

**CLAYTON STATE UNIVERSITY  
REFUND PLAN DUE TO COVID-19 (Updated)**

Effective March 16, 2020, the system office directed all institutions to move fully to remote instruction for the remainder of the semester, with extremely limited exceptions. Additionally, residence halls will be closed, with minimal exceptions for students unable to return home, or who cannot find housing elsewhere.

| Fee Description      | Fee Type  | Fee Amount    | Refund (Y/N) | Aggregate Refund Amt | % Refund (if applicable) | Rationale for Refund Decision  | Proposal for Refunding Shortfall  |
|----------------------|-----------|---------------|--------------|----------------------|--------------------------|--|---|
| Housing              | Elective  | \$3452/\$3264 | Y            | \$1,519,140          | 47%                      | Students will be reimbursed a pro-rata share of the meal plan rate based on number of days in the semester. Students who remain on campus will not receive a refund.   | Institution will need to use any available reserves and E&G funds for the remainder while preserving the needed revenue to maintain the 1.0 ratio for PPVs. |
| Dining               | Elective  | \$1,935       | Y            | \$ 495,246.19        | 47 - 41%                 | Students will be reimbursed a pro-rata share of the meal plan rate based on number of days in the semester. During the past 2 weeks, there were meal plan students that continued to use their meal plan (Aladdin provided a delivery service-Takeout meals were available for pick-up in the residence hall (at set times-set social distance) Those students will a slightly less percentage.  | Based on current calculations any shortfalls can be met with reserves.  |
| Institutional Fee    | Mandatory | \$250         | N            |                      |                          |  |   |
| Laker Card Fee       | Mandatory | \$20          | N            | NA                   | 0                        | 1-The Laker Card fee funds the materials required to print laker cards including the magnetic stripe, color ribbon, and laminate overlay. Students will still use their cards for identification purposes, access to online portals, and access to housing (for students currently on campus).   | NA  |
| Parking Fee          | Mandatory | \$34          | Y            | \$73,795.80          | 47%                      | 1-The parking fee funds maintenance and striping of curbs, roads and parking lots, road improvements, parking decals for students and security measures. The campus is still open and we anticipate having a limited number of students remaining on campus. Students will be reimbursed a pro-rata (47%) share of the mandatory parking fee rate based on number of days in the semester. Students who remain on campus will not receive a refund.  | NA  |
| Athletics Fee        | Mandatory | \$170         | N            | NA                   | 0                        | 1-The primary benefit Clayton State students receive from their Athletic Fee is complimentary admission into home athletics contests. The general student body completed an entire season of home Athletics contests as of March 4, 2020.<br>2-Athletics fee funds student athlete scholarships which has been awarded for the Spring 2020 semester. Per NCAA rules, student-athlete scholarships will remain in place for the remainder of the spring semester.   | NA  |
| Student Activity Fee | Mandatory | \$60          | Y            | \$130,171            | 50%                      | With the transition of classes to online instruction, students will not be able to participate in planned activities.  | Use reserves  |
| Technology Fee       | Mandatory | \$57          | N            | NA                   | 0                        | With the transition of classes to online instruction, technology fee revenue will be used to fund enhancements to better student experience.   | NA  |
| Health Fee           | Mandatory | \$46          | N            | NA                   | 0                        | University Health Services (UHS) continues to provide services to students remotely. We currently have some students on campus, therefore UHS staff are on call in case any student gets sick. UHS is also a public distribution site for the Department of Health/CDC in case a vaccine is found or in case there is a mass outbreak. Part of this fee also pays for the Counseling and Psychological Services contract for a Psychiatrist who has to be retained in order to write prescriptions for students who are under CAPS care and who will continue to utilize CAPS services remotely. | NA  |
| SAC Fee              | Mandatory | \$100         | N            | NA                   | 0                        | This fee supports the debt service payment of the Student Activity Center.   | NA  |

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|---|------------------|---|---------------------|-----------------------------|---------------------------------|---|---|
| Applied Music Course Fee                                      | Course           | \$30/course   | N                   | NA                          |                                 | these classes. Students received the benefit of the tuned piano at the start of the semester. Services will continue to be delivered by professor playing piano during online instruction.  | NA                                      |
| Film Production Course Fee                                    | Course           | \$32/course   | N                   | NA                          |                                 | Software licenses and equipment will continue to be utilized by students in the courses.  | NA                                      |
| Film Studies Course Fee                                       | Course           | \$15/course   | N                   | NA                          |                                 | Used for digital licensing of films which can be streamed in online courses. This service will be provided to students throughout the semester.   | NA                                      |
| Teacher Education Practicum Fee                               | Course           | \$300/course  | N                   | NA                          |                                 | Used for EdTPA. The exams have been purchased for each student already and the State has not waived this exam for certification. Students are on schedule to take the exam.   | NA                                      |
| HFMG 2110 First Aid and CPR Course Fee                        | Course           | \$47/course   | N                   | NA                          |                                 | Used to pay for First aid and CPR certification. Students will receive services online and will get the certification exam.   | NA                                      |
| HFMG Liability Fee  | Course           | \$21.75/course  | N                   | NA                          |                                 | Liability insurance has been purchased and delivered to students, therefore students have received the full benefit of the fee.   | NA                                      |
| FNP Course Fee (NURS 6690)                                    | Course           | \$469/course  | N                   | NA                          |                                 | Services will continue because the majority of our program/course fees at the MSN levels are used to pay for additional online support from an external educational vendor. Kaplan (undergraduate) & Barkley (graduate) provide standardized assessments, guided tutorials, and additional resources for our students to help them succeed. These are all online and can be accessed at any time.   | NA                                      |
| FNP Program Fee   | Academic Program | \$481/one-time program fee upon acceptance into program | N                   | NA                          |                                 | Services will continue and liability insurance has been provided to students. The majority of our program fees at the MSN levels are used to pay for additional online support from an external educational vendor. Kaplan (undergraduate) & Barkley (graduate) provide standardized assessments, guided tutorials, and additional resources for our students to help them succeed. These are all online and can be accessed at any time. | NA                                      |
| Undergraduate Business Major Skill Development Simulation Fee | Course           | \$15/course   | N                   | NA                          |                                 | The assessments purchased with this fee will continue to be given to students.  | NA                                      |
| Telecourse/Online Course Fee                                  | Course           | \$15/course capped at \$75                              | N                   | NA                          |                                 | No changes have been made to online courses that charge this fee.   | NA                                      |
| Art Course Fee  | Course           | \$35/course   | Y                   | NA                          |                                 | Used to purchase supplies and dispose of waste. Services have been suspended as of March 16, 2020.  | No shortfall anticipated                |
| Biology Lab Fee   | Course           | \$35/course   | Y                   | \$13,685.00                 |                                 | Used to purchase supplies and dispose of waste. Some waste pick-up have already occurred. Services have been suspended as of March 16, 2020.  | No shortfall anticipated                |
| Chemistry & Physics Lab Fee                                   | Course           | \$35/course   | Y                   | \$9,130.00                  |                                 | Used to purchase supplies and dispose of waste. Services have been suspended as of March 16, 2020.  | No shortfall anticipated                |
| Dental Hygiene Lab Fee  | Course           | \$15/course   | Y                   | \$457.50                    |                                 | Used to purchase supplies and dispose of waste. Services have been suspended as of March 16, 2020.  | No shortfall anticipated                |
| HFMG Lab Fee  | Course           | \$35/course   | Y                   | \$2,332.13                  |                                 | Used to purchase supplies and dispose of waste. Services have been suspended as of March 16, 2020.  | No shortfall anticipated                |

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| BSN Program Fee        | Academic Program | \$283/semester             | Y            | \$2,715.32                   | 5%                             | <p>Most services will continue. But a couple supplies cannot be distributed to students so they should be reimbursed partially \$56.83/student charged for the semester. Liability insurance already provided and paid for and lasts to July 1. The majority of our program fees at the prelicensure undergraduate level are used to pay for additional online support from an external educational vendor. Kaplan (undergraduate) &amp; Barkley (graduate) provide standardized assessments, guided tutorials, and additional resources for our students to help them succeed. These are all online and can be accessed at any time, so there should be no reimbursement for these items.</p> <p>In terms of nursing lab supplies and usage, there are nursing kits which have been assembled for our NURS 3401 &amp; NURS 3701 students which contain relevant items by which they can practice their skills. Fees do pay for these, and since they can use these for at home practice, these also should not be reimbursed. There are some items, purchased with student fees which cannot be released in these kits, and therefore a prorated reimbursed should be returned to the students as these cannot be used outside the lab. They are as follows:<br/>                     56 students enrolled in NURS 3401 (2nd mini) x \$43.09 (Foley catheters) per student = \$2,413.04 total<br/>                     22 students enrolled in NURS 3701 (2nd mini) x \$13.74 (IV insertion kits) = \$302.28 total</p> | No shortfall anticipated         |
| Summer Orientation Fee | Elective         | \$45/students; \$10/guests | N            | NA                           | 100% for guest and any student | <p>Maintain student fee and refund guest fee. In person student fee is \$45 which is the same as our online orientation fee. Since the fee is the same we plan on maintaining it. If a prospective student opts out of the summer, we will refund that fee. Guests attending in person pay \$10. Guests will be refunded.</p>   | No shortfall anticipated         |
| Fall Orientation Fee   | Elective         | \$45/students; \$10/guests | N            | NA                           | 0                              | <p>Maintain student fee and refund guest fee if they cannot attend the new date. We are rescheduling our in person session and adding an electronic session to add to the session scheduled for March. The fee will be maintained. Guests who are not able to attend the new date will be refunded.</p>   | NA                               |
| Graduation Fee         | Elective         | \$35                       | N            | NA                           | 0                              | <p>We will maintain all of this fee revenue. This fee is for the evaluation of the students graduation application and the cost of the diploma. There are no funds from this account going toward the cost of commencement.</p>   | NA                               |
| Testing Center Fees    | Elective         | Varies depending on exam   | Y            | Not enough time to calculate | 100% of all tests not taken    | <p>We will refund any charges to those who have signed up to take an exam at the Testing Center for which we are not able to administer the exam.</p>   | NA                               |