



UNIVERSITY POLICY

SUBJECT:	STUDENT AFFAIRS	TITLE:	ASSESSMENT OF TUITION AND FEES		
CATEGORY: Check One	Board of Trustees <input checked="" type="checkbox"/>	Presidential <input type="checkbox"/>	Functional <input type="checkbox"/>	School/Unit <input type="checkbox"/>	
Responsible Executive:	Vice President for Academic Affairs		Responsible Office:	Office of Academic Affairs	
CODING:	00-01-25-45:00	ADOPTED:	04/11/94	AMENDED:	11/16/11
				LAST REVIEWED: 11/16/11	

I. PURPOSE

To establish a fair and equitable tuition and fee assessment.

II. ACCOUNTABILITY

Under the Executive Vice President for Academic and Clinical Affairs, the Deans, in consultation with the Vice President for Finance and Treasurer, shall ensure compliance with this policy. The Associate Dean for Student Affairs or equivalent at each School shall implement this policy.

III. REFERENCES

- A. Student Tuition and Fee Obligations [00-01-25-15:00](#)
- B. Military Leave from Academic Programs [00-01-25-15:10](#)
- C. Student Rights, Responsibilities and Disciplinary Procedures [00-01-25-50:00](#)

IV. POLICY

Requirements:

1. Each School shall develop its own policies and procedures specifying how this policy shall be interpreted and carried out. These School-specific policies and procedures shall be subject to the review and approval of the Executive Vice President for Academic and Clinical Affairs.
2. Tuition and fee assessments shall be based upon the following:
 - a. official tuition rates and student fees as established by the University Board of Trustees; [student fees are charges, in addition to tuition, assessed to students for student services, activities, programs and facilities that support the mission of the School; these may include, but are not limited to, the General Service fee, technology fee, graduation fee, as well as program, course and laboratory fees that help recover costs associated with the materials and personnel required for the delivery of instruction. Costs of required books, supplies, personal computers, and other student expenses connected with the educational program are not considered student fees and are established by the Schools as necessary].
 - b. length of academic term, number of credit hours of enrollment, and/or the specific academic program;

- c. enrollment/academic status as further stated in this policy.

3. Enrollment Status

All students, whether full-time or part-time, shall be charged the appropriate tuition rate for the School in which they enroll according to their academic status as determined by the Associate Dean or equivalent or his/her designee, or after review by the appropriate School committee. When there is a change in a student's academic status (see sections IV. A. 3. a. and IV. A. 3. b. I-iii), the effective date of the change in academic status shall be determined by the Associate Dean or equivalent or his/her designee and communicated in a timely fashion to the appropriate School Registrar for BANNER update to trigger notification to the Office of Financial Aid, and the University Business Office. Tuition for adjusted enrollment necessitated by such circumstances shall be assessed on a per credit basis or based upon length of academic activity, depending on the School.

These instances notwithstanding, all students who complete their respective programs in whatever time frame, i.e., are eventually awarded a degree and/or certificate, shall be assessed tuition and fees in the aggregate for no less than the minimum number of terms/years/credits required for the usual time for completion of the respective degree or certificate. Transfer students or students with advanced standing may be awarded appropriate credit for previous coursework at other institutions in the determination of the minimum number of terms/years/credits required at UMDNJ for the usual time for completion of the respective degree or certificate.

- a. In all Schools/programs, students will be assessed tuition and fees for additional periods of study due to unsatisfactory academic performance (e.g., a student who is required to repeat a course, a full academic year, or a portion thereof due to academic or personal difficulties).
- b. In NJMS, RWJMS, SOM, NJDS and SHRP only, students following a non-standard course of study may have their tuition adjusted as deemed appropriate by the Associate Dean or his/her designee. In such instances, a determination will be made as to whether full, three-quarter, half, one-quarter, or no tuition shall be assessed.
 - i. Students in flexible curricula (e.g., NJMS or NJDS five-year programs, RWJMS load-lightened program, other reduced course load programs) may be assessed either full or adjusted tuition as determined by the Associate Dean or his/her designee in accordance with the School's criteria.
 - ii. Advanced standing students may be assessed an adjusted tuition rate if appropriate, as determined by the Associate Dean or his/her designee.
 - iii. Students in remedial programs (e.g., special courses for National Board exams) may be assessed an administrative fee as determined by the Associate Dean or his/her designee in lieu of tuition.

4. Special Enrollment Status Circumstances

- a. In the case of students for whom dismissal for academic or disciplinary reasons is being considered, the dismissal will not become final until the School's and University's procedures, if instituted, have been completed and a final determination of status has been made by the Dean or the Executive Vice President for Academic and Clinical Affairs in the case of disciplinary proceedings that are appealed. The effective date of dismissal will be the date of final action by the Dean or the Executive Vice President. Pending the Dean's or Executive Vice President's final decision concerning status and in accordance with School-specific policies governing student dismissals and the University policy, Student Rights, Responsibilities and Disciplinary Procedures, 00-01-25-50:00, if such students are allowed to continue their participation in academic activities in which they are enrolled, they will continue to be bound by all School and University regulations

and obligations, including those regarding the assessment and collection of tuition and fees.

- b. Students who are officially auditing courses shall adhere to the student audit policy in effect at their respective School.
- c. Students may enroll in special programs approved by the Associate Dean or equivalent and shall be assessed full or adjusted tuition as deemed appropriate by the Associate Dean or equivalent or his/her designee.
- d. Students unable to complete a course because of illness or other reasons officially sanctioned by School policy shall receive an "incomplete grade". The outstanding coursework must be completed in accordance with the School's policies. If re-registration for the same course is required, assessment of tuition and fees according to School tuition and fee schedule is to be applied.
- e. A student matriculated in a program at one UMDNJ School may, with approval, cross-enroll in a course or courses at another UMDNJ School or Schools. The appropriate Associate Dean or equivalent at the School of origin, in consultation with the student's advisor, must give official approval of enrollment in a course or courses at the other (host) School prior to entry of the enrollment in the BANNER information system. Communication between the registrars of the two Schools shall take place to request and release a seat in said course. Tuition and fees for cross-enrollment shall be established subject to mutual agreement between the respective Deans. These agreements should be committed to writing and a copy filed in the University Office of Academic Affairs.
- f. Tuition and fees for dual-degree programs shall be established subject to mutual agreement between the respective Deans. These agreements should be committed to writing and a copy filed in the University Office of Academic Affairs.
- g. In the case of joint educational programs with non-UMDNJ institutions, tuition and fees shall be established subject to the mutual agreement of both institutions as set forth in the Memorandum of Understanding (MOU) governing the program.

5. Refunds of Tuition and/or Fees

- a. Tuition:
 - i. Tuition refunds for students called to partial or full mobilization for state or federal active duty as a member of the National Guard or a Reserve component of the Armed Forces of the U.S. shall be governed by University policy, Military Leave from Academic Programs, 00-01-25-15:10.
 - ii. With the exception of military leave, students in NJMS, RWJMS, SOM and NJDS who withdraw, take an official leave of absence, or are dismissed from the University during the first third of the semester will be granted an 80% tuition refund. If the School retains any portion of the tuition in accordance with its published refund policy, a record of the registration in the course(s) will appear on the student's academic record; courses for which a student receives a full tuition refund may or may not appear on the student's transcript dependent on the circumstances for the refund. For example, if the student was in attendance beyond the last day to add for a term and enrollment was reported to external sources, a refund may be given, but the transcript would indicate an appropriate non-punitive grade, such as "W", according to School policy.
 - iii. With the exception of military leave, students in SN, SPH, GSBS and SHRP who withdraw, take an official leave of absence, or are dismissed from the University will be granted tuition refunds according to the School's refund policies which must be included in the School's student handbook, catalog

and/or course bulletin. If the School retains any portion of the tuition in accordance with its published refund policy, a record of the registration in the course(s) will appear on the student's academic record; courses for which a student receives a full tuition refund may or may not appear on the student's transcript dependent on the circumstances for the refund. For example, if the student was in attendance beyond the last day to add for a term and enrollment was reported to external sources, a refund may be given, but the transcript would indicate an appropriate non-punitive grade, such as "W", according to School policy.

- b. Fees: Fee refunds for students called to partial or full mobilization for state or federal active duty as a member of the National Guard or a Reserve component of the Armed Forces of the U.S. shall be governed by the University policy on Military Leave from Academic Programs. In all other instances, the School's refund policy shall determine which fees are non-refundable and shall govern refunds of all other fees.
6. Students may not register for the next academic term, be presented a diploma or certificate, or receive documents including, but not limited to transcripts and grades, until all financial obligations are satisfied with the University Finance Department (see University policy, Student Tuition and Fee Obligations, 00-01-25-15:00).

By Direction of the President:

SIGNATURE ON FILE

Vice President for Academic Affairs