to credit reporting bureaus.
- f. Accounts will be referred to the Oregon Department of Revenue and/or outside collection agencies, and/or the Oregon Department of Justice.
- g. Accounts may be referred to the Oregon Department of Revenue for state tax refund offset.

(7) **Collection Costs.** Accounts referred to collection will be assessed all costs and charges incurred in the collection of any amount unpaid when due, including, but not limited to, Oregon Department of Revenue charges, collection agency charges, reasonable attorney's fees, including attorney fees on appeal, and court costs.

(8) **Address Updates.** Until all outstanding account balances are paid in full, the debtor is solely responsible for immediately notifying the Office of the Registrar of any change in address or name.

(9) **Repayment Through Financial Aid.** It is the policy of Portland State University to use any financial aid, including but not limited to, Stafford, SLS or Perkins Loan proceeds, to pay in full all accounts receivable debts and other current term charges before releasing any remaining financial aid to the recipient.

(10) **Billing Rights Summary.** In case of errors or questions, a debtor may challenge a charge within 60 days after the first billing statement on which the suspected error or problem appeared, by directing his/her inquiry to the office initiating the charge. If an error occurred, affected charges will be adjusted.

(11) **Notification of Changes.** Portland State University may amend these Terms and Conditions without securing a new agreement. Portland State University will notify student of any changes in interest, charges or fees in advance of the change. The option to pay in full always exists. If unpaid, student is bound by the changes.

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### DEFINITIONS

**Student:** Any person who is currently or has in the past been enrolled at Portland State University.

**Due Date:** Date set by Portland State University for payment, as specified on the billing statement.

**Future Balance:** Amounts shown on the account which are due at a future date not in the current billing cycle.

**Grace Period:** The time period between posting charges to an account and the date on which interest accrual begins.

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**Outstanding Balance:** Total amount of account balances at any given time.

**Past Due:** Amounts are considered “past due” when not paid by the due date, and are subject to interest and penalties.

**Previous Billed Balance:** The total of past due amounts, including fees, charges, prior interest and penalties, less payments and credits received to date. The “previous billed balance” does not include any new charges added to the account since the last billing or to charges assigned future due dates.

**Delinquent Account:** Any account on which the required payments have not been received.

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## CONTACT

Student Accounts is located in Room 179  
Neuberger Hall, phone 503-725-3440.