



2008-09
University Budget Plan
and
Tuition and Fees

UMW Board of Visitors
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**University of Mary Washington
2008-09 University Budget Plan
Tuition and Fees**

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TABLE A

**University of Mary Washington
2008-09 University Budget Plan**

	2007-08 Budget	2008-09 Budget Plan	Change Over 2007-08
Sources			
State General Funds*	\$ 24,752,994	\$ 25,991,551	5.0%
Nongeneral Funds			
Student Tuition and Fees	\$ 38,400,396	\$ 39,962,896	4.1%
Sales and Services			
Housing	9,830,335	10,502,335	6.8%
Dining	6,977,227	7,472,227	7.1%
Bookstore	2,922,300	2,952,300	1.0%
Grants and Contracts	1,090,328	1,090,328	0.0%
Other Sources	2,808,000	2,961,000	5.4%
Total Nongeneral Funds	<u>\$ 62,028,586</u>	<u>\$ 64,941,086</u>	4.7%
Total Sources	<u>\$ 86,781,580</u>	<u>\$ 90,932,637</u>	4.8%
Uses			
Instruction	\$ 27,685,000	\$ 28,807,448	4.1%
Public Service	706,755	725,511	2.7%
Academic Support	7,351,712	7,888,976	7.3%
Student Services	4,753,024	4,793,373	0.8%
Institutional Support	7,723,370	8,109,008	5.0%
Operation and Maintenance of Plant	5,755,196	6,064,651	5.4%
Scholarships and Fellowships	3,045,519	3,418,143	12.2%
Auxiliary Enterprises	28,667,495	30,018,553	4.7%
Museums & Cultural Services	1,093,509	1,106,974	1.2%
Total Uses	<u>\$ 86,781,580</u>	<u>\$ 90,932,637</u>	4.8%
Budget Balance	<u>\$ -</u>	<u>\$ -</u>	

* Includes both direct appropriations and estimated central transfers for 2008-09.

University of Mary Washington 2008-09 University Budget Plan

Highlights

Overview

- Table A on page I-1 summarizes projected University sources and uses for 2008-09.
 - The budget is balanced with projected sources and uses estimated at \$90.9 million.
 - The 2008-09 budget represents a 4.8% increase over the current budget.
- The 2008-09 budget plan is based on the 2008-09 tuition and fee rates presented on pages II-4 and II-5. The following is a summary of the recommended tuition and fee charges for 2008-09:

*Full-Time Undergraduates - University Housing**

	<u>2007-08</u>	<u>2008-09</u>	<u>Change</u>
In-State	\$13,100	\$13,814	5.5%
Out-of-State	\$23,574	\$24,982	6.0%

*Full-Time Undergraduates - Commuters**

	<u>2007-08</u>	<u>2008-09</u>	<u>Change</u>
In-State	\$6,494	\$6,774	4.3%
Out-of-State	\$16,968	\$17,942	5.7%

** Includes tuition and comprehensive fee. For students living in University Housing, reflects double occupancy and subscription to a meal plan (15-meals/\$100 flex).*

Enrollment

- The 2008-09 budget plan is based on total projected headcount enrollment of 5,017 for Fall 2008, slightly above the Fall 2007 headcount enrollment of 5,001.

Headcount	Actual Fall 2007			Projected Fall 2008		
	I/S	O/S	Total	I/S	O/S	Total
Undergraduate	3,335	960	4,295	3,362	931	4,293
Graduate	703	3	706	721	3	724
Total	4,038	963	5,001	4,083	934	5,017

Includes CAS and CGPS students

2008 General Assembly

- ❑ The University's 2008-09 spending plan reflects the state budget adopted by the 2008 General Assembly on March 13, 2008. Key actions taken by the General Assembly affecting the University's operating budget include:
 - ✓ An average salary increase of 2.0% for faculty and a 2.0% increase for classified staff, effective November 25, 2008.
 - ✓ An additional \$149,857 in general fund support for base adequacy in 2008-09.
 - ✓ Continuation of the 2007-08 general fund budget reduction. This action reduces UMW's base state support by \$1.5 million.
 - ✓ Establishment of a Tuition Moderation Incentive Fund with general fund allocations to institutions that do not increase tuition and mandatory E&G fees for in-state undergraduate students by more than 3% in 2008-09. An additional 1% increase is permitted if the entire incremental revenue from the 1% increase is used for student aid for in-state students. UMW's base allocation is \$440,000 and these funds are included in the 2008-09 budget plan.
 - ✓ A funding pool for financial incentives related to higher education restructuring. Allocations will be made from this pool to institutions that have successfully achieved their performance benchmarks. UMW's potential allocation is estimated at about \$125,000. These funds are reflected in the 2008-09 budget plan.
 - ✓ Additional general fund support of \$92,624 for undergraduate student financial assistance, bringing total general fund support for the state's student financial assistance program to \$1.4 million in 2008-09.
 - ✓ Continued support for the Higher Education Equipment Trust Fund (HEETF). The HEETF program will enable UMW to purchase \$631,660 in equipment in each year of the 2008-10 biennium. UMW's 2008-10 funding allocation through the HEETF program is consistent with current funding levels and is not reflected in the 2008-09 budget plan estimates.

TABLE B
University of Mary Washington
2008-09 University Budget Plan
Sources and Uses Summary

FY 2008-09 Sources	Educational & General Programs	Auxiliary Enterprises	Comp Fee	Student Financial Assistance	Museums & Cultural Services	Total University	Change from 2007-08 Budget		
							Amount	Percent	
State General Fund									
Direct Appropriations	\$ 23,062,992	\$ -	\$ -	\$ 1,412,215	\$ 665,344	\$ 25,140,551	\$ 1,552,492	6.6%	
Central Transfers	782,535	-	-	55,000	13,465	851,000	(313,935)	-26.9%	
Total General Fund	\$ 23,845,527	\$ -	\$ -	\$ 1,467,215	\$ 678,809	\$ 25,991,551	\$ 1,238,557	5.0%	
Nongeneral Funds									
Student Tuition and Fees	\$ 26,173,424	\$ -	\$ 13,789,472	\$ -	\$ -	\$ 39,962,896	\$ 1,562,500	4.1%	
Grants and Contracts	-	-	-	1,090,328	-	1,090,328	-	0.0%	
Sales and Services	-	20,926,862	-	-	-	20,926,862	1,197,000	6.1%	
Other Revenues	1,039,000	606,000	980,000	-	336,000	2,961,000	153,000	5.4%	
Total Nongeneral Funds	\$ 27,212,424	\$ 21,532,862	\$ 14,769,472	\$ 1,090,328	\$ 336,000	\$ 64,941,086	\$ 2,912,500	4.7%	
Total University Sources	\$ 51,057,951	\$ 21,532,862	\$ 14,769,472	\$ 2,557,543	\$ 1,014,809	\$ 90,932,637	\$ 4,151,057	4.8%	
FY 2008-09 Uses									
Instruction	\$ 28,527,823	\$ -	\$ 279,625	\$ -	\$ -	\$ 28,807,448	\$ 1,122,448	4.1%	
Research and Public Service	377,581	-	347,930	-	-	725,511	18,756	2.7%	
Academic Support	7,217,453	-	671,523	-	-	7,888,976	537,264	7.3%	
Student Services	3,494,851	-	1,298,522	-	-	4,793,373	40,349	0.8%	
Institutional Support	6,560,092	-	1,548,916	-	-	8,109,008	385,638	5.0%	
Operation and Maintenance of Plant	4,880,151	-	1,184,500	-	-	6,064,651	309,455	5.4%	
Scholarships and Fellowships	-	-	860,600	2,557,543	-	3,418,143	372,624	12.2%	
Auxiliary Enterprises									
University Housing	-	8,091,983	410,000	-	-	8,501,983	309,862	3.8%	
Dining Services	-	4,681,222	-	-	-	4,681,222	210,000	4.7%	
Bookstore	-	3,052,943	-	-	-	3,052,943	190,443	6.7%	
Other Services	-	5,706,714	8,075,691	-	-	13,782,405	640,753	4.9%	
Subtotal - Auxiliary Enterprises	-	21,532,862	8,485,691	-	-	30,018,553	1,351,058	4.7%	
Museums and Cultural Services									
Belmont	-	-	63,575	-	769,819	833,394	9,969	1.2%	
James Monroe Museum & Library	-	-	28,590	-	244,990	273,580	3,496	1.3%	
Subtotal - Museums/Cultural Services	-	-	92,165	-	1,014,809	1,106,974	13,465	1.2%	
Total University Uses	\$ 51,057,951	\$ 21,532,862	\$ 14,769,472	\$ 2,557,543	\$ 1,014,809	\$ 90,932,637	\$ 4,151,057	4.8%	

2008-09 Budget Plan by Fund Source and Key Priorities

- ❑ **Revenues and Expenditures:** Table B presents the 2008-09 revenue and expenditure budget by major fund source and program classification. Budgeted revenue is derived from two sources – state general fund appropriations (taxpayer support) and a variety of nongeneral fund revenues.

State general fund appropriations come from state tax revenue appropriated by the General Assembly. General fund appropriations are used to support Educational and General (E&G) programs, Museums and Cultural Services (Belmont and James Monroe Museum and Library) and Student Financial Assistance.

Nongeneral funds describe revenues raised by UMW from student tuition and fees and a variety of other sources, including sales and services, grants and contracts (federal student aid programs), application fees, library fines, course audit fees, facilities and equipment rental and other charges.

- ❑ **University Priorities:** The 2008-09 budget plan addresses a number of key priorities:

- Support for faculty and staff salary increases;
- New faculty positions in New Media, GIS, and Public Policy;
- An increase in stipends for departmental chairs;
- Additional funding for need-based student financial aid;
- Additional Internet bandwidth for faculty, students, and staff;
- Debt service coverage for residence hall renovations and Goolrick Field improvements; and,
- Operating and maintenance funding for Lee Hall expansion.

In addition, funding has been provided to address increases in the federal minimum wage and unavoidable cost increases, including contracts, University leases, campus safety requirements, and utility and fuel costs.

University of Mary Washington 2008-09 Tuition and Fees

Summary

Tuition and fee charges recommended for the 2008-09 academic year are summarized below for selected student groups:

Full-Time Undergraduates - University Housing

	2007-08	2008-09	Change	
			Amount	%
In-State	\$13,100	\$13,814	\$714	5.5%
Out-of-State	\$23,574	\$24,982	\$1,408	6.0%

Full-Time Undergraduates - Commuters

	2007-08	2008-09	Change	
			Amount	%
In-State	\$6,494	\$6,774	\$280	4.3%
Out-of-State	\$16,968	\$17,942	\$974	5.7%

Part-Time Graduate Students - Per Credit Hour

	2007-08	2008-09	Change	
			Amount	%
In-State	\$292	\$304	\$12	4.1%
Out-of-State	\$664	\$702	\$38	5.7%

The rates above include tuition and mandatory fees for a typical student. For students living in University Housing, the estimated charges reflect double occupancy and subscription to the 15-meal / \$100 flex dollars board plan.

Detailed tuition and fee schedules are presented on pages II-4 and II-5.

Key Considerations in 2008-09 Tuition and Fee Rate Setting

- 1. Tuition Moderation Incentive Fund:** The actions of the 2008 General Assembly include support for a Higher Education Tuition Moderation Incentive Fund. This Fund provides a total of \$17.5 million in general funds in each year of the biennium to be allocated among institutions that limit increases in tuition and mandatory E&G fees for in-state undergraduate students in each year of the 2008-10 biennium.

To be eligible for an allocation from the Fund in 2008-09, institutions must limit the increase in tuition and mandatory E&G fees to no more than three percent. An additional one percent increase

(for a total four percent increase) is permitted if the incremental revenue generated by the supplemental one percent is used entirely to increase the level of student financial aid for in-state undergraduate students.

The 2008-09 proposed tuition and mandatory E&G fee rates for UMW reflect a four percent increase for in-state undergraduate students. In addition, the operating budget plan estimates include an increase in student financial aid that exceeds the revenue associated with the supplemental one percent rate increase. As presented, UMW is eligible for a general fund allocation of \$440,000 in 2008-09 and the additional funding has been reflected in the budget plan estimates.

2. **Continuation of the 2007-08 State Budget Reduction:** In 2007-08, UMW's state funding support for E&G programs was cut by \$1.5 million. This state funding cut is continued through the 2008-10 biennium. The University's 2007-08 budget reduction strategies were primarily of a one-time nature. Additional general fund support for base adequacy and the potential allocation from the Tuition Moderation Incentive Fund will replace only about one-third of the general fund cut in 2008-09. As a result, additional resources, including revenue from tuition and fees, have been identified in the 2008-09 budget to accommodate the permanent nature of the reduction in state support.
3. **Cost Increases:** The University's preliminary operating budget estimates include a number of mandatory cost increases. Projected operating cost increases in 2008-09 include:
 - a) **Annualization of the 2007-08 salary increase:** Faculty and staff received salary increases on November 25, 2007. The 2007-08 budget includes only the fiscal year cost of the increases (approximately 13 pay periods out of 24 pays on an annual basis). As a result, funding is required in 2008-09 for the remaining 11 pay periods. The state provides about 45% of the cost of legislatively approved salary increases and tuition covers the remaining 55% in E&G programs. The cost of salary increases for faculty and staff in auxiliary programs is supported entirely from student fees and other nongeneral fund revenue.
 - b) **2008-09 salary increase:** The 2008 General Assembly approved faculty and staff salary increases of 2% effective November 25, 2008. Tuition revenue will be required to cover an estimated 55% of the cost increase in E&G programs. The cost of the salary increase in auxiliary programs is supported entirely from student fees and other nongeneral fund revenue.
 - c) **Federal minimum wage increase:** The minimum wage will increase from \$5.85 to \$6.55 per hour effective July 24, 2008. The full cost of the increase is supported from tuition and fee revenue.
 - d) **Operation and maintenance costs for Lee Hall:** The Lee Hall renovation project, which is expected to be completed in November 2008, includes the addition of about 22,700 square feet. The cost to operate and maintain the additional space must be supported entirely by E&G tuition and fee revenue.
 - e) **General operating cost increases:** Operating cost increases for 2008-09 include utilities, fuel, lease and contract costs (including food services), and student financial aid. These costs are supported entirely from tuition and fee revenue.
 - f) **Additional debt service requirements:** An increase in debt service payments for Goolrick Field improvements (supporting a \$2.1 million bond issue) and residence hall renovations (supporting a \$5.0 million bond issue) will be required in 2008-09. These costs are supported entirely from student fees.

- 4. Market considerations:** According to a July 2007 SCHEV report on 2007-08 tuition and fees, UMW's pricing is very competitive with other public institutions in Virginia. Of the 15 public universities in Virginia, UMW's total in-state tuition and fee charges (for both commuter and residential students) are ranked 10th (#1 being the highest charges; #15 the lowest).

Likewise, UMW's 2007-08 tuition and fee charges for out-of-state students are also ranked 10th out of the 15 Virginia institutions.

Assuming that increases at other institutions are consistent with those at UMW, it is anticipated that UMW's overall ranking in tuition and fees will remain constant with its 2007-08 rankings.

A comparison of 2007-08 tuition and fee charges among Virginia's public four-year institutions is presented on page II-6.

The detailed tuition and fee schedules for 2008-09 are presented on pages II-4 and II-5.

University of Mary Washington
2008-09 Tuition and Fees

	In-State Students			Out-of-State Students		
	2007-08	2008-09	% Chg.	2007-08	2008-09	% Chg.
<i>Full-Time Undergraduates</i>						
<i>Living in Private Housing</i>						
Tuition	\$3,256	\$3,386	4.0%	13,730	14,554	6.0%
Comprehensive Fee (E&G)	1,274	1,325	4.0%	1,274	1,325	4.0%
Comprehensive Fee (Auxiliary)	1,964	2,063	5.0%	1,964	2,063	5.0%
Total	\$6,494	\$6,774	4.3%	\$16,968	\$17,942	5.7%

Full-Time Undergraduates
Living in University Housing

Tuition	\$3,256	\$3,386	4.0%	13,730	14,554	6.0%
Comprehensive Fee (E&G)	1,274	1,325	4.0%	1,274	1,325	4.0%
Comprehensive Fee (Auxiliary)	1,964	2,063	5.0%	1,964	2,063	5.0%
Housing (1)	3,896	4,168	7.0%	3,896	4,168	7.0%
Board (2)	2,710	2,872	6.0%	2,710	2,872	6.0%
Total	\$13,100	\$13,814	5.5%	\$23,574	\$24,982	6.0%

(1) Based on double-occupancy room.

(2) Based on 15-meal / \$100 flex dollars plan.

Part-Time Undergraduates
(Per credit hour rates)

Tuition	\$136	\$141	3.7%	\$572	\$606	6.0%
Comprehensive Fee (E&G)	36	37	2.8%	36	37	2.8%
Comprehensive Fee (Auxiliary)	56	59	5.4%	56	59	5.4%
Total	\$228	\$237	4.0%	\$664	\$702	5.8%

Part-Time Graduates
(Per credit hour rates)

Tuition	\$200	\$208	4.0%	\$572	\$606	5.9%
Comprehensive Fee (E&G)	36	37	2.8%	36	37	2.8%
Comprehensive Fee (Auxiliary)	56	59	5.4%	56	59	5.4%
Total	\$292	\$304	4.1%	\$664	\$702	5.7%

University of Mary Washington
2008-09 Tuition and Fees

	In-State Students			Out-of-State Students		
	2007-08	2008-09	% Chg.	2007-08	2008-09	% Chg.
<i>University Housing</i>						
Single Room Rate	\$4,782	\$5,116	7.0%	\$4,782	\$5,116	7.0%
Double Room Rate	\$3,896	\$4,168	7.0%	\$3,896	\$4,168	7.0%
Triple Room Rate	\$3,708	\$3,968	7.0%	\$3,708	\$3,968	7.0%
Quad Room Rate	\$3,518	\$3,764	7.0%	\$3,518	\$3,764	7.0%
Single Room Apartment Rate	\$5,174	\$5,536	7.0%	\$5,174	\$5,536	7.0%
Double Room Apartment Rate	\$4,258	\$4,556	7.0%	\$4,258	\$4,556	7.0%
Triple Room Apartment Rate	\$3,844	\$4,112	7.0%	\$3,844	\$4,112	7.0%
<i>University Meal Plans</i>						
Super Meal Plan (\$50 flex per semester)	\$3,880	\$4,112	6.0%	\$3,880	\$4,112	6.0%
Unlimited 9 Meal Plan (\$150 flex per semester)	\$3,470	\$3,678	6.0%	\$3,470	\$3,678	6.0%
15-Meal Plan (\$100 flex per semester)	\$2,710	\$2,872	6.0%	\$2,710	\$2,872	6.0%
9 Meal Plan (\$175 flex per semester)	\$2,710	\$2,872	6.0%	\$2,710	\$2,872	6.0%
5 Meal Plan (\$75 flex per semester)	\$985	\$1,044	6.0%	\$985	\$1,044	6.0%
90 Meal Block Plan (\$175 flex per semester)	\$1,510	\$1,600	6.0%	\$1,510	\$1,600	6.0%
Summer Flex Plan	-	\$275	n/a	-	\$275	n/a
<i>Other Undergraduate/Graduate Fees and Charges</i>						
Undergraduate overload fee <i>(per credit hour over 18 semester hrs.)</i>	\$136	\$141	3.7%	\$572	\$606	5.9%
Application Fee	\$45	\$50	11.1%	\$45	\$50	11.1%
Processing Fee	\$25	\$30	20.0%	\$25	\$30	20.0%
Late Payment Fee	10% of unpaid balance up to \$250					
Study Abroad Processing Fee	\$300	\$300	0.0%	\$300	\$300	0.0%
BLS/BPS Portfolio Evaluation Fee	\$100	\$100	0.0%	\$100	\$100	0.0%
Course Audit Fee (per credit hour)	\$30	\$30	0.0%	\$30	\$30	0.0%
Special Exam Fee (per credit hour)	\$15	\$15	0.0%	\$15	\$15	0.0%
Health Center Fee - per semester <i>(for commuting students)</i>	\$165	\$170	3.0%	\$165	\$170	3.0%
Music - Private lessons (per course)	\$50	\$50	0.0%	\$50	\$50	0.0%
Equestrian Fee (per semester)						
Beginner students <i>(FY09 estimate)</i>	\$698	\$719	3.0%	\$698	\$719	3.0%
Intermediate & advanced students <i>(FY09 est.)</i>	\$747	\$769	3.0%	\$747	\$769	3.0%
Parking Decal (academic year)	\$200	\$200	0.0%	\$200	\$200	0.0%
Transcript Request Fee (routine)	\$5	\$0	-100.0%	\$5	\$0	-100.0%
Transcript Request Fee (on demand)	\$10	\$0	-100.0%	\$10	\$0	-100.0%

University of Mary Washington 2008-09 University Budget Plan

Glossary of Budget Terms

I. Revenue

Budgeted revenue is derived from either State appropriated general or nongeneral funds.

General Funds (GF): General funds are State tax dollars. State tax dollars support Educational and General Programs, Museums and Cultural Services (Belmont and James Monroe Museum and Library) and Student Financial Assistance Programs.

Nongeneral Funds (NGF): Nongeneral funds are those raised exclusively by UMW to support its budgeted expenditures. Nongeneral funds are derived from the following sources:

Tuition: A fixed rate charged each student based on the student's instructional program and residency status.

Comprehensive Fee: A fixed rate charged each student in excess of tuition supporting a wide variety of student, academic support and institutional programming.

Grants and Contracts: Reimbursement of expenditures from Federal and State, primarily related to student financial assistance.

Sales and Services: Revenue from charges made by a specific organizational unit for the delivery of goods and services.

Housing: A fee charged to students who reside in University Housing.

Board: A fee charged to students who subscribe to a University meal plan.

Other Fees: A variety of fees separately charged for services, fines, cost of materials or supplies, application processing, and facility and equipment rental.

II. Expenditures

Expenditures are budgeted on a program basis. The program expenditure classifications used in the budget are nationally recognized by colleges and universities. They allow for comparative reporting and are used for analytical purposes. These expenditure classifications are:

Instruction: Expenditures of the College of Arts and Sciences and the Center for Graduate and Professional Studies. Expenditures for departmental research and public service that are not separately budgeted are included. Expenditures for both credit and non-credit activities are included, as are general academic instruction, summer session

instruction, off-campus instruction, and non-credit community education conducted by the teaching faculty.

Public Service: All funds budgeted specifically for public service and expended for activities established primarily to provide non-instructional services beneficial to groups external to the institution.

Academic Support: This category includes expenditures for the support services that are an integral part of the institution's primary mission of instruction and public service. Included are expenditures for libraries, dean's offices, course and curriculum development, and academic technology support.

Student Services: Funds expended for admissions, registrar activities, financial aid administration, and activities whose primary purpose is to contribute to students' emotional and physical well-being and to their intellectual, cultural, and social development outside the context of the formal instructional program.

Institutional Support: Expenditures for the day-to-day operational support of the institution, excluding expenditures for physical plant operations. Included are general administrative services, executive direction and planning, fiscal operations, and public relations/development.

Operation and Maintenance of Plant: Expenditures for operations established to provide service and maintenance related to the campus grounds and facilities.

Scholarships and Fellowships: Expenditures made in the form of outright grants, and tuition and fee remissions to students enrolled in formal coursework, either for credit or non-credit.

Auxiliary Enterprises: Self-supporting activities established to furnish goods and services to students, faculty and staff.

Museum and Cultural Services: Expenditures related to the operation of Belmont and the James Monroe Museum and Library.

III. Tuition and Fees

Tuition: A fixed rate charged each student based on the student's enrollment load, instructional program and residency status (Virginia resident or nonresident status).

Comprehensive Fee: A fixed rate charged each student in excess of tuition based on the student's enrollment load regardless of residency status. The Comprehensive Fee supports a wide variety of student, academic support and institutional programming.

Residential Fee: A per semester charge for on-campus and University Apartment housing based on room occupancy levels (single, double, triple, quad). This fee includes health center services, although some additional charges may apply for prescriptions, injections, and medical supplies. All students living on-campus must pay full-time tuition.

Meal Plans: A fee charged for subscription to a University meal plan. Residential students are required to enroll in one of three meal plans: Super Meal Plan, Super 9 Meal Plan, 15 Meal Plan. Meal plans are also available to commuter students and students residing in the University Apartments. All meal plans come with flex dollars, which may be used to purchase additional meals or to eat in the Eagle's Nest.

Mandatory Processing Fee: A non-refundable fee charged to every student that registers for classes.

Audit Fee: A fee charged to part-time students for auditing a course for no credit on a space available basis.

Tuition Overload Fee: A per credit hour fee charged to full-time undergraduate students registered for more than 18 semester credit hours.

Credit-by-Examination: A fee charged to degree-seeking students taking an examination for which degree credit may be awarded.

Special Course Fees: A supplemental fee charged in addition to tuition for specialized instruction, such as equestrian fees or private music lessons.

Study Abroad Fee: A supplemental fee charged to students studying abroad.

BLS Life/Work Portfolio: BLS (Bachelor of Liberal Studies) candidates pay a special fee for the review of a life/work portfolio. The BLS program is designed to meet the needs of adult students who have some college experience and want to complete a bachelor's degree in the liberal arts or sciences.

Late Payment Fee: A fee equivalent to 10% of the unpaid account balance charged to those students whose accounts are not paid in full by the published deadline. Interest may also be charged on all past due accounts.

Returned Check Fee: A service fee charged for each check returned for insufficient funds or similar reasons. Checks returned for insufficient funds will be considered as nonpayment and subject to the 10% late payment fee.

Transcript Fee: A fee charged for official transcripts.

Virginia Resident (in-state student): In general, an independent student, or the parents or legal guardians of a dependent student, legally domiciled in the Commonwealth of Virginia for one full and continuous year immediately before the first official day of class within the semester or term of the student's program and who has paid Virginia state income tax on a full-time salary for that full year. Certain exceptions are made for military personnel.

Parking Fee: A mandatory fee for student vehicle registration and parking decals.