

WAYNE STATE UNIVERSITY

**Academic Affairs
Office of the Registrar**

**STATEMENT OF
TUITION AND FEE REGULATIONS
EFFECTIVE FALL 2009**

In conformity with the basic tuition and fee schedules adopted by the Board of Governors in July 2009, the President has authorized the enclosed Tuition and Fee Regulations, superseding all previous regulations concerning tuition and fees.

Questions concerning Tuition and Fee Regulations should be referred to Linda K. Falkiewicz, University Registrar, at 7-3550.

STATEMENT OF TUITION AND FEE REGULATIONS

Section 1a. Regular Undergraduate Tuition Rates - Fall 2009

Undergraduate students in all schools and colleges, except the School of Business and the College of Fine, Performing and Communication Arts, are assessed the rates below. Guest students are assessed at the class ranks attained at their home institutions.

1.1 Freshmen and Sophomores

Resident of Michigan	\$252.35	Per Credit Hour Tuition
2009-2010 Reduction	\$1.45	Per Credit Hour Tuition
2009-2010 Net Tuition Rate	\$250.90	Per Credit Hour Tuition
Non-Resident	\$578.00	Per Credit Hour Tuition

1.2 Juniors, Seniors, and Post-Bachelors

Resident of Michigan	\$297.45	Per Credit Hour Tuition
2009-2010 Reduction	\$1.70	Per Credit Hour Tuition
2009-2010 Net Tuition Rate	\$295.75	Per Credit Hour Tuition
Non-Resident	\$684.05	Per Credit Hour Tuition

Section 1b. Undergraduate Tuition Rates for the School of Business - Fall 2009

Undergraduate students in the School of Business are assessed the rates below. Guest students are assessed at the class rank attained at their home institutions.

1.1 Freshmen and Sophomores

Resident of Michigan	\$257.60	Per Credit Hour Tuition
2009-2010 Reduction	\$1.45	Per Credit Hour Tuition
2009-2010 Net Tuition Rate	\$256.15	Per Credit Hour Tuition
Non-Resident	\$583.30	Per Credit Hour Tuition

1.2 Juniors, Seniors, and Post-Bachelors

Resident of Michigan	\$302.70	Per Credit Hour Tuition
2009-2010 Reduction	\$1.70	Per Credit Hour Tuition
2009-2010 Net Tuition Rate	\$301.00	Per Credit Hour Tuition
Non-Resident	\$689.30	Per Credit Hour Tuition

Section 1c. Undergraduate Tuition Rates for the College of Fine, Performing & Comm. Arts - Fall 2009

Undergraduate students in the College of Fine, Performing and Communication Arts are assessed the rates below. Guest students are assessed at the class rank attained at their home institutions.

1.1 Freshmen and Sophomores

Resident of Michigan	\$257.35	Per Credit Hour Tuition
2009-2010 Reduction	\$1.45	Per Credit Hour Tuition
2009-2010 Net Tuition Rate	\$255.90	Per Credit Hour Tuition
Non-Resident	\$583.00	Per Credit Hour Tuition

1.2 Juniors, Seniors, and Post-Bachelors

Resident of Michigan	\$302.45	Per Credit Hour Tuition
2009-2010 Reduction	\$1.70	Per Credit Hour Tuition
2009-2010 Net Tuition Rate	\$300.75	Per Credit Hour Tuition
Non-Resident	\$689.05	Per Credit Hour Tuition

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Section 1d. Undergraduate Fee Rates for all Undergraduates – Fall 2009

Undergraduate students in all schools, colleges and programs are assessed the fees below. See also Section 9 for other fees that apply to specific groups of students.

1.1 Freshmen, Sophomores, Juniors, Seniors, and Post-Bachelors

Resident of Michigan and Non-Resident	\$23.70	Per Credit Hour Omnibus Fee
	\$155.45	Registration Fee
	\$25.00	Fitness Center Maintenance Fee

Section 2a. Regular Graduate Tuition Rates - Fall 2009

Graduate students in Education, the Graduate School, Liberal Arts & Sciences, Social Work, some programs in the School of Medicine, non-doctoral Pharmacy and Physical Therapy programs, and graduate students not in the Physicians Assistant program in Pharmacy & Health Sciences are assessed at the rates below. Graduate/Professional students in Business, Engineering, Fine, Performing and Communication Arts, Law, Library and Information Science, the Medical Doctor program, Medical Physics, Nursing, Public Health, Physical Therapy, Pharmacy, and Physician Assistant Programs should see Sections following for specific differential rates.

2a.1	Resident of Michigan	\$456.50	Per Credit Hour Tuition
2a.2	Non-Resident	\$1,008.15	Per Credit Hour Tuition

Section 2b. Differential Graduate Tuition Rates for Business, Engineering, and Library & Info. Sci. - Fall 2009

Graduate students in Business, Engineering, and Library and Inform. Sci. will be assessed graduate differential rates:

2b.1	Resident of Michigan	\$529.85	Per Credit Hour Tuition
2b.2	Non-Resident	\$1,081.50	Per Credit Hour Tuition

Section 2c. Differential Graduate Tuition and Fee Rates for Fine, Performing & Comm. Arts - Fall 2009

Graduate students in Fine, Performing and Communication Arts will be assessed graduate differential rates:

2c.1	Resident of Michigan	\$461.50	Per Credit Hour Tuition
2c.2	Non-Resident	\$1,013.15	Per Credit Hour Tuition

Section 2d. Differential Graduate Tuition and Fee Rates for Nursing - Fall 2009

Graduate students in Nursing will be assessed graduate differential rates:

2d.1	Resident of Michigan	\$667.15	Per Credit Hour Tuition
2d.2	Non-Resident	\$1,218.80	Per Credit Hour Tuition

Section 2e. Differential Graduate Tuition Rates for Other Graduate Enrollments - Fall 2009

2e.1 Graduate doctoral students who have completed four semesters of Candidate Status and who continue to work on their dissertations beyond the four semesters will pay a Candidate Maintenance Status fee equal to the Registration Fee plus one credit hour of graduate rate Omnibus Fee.

2e.2 Students admitted to Graduate School under the Senior Rule shall be assessed tuition and fees in accordance with Section 1 for all classes for that term.

2e.3 Graduate students also pursuing undergraduate degrees or who register for undergraduate level courses shall be assessed tuition and fees in accordance with the appropriate graduate tuition rate for all classes.

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Section 2f. Graduate Fee Rates for all Graduate Students - Fall 2009

2f.1	Resident of Michigan and Non-Resident	\$34.05	Per Credit Hour Omnibus Fee
		\$155.45	Registration Fee
		\$25.00	Fitness Center Maintenance Fee

Section 3a. Law School Tuition Rates - Fall 2009

3a.1 Students in Graduate Programs (LLM) and the first Professional Program (JD) in the Law School:

Resident of Michigan	\$744.35	Per Credit Hour Tuition
Non-Resident	\$817.90	Per Credit Hour Tuition

3a.2 Students registering under the provisions of Section 3.1 who take courses in other colleges/schools shall be assessed graduate tuition for non-law courses.

Section 3b. Law School Fee Rates for all Law Students - Fall 2009

3b.1 Applicants shall pay a deposit of \$150.00 to confirm acceptance. This deposit is non-refundable and is applied to tuition and fees when the applicant enrolls.

3b.2	Resident of Michigan and Non-Resident	\$34.05	Per Credit Hour Omnibus Fee
		\$155.45	Registration Fee
		\$25.00	Fitness Center Maintenance Fee

Section 4a. College of Pharmacy & Health Sciences Differential Program Tuition Rates - Fall 2009

Students in the Doctor of Pharmacy program, the Doctor of Physical Therapy program, and the Master of Science in Physician Assistant Studies program:

4a.1	Resident of Michigan	\$525.10	Per Credit Hour Tuition
	Non-Resident	\$1,076.75	Per Credit Hour Tuition

Section 4b. College of Pharmacy & Health Sciences Differential Program Fee Rates - Fall 2009

Students in the Doctor of Pharmacy program, the Doctor of Physical Therapy program, and the Master of Science in Physician Assistant Studies program:

4b.1	Resident of Michigan and Non-Resident	\$34.05	Per Credit Hour Omnibus Fee
		\$155.45	Registration Fee
		\$25.00	Fitness Center Maintenance Fee

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Section 5a. School of Medicine Tuition and Fee Rates for Medical Doctor (MD) Program - 2009-2010 Year

5a.1 Students registering in the First Professional Program MD program in the School of Medicine:

Resident of Michigan	\$554.45	Per Credit Hour Tuition
Non-Resident	\$1154.00	Per Credit Hour Tuition
Resident of Michigan and Non-Resident	\$23.05	Per Credit Hour Omnibus Fee
	\$550.00	Student Support Fee
	\$25.00	Fitness Center Maintenance Fee

5a.2 Applicants to the First Professional Program in the School of Medicine shall pay a deposit of \$50.00 to confirm acceptance. This deposit is non-refundable, and applied to fees when the applicant enrolls.

5a.3 Students registering under the provision of Section 5.1 may either:

- 5a.3.1 pay the tuition in full at the time of registration, or
- 5a.3.2 provide evidence of prospective financial aid sufficient to cover the tuition and fees, or
- 5a.3.3 provide evidence of enrollment in the Academic Management Services or Tuition Management Services deferred payment programs, or
- 5a.3.4 any combination of sections 5a.3.1, 5a.3.2, and 5a.3.3.

5a.4 Students registering under the provision of Section 5.1 who take courses in other colleges/schools shall be assessed graduate tuition for those courses.

Section 5b. Differential Medical School Tuition and Fee Rates for Graduate Med. Education Pgms. - Fall 2009

Residents, interns and fellows in Graduate Medical Education programs sponsored by Wayne State University, or by Wayne State University in cooperation with the Detroit Medical Center, shall not be charged tuition or registration, omnibus, and Fitness Center Maintenance Fees.

Section 5c. Differential Medical School Tuition and Fee Rates for Medical Physics programs - Fall 2009

Graduate students in Medical Physics programs will be assessed at differential rates. This includes students in the doctoral program in Medical Physics and the master's program in Radiological Physics. See also Section 9 for other fees that apply to specific groups of students.

5c.1	Resident of Michigan	\$567.25	Per Credit Hour Tuition
5c.2	Non-Resident	\$1,180.65	Per Credit Hour Tuition
5c.3	Resident of Michigan and Non-Resident	\$34.05	Per Credit Hour Omnibus Fee
		\$155.45	Registration Fee
		\$25.00	Fitness Center Maintenance Fee

Section 5d. Differential Medical School Tuition and Fee Rates for Master of Public Health Pgms. - Fall 2009

Graduate students in the Master of Public Health and the Public Health Practice Graduate Certificate programs will be assessed at differential rates. See also Section 9 for other fees that apply to specific groups of students.

5d.1	Resident of Michigan	\$596.50	Per Credit Hour Tuition
5d.2	Non-Resident	\$1,148.15	Per Credit Hour Tuition
5d.3	Resident of Michigan and Non-Resident	\$34.05	Per Credit Hour Omnibus Fee
		\$155.45	Registration Fee
		\$25.00	Fitness Center Maintenance Fee

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Section 6. Tuition Assistance Programs

- 6.1 **Tuition Assistance:** Eligible employees are entitled to tuition and fee benefits as prescribed by the Tuition Assistance Program. Employees should consult the Total Compensation & Wellness Office for information pertaining to eligibility, entitlements and procedures.
- 6.2 **Reduced Tuition Benefit Program:** Eligible spouses, partners and dependents are entitled to reduced tuition as described below. Employees should consult the Total Compensation & Wellness Office for information pertaining to eligibility.
- 6.2.1 Children (under twenty-six years of age before the first day of classes), spouses and partners of eligible employees are assessed one-half the applicable term tuition assessment after scholarships and grants are applied. Recipients of this benefit must be admitted to the University by the University Admissions Office. This benefit also applies to students who are under twenty-six years of age and who are children of tenured AAUP bargaining unit members who died or became disabled while employed at the University.
- 6.2.2 Eligible employees include: all full-time employees, Graduate Assistants, Graduate Research Assistants and employees whose positions are represented by the AAUP and who are employed on at least a half-time basis.
- 6.2.3 The employee must be eligible as of the first day of classes for the term in which the Tuition Reduction Benefit is requested.
- 6.2.4 Students do not lose the tuition assistance reduction for a term when the employee's eligibility status is forfeited during the term.
- 6.2.5 Tuition reduction is not available to eligible partners, dependents and spouses of employees who are enrolled in the doctoral Pharmacy program, the Law School, or the School of Medicine.
- 6.2.6 An application form must be submitted by the eligible employee to the Total Compensation & Wellness Office after registration but no later than the fifth day of classes for each term in which the Tuition Reduction Benefit is requested.
- 6.2.7 The Tuition Reduction Benefit is not applicable to fees assessed, including the non-refundable Registration Fee.
- 6.3 **Visitor Program:** Students may register for classes as "Visitors." The Visitor Program is a non-credit status open to any adult who is not concurrently enrolled for credit courses at Wayne State University. Visitors do not submit written work or take examinations. Registrations are accepted on a space available basis only during the first two weeks of classes. Registrations are processed by the Metropolitan Program & Summer Sessions' Division of Non-Credit Programs. Students enrolled in the Visitor Program are assessed one-half the undergraduate resident lower division credit hour rate for each credit hour plus a non-refundable Registration Fee equal to one-half of the regular Registration fee and the full per credit hour undergraduate Omnibus Fee. Payment of tuition and fees are due at the time of registration.
- 6.4 **Senior Citizen Program:** Students 60 years of age on or before the first day of classes are eligible for a special tuition rate of 25% of the regular tuition rates except those enrolled in programs listed in Section 3, Section 5 and the doctoral Pharmacy program.
- 6.4.1 Eligible students must submit proof of age (e.g., copy of Michigan Driver's license) to Registration and Scheduling.

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- 6.5 **Senior Rule:** The University permits a student to pay undergraduate fees for the graduate courses elected in a Senior Rule status. For additional information regarding Senior Rule Status consult the University Bulletin.
- 6.6 **Employment Based Non-Resident Tuition Waivers:** Historically, some students in Michigan primarily for purposes of work and not education were eligible for a waiver of the non-resident portion of tuition. These eligible employees included A, E, G, H, I, L, R and TN Visa Holders, military service personnel on active duty in Michigan and the spouses and dependent children of the above named categories. Beginning with the Fall Term 2008 University regulations governing the assignment of a Michigan Residence Classification have been revised to enable people in these categories to be assigned a Michigan residence classification.
- 6.6.1 Eligible employees include: Instructors and Professors with appointments of half-time or more and all salaried employees with appointments of half-time or more, Research Assistants, Research Associates, Graduate Assistants, Graduate Research Assistants and graduate students assigned to clinical appointments as certified by the Graduate School.
- 6.6.2 Eligible salaried employees with appointments of one-half time or more may apply for residency status after six months of continuous residency in the State of Michigan. Applications are to be submitted to Registration and Scheduling. Applicants should refer to the Residency Rules and Regulations published in the University Bulletin.
- 6.6.3 The Vice President for Academic Affairs may waive the non-resident portion of tuition for students enrolled in approved contracted programs or graduate students on traineeships. Authority for waiver of non-resident portion of tuition for graduate students on traineeships is also sub-delegated to the Dean of the Graduate School.
- 6.6.4 Students enrolled in academic programs which are completely online are eligible to pay Michigan resident tuition rates. For Fall 2009 eligible programs include the Master of Library and Information Science online program and the Master of Education with a major in Instructional Technology online program.
- 6.7 **Good Neighbor Non-Resident Tuition Waivers:** Residents of Fulton, Lucas, Ottawa and Williams counties in Ohio, or residents of Ontario, Canada who enroll at Wayne State University in eligible academic programs are assessed resident tuition rates. Academic programs which are excluded from this benefit are the School of Medicine MD program and the Pharmacy doctoral program in the Eugene Applebaum College of Pharmacy and Health Sciences.
- 6.8 **Alumni Unemployment Tuition Reduction:** Beginning in Fall 2009 State University is offering a 50% reduction in graduate or undergraduate tuition for up to two classes per semester for two semesters to alumni or their spouses, either of whom has lost a full-time job within six months of the time they enroll for classes. The tuition assistance program is available to men and women who received an undergraduate, graduate or professional degree from Wayne State and who were involuntarily separated from their employment within the past six months. Spouses who lost a job within the past six months also are eligible.

To qualify for the tuition reduction, an applicant must:

- provide a completed, signed and dated application;
- provide signed certification from the alumnus' previous employer or that of the spouse, if applicable, indicating that he/she was separated from employment and the date of the separation. The certification must be on the employer's letterhead stationery and include contact information. We suggest that the certification come from the former employer's Human Resource Office;
- be newly admitted to a Wayne State University degree program for Fall 2009 or Winter 2010.
- not receive another concurrent tuition award.

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The award:

- will pay 50% of tuition up to two undergraduate or graduate courses per semester for two semesters;
- does not pay for any fees (registration, omnibus, Fitness Center, SEVIS, late registration, course material, late payment, etc.)
- will be applied to Fall 2009 and Winter 2010 if the award recipient is a Fall 2009 admit only to the Winter 2010 semester is the applicant is admitted for Winter 2010;
- will not pay for audited credits;
- is tuition-restricted, i.e., will be applied only to the applicable semester's tuition assessment;
- is not restricted to Michigan residents or U.S. citizens.

The tuition assistance program is administered by the Office of Financial Aid.

Section 7. Junior Year in Munich Program

- 7.1 Wayne State University students who register in the JYM-Program are assessed \$11,800.00 in tuition per academic year. All other students registered in the program are assessed \$19,400.00 in tuition. The comprehensive program fee covers tuition, housing and health/accident insurance. Wayne State University students who attend the program for one semester will pay \$5900.00. All other students who attend for one semester will pay \$9700.00.
- 7.2 Tuition shall be canceled in the event of withdrawal from this program if the Program Director certifies that timely notice is given. Students should consult the program brochures for specific information concerning tuition cancellation. Questions should be referred to the Program Director.

Section 8. Special Credit Programs

- 8.1 Tuition rates for special credit programs conducted in cooperation with other educational institutions or governmental agencies shall be established by the President or his/her designee.

Section 9. Other Fees and Provisions

- 9.1 The Board of Governors shall establish the following fees: (1) the application fee, (2) the registration fee, (3) the late registration fees, (4) the late payment fee, (5) the First Professional Medicine Program Student Support fee and (6) the omnibus fee. All other fees shall be approved by the President or his/her designee and reported annually to the Board.
- 9.2 **Application Fee:** Applications for Admission to an undergraduate program shall be accompanied by a \$30.00 non-refundable application fee. Applications for Admission to a graduate program shall be accompanied by a \$50.00 non-refundable application fee. The application fee for international students to all programs shall be \$50.00. There shall be no application fee for members of the Alumni Association, their spouses and /or dependent children, and applicants 60 years of age or older, except for applications to the Law School or School of Medicine.
- 9.2.1 **School of Medicine:** Persons who have submitted a first application to the School of Medicine through the American Medical College Application Service (AMCAS) and who are invited to submit additional material (secondary application), are required to pay a non-refundable \$30.00 fee for the processing of the secondary application.
- 9.2.2 These fees are non-refundable.
- 9.2.3 There shall be no application fee for members of the Alumni association, their spouses and/or dependent children, and applicants 60 years of age or older, except for applications to the Law School or School of Medicine.

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- 9.3 **Registration Fee:** There shall be a non-refundable Registration Fee of \$155.45 for undergraduate, graduate, and professional students, excepting the MD program, Graduate Medical Education programs, and some special program students. Students enrolled in the Visitor Program pay a non-refundable Registration Fee equal to half the regular Registration Fee. Refer to Section 6.3.
- 9.4 **Late Registration Fee:** Any student registering after the proscribed early priority registration dates (as indicated in the Schedule of Classes information for each semester) shall pay a non-refundable \$35.00 Late Registration Fee if registration is completed before the start of classes and \$70.00 if completed after the start of classes.
- 9.5 **Partial Payment Fee:** Students who do not pay full tuition by the due date will be assessed a \$20.00 partial payment fee.
- 9.6 **Late Payment Fee:** A student who does not satisfy his/her tuition and fee assessment by the prescribed dates on the invoices and as indicated in the Schedule of Classes information for the applicable semester, shall be assessed a \$25.00 Late Payment Fee if the past due balance is less than \$500.00 or a \$40.00 Late Payment Fee if past due balance is \$500.00 or more.
- 9.7 **First Professional/Medicine Program Student Support Fee:** Students in the First Professional Medicine Program shall pay a student support fee. The fee is \$550.00 for students in all years of the MD program. The fees are used to fund microscope rentals, photocopy expenses, teaching materials and other course-related expenses.
- 9.8 **Graduation/Certificate Fee:** There shall be a \$40.00 fee for students who apply for a degree or certificate.
- 9.9 **Omnibus Fee:** Undergraduate students are assessed a \$23.70 fee per credit hour per term. Graduate and professional students are assessed \$34.05 fee per credit per term. First professional medical students are assessed \$23.05 per credit hour per term.
- 9.10 **Fitness Center Fee:** Students shall be charged at \$25.00 Fitness Center Fee each term of enrollment.
- 9.11 **Orientation Fee:** Undergraduate freshmen shall be charged a \$75.00 Orientation Fee. Undergraduate transfer students shall be charged a \$25.00 Orientation Fee. Parents attending Parent Orientation will be charged a \$10.00 fee.
- 9.12 **Credit Card and Returned Check Fee:** Students using credit cards for tuition and fee payments shall be charged a 2.9% fee. Students who pay by check will be charged a \$35.00 fee if the check is returned for non-payment.
- 9.13 **Student Exchange and Visitors Information Service (SEVIS) Fee:** International students and scholars/visitors who must be reported through the federal SEVIS system shall be charged a \$50.00 non-refundable fee for each term of enrollment.
- 9.14 Special tuition rates may be established for certain credit courses and non-credit courses and special programs by the President or the President's designee upon recommendation of the appropriate University Officer.

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Section 10. Tuition and Fee Payment Schedule

At the time of registration, students are required to satisfy the payment schedule included in this section.

- 10.1 Students registering during priority registration are expected to pay the balance in full by the last business day preceding the start of classes for the term. The dates of priority registration are published in each term's Schedule of Classes information.

A "hold" preventing registration activity will be placed on the student account and a \$20.00 partial payment fee will be assessed after the tenth day of classes (census date) for the term if full payment is not received.

- 10.2 Students registering during open registration are expected to pay the balance in full by the last business day preceding the start of classes for the term. The dates of open registration are published in each term's Schedule of Classes information. These students, excluding new students, are assessed a \$35.00 Late Registration Fee. A "hold" preventing registration activity will be placed on the student account and a \$20.00 partial payment fee will be assessed after the tenth day of classes (census date) for the term if full payment is not received.

- 10.3 Students registering late, after the first day of classes for the term, are expected to pay the balance in full by the tenth day of classes (census date). These students, excluding new students, are assessed a \$70.00 Late Registration Fee.

- 10.4 Students who register for short-term courses are required to pay full tuition and fees at the time of registration. When registration is completed on or after the first day of the class, a \$70.00 Late Registration Fee is assessed.

- 10.5 Students adding credit hours after the tenth day of the term must pay the additional tuition and fee assessments at the time the credit hours are added.

Section 11. Tuition Cancellation

- 11.1 Tuition, not including the Registration Fee, may be canceled in accordance with the following schedule when students officially drop classes using the online registration system, by submitting a properly completed Register/Drop/Add form, or by sending a certified letter to Registration and Scheduling. A certified letter of withdrawal sent through the United States Postal Service shall be considered effective on the date of the postal cancellation, provided the date is legible. If the postal cancellation is dated Saturday or Sunday, it will be accepted as the preceding Friday. The Registration Fee will be refunded when students officially withdraw from all classes during the early priority registration period, as defined in each term's Schedule of Classes.

- 11.1.1 Classes meeting 28 or more weeks (not including final examination period)

Students who officially withdraw from scheduled classes before the 7th week of classes are entitled to a 100% tuition cancellation and 0% thereafter.

- 11.1.2 Classes meeting 16-27 weeks (not including final examination period)

Students who officially withdraw from scheduled classes before the 4th week of classes are entitled to a 100% tuition cancellation and 0% thereafter.

- 11.1.3 Classes meeting 9-15 weeks (not including final examination period)

Students who officially withdraw from scheduled classes before the 3rd week of classes are entitled to a 100% tuition cancellation and 0% thereafter.

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11.1.4 Classes meeting 4-8 weeks (not including final examination period)

Students who officially withdraw from scheduled classes before the 2nd week of classes are entitled to a 100% tuition cancellation and 0% thereafter.

11.1.5 Classes meeting fewer than 4 weeks (not including final examination period)

Students who officially withdraw from scheduled classes before the first day of classes are entitled to a 100% tuition cancellation and 0% thereafter.

11.2 The Registrar is authorized to make adjustments in the application of the policies stated in this section when unusual circumstances warrant. Circumstances which may warrant special consideration include, but are not limited to, non-attendance by the student or the death or serious illness of the student or someone closely related. Students (or an authorized representative in the case of death or serious illness) must submit their applications and supporting documentation to Registration and Scheduling.

11.2.1 The pro rata refund policy, required by Federal financial aid regulations, is considered an unusual circumstance and supersedes the University's refund policy. The pro rata refund policy applies to all first term Wayne State students who are receiving financial aid and withdraw from all scheduled courses on or before the 60% point of the enrollment period. In all other cases, the refund policy stated in section 11 applies.

11.3 Where the student has otherwise proceeded properly, (s)he may be granted full cancellation of tuition and fees assessed for the class(es) involved:

11.3.1 If the University cancels the class(es), or

11.3.2 If the University re-schedules the class(es) after the student has registered and (s)he is now unable to attend, or

11.3.3 If an authorized University representative has taken action which causes financial loss related to tuition, e.g., authorizing a student's schedule when the student does not have the necessary prerequisite(s).

11.4 Appeal Procedures: If a student (or an authorized representative in the case of death or serious illness) is dissatisfied with the Registrar's decision with reference to this policy, the student (or an authorized representative) may appeal to the Tuition and Fee Appeals Board through the University Ombudsperson.

Section 12. Student Residence Policy (WSUCA 2.34.03)

12.1 The regulations and review procedures pertaining to student residency are the basis for determining students' residency classifications and, therefore, their credit hour tuition rate. The regulations and review procedures appear at WSUCA 2.34.03 et seq. and are published in the University Bulletins.