

Spring Semester 2012 – Full Tuition and Fee Information

SPRING 2012 TUITION DUE JANUARY 9, 2012

Last day to establish a payment plan for Spring is January 9, 2012

TUITION AND MANDATORY FEES

The University term “tuition” refers to a per-credit-hour comprehensive rate that includes payment for instructional programs, academic services, student services and activities, recreational sports, and intercollegiate athletics. There is no maximum tuition amount for students. All tuition charges are based on a per-credit-hour rate.

In-state tuition privileges are granted only upon application for in-state tuition classification no later than the first day of the session for which the student is enrolling. Information about applying for in-state tuition rates may be obtained from the Office of the Registrar at 757-683-4425 or on the Web at www.odu.edu/registrar.

ODU TUITION RATES

Tuition rates are per-credit-hour only and include the technology fee. Current tuition rates are effective through Spring 2012 semester. **Rates are subject to change by the Board of Visitors (BOV) in April.**

http://www.odu.edu/af/finance/students/tuition_rates/

FINANCIAL INFORMATION AND DISCLOSURE STATEMENT

Students are expected to obtain financial information through the secure access on the Web via LEO Online (www.leonline.odu.edu). Failure to receive written notification does not grant immunity in financial matters. Failure to obtain available data through self-service secure access via LEO Online, or to read and comply with University regulations, will not exempt students from whatever financial penalties they may incur.

LEO ONLINE SELF-SERVICE STUDENT ACCOUNTS

Student accounts can be viewed using any Internet browser. Visit www.leonline.odu.edu to view charges, receive and print your bill or receipt, view disbursed financial aid, class schedule, view/update addresses and more. PIN codes are required. Once registered, a student accepts financial responsibility for payment to Old Dominion University. Students who fail to make full payment by the tuition deadline are subject to financial penalties.

DOMICILE DECISIONS AND RATE ASSESSMENT

In-state tuition rates are a privilege granted by the Code of Virginia and are awarded only upon application for in-state rates. Students must apply for in-state tuition rates in order to qualify, and application deadlines apply. **Students who fail to apply for in-state privileges will be billed at the out-of-state rate.** Upon approval, rates will be revised appropriately. Refer to the Registrar’s web page for more details.

PENDING DOMICILE DECISIONS (Special Note Regarding Payment)

Students with pending domicile decisions are responsible for paying tuition for at least the in-state rate by the tuition deadline. Once the domicile decision is made, if the student is classified at the out-of-state rate, the difference between the in-state and out-of-state rate will be due immediately. Students should not wait until the final domicile decision is made to pay tuition.



RESPONSIBILITY FOR TUITION DEBT

Students are responsible for debts resulting from registration for courses. **Registrations will not be canceled for non-payment of tuition or non-attendance.** Therefore, failure to pay for courses or attend courses will not release students from the responsibility for these charges. Students may contact Customer Relations at (757) 683-3030 (select option #1 from the menu) or via e-mail at tuition@odu.edu. Distance Learning students should contact their Site staff or the Office of Distance Learning for additional information.

PAYMENT AND BILLING INQUIRIES ADDRESS

Checks and money orders should be made payable to ODU and include the student ID number (UIN) or SSN.

Office of Finance
Old Dominion University
Rollins Hall
Norfolk, VA 23529-0045
FAX (757) 683-4100
E-mail: tuition@odu.edu

Address changes can be made using LEO Online or sent in writing to the Office of the Registrar, the site office, or the Office of Distance Learning.

PAYMENT OPTIONS

Cashier's Office - Located on the second floor of Rollins Hall, the Cashier's Office is open Monday through Friday, 8:00am to 5:00pm and accepts payments by cash, personal check, money order, charge card (MasterCard and Visa only), employer authorizations, and the University Payment Plan. Please do not send cash through the mail.

Check or Money Order - Make checks or money orders payable to ODU and include the student's University ID number (UIN) or SSN.

Pay online (preferred method)

- Access the Student Billing Suite at https://secure.touchnet.com/C21192_tsa/web/login.jsp.
 - Students can also authorize others to view and/or pay charges via the Student Billing Suite.
- Access LEO Online at www.leonline.odu.edu (PIN required).

Charge - MasterCard and Visa only -- Credit card payments may be made through the Student Billing Suite OR the LEO Online secure web site.

WEB Check – Students can pay via WEB Check - through the Student Billing Suite *only*.

WARNING:

When using the Web Check process, please ensure that you enter all account information *accurately*. If a bank cannot locate a specific account associated with a web check, a student might not be aware of the outstanding amount until contacted by a collection agency.

Students may not use Credit Card Convenience Checks to make payments via Old Dominion University's WEB Check payment process. Convenience checks are not recognized by automated banking systems. Since the bank cannot locate a specific account associated with a convenience check, a student might not be aware of the outstanding amount until contacted by a collection agency.

Failure to receive written notification does not grant immunity in financial matters. Students are encouraged to review LEO Online to ensure that payment has been posted to their student accounts. Students who fail to make full payment by the tuition deadline are subject to financial penalties.

Returned Checks and Charges: There is a \$20 administrative charge for all checks and charges returned unpaid by the bank for any reason. If a check or charge is returned unpaid for any reason, the student will have seven (7) days to repay the check or charge amount and the \$20 administrative fee. Failure to do so will result in a payment penalty. Effective July 1, 2011, this fee will increase to \$50.

University Payment Plan – **must be set up no later than January 9, 2012, - classes added after January 9, 2012, must be paid in full at the time of registration.** Available for Spring and Fall semesters only, the payment plan allows students to make four equal payments for term charges. Payment plans can be established for current tuition and housing charges only. Payment dates are January, February, March, and April for Spring term (please refer to your electronic billing statement for the actual payment due date). **Payment plans must be established each term by the tuition deadline.** A \$40 non-refundable processing fee is required each term at the time of setup. The payment plan form is available on the Office of Finance web site (www.odu.edu/finance) - *Student Forms*.

Employer or third-party payments are accepted by the University through company checks or purchase orders, or the University can bill the employer for charges with the appropriate authorization submitted. The University is unable to bill employers who reimburse employees based on the course outcome or the grade received. Contact Cashiering for more information.

Tuition Assistance Authorizations for Navy and Marine Service Members

Per new military policy, Social Security Numbers will no longer be printed on Navy and Marine tuition assistance (TA) authorizations. There will be blanks for service members to supply either a SSN (Social Security Number) or Old Dominion University's UIN (University Identification Number). If a student fails to provide an identification number (SSN or UIN), on the tuition assistance form, Old Dominion University will be unable to process the tuition assistance document. This will cause students to receive billing notices and could result in late fees, holds on student accounts, and collection fees. ***It is imperative that students include an identification number on all tuition assistance documents.***

Using Financial Aid to pay your account -- The Office of Finance is the disbursing agent for financial aid funds. Financial aid funds are applied directly to student accounts when the funds are available. For credit balances due to the student, the funds will be returned to the student in the form of a check. Balance of aid checks are normally made payable to the student and mailed to the student's permanent address on file with the Registrar. Checks for balance of aid are released 5-7 business days after the credit balance is created. If the charges exceed the aid awarded, the student is held responsible for any remaining balance by the tuition deadline.

ELECTRONIC BILLING

The University bills are sent electronically. Notifications are sent to your official @ODU.EDU e-mail address issued to all admitted students. You must activate your e-mail account. Failure to activate or maintain your official account will NOT be a valid reason for failure to pay on time. With ODU's student billing system, you can see your latest billing statements and make payments. You can also authorize your parents, guardians, or employer to access your bill and set up stored payment profiles. On your e-bill, the due date for each charge is displayed to the left of each applicable charge. If you have questions regarding your bill, please send an e-mail to tuition@odu.edu.

To receive a billing statement, you must be registered the day before electronic billing statements are issued. Billing statements for tuition and fees are issued electronically to students who have pre-registered. Otherwise, students are expected to use the self-service secure access provided through LEO Online. Any student who registers or adds classes after the advance billing will be issued a statement by electronic mail during the next billing cycle and charges will be subject to financial penalties. **Failure to receive a reminder bill confirming charges does not waive the requirement for payment when due.** Statements will be sent to the ODU.EDU e-mail address.

OUTSTANDING DEBTS/DELINQUENT ACCOUNTS

Students with outstanding debts are denied University services until all debts are paid in full. **Students will be permitted to drop current or future term courses at the Registrar's Office during the specified tuition refund periods.** Student accounts are subject to the financial policies of Old Dominion University, as specified in the *University Catalog*.



Late Penalty: Late fees are assessed at the time of billing for accounts that are 30 or more days past due. At 30 days past due, a late penalty of 10% of the outstanding balance is assessed. The Late Penalty indicates that your account is past due. Unless you resolve the debt immediately, the University will advance the matter to the next step in the collection process*, and you risk tarnishing your credit rating.

Collection Activities: Once the original *principal* amount on an account is 90 days or more past due and forwarded to collections, repayment arrangements must be made directly with the collection agency, and the account holder bears the costs associated with collection efforts. *Late fees will be 60 days past due when sent to collections, since they are sent to collections at the same time as the principal amount. Effective April 1, 2011, the costs associated with collection efforts are 25% of the outstanding balance, which is the standard and customary amount for the collection industry.

TUITION REFUND POLICY FOR SPRING SEMESTER 2012

Tuition charges must be paid in full by **January 9, 2012**. The University will refund tuition to students who qualify by formally dropping courses within the published deadlines. Failure to attend a course after registering is not justification for elimination of charges. Failure to pay will not release a student from the responsibility for these charges. Students must drop using official procedures and within the published deadlines in order to qualify for a refund or a release from charges.

SPRING SEMESTER 2012 TUITION REFUND POLICY AND DEADLINES

LAST DAY TO DROP CLASSES AND RECEIVE 100% REFUND OR CREDIT

Session 1 **January 17, 2012**
Classes less than one semester in length..... Day before first class meeting

LAST DAY TO WITHDRAW FROM CLASSES AND RECEIVE 50% TUITION REFUND OR CREDIT

Session 1 **January 24, 2012**
Classes less than one semester in length..... Does not apply

WITHDRAWING ON OR AFTER THIS DATE WILL RESULT IN NO TUITION REFUND OR CREDIT

Session 1 **January 25, 2012**
Classes less than one semester in length....No refunds after the day before the first class meeting

TUITION DIFFERENTIALS

In accordance with the refund periods, a full or partial refund of the difference between tuition paid and the new tuition charges will be granted if the per-credit rates differ. In those instances where the revised tuition charges are greater, the additional tuition charges will be assessed.

DROP AND ADD

No refund or additional tuition charges are assessed for students who drop and add an equal number of credit hours **on the same day** within the same semester/session if the per-credit tuition rates are the same.

SPECIAL SITUATIONS

Administrative drops, as in the case of classes canceled by the University or the case of academically suspended students, entitle the student to a full refund of tuition. Military students who are unable to complete course requirements due to deployment to a duty assignment should contact the Office of the Registrar with a copy of their military orders.

ISSUANCE OF CHECKS

Refund Checks: If a student formally drops classes within the published refund period, the appropriate tuition refund (less any other outstanding debts owed to the University) will be authorized as outlined above. Refund checks are made payable to the student and mailed to the student's permanent address approximately four to six weeks after the end of the drop/add period.

Replacement Checks: Checks that are lost, mutilated, or destroyed can be replaced. It usually takes 10 business days to have a replacement check issued. **The Stop Payment Request form must be submitted to the Customer Relations desk in the downstairs lobby of Rollins Hall before a replacement check can be issued.** This form is available at the web site of the Office of Finance (www.odu.edu/finance) (*Student Forms*).

SENIOR CITIZEN TUITION EXEMPTIONS

Certain tuition and fee exemptions are provided to those age 60 or older with qualifying income levels who desire to attend credit courses. Those interested in registering under this program may do so beginning the first day of class. Details may be obtained from the Office of the University Registrar at (757) 683-4425. Distance learning students should contact the Site staff. The **Senior Citizen Tuition Waiver Application** is available online at the Registrar's web site www.odu.edu/registrar (use the *Forms* link).

FREQUENTLY ASKED QUESTIONS - TUITION AND FEES

I missed the deadline to sign up for the payment plan. Can I still sign up?

No. If you miss the deadline to sign up for a payment plan, tuition is due in full at the time of registration. If you register for classes after the tuition deadline, full payment is due at the time of registration.

What is the difference between a "drop" and a "withdrawal"?

Drops can occur up until the drop deadline (**January 17, 2012**). No indication of registration is reflected on your academic history. No charges are assessed.

Withdrawals occur after the drop date, up until the mid-point of the term. Students remain responsible for payment of tuition and fees. A grade of "W" is entered on your academic history.

Why do I have to pay the General Service Fee and the Transportation Fee?

The Board of Visitors approves mandatory fees (which include the General Service Fee and the Transportation Fee) and the criteria under which they apply to all students. Mandatory fees are not subject to appeal for waivers. Visit the Office of Finance web site for the most complete and up-to-date information (www.odu.edu/finance).

When do I get a bill? The University bills are sent electronically. All billing is done via e-billing to your @ODU.EDU e-mail address. To receive an e-billing statement, you must be registered the day before electronic billing statements are sent. Please note that bills are e-mailed to all students with outstanding charges. Students are expected to use the self-service secure access provided through LEO Online (www.leonline.odu.edu). PIN required for secure access. Do not wait for an e-billing statement to pay tuition and charges.

What do I do if someone else is paying my bill? Checks are accepted, but please ensure that your University ID number or SSN is provided on the check. However, if someone else is paying your charges by credit card via the web, they will need your PIN code to complete the transaction.

My employer has agreed to pay my tuition — what is the process for this? The University can bill a student's employer for a student's charges with the appropriate written authorization. The University will accept 1556 forms, purchase orders, tuition assistance forms, or other written authorization. Written authorization should be signed, be on official letterhead, and must include the following information: student name, social security or ID number, term of enrollment, authorization amount, billing address, contact name and telephone number, and document number (if any). **Requests to bill a third party will not be accepted once the semester has ended.**

What happens if I fail to drop before the published tuition deadline? Old Dominion University's policy is very clear that you will be responsible for the financial obligation *regardless of your class attendance* if you fail to drop a class within published deadlines. Please refer to the Registrar's web site, www.odu.edu/registrar, or LEO Online for additional details on how to drop or withdraw from classes.

How can I get a duplicate copy of my bill, or a statement of payment for reimbursement purposes? Secure self-service access is provided through LEO Online (www.leonline.odu.edu). Many employers will accept this statement for reimbursement purposes. PIN required.

I have a debt to the University; can I get a transcript? No. The University will not allow a student to register, incur additional charges or add a course, issue a degree, release a transcript of grades or a grade report, honor requests for enrollment verifications or other certifications, permit deferred payment arrangements, release a diploma, or allow access to other student services until all debts are paid in full.

When would I receive a financial penalty and why is the percentage so high? The date tuition is due is a set date. However, unlike many other universities, Old Dominion will **not** cancel your registration based on nonpayment of tuition. Students who do not pay on time risk the consequences of financial penalties.



Past due accounts are subject to financial penalties. Late fees are assessed at the time of billing for accounts that are 30 or more days past due. At 30 days past due, a late penalty of 10% of the outstanding balance is assessed. The late penalty indicates that your account is past due. Unless you resolve the debt, the University will advance the matter to the next step in the collection process, and you risk tarnishing your credit rating. **Once an account is 90 days or more past due and forwarded to collections**, repayment arrangements must be made directly with the collection agency, and the account holder bears the costs associated with collection efforts. Effective April 1, 2011, the cost associated with collection efforts is 25% of the outstanding balance, which is the standard and customary amount for the collection industry.

HOPE SCHOLARSHIP CREDIT/ LIFETIME LEARNING CREDIT

The Taxpayer Relief Act of 1997 created education tax incentives available to certain students. As an institution participating in this tax credit program, we are required to have your correct Social Security number on file so that we may file the appropriate returns with the IRS and furnish a 1098 statement to you for each year you attend Old Dominion University. The 1098-T (Tuition Payments Statement) will assist in determining if you or the person who may claim you as a dependent are eligible to claim an income tax credit. Old Dominion University cannot provide you with any tax advice or assistance in determining whether you are eligible to claim the credit or how to claim the credit if eligible. To determine whether you or the person who may claim you as a dependent are eligible to claim either the Hope Scholarship Credit or the Lifetime Learning Credit, please contact a tax professional or refer to IRS Publication 970 (Tax Benefits for Higher Education). Also, you may contact the IRS at (800) 829-1040 or visit the IRS website at www.irs.ustreas.gov.