

Policies and Procedures Handbook

Illinois Institute of Technology

Procedure No.: I.1
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Subject: Tuition and Other Charges

Page 1 of 3

I. Policy

Tuition rates and other charges are set by the Board of Trustees and must be adhered to, and no officer or designee is authorized to vary the rates. Tuition rates and other charges are published in IIT official publications, including website postings, and they remain in effect until changed by action of the Board of Trustees. IIT reserves the right to add, change, delete or otherwise affect any and all charges of the university at any time and without prior published notice.

II. Refunds of Tuition

A refund for tuition and other fees and charges may be issued only if a student's written application for withdrawal is received in proper form by the university Registrar, within the time prescribed below. The date such application is received by the Registrar shall constitute the effective date of withdrawal.

Regular Session

<u>WITHDRAWAL</u>	<u>Percent of Refund</u>
During first week of classes	100%
During second week of classes	100%
After second week of classes	0%

Summer Session Only

<u>WITHDRAWAL</u>	<u>Percent of Refund</u>
During first week of classes	100%
After first week of classes	0%

No tuition will be charged, and a full refund will be made of any amounts paid, upon application supported by proof as necessary, under the following circumstances:

- If a course for which a student is registered is canceled by the university; or
- If death, or serious injury causing incapacity, occurs to a student before the end of the fifth week.

Under other exceptional circumstances, such as withdrawal for voluntary military service, serious illness or action by the university, consideration may be given for a

pro-rata refund or credit for unused tuition or other charges upon written request to the university Bursar.

III. Payment of Tuition, Room and Board, and Other Fees and Charges

Payment of all term charges to IIT is due on the first day of classes of each term. For those unable to complete payment by that deadline, several payment plan options are available, but these options incur additional plan fees. Failure to adhere to any payment plan schedule will result in late fees in addition to any plan administrative fee. Payment plans may be canceled at the discretion of the university Bursar or other authorized officer in the case of any student with a record of late payments in which case tuition will be due in full at registration.

IV. Undergraduate Tuition

A. Full-Time Regular Student Registration

An undergraduate student is considered full-time when enrolled for twelve (12) credit hours or more. Full tuition is charged for enrollment for twelve (12) or more credit hours in day courses or a combination of day and evening courses.

B. Part-Time Regular and Special Student Registration

An undergraduate student is considered part-time when enrolled for less than (12) credit hours. Tuition is charged at the credit hour rate.

C. Auditing Courses

Audited courses will be charged at the same rate as courses taken for credit.

V. Graduate Tuition Other Than Chicago-Kent College of Law and Stuart Graduate School of Business

A. Full-Time Student Registration

A graduate student is considered full-time when enrolled for nine (9) credit hours or more. Tuition is generally charged at the credit hour rate.

B. Part-Time Student Registration

A graduate student is considered part-time when enrolled for less than nine (9) credit hours. Tuition is charged at the credit hour rate.

C. Auditing Courses

Audited courses will be charged at the same rate as courses taken for credit.

VI. Chicago-Kent College of Law

A. Full-Time and Part-Time Student Registration

A Chicago-Kent student is considered full-time when enrolled for twelve (12) credit hours or more. Depending upon the program, tuition may be charged at a set full-time rate or at the credit hour rate.

A Chicago-Kent student is considered part-time when enrolled for less than twelve (12) credit hours. Tuition is generally charged at the credit hour rate.

B. Auditing Courses

Audited courses will be charged at the same rate as courses taken for credit.

VII. Stuart Graduate School of Business

A. Full-Time and Part-Time Student Registration

A Stuart Graduate Business student is considered full-time when enrolled for 10.8 credit hours or more. Tuition is generally charged at the credit hour rate.

A Stuart Graduate Business student is considered part-time when enrolled for less than 10.8 credit hours. Tuition is generally charged at the credit hour rate.

B. Auditing Courses

Audited courses will be charged at the same rate as courses taken for credit.

VIII. Fees and Related Costs Assessed by the University

IIT may charge other fees in addition to tuition and room and board as determined by the university and approved by the Board of Trustees. These other charges may be both mandatory and non-mandatory. All University charges are published in IIT official publications, including website postings.

IX. Tuition for Off-Campus Students in the ROTC Program

Contact the campus ROTC administrator for current rates.