

student qualifies as a legal resident under the regulations of the Board of Regents of the University System of Georgia rests with the student.

General Regulations on Tuition and Fees

Fees are established by the University System of Georgia and are subject to change. Semester fees are payable on or before registration payment deadlines as published for each semester. A student's registration process is not complete until payment is made in full. It is the responsibility of the student to be informed of, and to observe, all regulations and procedures regarding tuition, fees, payments, refunds and financial aid. It is the student's responsibility to see that his or her tuition and fees are paid even if the funds are provided by financial aid, scholarship, or some other source. In no case will a regulation be waived or an exception granted because a student pleads ignorance of the regulation or asserts that he or she was not informed of it by an adviser or other authority. Verbal misinformation is not grounds for a waiver of a regulation.

Checks should be made payable to Clayton State University for the exact amount of the required fees. During the normal registration period, the University accepts payment online or in person by VISA, American Express, Discover, and MasterCard subject to validation and approval. (Payment of fees may not be deferred). All fees are due and payable per deadlines published in the Schedule of Classes (<http://duck.clayton.edu/Schedule/>).

Tuition and fees usually increase every year and are subject to change without notice. For tuition and fees go to <http://adminservices.clayton.edu/registrar/fees.htm#GraduateTuitionSchedule>

Schedule of Classes

A Schedule of Classes and registration instructions for each semester is on the University's website at (<http://duck.clayton.edu/Schedule/>). A student cannot attend a course unless he or she has first registered and paid for that course. Registration is accomplished online using the Clayton State system known as the DUCK (Digital University Campus Kiosk).

Students are urged to become knowledgeable about these instructions and to follow them exactly. It should be understood that any deviation from the prescribed procedure may result in unnecessary delays in registration or errors in the resulting schedule. The Office of the Registrar cannot be held responsible for errors resulting from the student's failure to follow the prescribed registration and schedule revision procedures. Any problems experienced with registration should be reported to the School of Graduate Studies within 24 hours of the occurrence.

Classes are scheduled at a wide variety of times during the day, evening, and, to a lesser extent, on weekends. The University endeavors to schedule classes at convenient times, but due to resource constraints the times that individual courses are scheduled are necessarily limited. Students may have to adjust their personal situations to take classes when they are offered.

Students are responsible for all information published in the Schedule of Classes. Policy and program changes that occur during the academic year are announced in the semester Schedule of Classes.

Various departments of the University publish tentative advance schedules to assist students in their planning for future terms. Every effort is made to implement the current and future schedules as published, but circumstances such as staffing, funding, enrollment, and program changes may result in some changes.

Books, Software, and Other Course-Related Costs

Textbooks, software, and other materials or expenses required for courses at Clayton State University are the responsibility of the individual student. Textbooks and other course materials are sold at the University Bookstore and may also be available from off-campus sources. Materials may be ordered online from Clayton State's e-Store, www.ccsuestore.com. The cost of course materials varies with the course of study the student pursues.

Students 62 Or Older (Senior Citizens)

Citizens of Georgia who are 62 years or older and who meet graduate school admission requirements may be eligible to attend Clayton State University on a space-available basis without payment of tuition or fees (except for supplies, the application fee, Laker id card, and special course fees). The regulations listed also apply to the CSU-62 student who wishes to audit classes instead of taking courses for credit. All usual student and institutional records will be maintained. Applicants must submit the application and required documents by the appropriate application deadline.

The following minimum requirements must be met in order for a student to receive a CSU-62 waiver:

- Must meet all applicable admission requirements for their program of study.
- Must be 62 years of age or older at the time of registration. (Submit a birth certificate or other comparable written documentation, such as a passport, verifying proof of your age.)
- Must be classified as a Georgia resident in accordance with the Regents' Requirements for Resident Status.

Auditor Fees

A student who wishes to audit a course will be charged the same fees as a student taking the course for credit. Financial Aid will not pay for the audited classes.

Regents' Tuition Remission and Reimbursement Policy

Full-time employees of the Board of Regents of the University System of Georgia who are eligible to participate in the Tuition Remission and Reimbursement program should contact the Office of Human Resources for complete information.

Refund Policy

Refunds are granted only in limited cases as explained below. All refunds will be issued in the name of the student and by check only. If tuition and fees have been paid by federal or state funds, the refund will be made first to the issuing agency.

- 1. Refunds for cancellation of registration or reduction in hours prior to the first class day of the semester.** Any student who has registered and paid will receive a full or proportional refund of fees paid (except for those identified above as non-refundable) if the student formally cancels his or her registration or reduces the number of hours taken prior to the first class day of the semester.

2. **Refunds for reduction in hours during the official Late Registration period.** If the late registration process results in a reduction of hours, the student's billing for tuition and fees will be adjusted up or down to reflect the hours for which he or she is registered at the end of the Late Registration period, and a refund will be issued if appropriate. Please remember that certain fees are non-refundable.
3. **After the end of the late registration period, no refunds are issued for reduction in hours if the student remains enrolled in any course.** After this point, refunds are issued only for complete withdrawal in accordance with Official Board of Regents' Policy as follows: "The refund amount for students withdrawing from the institution shall be based on a pro rata percentage determined by dividing the number of calendar days in the semester that the student completed by the total calendar days in the semester. The total calendar days in a semester includes weekends, but excludes scheduled breaks of five or more days and days that a student was on an approved leave of absence. The unearned portion shall be refunded up to the point in time that the amount earned equals 60%. Students that withdraw from the institution when the calculated percentage of completion is greater than 60% are not entitled to a refund of any portion of institutional charges."

Death and Military Refunds

A refund of all tuition and fees (except those specifically identified as non-refundable) shall be made in the event of the death of a student at any time during an academic semester. (Contact the Registrar's Office for details.)

Military students are entitled to a full refund of tuition and fees paid for a semester of enrollment in the following cases: (1) students who are members of the Georgia National Guard or other reserve components of the Armed Forces who receive orders to active military duty after the first day of classes, and (2) military personnel on active duty in the Armed Forces who, before the end of their present station assignment, receive emergency orders for a temporary or permanent change of duty location. (Contact the Registrar's Office for details.)

Bad Check and Delinquent Account Policy

If a financial institution declines payment of a personal check tendered by a student and returns it to the University, the student will be charged \$30.00. If a student check used for payment of registration fees is returned, the student will be assessed a late registration fee in addition to the service charge. A stop payment of a check does not constitute a formal withdrawal from the University or cancellation of registration and is considered a returned check. Official transcripts of credit will not be issued for students whose accounts in the Bursar's Office are held to be delinquent. If necessary, legal action will be initiated by the University for the collection of debts. Students who submit bad checks may be required to pay by other methods in the future.

ACADEMIC POLICIES

Basic Graduate Student Responsibilities

Students have responsibility for the development of their academic, social, and career goals. As part of their educational experiences at Clayton State, students are responsible and accountable for their academic choices and