

3. COSTS

The basic costs for a college education at Hardin-Simmons University, as at all colleges, have necessarily increased with living costs. The University maintains these charges at the lowest figure consistent with satisfactory service and sound education.

One factor of importance is that the social, cultural, and recreational opportunities at HSU are available at little or no extra cost and enable those students who must be cautious in their spending to live happily and without embarrassment.

In order to give students and parents some security concerning the cost of education, HSU guarantees that the tuition rate during your first "Tuition Year" (for example Tuition Year 2005 is June 1, 2005 - May 31, 2006) will not increase, as long as you maintain full-time HSU enrollment during succeeding Fall and Spring semesters. (This agreement does not cover the tuition of Abilene Intercollegiate School of Nursing, Abilene Christian University, McMurry University, or Physical Therapy.)

Payment of Accounts - Registration is not complete until tuition, fees, room and meals are paid in full and/or satisfactory financial arrangements have been approved by the Business Office.

The **HSU PAYMENT PLAN** for each semester is to make payment in full with a combination of approved financial aid and/or personal payment.

HSU Payment Plan Deadlines:

- A. Advance Registered students must complete payment by 4:00 p.m. on the scheduled date (see schedule.)
- B. Students registering on Registration Day must complete payment at that time.

For the **FALL** and/or **SPRING** semesters only, there are two payment options, if you must vary from the payment plan stated above:

Option (1)—payment of one-third of any portion not covered by approved financial aid, and arrangements for two equal monthly payments to cover the remaining two-thirds of the portion not covered by student financial aid, plus finance charges. Subsequent payments are due by the 25th of the month. See HSU Payment Plan Deadlines, above.

Option (2)—advise the Business Office of approved financial aid to cover one hundred percent (100%) of your semester charges (do not include College Work Study or HSU Student Payroll.) See HSU Payment Plan Deadlines, above.

A service fee of 1.5% per month (18% annual rate) is charged on any amount owed after September for the fall semester and after February for the spring semester, regardless of the payment plan or option that you select.

For the **MAY TERM, SUMMER I, and SUMMER II** semesters, there are two payment options:

Option (1) – payment in full of any portion not covered by approved financial aid.

Option (2) – advise the Business Office of approved financial aid to cover one hundred percent (100%) of your semester charges (do not include College Work Study or HSU Student Payroll.) See HSU Payment Plan Deadlines, above.

All registrants must follow through with the financial commitments made at registration to pay all charges in full before advance registration for the following semester. **Student transcripts and diplomas will not be released for students who fail to meet this requirement.**

The Business Office accepts VISA, MasterCard, and Discover. A service fee of 1.5% per month (18% annual rate) is charged on any amount owed after September for the fall semester and after February for the spring semester, regardless of the payment plan or option that you select.

For May Term, Summer I, and Summer II, a service fee of 1.5% per month (18% annual rate) is charged on any amount owed for one month or more, regardless of the payment option that you select.

Because economic conditions fluctuate, the University reserves the right to change tuition, fees, room, and meals and other charges at the beginning of any semester.

Students who complete their financial arrangements and return their finalization paperwork to the Business Office by a designated time prior to registration will be automatically finalized. This status signifies that the student has satisfied the registration requirements of the Business Office and may go directly to class without any further steps.

Tuition:

Current Tuition, Tuition Year 2006, per semester hour	495.00
Tuition Year 2006 is June 1, 2006 — May 31, 2007	
Patty Hanks Shelton School of Nursing tuition, per semester hour	455.00
PHS School of Nursing tuition, per semester hour – Graduate Students	475.00

Fees:

Admissions application (non-refundable and must accompany application)	50.00
Athletic Training Program	See ATEP Handbook
Audit fee, per semester hour	50.00
Auto permit per year (on-campus parking privileges)	
Students in Residence Halls	35.00
Off-campus students	30.00
Change of Schedule after regular registration, per course dropped	10.00
Chapel	10.00
Departmental and Laboratory Fees	40.00
Departmental fees are charged for all courses requiring more hours of classroom instruction per week than semester hours credit. Laboratory fees are charged for all courses requiring a laboratory or access to a laboratory or special supervision beyond regular classroom instruction.	
Departmental Examination for Credit (Advanced Standing/Placement)	40.00
Diploma (for each original duplicate, or replacement diploma)	25.00
Diploma Card (for cards filed after the deadline)	25.00
General Fee per semester (students taking 9 hours and above)	245.00
Music Facilities Fee, per semester hour of private lessons	15.00
Music Private Instruction Fee, per semester hour	125.00
Fitness & Sport Sciences Activity Courses (Lab fee)	40.00
Post Office Box Rent per semester (Required of all residence hall students)	7.50
Returned Check	15.00
School of Nursing Laboratory Fee	100.00
School of Nursing Exam Fee	60.00
Special Examination	25.00
Student I.D. Card Replacement	7.50
Technology Fee (Fall and Spring semesters)	
1-4 Semester Hours	36.00
5-8 Semester Hours	66.00
9 or more Semester Hours	95.00
Technology Fee Summer Semesters (each semester)	36.00
Time Payment Charge for all payment options	18% Annual Rate
Transcript (Accounts must be current before transcripts are issued)	up to ten - no cost
Writing Proficiency Examination Fee (Non-Refundable)	12.00

Deposits:

Residence Hall Room Reservation Deposit (refundable)	100.00
Off-campus Student Housing Property Deposit (refundable)	200.00
University Place Apartment Deposit (refundable)	200.00

Residence Hall Room and Meals (per semester)

Room (per Spring or Fall semester)	939.40-1,192.40
(May Term)	Free if taking classes at HSU
(Summer)	per session - 295.00
Meal Plan (required of all residence hall students)	
Meal Plan 5	562.40
Meal Plan 8	883.20
Meal Plan 12	1,026.08
Meal Plan 18	1,094.17
Cowboy Cash	up to 200.00
(plus sales tax on meal plans)	

Those students requesting and receiving a single room, when such rooms are available, will be charged an additional \$350.00 per semester.

Residence Hall students are required to have meals in the University dining facility and are to choose one of the above plans. Changes in meal plans may not be made after the 8th class day of a semester. Students not living in the dormitory may contact the Business Office for meal arrangements.

REFUND POLICY

Individual Courses Dropped - Registration with the University is considered a contract binding students and their parents for charges for the entire semester. **No refunds will be made on individual courses dropped after the closing date of official registration each semester.**

Credit Balance - A student may request a refund when their account indicates a credit balance. You may request a credit balance refund at the Business Office. Please allow one week to process a refund check.

REFUND POLICY - WITHDRAWAL FROM THE UNIVERSITY

A student who desires to withdraw from the University must obtain the proper form from the Registrar's Office. The following refunds will be made upon *complete withdrawal* from the University. (Does not apply to "Dropping Individual Classes"—see above). This does not apply to May Term.

REFUND OF ALL INSTITUTIONAL CHARGES ARE GIVEN ACCORDING TO THE FOLLOWING SCHEDULE. DAYS INDICATED ARE CLASS DAYS.

May Term: Tuition refund on the first day of class is 90%, with no refund thereafter.

Summer I and II:		Fall and Spring semesters:	
During first two days	90%	During first eight days	90%
During second two days	80%	During second eight days	70%
During third two days	70%	During third eight days	50%

THE FOLLOWING SCHEDULES ARE REQUIRED BY THE FEDERAL GOVERNMENT:

Student receiving Title IV* financial aid AND returning to HSU:

Refund of all institutional charges according to the following schedule:

First class day.....	100%
Through eighth day	90%
Through nineteenth day.....	50%
Through thirty-eighth day	25%

Students receiving Title IV* financial aid AND NEW to HSU:

Refund of all institutional charges according to the following information:

*Title IV financial aid includes, but is not limited to, Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Federal Perkins Loan, Federal College Work Study, and Federal Family Education Loans (Stafford and Parent Loan for Undergraduate Students (PLUS). Due to the requirements of the Higher Education Amendments of 1992, students that are new to HSU and are receiving Title IV financial aid may receive a prorata refund rounded down to the nearest 10% of all charges through sixty percent of the semester.

How Terminating Enrollment Affects Financial Aid - The primary responsibility for paying for a student's college education rests with the student and his/her family. Any financial aid obtained through the Office of Enrollment Services—federal, state, or institutional—is considered supplemental. When a student withdraws, is expelled, or ceases to be a student at HSU before the regular end of the academic session for which he/she received financial aid, there is sometimes a refund due, in accordance with the University's refund policy (see p. 17.) However, if the student has received financial aid for the semester during which he/she withdraws, Federal law and University policy dictate that calculated amounts be returned to the respective Financial Aid program (s). Early withdrawal may mean the loss of part or all of a student's institutional grants or scholarships and the loss of part or all of a student's federal or state aid. Policies and formulas for determining the amounts to be returned to the individual programs are available in the Office of Enrollment Services.

Telephone - Long distance service is available to **ALL** students enrolled in HSU. The service may be acquired through the Information Management Department. Students do have the option to use the long distance carrier of their choice; however, the carrier must provide a 1-800, 888 or local access that **MUST NOT** be billed to the student's HSU telephone number. Cisco IP phones are provided in each room.

Bookstore - The University Bookstore supplies the needs of the students for all academic materials. In addition to textbooks and school supplies, the store also offers many convenience and personal needs items and souvenirs. Credit terms for students are available for academic items

only. A student's account must be paid-in-full before a credit refund will be issued by the university. All other sales must be cash, VISA, or MasterCard. The HSU Bookstore has on-line capability at www.hsutx.edu.

HOUSING

Off-Campus Housing - The University has a number of unfurnished units available to rent. These units are primarily composed of one-bedroom duplexes and two bedroom houses. University Place Apartments are also available to those students with 60 hours or more. These furnished apartments are available in one, two, or four bedroom floor plans. Requests will be handled on a first-come, first-served basis, with priority given to those applicants with families. However, due to the limited number of available units, some substitutions may be necessary. Applications may be received by contacting the Facilities Office in The Moody Center.

Residence Halls - Six (6) residence halls are available for students. Single undergraduate students, under the age of 21, and not living at home are required to live in the residence halls. Exceptions to this policy are granted through the Office of Student Development in cases of hardship or for special reasons. Applications for exception must be submitted two weeks prior to the beginning of each semester. Qualified students who choose to move off campus after the mid-point of a semester forfeit the entire semester's room payment. Refunds during the first five weeks are parallel to the tuition refund rate. After the first five weeks until the mid-semester date, a fifty-percent refund is made to students who move because of approved withdrawal.

Students are required to clean their own rooms. Custodians clean the halls and take care of the community bathrooms and premises.

Students will be held financially accountable for any damage to residence hall facilities. A \$5.00 charge will be made for lost or unreturned keys. A service charge will be made if a room is left unclean or in disorder when vacated. Failure to check out officially when moving from the residence hall will result in a forfeiture of the room deposit.

Each student is expected to furnish one mattress pad, one pillow, bed linens and cover, towels, personal toilet items, and any desired decorative articles such as pictures and rugs. All residence halls have single beds.

Room Deposits and Room Reservations - A **HOUSING AGREEMENT** accompanied by a \$100 residence hall room reservation deposit must be made in addition to application for admission. Room reservations are made from the Housing Agreement. The Housing Agreement and the \$100 deposit should be sent to Enrollment Services, Box 16050, Abilene, Texas 79698, along with the Application for Admission and the Health Form. In the event of cancellation, the deposit is refundable upon request up to two weeks prior to the beginning of classes. Rooms are assigned in the order that reservation deposits are received and applicants are approved for admission. The University reserves the right to change specific room assignments when cancellations and space demand. **IN NO CASE SHOULD A ROOM ASSIGNMENT BE CONSIDERED APPROVAL FOR ADMISSION TO THE UNIVERSITY'S ACADEMIC PROGRAM.**

Non-resident students must be qualified for off-campus residence through the Housing Agreement. **The Room Deposit will be forfeited if not requested within one year after leaving the University.**

INTERNET ACCESS

Internet access is required for students taking nine or more hours. Internet access is optional for students carrying less than 9 hours. A technology fee that includes this Internet service is assessed every fall and spring semester. Access is available during the summer. With access through HSU, you have agreed to abide by the Internet Code of Ethics. A copy is reprinted in this text.

Internet Code of Ethics - All users with Internet access through Hardin-Simmons University must agree to observe and follow the policies listed below. **FAILURE TO FOLLOW THESE POLICIES COULD RESULT IN THE LOSS OF ACCESS PRIVILEGES WITH NO REFUND.**

The following guidelines and policies do not cover all possible situations or problems. They have, however, been developed in an attempt to prevent problems. To avoid any interruption of service and for the protection of yourself and HSU, please ask about any questionable situations, which are not covered by these guidelines and policies before acting.

Purpose: To enhance educational opportunities for HSU students, faculty, and staff through access to the Internet for educational purposes only.

1. **Access Codes/Passwords** - Access is based on a per user system, meaning that your password and access are for you only. Allowing others to use your access may result in the loss of access privileges.
2. **Posting Information/Messages On The Internet** - Your access may be revoked if you:
 - a. Post any pornographic messages, images, etc. (it is a FEDERAL OFFENSE);
 - b. Download or view any pornographic images, message, etc;
 - c. Post or send threatening, harassing, sexually explicit, or intentionally embarrassing messages;
 - d. Use E-mail for business purposes, i.e., "for profit" ventures;
 - e. Use E-mail for purposes other than educational;
 - f. Initiate or participate in spam, chain letters or pyramid schemes.

Certainly E-mail is one of the most attractive features of the Internet and we would like for you to feel free to utilize it fully. Please exercise courtesy to others.
3. **Extended Sessions** - Avoid extended and/or lengthy sessions. Please exhibit courtesy in your use of Internet resources. While you are accorded continual access, please be aware that the system is based on the assumption that not all users maintain continuous access. If you are "hogging" Internet time (remaining logged on for lengthy periods of time), you may be asked to justify your uses, curtail your activity, or limit your activity.
4. **Ownership of E-Mail** - The University owns any messages sent or received through access provided by HSU. While mail sent via the U.S. Postal system is considered "private" and "confidential", the same is not currently true of E-mail. According to Federal law, if you post E-mail messages on a service provided by someone else, they can and do hold the right to monitor, inspect, alter, or otherwise control such messages. Please understand that it is not the intent of HSU to "snoop" in your E-mail messages, censor you, or resort to other repressive measures. Remember that HSU could be ultimately held responsible for the messages you may send or receive.
5. **Hacking or Interference With Other Computer Systems** - Automatic and immediate suspension of your access will occur if it is determined that you (or anyone using you access) have attempted or succeeded in changing other programs, have gained unauthorized access to other data or databases, have changed any information in any database or format for which you are not authorized (keep any written authorizations for your protection).
6. **Viruses** - Automatic and immediate suspension of your access will occur if it is determined that you (or anyone using your access) have attempted or succeeded in creating, participating, or intentionally promulgating any virus or other destructive or interfering programs, files or commands.
7. **Illegal Activity** - Use of access for any illegal activity may result in the loss of access and in criminal prosecution.
8. **Lost/Forgotten Passwords** - A \$5.00 fee will be assessed if you forget your password and it then must be reset.
9. **Copying Files and/or Programs** - Do not copy other author's work, files, or programs without written consent unless "public copying rights" are indicated. You must maintain written consent for your protection. Burden of proof of permission to copy rests with the person copying.
10. **Types of Unacceptable Uses/Messages Include:**
 - a. Messages, which delay or interfere with other's work, education, or way of life;
 - b. Messages or efforts designed to market or sell products, services, etc. (No advertising);
 - c. Purchases made over the Internet which HSU could be held responsible;
 - d. Messages which intentionally create high levels of network activity;
 - e. Flaming or harassing messages;
 - f. Spam;
 - g. Downloading large files that require more than a few minutes of online time;
 - h. Messages directed to excessively long list serves that consume a high level of on-line time.

If you feel someone is abusing HSU Internet Services, please contact the Help Desk Office.

11. **Research** - Use of Internet for research may need prior approval. Students should receive approval from their professors in advance. Faculty should be aware of professional ethics and behavior related to research especially if using human subjects. Studies using human subjects may need prior review by the Institutional Review Board.

12. Tips

- a. Your password will be set randomly by the HSU Internet Services staff and should remain private.
- b. When using your on-line access, remember that others may be attempting to use the service. Try different times of the day if you are unable to connect.
- c. Be patient. Graphics may take time to download. The more graphics a web-page has the longer the download time.
- d. Exercise good judgment in allowing your name to be placed on any list. Otherwise, you may receive E-mail from companies and/or persons you do not want.
- e. Generally speaking, HSU Internet Services recommends that you use at least a Pentium II with Windows 98 or above to enjoyably access the Internet. The more memory (ram) and faster processor you have, the more enjoyable your Internet service will be.

13. Revocation of Access

- a. If your access is suspended, you may appeal if you think your access has been unjustly terminated.
- b. The first line of appeal should be to the Internet Utilization Committee.
- c. If you are still not satisfied you may appeal to the Associate Vice President for Information Technology.
- d. If the Office of Student Development takes other disciplinary measures, appeal of those decisions must be made via the published process in the student handbook.
- e. In any event, NO REFUNDS will be offered or given for loss of access.

Be sure to PROTECT your access and password