

## EXPLANATION OF FEES

**APPLICATION FEE:** The incoming applicant is required to send a **\$50 non-refundable APPLICATION FEE** with their application for admission. Students who have been previously enrolled are not required to pay this **APPLICATION FEE**. Payment of the **APPLICATION FEE** is not a guarantee of Admission.

**MATRICULATION FEE:** This \$100 non-refundable fee is due within 35 days after receipt of **Notice of Admission**. This fee is payable only once by all freshmen, transfer, and any student entering Hampton University for the first time. The **MATRICULATION FEE** should be submitted with the payment for the **ADVANCE PAYMENT FEE FOR NEW STUDENTS**.

*The Matriculation Fee should be submitted with the Advance Payment Fee for New Students.*

*The tuition charge is based on courses for which a student is registered on the last day for adding courses. After this date, there are no cancellations of tuition charges for students still enrolled. Please refer to tuition refund policy under "Withdrawals" for further explanation.*

**TUITION:** The charge for tuition is \$26,198 for the 2023-2024 year. Tuition is billed on a semester basis, \$13,099 is due and payable at the beginning of the first semester and \$13,099 is due and payable at the beginning of the second semester. Students entering for the first time in the second semester must pay \$13,099 for tuition, which is one-half of the total amounts charged for the school year. Regular

students taking 10 or more semester hours must pay the regular tuition fee of \$26,198 for the year. Students taking courses in excess of 17 semester hours must pay for the excess hours at the rate of \$440 per semester hour. Regular students taking fewer than 10 semester hours of course work must pay \$665 per semester hour.

### ADVANCE PAYMENT FOR NEW STUDENTS:

Prospective students whose applications have been approved will receive a **Notice of Admission**. Within 35 days of receipt of the **Notice of Admission**, all prospective students must send to the Treasurer's Office a payment of (a) **\$425 if accepted as an off-campus student** or (b) **\$500 if accepted as an on-campus student**. This payment should be submitted together with the \$100 Matriculation Fee. **Payment should not be mailed before receiving Notice of Admission.**

*The Advance Payment Fee is refundable to new students who decide not to enroll; a written request must be received by the Business Office before May 31, 2023.*

Payment of the **ADVANCE PAYMENT** does not guarantee the assignment of a room, but must accompany the application for room assignment. Students who change their housing decision from on-campus to off-campus will forfeit \$75 of the Advance Payment.

**COMPREHENSIVE FEE:** A Comprehensive Fee of \$1,482 per semester is required of all regular undergraduate students. This fee supports the Student Union, Student Health Services, Student Activities, course laboratories, and other student-related events, programs and services throughout the semester.

**ROOMS:** The cost for on campus housing for 2023-2024 school year is \$7,092. This charge includes bed linens and blankets. The \$7,092 will be billed in two installments of \$3,546 each semester and is due in full prior to the start of the semester. **This fee may vary depending on a student's housing assignment.**

## EXPLANATION OF FEES, cont'd

**RESIDENCE HALL SECURITY DEPOSIT:** At the time of initial enrollment, each student who is assigned a room in a residence hall will be charged a Residence Hall Security Deposit Fee of \$100. Upon graduation or leaving the University for other reasons, the fee will be returned to the student or applied toward the outstanding balance. During residency the cost of damages will be deducted from the deposit, and the student must pay a sufficient amount to bring the deposit up to the level of \$100.

**MEALS: Option 1:** The students will be charged \$6,544 for 19 meals a week. This charge for meals will be billed to each on-campus student on a semester basis at the rate of \$3,272 each semester. With the Option 1 meal plan the student will receive \$200 Gourmet Dollars per year; \$100 for the Fall 2023 semester, \$100 for the Spring 2024 semester.

**Option 2:** The students will be charged \$6,810 for 15 meals a week (three meals a day Monday-Friday); weekend meals are not included with this plan. This charge for meals will be billed to each on campus student on a semester basis at the rate of \$3,405 each semester. With the Option 2 meal plan the student will receive \$400 Gourmet Dollars per year; \$200 for the Fall 2023 semester and \$200 for the Spring 2024 semester.

**Option 3:** This plan provides Off-campus students the option of a meal plan. Students will be charged \$3,092 for 5 meals a week. This charge for meals will be made on a semester basis of \$1,546 for the Fall 2023 semester and \$1,546 for the Spring 2024 semester. **This plan does not come with gourmet dollars.**

**Option 4:** This plan provides Off-campus students the option of a meal plan. Students will be charged \$4,324 for 7 meals a week. This charge for meals will be made on a semester basis of \$2,162.00 for the Fall 2023 semester and \$2,162 for the Spring 2024 semester. **This plan does not come with gourmet dollars.**

**CABLE FEE:** All on- campus students will be charged a cable television fee of \$190 for the year for service. This charge will be billed in installments of \$95 for the first semester and \$95 for the second semester. This fee is non-refundable.

**TECHNOLOGY FEE:** A Technology Fee of \$125 per semester is required of all regular graduate and undergraduate students. This fee supports the wireless internet zones in the dormitories and the classrooms. This fee is non-refundable.

**NON-PREREGISTRATION FEE:** A \$100 Non-Pre-registration Fee will be charged, per semester, to all continuing students who fail to pre-register during the designated dates. Cancellation of schedules (due to nonpayment) is considered as not pre-registering and therefore the student will incur a Non-Pre-registration fee.

***The Non-Pre- registration Fee must be paid at registration.***

## EXPLANATION OF FEES, cont'd

**LATE REGISTRATION FEE:** A \$400.00 Late Registration Fee will be charged, per semester, to all students who fail to complete registration on the designated date.

***The Late Pre-registration Fee must be paid at registration.***

**GRADING ADMINISTRATION FEE:** Students granted permission by the Office of the Registrar to enroll in a zero credit one-hour tuition course (CSRT 000-01) must pay a \$150.00 fee.

**DEPARTMENTAL FEE:** Departmental fees are required in a number of areas as described in the **Hampton University Catalog**. These fees are payable upon receipt of the fee statement or bill reflecting the charge(s). Students and parents are advised to read the catalog regarding fees in specific academic areas.

## CREDIT BALANCES

Any credit balance on your account after all charges owed to the University have been paid will be disbursed to the student as requested excluding for Title IV Funds. A credit balance as a result of Title IV funds are refunded in accordance with the Department of Education regulations (CFR 668.164). Charges added to your account after a credit balance check (refund) is issued will appear on your next billing statement.

## OTHER COSTS AND FEES

**LOST STUDENT ID:** Students must report the loss of a Student ID to the Office of Judicial Affairs and Housing/ Office of Residence Life and pick up a verification slip. There is a \$10 replacement fee and a \$20 fee to activate the new Meal Card. The student must pay this fee in advance at the Cashier's window (Whipple Barn) before a replacement can be issued. University Police will issue the replacement ID. The Cashier's business hours are from 8:30 a.m. to 4:00 p.m. Monday through Friday.

**TRANSCRIPT FEE:** A charge of \$10 is required for each transcript, both official and unofficial. Transcripts are not mailed if the account is delinquent.

**DELINQUENT ACCOUNTS:** The University will not issue a degree, a transcript of grades, or a grade report to any student who has not paid all debts in full. Students who fail to pay all fees by the published due date will be subject to pay all collection and legal fees incurred if collection action is required. Official documents remain property of the University and we are not obligated to release them due to actions, such as bankruptcy.

**MOTOR VEHICLE PARKING:** All motor vehicles parked in University parking facilities must display a valid parking permit. Parking permits are purchased from the University Police. To purchase a permit the student must present a current student I.D. card, current vehicle registration and proof of insurance.

**BOOKS AND SUPPLIES:** All students are expected to purchase textbooks required for the courses in which they are enrolled. Depending upon the courses selected, the expenses for books will vary from \$500 to about \$1,000 per semester.

*Personal checks are not accepted by the University Bookstore.*

**UNIFORMS:** Students enrolled in the ROTC programs are furnished uniforms on loan by the appropriate military branch. Losses and shortages occurring during the training period will be handled within the guidelines of the appropriate ROTC unit. Students majoring in Physical Education and Nursing are required to purchase appropriate uniforms. The cost of these uniforms will vary.

**SPECIAL EXAMINATION FEE:** The Application Fee for the administration of each special examination will be \$10. If the exam is taken, an additional fee is due as follows:

1. If a student is currently enrolled full-time, the total semester hours are added to the total hours taken during the current semester. Credit hours exceeding 17 will be charged at the rate of \$440 per hour.
2. If a student is currently enrolled part-time (less than 10 semester hours) the charge will be equal to the number of semester credit hours multiplied by the individual hourly tuition rate.
3. If the student is not currently enrolled, the charge will be a special examination fee of \$665 plus the number of semester hours of credit multiplied by the individual hourly tuition rate of \$665 per hour.

## **WITHDRAWALS**

### **Official Withdrawals:**

Students withdrawing from the University will need to initiate the withdrawal process by retrieving a Petition of Separation Form from the Office of the Registrar and securing all necessary signatures. Once the form is executed, the Registrar Office will process the withdrawal and notify Student Accounts of the withdrawal.

Students also can withdraw by oral notification. They must contact the Registrar Office and communicate directly with a Registrar official. The date of the phone conversation will be documented as the withdrawal date. The Office of the Registrar will send a certified return receipt letter to the student, confirming the withdrawal. The student will be asked to sign and return this letter.

### **Unofficial Withdrawals:**

Unofficial withdrawals are processed as needed by the Office of the Registrar. There will not be a Petition of Separation Form but the Office of the Registrar will submit a listing to Student Accounts to proceed with the refund process.

The refunds for students withdrawing from Hampton University for any reason will be made according to the following University policy:

<b>DAY</b>	<b>REFUND PERCENTAGE</b>
1-7	100%
8-14	92%
15-21	84%
22-28	76%
29-35	68%
36-42	60%
43-OVER	-0-

The application, matriculation, and advance deposit fees are non-refundable.

**Note:** This refund schedule is subject to change due to federal regulations or changes in the University policy.