

# Tuition, Expenses, & Financial Aid

## Tuition and Fees

### 2004-2005 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

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 \$97.00 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 \$1161.00.

### Out-of-State Tuition

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 \$4645.00 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 \$388.00 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 \$153.00 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.

### Housing Fees

Kennesaw State University has three apartment communities: KSU Place, University Place, and the University Village (for first-year traditional-age students). Housing fees range from \$415-\$570 per month paid in twelve monthly installments (discounts are available if paid by semester or for the entire year). For more specific and complete information on KSU Housing, please go to [www.kennesaw.edu/housing](http://www.kennesaw.edu/housing)

### Student Health Fees

A fee of \$27 per semester is charged to each student for health services offered through the KSU Health Clinic. These services include illness care, physical exams, immunizations, women's health and some medications.

### Health Insurance Fee for International Students

All nonimmigrant F-1 and J-1 students attending Kennesaw State University are required to purchase mandatory health insurance. Students will be billed with their registration. The cost for the 2004-2005 academic year is \$270.00 per semester for fall and spring.

### Summary of Expenses 2004-2005

#### Full-time Students (Twelve Hours or More)

Per semester	Resident	Non-resident
In-state Tuition	\$1161.00	N.A.
Out-of State Tuition	N.A.	4645.00
Student Services Fee	153.00	153.00
Technology Fee	38.00	38.00
Parking Deck	50.00	50.00
Parking Fee	20.00	20.00
Student Health Fee	27.00	27.00

#### Part-time Students (Fewer than Twelve Hours)

Per credit hour	Resident	Non-resident
In-state Tuition	\$97.00	N.A.
Out-of State Tuition	N.A.	388.00
<b>Per semester</b>		
Student Services Fee	153.00	153.00
Technology Fee	38.00	38.00
Parking Deck	50.00	50.00
Parking Fee	20.00	20.00
Student Health Fee	27.00	27.00

### Special Fees

Additional Lab, Specialized Course/Major or Insurance Fees: These fees are charged where applicable.

**Applied Music Fee:** The registration fee for one 50-minute private lesson per week is \$150 per semester. Applied music fees are nonrefundable and may not be transferred to subsequent semesters.

**Laboratory Breakage:** Students in the laboratory sciences are required to reimburse the university on a cost basis for broken glassware and equipment.

**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 (Phase III). 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.

**Nursing Expenses:** An initial \$150 to \$200 is required for purchase of uniforms, a suitable watch, a stethoscope and other supplies. A testing fee of approximately \$250 is charged initially upon admission to the program and malpractice insurance coverage fees are charged every semester. A \$35 laboratory fee is applied to each clinical nursing course.

**Textbooks and Supplies:** Textbooks and supplies are available in the university bookstore. Although the exact cost of books and supplies will vary with courses, an estimate is \$400 per semester.

### **Other Administrative Fees**

**Advanced Standing Examination Fee:** A fee of \$60 is required for each institutional advanced standing examination attempted; no course may be attempted more than once.

**Diploma Fee:** A diploma fee of \$30 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.

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

**Penalty Fee For Returned Check:** A penalty fee of \$25 will be assessed for each check returned by the bank.

### **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 (except for music fees). Music fees are refundable only if the department chair verifies that the student could not be placed in a class.

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 week-ends, 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.

Refunds will be disbursed by the university's internet bank partner. Students may use their KSU Debit Card to select a refund payment method: electronic fund transfer or paper check. Details are available at: <http://www.ksuone.com>

### 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 semester (including summer term) tuition and fees waived (with the exception of supplies, laboratory fees, and special course fees). A driver's license or birth certificate must be presented to the Admissions Office 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.

### Military Service Refunds & 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.

Tuition and fees awarded by scholarship or grant from an agency or authority of the State of Georgia on behalf of a student receiving a refund under this policy shall be reimbursed to such agency or authority.

The Chancellor is authorized and empowered to take or cause to be taken any and all such other and further action as, in the judgment of the Chancellor, may be necessary, proper, convenient or required in connection with the execution of this policy. Such authority may be further delegated to the President of the institution.

### 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 months immediately preceding the date of registration.  
 Exceptions:
  - i. A student whose parent, spouse, or court-appointed guardian is a legal resident of the State of Georgia may register as a resident providing the parent, spouse, or guardian can provide proof of legal residency in the State of Georgia for at least 12 consecutive months immediately preceding the date of registration.
  - ii. A student who previously held residency status in the State of Georgia but moved from the state then returned to the state in 12 or fewer months.
  - iii. Students who are transferred to Georgia by an employer are not subject to the durational residency requirement.
- (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 parent or legal guardian of a student changes his or her legal residence to another state following a period of legal residence in Georgia, the student may retain his or her classification as an in-state student as long as he or she remains continuously enrolled in the University System of Georgia, regardless of the status of his or her parent or legal guardian.
3. In the event that a legal resident of Georgia is appointed by a court as guardian of a nonresident minor, such minor will be permitted to register as an in-state student providing the guardian can provide proof that he or she has been a resident of Georgia for the period of 12 months immediately preceding the date of the court appointment.
4. 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.
5. Waivers: An institution may waive out-of-state tuition and assess in-state tuition for:
  - a. Academic Common Market. Students selected to participate in a program offered through the Academic Common Market.
  - b. International and Superior Out-of-State Students. International students and superior out-of-state students selected by the institutional president or an authorized representative, provided that the number of such waivers in effect does not exceed two percent of the equivalent full-time students enrolled at the institution in the fall term immediately preceding the term for which the out-of-state tuition is to be waived.
  - c. University System Employees and Dependents. Full-time employees of the University System, their spouses, and their dependent children.
  - d. Medical/Dental Students and Interns. Medical and dental residents and medical and dental interns at the

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- Medical College of Georgia. (BR Minutes, 1986-87, p. 340).
- e. Full-Time School Employees. Full-time employees in the public schools of Georgia or of the Department of Technical and Adult Education, their spouses, 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 Officials. Career consular officers, their spouses, and their dependent children who are citizens of the foreign nation that their consular office represents and who are stationed and living in Georgia under orders of their respective governments.
  - g. Military Personnel. Military personnel, their spouses, and their dependent children stationed in Georgia and on active duty, unless such military personnel are assigned as students to System institutions for educational purposes. The waiver can be retained by the military personnel, their spouses, and their dependent children if the military sponsor is reassigned outside of Georgia, as long as the student(s) remain(s) continuously enrolled and the military sponsor remains on active military status (BR Minutes, May 2003).
  - h. Research University Graduate Students. Graduate Students attending the University of Georgia, the Georgia Institute of Technology, Georgia State University, and the Medical College of Georgia, which shall be authorized to waive the out-of-state tuition differential for a limited number of graduate students each year, with the understanding that the number of students at each of these institutions to whom such waivers are granted shall not exceed the number assigned below at any one point in time:
 

University of Georgia	80
Georgia Institute of Technology	60
Georgia State University	80
- Medical College of Georgia 20
- i. Border County Residents. Residents of an out-of-state county bordering a Georgia county in which the reporting institution or a Board-approved external center of the University System is located.
  - j. National Guard Members. Full-time members of the Georgia National Guard, their spouses, and their dependent children. (BR Minutes, April, 1998, pp. 16-17).
  - k. Students enrolled in University System institutions as part of Competitive Economic Development Projects. Students who are certified by the Commissioner of the Georgia Department of Industry, Tourism and Trade as being part of a competitive economic development project.
  - l. Students in Georgia-Based Corporations. Students who are employees of Georgia-based corporations or organizations that have contracted with the Board of Regents through University System institutions to provide out-of-state tuition differential waivers.
  - m. Students in Pilot Programs. Students enrolled in special pilot programs approved by the Chancellor. The Chancellor shall evaluate institutional requests for such programs in light of good public policy and the best interests of students. If a pilot program is successful, the tuition program shall be presented to the Board for consideration.
  - n. Students in ICAPP® Advantage programs. Any student participating in an ICAAP® Advantage program.
  - o. Direct Exchange Program Students. Any international student who enrolls in a University System institution as a participant in a direct exchange program that provides reciprocal benefits to University System students.
  - p. Families Moving to Georgia. A dependent student who, as of the first day of term of enrollment, can provide documentation supporting that his

or her supporting parent or court-appointed guardian has accepted full-time, self-sustaining employment and established domicile in the State of Georgia for reasons other than gaining the benefit of favorable tuition rates may qualify immediately for an out-of-state differential waiver which will expire 12 months from the date the waiver was granted. An affected student may petition for residency status according to established procedures at the institution.

- q. Recently Separated Military Service Personnel. Members of a uniformed military service of the United States who, within 12 months of separation from such service, enroll in a program for teacher certification and demonstrate an intent to become a permanent resident of Georgia. This waiver may be granted for not more than one year

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.

## Financial Aid

Kennesaw State University is committed to remaining economically accessible to all qualified students despite rising educational costs. This information has been prepared to acquaint you with the application process, financial aid availability and to assist you in applying for financial aid at KSU. A wide variety of financial aid programs are available to help students with educational expenses. Most awards are given on the basis of financial need; some are awarded in recognition of merit and achievement; while some are long-term loans designed to extend the period of financing an education beyond the years of enrollment. All have one objective; to provide access to a KSU education for qualified individuals. If you have any questions, contact

our automated system at (770) 423-6074; fax (770) 423-6708; or write to: Office of Student Financial Aid, KSU, 1000 Chastain Road, Mailbox # 0119, Kennesaw, Georgia 30144-5591; or email to: [finaid@kennesaw.edu](mailto:finaid@kennesaw.edu). You may wish to view our web site at [http://www.kennesaw.edu/financial\\_aid](http://www.kennesaw.edu/financial_aid).

### Determination of Award

The amount of aid awarded is determined by a financial need analysis. As a basis for making this analysis, the Free Application for Federal Student Aid (FAFSA) is used. This form can be accessed through the worldwide web. The web address is [www.kennesaw.edu/financial\\_aid](http://www.kennesaw.edu/financial_aid). The FAFSA can also be obtained from high school guidance offices or from the Office of Student Financial Aid, Kennesaw State University. When completing your FAFSA, use KSU's Title IV Code: 001577.

### Financial Aid Application Procedures

It is advisable to apply early. All applications completed before the May 15th priority date will be analyzed first, and awards will be made on the basis of the greatest need. In all cases, a student must be accepted by the Office of Admissions as a degree-seeking student before student aid is awarded.

### 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: <http://www.kennesaw.edu/scholarships>

Applications are available for submission October – February.

### Grants

The Free Application for Federal Student Aid is to be used to apply for all grants at KSU.

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### Federal Pell Grant

This is a federally funded program that provides Pell Grant awards to undergraduate students without a previous four-year degree from any institutions of higher education. Students receiving the Pell Grant may be eligible for other types of financial aid as well. The maximum amount that may be awarded to each eligible student is \$4050 for the 2004-2005 academic year. The maximum amount of the Pell Grant is subject to change every year.

### Federal Supplemental Education Opportunity Grant:

This federally sponsored program is designed for undergraduate students without a degree, but with exceptional need. These students lack financial means in order to be eligible for this grant. You must have been awarded the Pell Grant in order to receive this grant. Awards in this program range from \$200 to \$800 per academic year.

### HOPE Scholarship Program:

The Georgia HOPE Scholarship is a state scholarship funded by the Georgia Lottery for Education. Its purpose is to help the high school graduating classes of 1993 and later and currently enrolled students who meet certain criteria, to pay for tuition at Georgia schools. We are pleased to be able to assist students in obtaining these funds.

Qualifications for a HOPE Scholarship:

- Student must have been a legal resident of Georgia preceding the date of registration for school
- Student must be a U.S. Citizen or Permanent Resident Alien
- Student must be enrolled in a University System of Georgia school
- Student must be registered, as required, with Selective Service
- Georgia high school students who graduated in 1993 and beyond who had a cumulative grade point average (GPA) of 3.0 in the college preparatory core curriculum subjects or 3.2 in the career/technology curriculum
- Nontraditional students who are Georgia residents with a 3.0 cumulative GPA at their attempted 30th, 60th, or 90th semester hour. Attempted means all course work including W's and developmental courses.

- Students must complete Free Application for Federal Student Aid (FAFSA) and the E-HOPE application at [www.kennesaw.edu/financial\\_aid](http://www.kennesaw.edu/financial_aid).
- Students must complete their aid file with the Office of Student Financial Aid
- Full-time enrollment is not required

Awarded HOPE recipients are reevaluated every 30th semester hour attempted for continuation of HOPE eligibility through their 127th semester hour attempted. Additional information concerning this grant may be received from the Office of Student Financial Aid.

### PROMISE Teacher Scholarship Loan

The Promise Teacher Scholarship Loan is a forgivable loan program funded by the Georgia Lottery for Education awarded to "high-achieving students who aspire to be teachers in Georgia public schools." The maximum award for a student enrolled six or more hours will be \$3,000 for the junior year and \$3,000 for the senior year. If a student is enrolled less than halftime (5 or less hours), the maximum award is \$1,500. Maximum commitment is \$6,000 over two years.

### Application Process:

Student must check with the institution's College of Education regarding eligibility and request an application. The institution's College of Education will forward the applications to the institution's Office of Student Financial Aid. The institution's Office of Student Financial Aid will complete applications and forward to State Agency for consideration.

See HOPE brochure or visit <http://www.gsfc.org> for requirements and additional information.

### HOPE For GED Recipients at a Georgia Post-Secondary Institution:

Legal residents of Georgia who earned a General Education Development (high school equivalency) diploma awarded by the Georgia Department of Technical and Adult Education after June 30, 1993 may receive a one-time \$500 HOPE award. This award can be used toward tuition, books, and other educational costs at an eligible public technical institute or public

or private college or university in a degree, diploma, or certificate program.

Full-time enrollment is not required. Students must use their HOPE eligibility within 24 months of the date of the GED diploma. Military personnel have 52 months to exercise eligibility.

In addition to the \$500 award, GED recipients may also qualify for assistance through other components of HOPE.

## Loans

### Federal Perkins Loans:

These funds are provided and served by Kennesaw State University and by the Department of Education. Interest on these loans is 5% per year beginning nine months after the student ceases to be enrolled at least halftime. Awards in this program can range up to \$1,600. Students may apply for this loan by completing the Free Application for Federal Student Aid (by paper renewal form, or the web). Once the student has been awarded the Perkins Loan, he/she must complete a promissory note and entrance loan counseling with a Student Accounts representative. Listed below are current Perkins Loan Deferments:

1. in school attending at least halftime course of study
2. pursuing graduate fellowship or rehabilitation training program for the disabled approved by the Secretary
3. unemployment (up to 3 years)
4. economic hardship (up to 3 years)
5. performing service qualifying for cancellation

### Federal Subsidized Stafford Loan:

The Federal Government guarantees low-interest loans made to students who plan to attend any institution of higher education. Students may apply for this loan by completing the Free Application for Federal Student Aid (paper renewal form, or on the web). Students awarded this loan will be mailed an award notification from the Office of Student Financial Aid. Students will be allowed to select their lender and amount of loan to borrow. Eligible freshman may borrow up to \$2,625 per year, while sophomores may borrow up to \$3,500 per year. Juniors and Seniors may borrow up to \$5,500 per year. An

eligible graduate student may borrow up to \$8,500 per year.

The amount of loan eligibility is based on need, which is determined by subtracting the cost of attendance (as determined by KSU) from the calculated family contribution (FC), as determined by a formula established by the U.S. Congress based on your FAFSA information. The rate of interest is variable but may not exceed 8.25%. Students are assessed an origination fee and guarantee fee up to 3% which is deducted from each loan check. Funds are disbursed to the university in two or more installments. Repayment begins six months after the student ceases to be enrolled at least halftime. Students are usually allowed up to 10 years to repay the Stafford Loan.

### Federal Unsubsidized Stafford Loan:

This loan is available to independent students who wish to borrow above their Subsidized Stafford eligibility or for dependent students who are not eligible for a Subsidized Stafford Loan. Students borrowing through the Unsubsidized Stafford Loan Program are responsible for the interest on the loan while enrolled. The amount of eligibility is based on the cost of attendance (as determined by KSU) minus any aid received or the annual aggregate whichever is lower. Interest rates, deferments and application procedures are the same as the Federal Subsidized Stafford Loan Program.

**Federal PLUS Loan:** This program is available to parents of dependent students. Parent borrowers may borrow up to the cost of attendance (at KSU) minus other aid. Interest rates may not exceed 9% for this loan. Although this program is not need-based, students must first apply for need-based aid (Pell Grant, Stafford Loan, etc.) by completing the FAFSA prior to their parents applying for this loan.

### Service Cancellable Student Loans:

The Georgia Student Finance Authority offers annual loans to qualified students who plan to work in certain technical or professional fields in the State of Georgia. At KSU, this loan is available for both graduate and undergraduate students in the critical need field of nursing.

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The amount is determined by educational costs and needs. Repayment is made through one year of service in the state of Georgia for each year that assistance is provided or in cash at a variable interest rate. Applying for aid through the FAFSA early is critical for obtaining this loan. This is a limited fund. Students must be juniors or seniors in the nursing program.

### Emergency Loan Program

The emergency loan program is designed to provide assistance to students who are unable to pay tuition and fees due to some mitigating circumstance or to assist students who have emergency situations during the enrollment period, and who might not be able to continue the term as a result of hardships caused by this emergency.

A tuition and fee loan will only cover up to the actual cost of in-state tuition and fees for the semester. Out-of-state tuition cannot be paid by an emergency loan. The student must be in good academic standing (2.0 or better GPA) at the time of the loan.

Students who need emergency funds should apply to the Office of Student Financial Aid. Personal emergency loans are limited to \$400 or less.

A service charge of \$10 will be added to either the tuition and fees or personal loan. In addition, the loan must be repaid within 45 days. If not, a \$25 late charge will be added to the emergency loan. If a student is late paying an emergency loan, the student is considered delinquent in payment. A student that is delinquent in payment may no longer be eligible for any emergency loans during their academic career at KSU. Also, students will not be allowed to register for the following semester if they have not repaid their emergency loan. Monies for this fund have been received from the following sources:

- GERALD DEAN BOGGS MEMORIAL—Established by the students of Kennesaw Junior College in 1967 to honor the memory of their fellow student, Gerald Dean Boggs.
- JAMES V. CARMICHAEL MEMORIAL
- PHILLIP B. RICE MEMORIAL—Established in memory of Phillip B. Rice
- Kennesaw State University Civitan Club

- Kennesaw State University Women's Club
- The Southwest Women's Club
- Marietta Civitan Club
- JOHN L. DEES MEMORIAL
- Smyrna Lions Club
- BETTY H. MCNIECE MEMORIAL—Established by Kennesaw College in 1984 to honor the memory of an employee, Betty H. McNiece
- Kennesaw State University Rotaract Club
- Student Activities Budget Advisory Committee

### Student Employment

#### 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 student should have a completed financial aid file in order to determine eligibility.

**Institutional Employment:** There is 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 assistance in locating off-campus employment. Regular listings are posted on the on-line job postings at: <http://careerctr.kennesaw.edu>. For more information, contact the director of career services.

### Satisfactory Academic Progress Standards

The Higher Education Act of 1965, as amended by Congress, requires that a student be maintaining satisfactory academic progress in their course of study to continue receiving Federal Title IV Financial Aid. Failure to

maintain satisfactory academic progress will result in the loss of Federal Title IV Financial Aid. Federal Title IV Financial Aid includes the Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Perkins Loan, Stafford Loan (Subsidized and Unsubsidized), PLUS Loan and the HOPE Grant. Satisfactory academic progress can be separated into several areas. Students must meet all requirements to continue receiving financial aid. These standards apply to part-time students as well as to full-time students.

**Qualitative:**

Students must maintain a cumulative Grade Point Average (GPA) of a 2.0 at Kennesaw State University to receive Financial Aid. GPA will be checked at the end of Spring Semester each year.

**Quantitative Credits Earned:**

Students must complete and pass 67% of courses attempted. Courses earned include grades of A, B, C, D or S. Courses attempted include any course in which grades of A, B, C, D, F, W, WF, I, S, U or IP are given.

**Maximum Time Frame:**

Students are given a maximum time frame for completion of a degree. This is 150% of the total semester hours required for degree completion. For example, degrees requiring 123 semester hours will be allowed no more than 185 attempts. Degrees requiring 36 hours (graduate) will be allowed no more than 54 attempts. All hours attempted are included in maximum hours allowed. Students who exceed the maximum number of hours allowed are ineligible to receive financial aid for future semesters. Students who are working on a second undergraduate degree that is different from their first degree, may be granted additional hours to complete their degree.

**Losing and Regaining Aid Eligibility:**

Qualitative and Quantitative measurements will be checked after each spring semester.

If a student does not have a cumulative 2.0 or better, a student will be placed on Satisfactory Academic Progress “warning”. During the “warning” period, a student may continue to receive financial aid. A student who is placed on warning will have one year to bring their

GPA up to a 2.0. At the completion of the year on “warning”, if a student does not have a 2.0 GPA, they will be placed on Satisfactory Academic Progress “Failure”. While a student is on “Failure”, he/she is not eligible to receive financial aid. Students who go to failure will have to bring their GPA up to a 2.0 before they can be awarded financial aid. Students who complete a year on Satisfactory Academic Progress “warning” and have a 2.0 GPA will be returned to “Satisfactory” status regarding their financial aid.

Students who have completed less than 67% of their cumulative attempted hours at Kennesaw State University will be placed on Financial Aid “Warning” for the next year. In order for the “Warning” Status to be removed a student must get their cumulative hours over 67%. During the “Warning” period, students are eligible for financial aid. If a student does not complete 67% overall by the next Spring, he/she will be placed on Financial Aid “Failure” and be ineligible for financial aid until the completion of 67% of the overall courses. It is the student’s responsibility to notify the Office of Student Financial Aid upon the completion of 67% to remove themselves from Financial Aid “Warning” or Financial Aid “Failure”.

**Learning Support Programs, Regents’ Remediation & College Preparatory Curriculum:**

Students may receive aid for learning support programs, Regents’ remediation and College Preparatory Curriculum if they are accepted for enrollment in an eligible program. Students may not receive aid for more than 45 total hours of these courses combined. Failure to exit these courses within 45 hours will result in the loss of financial aid until such time as these courses are exited.

**Good Academic Standing:**

Students eligible to enroll at Kennesaw State University are considered to be in good academic standing and are eligible to receive financial aid. Students dismissed or excluded from the university are not considered to be in good academic standing and therefore are not eligible to receive financial aid.

**Audit Courses:**

Students are not eligible to receive financial

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aid for courses which they audit. Audited courses are not included in the number of hours attempted or earned for Satisfactory Academic Progress consideration.

### **Summer Term Courses:**

All hours attempted in summer term are treated as any other semester hours.

### **Incomplete Courses:**

Any course in which an "I" is given as the grade is counted in hours attempted. However, it is not included in hours earned until such time as the course is complete and a grade is given.

### **Withdrawals:**

Any course in which a "W" or "WF" is given is counted in hours attempted. Students should be aware that excessive withdrawals from classes could result in the loss of financial aid at some point in future semesters.

### **Repeating Courses:**

Courses that have been given grades of D, F, or WF that are later repeated are counted in total number of hours attempted.

### **Evaluation:**

The Office of Student Financial Aid will check SAP once a year at the end of spring semesters.

### **Appeals:**

Any student not making SAP may appeal the Financial Aid Office decision to terminate financial aid eligibility. A request for an appeal must be based on extenuating circumstances. (Examples may include but are not limited to health reasons, family reasons, or personal reasons). A letter of appeal must be written to the Satisfactory Academic Appeals Committee and turned in to the Office of Student Financial Aid. The letter of appeal should explain the extenuating circumstances along with any type of documentation that validates the situation. The letter should also include what the student plans to do to maintain eligibility for future terms. In addition, a letter from an academic advisor/faculty member supporting your appeal must accompany your appeal. If the appeal is approved, the financial aid will be reinstated. Students

may only appeal one time due to the loss of financial aid under the Satisfactory Academic Progress guidelines.

These updated regulations become effective October 28, 2002, and supersede any previously published regulations.

### **Disbursement Procedure**

Financial aid funds will be disbursed to eligible students in the following procedure:

**Step One:** Student receives an award letter listing various types of financial aid, including possible loans, grants, and scholarships. Any grants or scholarships (including HOPE scholarships) are automatically accepted for the student. Students accepting loans must return a Loan Processing Request.

**Step Two:** The student registers for classes and financial aid funds (Pell, SEOG, HOPE, and Loans) are applied to the students account. Students receiving other types of assistance should check with the cashier to determine availability of their funds.

**Step Three:** After late registration and drop/add period is over, the student will receive a check for the balance of the semester award after tuition, fees, books and supplies are deducted.

**Kennesaw State University Budgets (Cost of Attendance)  
Per Year (2 semesters) 2004-2005**

<b>Georgia Residents</b>			
	<b>On-Campus</b>	<b>Off-Campus</b>	<b>With-Parents</b>
Tuition/Fees	\$2,898	\$2,898	\$2,898
Loan Fees (est)	100	100	100
Room & Board	8,850	8,850	3,100
Books & Supplies	1,000	1,000	1,000
Transportation	906	1,812	1,812
Personal	1,340	1,340	1,340
<b>Total:</b>	<b>\$15,094</b>	<b>\$16,000</b>	<b>\$10,250</b>

<b>Non-Georgia Residents</b>			
	<b>On-Campus</b>	<b>Off-Campus</b>	<b>With-Parents</b>
Tuition/Fees	\$9,866	\$9,866	\$9,866
Loan Fees (est)	100	100	100
Room & Board	8,850	8,850	3,100
Books & Supplies	1,000	1,000	1,000
Transportation	906	1,812	1,812
Personal	1,340	1,340	1,340
<b>Total:</b>	<b>\$22,062</b>	<b>\$22,968</b>	<b>\$17,218</b>

## Other Financial Services

### Veterans' 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 VA 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 Services 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 Office of the Registrar. It is the student's responsibility to contact 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 VA payment purposes.

Students attending on the G.I. Bill are certified for VA benefits only for those courses required in their particular programs of study. Courses taken for audit are not payable by the VA. 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

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State University, the VA will decide if further benefits may be paid for continuation of the program in which the academic deficiency occurred.

Current VA standards require that students attend class and that benefits be terminated when the student has been suspended for academic or disciplinary reasons. (Since VA regulations are subject to periodic change, it is the student's responsibility to keep up to date on requirements for VA benefits while in attendance at Kennesaw State University.)

### **Vocational Rehabilitation**

Students who attend the university and whose fees are to be paid by the State Department of Education's Division of Vocational Rehabilitation must make arrangements prior to registration with the Business Services Offices regarding the handling of their account. In addition, it is the student's responsibility to request the Office of the Registrar to send copies of his/her grades to the Vocational Rehabilitation Office each semester.