INTENT

It is the intent of this policy to establish the responsibility of students enrolled in off-campus courses with respect to Health Center, University Center, and Student Activity Fees during the fall and spring academic sessions.

DEFINITIONS:

Health Center Fee: A fee that allows students needing assistance all reasonable and necessary medical care and counseling and psychological services. Outside of the Health Center fee, there is no additional cost to the student to see a doctor, nurse, or nurse practitioner. The fee also allows the Health Center to address some public health issues, such as the spread of infectious diseases, which can affect all students.

On-campus course: a course that is scheduled to occur in person on the main campus of the University, and is identified on a schedule as “M”.

Off-campus course: a course that is scheduled to take place off campus, and is identified on a schedule as “O”. Examples include student teaching, internships, study abroad, and clinicals.

Online course: a web-based course delivered synchronously or asynchronously, and is identified on a schedule as “N”.

EDINBORO UNIVERSITY OF PENNSYLVANIA
WAIVER OF FEES FOR STUDY OFF-CAMPUS- Policy No. F008

Recommended for Approval by: John M. Hynes on 12/22/2020
Vice President for Finance & Administration

Approved by: Guiyou Huang, President on 12/22/2020

Review Date: As Required
**POLICY**

**Undergraduate Students**

Undergraduate students, who are earning all of their credits from off-campus courses during a semester, will have the Health Center, University Center, and Student Activity fees automatically waived for that semester. Undergraduate students who are earning all of their credits from off-campus courses may opt in to the Health Center, University Center, and Student Activity fees if they wish to use those services.

Undergraduate students who are taking any of their credits from an online course and/or on from a main campus course during a semester must pay the Health Center, University Center, and Student Activity fees pro-rated according to the total number of credits in which the student is enrolled, regardless of the number of off-campus course credits. These fees will be billed at a per credit hour rate up to 11 credits and then will cap at 12 credits.

**Graduate Students**

Graduate students, who are earning all of their credits from off-campus courses and/or online courses during a semester, will have the University Center and Student Activities fees automatically waived for that semester. Graduate students who are earning all of their credits from off-campus courses and/or online courses may opt in to the University Center, and Student Activity fees if they wish to use those services.

Graduate Students who are taking any of their credits from main campus courses during a semester must pay the University Center and Student Activity fees pro-rated according to the total number of credits in which the student is enrolled regardless of the number of off-campus course credits. The University Center fee will be billed at a per credit hour rate up to eight credits and then will cap at nine credits. The Student Activity Fee will be billed at a per credit hour rate up to 11 credits and then will cap at 12 credits.

The Health Center fee is automatically waived for all Graduate Students. Graduate Students may opt in to the Health Center fee if they wish to use those services.

**PROCEDURE**

Fees are billed based upon courses in which each student enrolls. Coding provides the necessary fees to be added to a bill. If a student feels they have been billed in error, the student should contact the Student Accounts Office for clarification.

If a student wishes to utilize a service, but has not been charged the applicable fee, the student may opt-in to the fee through the university marketplace and will be billed pro-rated according to the total number of credits in which the student is enrolled.

**RELATED POLICIES**

F012 – Waiver of Health Center Fee for Employees Enrolled as Students
A007 – Student Activity Fee Adjustment
D011 – Utilization of Ghering Health and Wellness Center
A042 – Student Withdrawals from the University

CONTACT INFORMATION

[If applicable]
Division of Student Engagement: 814-732-2313
Ghering Health and Wellness Center: 814-732-2743
Pogue Student Center, Campus Life Office: 814-732-2768
Student Accounts Office: 814-732-5555 (option 2)
Student Government Association 814-732-2910