

Tuition Expenses, & Financial Aid

Tuition and Fees

2002-2003 Expenses/Fees

Expenses include in-state tuition, out-of-state tuition, student services fees and other special fees. All fees are due and payable at the time of registration, and registration is not complete until all fees have been paid.

Payment may be made either in cash, by check or with a credit card (VISA, MasterCard or Discover).

The university reserves and intends to exercise the right to withhold copies of transcripts and other student education records and/or to withdraw students who have unpaid or past due fee balances.

Students are required to pay in-state tuition and, when applicable, out-of-state tuition, for enrollment in all courses even if no credit is earned.

All tuition charges or other charges are subject to change at the end of any academic term.

In-State Tuition

Graduate students enrolled for less than twelve semester hours are considered part-time students for fee schedule purposes and are charged an in-state tuition of \$101.00 for each credit hour of course work. The total in-state tuition for full-time students (those registered for 12 credit hours or more) is \$1,206.00.

Out-of-State Tuition

Graduate students who are not residents of Georgia and who register for 12 or more credit hours are required to pay an out-of-state tuition fee of \$4,824.00 per semester in addition to all other regular fees. Nonresident students registered for fewer than 12 credit hours are required to pay an out-of-state tuition fee of \$402.00 per credit hour in addition to all other regular fees.

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Student Services Fee

All students are required to pay a nonrefundable fee of \$145.00 per semester to finance student activities, student publications, intercollegiate athletics and special student services.

Technology Fee

A technology fee of \$38.00 per semester is required of all students. This fee supports a wide array of computer services and technological resources.

Student Motor Vehicle Parking Fee

All motor vehicles parked by students on the university campus must be officially registered with the Department of Public Safety. All students are charged a parking fee of \$20.00 per semester at the time of registration. A parking decal will be issued for each vehicle registered and must be displayed in the left rear window of the vehicle.

A student with a physical disability will be assigned a reserved parking space upon making a request through the Department of Public Safety. Reserved parking spaces must be renewed each semester in which the student is enrolled. Students parking vehicles in unauthorized areas will be subject to fines and/or removal of their vehicles at their expense.

An additional fee of \$50 per semester will be charged to each student for the construction of parking decks on campus.

Summary of Expenses 2002-2003

Full-time Students (Twelve Hours or More)		
Per semester	Resident	Nonresident
In-state Tuition	\$1,206.00	N.A.
Out-of State Tuition	N.A.	4,824.00
Student Services Fee	145.00	145.00
Parking Fee	20.00	20.00
Technology Fee	38.00	38.00
Parking Deck	50.00	50.00

Part-time Students (Fewer than Twelve Hours)

Per credit hour	Resident	Nonresident
In-state Tuition	\$101.00	N.A.
Out-of-State Tuition Fee	N.A.	402.00
Per semester		
Student Services Fee	145.00	145.00
Parking Fee	20.00	20.00
Technology Fee	38.00	38.00
Parking Deck	50.00	50.00

MBA for Experienced Professionals and MBA for Experienced Healthcare Professionals Program Fees

The cost for each 18-month program is \$30,000. This fee includes a nonrefundable deposit of \$500 which is due upon acceptance to the program. The remaining \$29,500 is prorated over the entire program. Meals, textbooks, notebook computer, retreat and the International Residency for Experienced Professional Program are included.

The Master of Science in Conflict Management Program Fees

The cost of the program is \$19,500, which includes tuition, fees, books and class materials, meals on class weekends, travel to a professional conference, membership in a professional organization and a subscription to an ADR journal. The cost includes a non-refundable reservation fee of \$500 which is due upon official notification of acceptance in order to reserve a place in the program.

All MSCM applicants are encouraged to apply for financial aid in the event of an emergency that could prevent fulfilling their commitment to the program.

See Master of Science in Conflict Management section of this catalog for further details on fee schedules, deadlines, and payment of fees.

The Master of Science in Applied Computer Science Program Fees

The cost of the MSACS program is \$25,000 for five (5) semesters of course work.

Special Fees and Expenses

DIPLOMA FEE: A diploma fee of \$35 is required of all degree candidates and is payable at the time a petition to graduate is presented to the registrar. The fee is nontransferable and nonrefundable. It entitles the student to one diploma.

DIPLOMA REPLACEMENT FEE: When a request is received to reorder a diploma (lost in fire, move, etc.), a fee of \$25.00 will be assessed.

FAX Fee: Priority fee for electronic transmission (FAX) of unofficial transcripts or certifications forms/letters of \$10.00 per document.

LATE PAYMENT FEE : A \$50 late payment fee will be assessed for tuition and fee payments received after the end of late registration and drop/add. This fee may apply at other times as well. For specifics, contact the Office of Student Accounts.

LATE REGISTRATION FEE : Students requesting a late registration or add/drop after all official registration periods have ended will pay a late hand registration fee of \$30.00 per transaction.

PENALTY FEE FOR RETURNED CHECK:
A penalty fee of \$25 will be assessed for each check returned by the bank.

Registration Fee Waiver for Senior Citizens

Pursuant to the provisions of an amendment to the Georgia Constitution, legal residents of Georgia, who are 62 years of age or older at the time of registration for courses may have their standard tuition and fees waived (with the exception of the parking and technology fees). A driver's license or birth certificate must be presented to the Office of Graduate Admissions at the time of application for admission or to the Registrar's Office once the individual turns 62 to qualify for this waiver of registration fees.

Individuals 62 and over wishing to enroll in one of Kennesaw State's Executive Programs (the Master of Business Administration for Experienced Professionals, the Master of Business Administration for Experienced

Healthcare Professionals, the Master of Science in Conflict Management, the Master of Science in Applied Computer Science or the WebMBA) will be required to pay all costs of these programs in excess of standard graduate program tuition and fees.

Withdrawal/Refund of Student Fees

To withdraw from one or more classes, students must complete an official withdrawal form in the Office of the Registrar. Students withdrawing from classes before the end of late registration and drop/add (Phase III) registration will receive a 100% refund.

After late registration and drop/add, students will receive refunds only if they withdraw completely from the university. 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.

Students enrolled summer term who withdraw from second-session courses on the first day of those classes will receive a 100% refund. After the first day, no refunds will be processed.

Students should refer to the Schedule of Credit Courses for specific dates of each refund period.

Students who do not formally withdraw, those suspended for disciplinary reasons, and those who leave the university when disciplinary action is pending are not eligible for a refund on any portion of any fee.

A refund of all tuition and other mandatory fees shall be made in the event of the death

of a student at any time during an academic semester/summer term.

All refunds will be mailed to students.

Military Service Refunds and Re-enrollment

Subject to institutional policies, full refunds of tuition and mandatory fees and pro rata refunds of electives fees are hereby authorized for students who are:

- military reservists (including members of the National Guard) and who receive emergency orders to active duty after having enrolled in a University System institution and paid tuition and fees;
- active duty military personnel and who receive an emergency reassignment after having enrolled in a University System institution and paid tuition and fees;
- otherwise unusually and detrimentally affected by the emergency activation of members of the reserve components or the emergency deployment of active duty personnel of the Armed Forces of the United States and who demonstrate a need for exceptional equitable relief.
- students who are members of the Georgia National Guard or other reserve components of the U.S. Armed Forces who are reenrolling after having been summoned to active duty in an emergency situation are to be accorded special consideration regarding class registration, financial aid processing, payment of fees, etc., so as to expedite their re-enrollment.
- military personnel on active duty in the U.S. Armed Forces who, before the end of their present station assignment, receive emergency orders for a temporary or permanent change of duty location who later wish to resume their education are to be accorded special consideration regarding class registration, financial aid processing, payment of fees, etc., so as to expedite their re-enrollment.

Definition of Legal Residents

Individuals who enter the institution as out-of-state students but who wish to later qualify as legal residents must fill out a Petition for

Georgia Residence Classification form, which can be obtained in the Office of the Registrar. A student's resident status is not changed automatically, and the burden of proof that the student qualifies as a legal resident under the regulations of the Board of Regents of the University System of Georgia rests with the student. A student is responsible for registering under the proper residency classification. A student classified as out-of-state who believes that he or she is entitled to be reclassified as a legal resident may petition the Residence Committee for a change in status. The petition must be filed no later than 60 days after the semester begins in order for the student to be considered for reclassification for that semester. If the petition is granted, reclassification will not be retroactive to prior semesters.

If there is any question in the mind of the student concerning his/her resident status, application for clarification should be made immediately or not later than two weeks prior to the registration date in order to avoid delay and inconvenience of registration. Applications should be addressed to Residence Committee, Office of the Vice President for Business and Finance, Kennesaw State University, 1000 Chastain Road, Mailbox # 0102, Kennesaw, Georgia 30144.

Regents' Policies Governing the Classification of Students for Tuition Purposes

The following policies have been adopted by the Board of Regents for the purpose of determining the tuition status of students:

1. (a) If a person is 18 years of age or older, he or she may register as an in-state student only upon showing that he or she has been a legal resident of Georgia for a period of at least 12 month immediately preceding the date of registration.
- (b) No emancipated minor or other person 18 years of age or older shall be deemed to have gained or acquired in-state status for tuition purposes

while attending any educational institution in this state, in the absence of a clear demonstration that he or she has in fact established legal residence in this state.

2. If a person is under 18 years of age, he or she may register as an in-state student only upon showing that his or her supporting parent or guardian has been a legal resident of Georgia for a period of at least 12 months immediately preceding the date of registration.
 3. If a parent or legal guardian of a minor changes his or her legal residence to another state following a period of legal residence in Georgia, the minor may continue to take courses for a period of 12 consecutive months on the payment of in-state tuition. After the expiration of the 12 month period, the student may continue his or her registration only upon the payment of fees at the out-of-state rate.
 4. In the event that a legal resident of Georgia is appointed as guardian of an out-of-state minor, such minor will not be permitted to register as an in-state student until the expiration of one year from the date of court appointment, and then only upon a proper showing that such appointment was not made to avoid payment of the out-of-state fees.
 5. Aliens shall be classified as out-of-state students; provided, however, that an alien who is living in this country under an immigration document permitting indefinite or permanent residence shall have the same privilege of qualifying for in-state tuition as a citizen of the United States.
 6. Waivers: An institution may waive out-of-state tuition for:
 - a. Nonresident students who are financially dependent upon a parent, parents or spouse who has been a legal resident of Georgia for at least twelve consecutive months immediately preceding the date of registration, provided, however, that such financial dependence shall have existed for at least twelve consecutive months immediately preceding the date of registration;
 - b. Up to two percent of the institution's full-time enrollment for superior out-of-state students in selected programs and/or international students, as selected by the president (BR Minutes, 1984-85, p. 372; March, 1996, p. 47);
 - c. Full-time employees of the University System, their spouses, and their dependent children;
 - d. Medical and dental residents and medical and dental interns at the Medical College of Georgia (BR Minutes, 1986-87, p. 340);
 - e. Full-time teachers in the public schools of Georgia or in the programs of the State Board of Technical and Adult Education and their dependent children. Teachers employed full-time on military bases in Georgia shall also qualify for this waiver (BR Minutes, 1988-89, p. 43);
 - f. Career consular officers and their dependents who are citizens of the foreign nation which their consular office represents, and who are stationed and living in Georgia under orders of their respective governments. This waiver shall apply only to those consular officers whose nations operate on the principle of educational reciprocity with the United States;
 - g. Military personnel and their dependents stationed in Georgia and on active duty unless such military personnel are assigned as students to System institutions for educational purposes;
 - h. Students who are legal residents of out-of-state counties bordering on Georgia counties in which an institution of the University System is located and who are enrolled in the institution;
 - i. Full-time members of the Georgia National Guard (BR Minutes, April, 1998, pp. 16-17); and
 - j. Students who are certified by the Commissioner of Industry, Tourism and Trade as being part of a competitive economic development project.
- Institutions shall exercise the greatest care in selecting students who are to receive waivers of the tuition differential. Such non-resident graduate students shall pay all tuition and fees required of residents of Georgia.

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A Georgia-based corporation may contract with the Board of Regents to provide tuition differential waivers to the corporation's non-Georgia-domiciled employees attending University System institutions (BR Minutes, March, 1996, p. 47).

Financial Aid

Kennesaw State University awards financial assistance to qualified graduate students in order that they may pursue an advanced degree. Different types of aid have varying eligibility requirements. The Financial Aid Office can provide information on requirements and application procedures.

Satisfactory Academic Progress Appeals Procedures

Students are required to maintain Satisfactory Academic Progress. Failure to do so will result in the loss of financial assistance. Satisfactory Academic Progress guidelines & requirements are available from the Office of Student Financial Aid. Students who lost financial aid may appeal the decision by submitting a letter of appeal to the Appeals Committee in the Financial Aid Office. The decision of the Appeal's Committee may be appealed to the Director of Financial Aid, then if needed, to the Vice President of Student Success & Enrollment Services.

Scholarships and Fellowships at Kennesaw State University

Several privately-supported scholarships for undergraduate students and fellowships for graduate students are available at Kennesaw State University. These may be merit-based, financial need based or both. A complete list of available scholarships and fellowships and relevant applications information is located on the KSU web site at:

www.kennesaw.edu/financial_aid

Regents' Opportunity Scholarship

In 1978, the Georgia General Assembly created and funded this scholarship program for graduate students who are residents of

Georgia and enrolled in graduate degree programs. Recipients must maintain full-time student status (9 semester hours) and maintain satisfactory academic standing. The Free Application for Federal Student Aid (FAFSA) is the only application required. These are reviewed on a first come first serve basis. Students must reapply annually.

HOPE Teacher Scholarship

The HOPE Teacher Scholarship is funded by the Georgia Lottery for Education and is a component of the HOPE Scholarship Program, a division of the Georgia Student Finance Authority. This scholarship will provide assistance to teachers and individuals who are seeking advanced degrees in educational fields that are experiencing a shortage of classroom teachers and trained professionals. The approved critical shortage fields for the 2001-2002 and 2002-2003 academic year:

- Middle Grades Education (Grades 4-8) with primary concentration in Math, Science or Math and Science
- Mathematics Education (Grades 7-12)
- Science Education (Grades 7-12 *Broad Field, Chemistry, Physics, Biology, or *Earth/Space)
- Foreign Language (Grades P-12) French and Spanish (subject to change)

*Majors not offered at KSU.

Recipients agree to teach in a Georgia Public School System in the area in which they receive the award. Employment must begin within one year of completing the approved program in their critical shortage field. If scholarship recipients fail to complete their program or meet the terms of the teaching obligation, the scholarship becomes a loan, which must be repaid with interest.

The scholarships are available within the State of Georgia for the 2002-2003 academic year, which begins with Summer Term 2002, and will be awarded on a first-come, first served-basis. The awards are based on the number of credit hours necessary for students to complete their program of study. Scholarship funds can be used toward tuition, fees and any other part of a student's cost of attendance budget.

Students will receive \$125 per semester hour. Students should apply in early May of 2002. They may get applications from the state or College of Education at KSU.

Federal Loan Programs

Federal Perkins Loan Program

This loan is available to graduate students who will be enrolled at least halftime and demonstrate financial need, as determined from results of the 2002-2003 free Application for Federal Student Aid. Awards for this program range up to \$1,600 per academic year. The interest rate is 5% and repayment begins 9 months after you graduate, leave school, or drop below halftime. Funding for this program is very limited and is contingent on appropriations by the U.S. Department of Education and Kennesaw State University.

Federal Subsidized Stafford Loan Program

This loan is available to graduate students who are enrolled at least halftime (5 hours) and demonstrate financial need, as determined from results of the Free Application for Federal Student Aid, Renewal FAFSA or FAFSA Express. Students may borrow up to \$8,500 per academic year, contingent upon student's budget. The variable interest rate may not exceed 8.25% on this loan. While enrolled in school at least halftime, the interest is paid to the lender by the U.S. Department of Education. Repayment begins 6 months after you graduate, leave school or drop below halftime. Maximum time for repayment is 10 years.

Federal Unsubsidized Stafford Loan Program

This loan is different from the Federal Subsidized Stafford Loan and is available to students in addition to their Federal Subsidized Stafford Loan eligibility. Students borrowing through the Unsubsidized Stafford Loan Program are responsible for the interest on the loan while enrolled. The total loan amount through both programs may not exceed \$18,500 per academic year, contingent upon student's budget. For additional information contact the Kennesaw State University Office of Student Financial Aid.

Graduate Student Work Opportunities

There are a limited number of part-time positions available for graduate students in selected schools and colleges of the university. Interested persons should contact the particular department, school or college for information.

Graduate Research Assistantships—Graduate programs may award a limited number of Graduate Research assistantships. Graduate Research Assistants work closely with faculty on specific projects and, in return, receive a stipend and waiver of tuition. Graduate Research Assistantships are not available for the MBAEP, MBAEHP and MSCM programs. Students interested in the Graduate Research Assistantship program should contact the program director of the specific degree program.

Federal Work Study Program (FWS)—The program provides jobs for undergraduate & graduate students who demonstrate financial need. FWS gives the student a chance to earn money to help pay for educational expenses while working on campus or in community service work. Applicants to this program must be U.S. citizens or permanent residents of the United States; they must be at least a part-time student, and they must maintain good academic standing. The FAFSA must be submitted and the financial aid file must be complete in order to determine eligibility. FWS applications are available in the financial aid office.

Institutional Employment—There are a limited number of part-time jobs available in each division of the university. The hours and pay scale are the same as with the FWS. Funds for these jobs are provided by the department, school or college that employs the student. Interested persons should contact the particular division or department of the university or Career Services for information.

Career Services—The Career Services Office maintains a listing of full-time and part-time off-campus jobs for students who need

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assistance in locating off-campus employment. Regular listings are posted on the bulletin board outside the Career Services Office. For more information, contact the director of career services.

Veteran's Benefits

The university is on the approved list of the Georgia State Approving Agency for the training of veterans, disabled veterans and the children and widows of deceased veterans who are eligible for benefits under the G.I. Bill. Students in training under the G.I. Bill are required to pay all fees, as regular students, since they are paid benefits directly through the Veterans Administration. Each V.A. beneficiary should make financial preparation for at least one semester because benefit checks are sometimes delayed.

Students in training under the G.I. Vocational Rehabilitation Program should check with the University Business Office regarding the handling of their account for fees, supplies, etc.

Eligible veterans, children and widows of veterans must make application to their regional Veterans Administration Office. Application forms are available at Kennesaw State University in the Registrar's Office at the time of acceptance to the university. Certain requirements must be met before students may be certified for noncredit remedial courses for V.A. payment purposes.

Students attending on the G.I. Bill are certified for V.A. benefits only for those courses required in their particular programs of study. Such students must maintain Kennesaw State University standards for academic performance. Those students who are academically dismissed from school will have their benefits interrupted. Upon readmission and recertification of benefits at Kennesaw State University, the V.A. will decide if further benefits may be paid for continuation of the program in which the academic deficiency occurred. Current V.A. standards require that students attend class and that benefits be terminated when the student has been suspended for

academic or disciplinary reasons. (Since V.A. regulations are subject to periodic change, it is the student's responsibility to keep up-to-date on requirements for V.A. benefits while in attendance at Kennesaw State University.)

Kennesaw State University Graduate Budgets (Cost of Attendance) Per Year (2 semesters) 2002-2003

Georgia Residents

	Living with parent	Not Living with parent
*Tuition	\$2,412	\$2,412
Fees	506	506
Loan fees (est)	165	165
Room & Board	3,000	8,520
Books/ Supplies	750	750
Personal	1,258	1,258
**Transportation	1,708	1,708
Total:	\$9,799	\$15,319

Non-Georgia Residents

	Living with parent	Not Living with parent
*Tuition	\$9,648	\$9,648
Fees	506	506
Loan fees (est)	165	165
Room/Board	3,000	8,520
Books & Supplies	750	750
Personal	1,258	1,258
**Transportation	1,708	1,708
Total:	\$17,035	\$22,555

* Executive MBA Program - \$30,000

* Conflict Management Program - \$19,500

* MS in Applied Computer Science - \$25,000 for five semesters

** Cost of transportation for students living in community apartments (University Place and KSU Place) is approximately \$854.00.