

College Costs

Projected Fees and Expenses for 2011-2012 Academic Year

(These fees are accurate as of June 2011, but are subject to change without notice.)

Enrollment Fees Per Semester

Associate Degree

	<u>WV Resident</u>	<u>Metro Fee</u>	<u>Nonresident</u>
12 (or more) hours	\$1,529	\$2,647	\$4,495
11 hours	\$1,416	\$2,439	\$4,133
10 hours	\$1,290	\$2,220	\$3,760
9 hours	\$1,161	\$1,998	\$3,384
8 hours	\$1,032	\$1,776	\$3,008
7 hours	\$ 903	\$1,554	\$2,632
6 hours	\$ 774	\$1,332	\$2,256
5 hours	\$ 645	\$ 1,110	\$1,880
4 hours	\$ 516	\$ 888	\$1,504
3 hours	\$ 387	\$ 666	\$1,128
2 hours	\$ 258	\$ 444	\$ 752
1 hour	\$ 129	\$ 222	\$ 376

Bachelor of Applied Science Degree

(Fee Schedule applied in third and fourth year of Bachelor Program)

	<u>WV Resident</u>	<u>Metro Fee</u>	<u>Nonresident</u>
12 (or more) hours	\$1,901	\$3,123	\$5,011
11 hours	\$1,757	\$2,879	\$4,606
10 hours	\$1,600	\$2,620	\$4,190
9 hours	\$1,440	\$2,358	\$3,771
8 hours	\$1,280	\$2,096	\$3,352
7 hours	\$1,120	\$1,834	\$2,933
6 hours	\$ 960	\$1,572	\$2,514
5 hours	\$ 800	\$1,310	\$2,095
4 hours	\$ 640	\$1,048	\$1,676
3 hours	\$ 480	\$ 786	\$1,257
2 hours	\$ 320	\$ 524	\$ 838
1 hour	\$ 160	\$ 262	\$ 419

Metro Fee

The Metro Fee is a tuition discount applicable to those students residing in Allegany and Garrett counties in Maryland; Bedford, Fayette, and Somerset counties in Pennsylvania; and Frederick county in Virginia who elect to enroll either as a full-time or part-time student at Potomac State College of WVU. The Metro Fee does not include any discount for Room and Board.

Additional Fee Information

If a student is enrolled for classes both on- and off- campus, all fees will be charged according to the regular on-campus fee schedule. Students taking television and newspaper courses will also pay full fees according to the on-campus fee schedule. If a student is enrolled in courses which meet only at off-campus locations, special on-campus enrollment fees will not be charged.

Any course having a laboratory may be subject to a Laboratory Fee. A Laboratory Fee of \$20 to \$70 may be assessed when enrolling in laboratory courses in areas such as agriculture, computer science, physical science, and engineering.

An Electronic Delivery Course Fee of \$40 will be assessed for each course delivered electronically, such as a course delivered on the Web. Some off-campus courses may be subject to a \$40 per credit hour Off-Campus Course Resource Fee.

Classes for High School Students

Courses designated for high school students only, whether offered on campus or at high school locations, will be offered at a special rate of \$68 per credit-hour fee for the 2011-2012 academic year. Students who enroll in these classes must meet the early admissions criteria explained previously in this catalog.

Reduced Tuition and Fee Program for West Virginia Residents Who Are At Least 65 Years of Age

Eligibility

Participants must be residents of West Virginia who are at least 65 years old. A participant will be subject to the institutional, programmatic, and financial guidelines for enrollees in this program and to the rules, regulations, procedures, and requirements, including course prerequisites of the College.

No Credit Option

The total tuition and fees charged for each course under the no credit option, excluding laboratory fees, will be \$50. A grade or credit will not be given.

Credit Option

The total tuition and fees charged will be fifty percent of the normal rates charged to state residents by the College.

Space Availability

A participant may register for a course under either the credit or no credit option provided that classroom space is available. Participants must verify space availability with the Office of Enrollment Services on the first day of class before they will be registered for the class.

Application Process

Participants must complete an application for admission and submit to the Office of Enrollment Services. Participants will not be registered for the course(s) until the first day of class for the term. It is the participant's responsibility to verify their registration with the Office of Enrollment Services.

Explanation as to Use of Enrollment Fees

	WV Resident Full-time Rate Per Semester	Nonresident Full-time Rate Per Semester
Tuition: Used for maintenance and operation of the College, personnel, instructional material, improvement of student services, and capital improvement purposes	\$1,226	\$4,192

Special Fee:

Includes entertainment, cultural enrichment programs, student government operations, operation of College's Student Health Center, defrayment of expenses with intercollegiate athletic programs, and operation of Student Union

\$233 \$233

Technology Fee:

Restricted to the purchase of hardware and software used to enhance the academic experiences of students

\$40 \$40

Library Fee:

Restricted for the operation of the library

\$30 \$30

Total Enrollment Per Semester

\$1,529 \$4,495

Books and Supplies Per Semester (estimated)

\$570 \$570

Residence Hall Expenses Per Semester – 2011-2012

(Same rate for WV Resident, Nonresident, and Metro)

Friend, Memorial, and Reynolds Residence Halls	Occupancy	Full-time Rate Per Semester	
Double Room – Fall & Spring Semesters	2 people	\$1,548	
Double Room – Summer Session Daily Rate	2 people	\$15.49	
Private Room	1 person	\$2,095	
Double Room with private bath	2 people	\$2,165	
Triple Room	3 people	\$1,391	
University Place Residence Hall			
Double Suite – Fall & Spring Semesters	4 people	\$1,930	1 bath
Double Room – Fall & Spring Semesters	2 people	\$2,270	1 bath
Private Room with Private Bath	1 person	\$2,645	1 bath
Summer Session Univ Place Double Suite Daily Rate	4 people	\$18.37	1 bath
Summer Session Univ Place Private Double Daily Rate	2 people	\$21.62	1 bath
Resident Hall and Commuter Meal Plans			
Board – 19 Meal Plan with \$50 Bonus Bucks		\$1,715	
Board – 15 Meal Plan with \$50 Bonus Bucks		\$1,615	
Board – 10 Meal Plan with \$50 Bonus Bucks		\$1,400	
Commuter Only Meal Plans			
25 Meals (per semester)		\$215	
50 Meals (per semester)		\$335	
80 Meals (per semester)		\$460	
25 Meals (per semester) with \$100 Bonus Bucks		\$315	
50 Meals (per semester) with \$100 Bonus Bucks		\$435	
80 Meals (per semester) with \$100 Bonus Bucks		\$560	
Summer Only Meal Plans			
80 Meals		\$460	
Residence Hall Application*			
		\$200	

*Credited to student's room account when room assigned.

**Total Estimated Yearly Expenses for Full-Time Students
Enrolled in Associate Degree or Certificate Program**

Fall and Spring Semesters – Academic Year 2011-2012

	<u>WV Resident</u>	<u>Metro Fee</u>	<u>Nonresident</u>
Enrollment Fees	\$ 3,058	\$ 5,294	\$ 8,990
Books, supplies, etc.	\$ 1,140	\$ 1,140	\$ 1,140
Board and Room	\$ <u>7,290</u>	\$ <u>7,290</u>	\$ <u>7,290</u>
Total Expenses	\$11,488	\$13,724	\$17,420

**Total Estimated Yearly Expenses for Full-Time Students
Enrolled in the Bachelor of Applied Science Degree Program
(Third and Fourth Year)**

	<u>WV Resident</u>	<u>Metro Fee</u>	<u>Nonresident</u>
Enrollment Fees	\$ 3,802	\$ 6,246	\$ 10,022
Books, supplies, etc.	\$ 1,160	\$ 1,160	\$ 1,160
Board and Room	\$ <u>7,290</u>	\$ <u>7,290</u>	\$ <u>7,290</u>
Total Expenses	\$12,252	\$14,696	\$ 18,472

Other Fees or Charges that May Be Required:

Bad Check Fee	\$25
Diploma Replacement Fee	\$20
I.D. Card (First One)	\$15
I.D. Card Replacement	\$10
Lab Fees – Applicable to Specific Courses	\$20 to \$70
Electronic Delivery Course Fee	\$40
Late Payment Fee	\$50
Late Registration Fee	\$50
Off-Campus Course Resource Fee (1) per credit hour	\$40
Orientation Fee	\$50
Parking Fee (Resident/Commuter)	\$40
RBA Course Transfer Evaluation	\$10
RBA Degree Evaluation	\$300
Residence Hall Application Fee/Deposit	\$200
Study Abroad Off-Campus Fee (per credit hour)	\$50
Transcript	\$6
Transcript (Priority)	\$10

Summer Session – 2012(Fee Subject to Change Without Notice)

Enrollment Fee Per Summer Session – Associate Degree

<u>Hours Enrolled</u>	<u>WV Resident</u>	<u>Metro Fee</u>	<u>Nonresident</u>
12 (or more) hours	\$1,296	\$ 2,414	\$4,262
11 hours	\$1,196	\$2,219	\$3,913
10 hours	\$1,090	\$2,020	\$3,560
9 hours	\$ 981	\$ 1,818	\$3,204
8 hours	\$ 872	\$ 1,616	\$2,848
7 hours	\$ 763	\$ 1,414	\$2,492
6 hours	\$ 654	\$ 1,212	\$ 2,136
5 hours	\$ 545	\$ 1,010	\$ 1,780
4 hours	\$ 436	\$ 808	\$ 1,424
3 hours	\$ 327	\$ 606	\$1,068
2 hours	\$ 218	\$ 404	\$ 712
1 hour	\$ 109	\$ 202	\$ 356

Summer Session Fees – Associate Degrees

	<u>WV Resident</u>	<u>Metro Fee</u>	<u>Nonresident</u>
Tuition Fee	\$1,226	\$2,344	\$4,192
Technology Fee	\$ 40	\$ 40	\$ 40
Library Fee	\$ 30	\$ 30	\$ 30

Total Fees Per

Summer Session	\$1,296	\$ 2,414	\$4,262
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Books/Supplies Per Session (apx.)	\$ 570	\$ 570	\$ 570
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Enrollment Fee per Summer Session – Bachelor of Applied Science (Third and Fourth Year)

<u>Hours Enrolled</u>	<u>WV Resident</u>	<u>Metro Fee</u>	<u>Nonresident</u>
12 (or more) hours	\$1,668	\$2,890	\$4,778
11 hours	\$1,537	\$2,659	\$4,386
10 hours	\$1,400	\$2,420	\$3,990
9 hours	\$1,260	\$ 2,178	\$3,591
8 hours	\$1,120	\$1,936	\$ 3,192
7 hours	\$ 980	\$1,694	\$2,793
6 hours	\$ 840	\$1,452	\$2,394
5 hours	\$ 700	\$1,210	\$1,995
4 hours	\$ 560	\$ 968	\$1,596
3 hours	\$ 420	\$ 726	\$ 1,197
2 hours	\$ 280	\$ 484	\$ 798
1 hour	\$ 140	\$ 242	\$ 399

Summer Session Fees – Bachelor of Applied Science (Third and Fourth Year)

	<u>WV Resident</u>	<u>Metro Fee</u>	<u>Nonresident</u>
Tuition Fee	\$1,598	\$2,820	\$ 4,708
Technology Fee	\$ 40	\$ 40	\$ 40
Library Fee	\$ 30	\$ 30	\$ 30
Total Fees Per Summer Session	\$1,668	\$2,890	\$ 4,778
Books/Supplies Per Session (apx.)	\$ 570	\$ 570	\$ 570

Residence Hall Expenses Per Summer Session

Room - University Place Double Suite	\$18.37 per day
Meal Cost (if offered) – 80 meals	\$460
Residence Hall Application*	\$200

**Credited to student's room account when room assigned.*

Methods of Payment of Fees

All tuition and fees and room and board charges normally must be paid in full before the first day of the term each semester or each summer session. However, an **installment plan** to assist with the payment of tuition and fees for fall and spring semesters is available to all students. The first payment of 60% is due before the first day of the term, with the remaining balance by the end of the sixth week of classes.

Potomac State College of WVU offers the TuitionPay Plan to help you avoid large lump-sum payments. You can spread your WVU tuition and university housing expenses over several months—interest free. Paying monthly is a more affordable option that makes education costs easier to manage. For more information, or to enroll, visit <https://tuitionpay.salliemae.com/wvu>.

Credit cards (VISA, MASTERARD, and DISCOVER) also will be accepted for payment of tuition and fees.

A **full-time student** is one enrolled for a minimum of 12 credit hours. Students enrolled for fewer than 12 hours are classified as special students for fee purposes.

Students auditing courses pay the same charges as students enrolled for credit.

An insufficient fund check assessment of \$25 will be incurred for each check returned unpaid by the bank upon which it is drawn unless the student can obtain an admission of error from the bank. If the check returned by the bank was in payment of tuition and registration fees, the business office will declare the fees unpaid and registration canceled. The return of the check unpaid constitutes late registration and a late fee may be levied. In such case, the student may be reinstated upon redemption of the unpaid check, payment of the \$25 insufficient fund check assessment, and payment of the applicable late fee of \$50.

The College will withhold academic transcripts, diplomas, and official reports about the student's record as long as the student has a financial or any other type of obligation due the College.

Students in debt to the College for a previous semester or term are not permitted to enroll until all obligations have been paid.

Refunding of Fees and Deposits

A student who officially withdraws from the University within the refund period is eligible for a refund of tuition and fees.* Every effort is made to process refunds within 30 days.

To withdraw from the University officially and receive a refund, a student must apply at the Enrollment Services Office. Tuition, special fees, and certain miscellaneous fees are refundable based upon the date of withdrawal and student status. Lab fees are refundable during the first week of classes only, based upon student status. Miscellaneous fees that are *not refundable* include transcript fee, and late registration/payment fee.

Any questions concerning the College's refund policies should be directed to the Business Office Manager.

Refund Schedule for Withdrawal from the College

Fall/Spring Semesters

1st week	100%
2nd week	90%
3rd and 4th week	70%
5th and 6th week	50%
Subsequent weeks	No reduction of fees

The refund schedule for summer sessions is available in the Cashier Services Office and the Business Office.

Dropped Courses

If a student drops a class or classes and has less than 12 hours after the drop, term fees are refundable as follows *:

- Tuition, special and refundable miscellaneous fees are refundable at 100% during the first week of classes only and nonrefundable thereafter.
- Lab fees are refundable at 100% during the first week of classes only and nonrefundable thereafter.
- Nonrefundable miscellaneous fees include transcript fee, graduation fee (if graduating), and late payment fee.

**Note: If you withdraw or drop below full-time and are receiving federal financial aid, it is possible that you may have to repay all or a portion of the federal funds received. Please check with the Financial Aid Office for more details. Please also refer to the Financial Aid Repayment Policy section for additional information.*

Financial Aid

Students interested in applying for financial aid need to complete a Free Application for Federal Student Aid (FAFSA). This form is the application for all major federal student aid programs and must be received at the federal processing center by March 1 for applicants to receive maximum consideration.

For the summer session(s), a separate WVU Financial Aid Application is also required. Forms are available in the Office of Enrollment Services.

Students can complete a FAFSA on the Internet at www.fafsa.ed.gov. Instructions are available in the Office of Enrollment Services.

For those students who filed a FAFSA for the previous year, a renewal application may be used. Students with questions about the renewal FAFSA process should contact the Office of Enrollment Services for a regular FAFSA or file by using the Web address above.