



University of Pittsburgh Policy Fees and Tuition

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Category: Student Affairs

Section: Tuition and Fees

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Policy Number: 09-05-03

Effective date: July 2018

Responsible University Officer:

- Provost and Senior Vice Chancellor

POLICY STATEMENT

Tuition and mandatory fees are approved by the Board of Trustees and other fees and deposits are approved by the Office of the Provost.

Some mandatory fees may not be applicable to all campuses; however, if assessed, the rate must be consistent with the current approved rates established at all campuses.

Application Fees

The Application Fee is a service charge for reviewing an applicant's academic preparation and performance to determine admission, and for establishing all the necessary records for enrollment at the University. The nonrefundable Application Fee is assessed to the following applicants for admission:

- All freshmen applicants and transfers from other universities except transfers from the regional campuses.
- Any student taking one or more courses for academic credit. This includes special courses, seminars, workshops, courses taken for audit, etc.
- All applicants for graduate school.
- Students who have not attended classes for three consecutive terms and have been transferred to inactive status must apply for readmission. The only exceptions are students who have become inactive due to service in the Armed Forces of the United States.
- Students who have obtained a baccalaureate degree and wish to register for credit courses in another academic center or at another academic level within the University.
- Students admitted to one graduate academic center and transfer to another graduate academic center.

The Application Fee is a one-time payment for each degree program.



Tuition Deposits

Upon acceptance, each undergraduate student must pay a Tuition Deposit. The deposit is applied toward payment of the first term tuition and is not refundable. The Tuition Deposit is forfeited if the student does not attend for the agreed upon term of admission. If such students are readmitted at a later date, a second Tuition Deposit is required. Tuition Deposits are required by some graduate academic centers within the University.

Tuition Billing

Tuition and fees for all courses that appear on the student's transcript or academic record will be billed through the Student Information System.

The student's full-time or part-time registration status is used for billing and financial aid. See Policy 09-04-01, Registration Status.

Full-time students are billed on a term basis for the Fall and Spring Terms. Part-time students are billed on a per credit basis. For the Summer Term/Sessions all students are billed on a per credit basis. Exceptions must be approved by the Provost's Office.

A student may register for more than 18 undergraduate or 15 graduate credits in a single term with the specific written approval of their Academic Dean's Office. Credits taken over 18 undergraduate or 15 graduate are billed over and above the term rate charge at the prevailing per credit tuition rate applicable to the student's academic program.

Exceptions for the following graduate programs have been approved by the Provost and the Senior Vice Chancellor for Health Sciences:

- In the Fall Term only, up to 16 graduate credits are included in the flat rate billing for the Graduate School of Public Health Academic Plan HPM-MHA and HPM-MPH.
- Up to 18 credits are included in the flat rate billing for the Katz Graduate School of Business Academic Plan BUSADF-MBA.
- Up to 21 credits are included in the flat rate billing for the Graduate School of Health and Rehabilitation Sciences Academic Plan PT-DPT
- Up to 19 credits are included in the flat rate billing for the School of Pharmacy Doctorate-Professional Practice Academic Plan PHARM-BSPSS, PHRDCU-PRD, and PHRDOC-PRD

A student taking courses at a campus other than the student's "home campus" (the last campus to which the student was admitted or transferred) must be billed in full by the "home campus" for all courses based on a single registration.

Post-baccalaureate students enrolled in an undergraduate academic center are billed at an undergraduate rate. Otherwise, a student who obtained a baccalaureate degree is billed at the graduate tuition rate unless officially enrolled in another baccalaureate program.

Post-baccalaureate students enrolled in an academic center that has both undergraduate and graduate degree programs may be billed at either the undergraduate or graduate rate depending on the student's academic goals.



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General University Fee

The General University Fee, included in the tuition charge, is subject to a maximum of \$200 per term/session. The Board of Trustees has directed that all receipts from this University Fee be segregated and maintained in a separate and distinct account. It is specifically directed that the receipts from this source are subject only to special appropriation by the Trustees for capital purposes and debt service and/or for such other purposes that the Trustees shall authorize.

Student Activity Fee

Student Activity Fees for undergraduate and graduate students are collected from all full-time and part-time students each term/session. This fee is established separately for each of the campuses of the University.

Wellness Fee

The Wellness Fee is mandatory for all full-time and part-time students at the Pittsburgh Campus. Similar fees, where established, are mandatory for the regional campuses of the University. The fee covers services offered by the Student Health Center except certain elective procedures, injuries, and medication.

Computing and Network Services Fee

The Computing and Network Services Fee provides funding for upgrading and maintaining the University's academic computer systems, equipment, and facilities. The fee is mandatory each term/session for all full-time and part-time students.

Security, Safety, and Transportation Fee

The Security, Safety, and Transportation Fee is mandatory each term/session for all full-time and part-time Pittsburgh campus students. The fee provides funding for campus transportation/transit services including fixed shuttle routes, expanded handicapped/disabled transport services, SafeRider services, and security lighting.

REASON FOR POLICY

To provide responsibility for the approval of tuition and general student fees; and fee and deposit charges.

To provide information on tuition and general student fees.

DEFINITIONS

Course Related Fees - Fees billed in addition to tuition for use of University equipment in selected courses offered by certain departments, e.g., chemistry, physical education, music, etc.



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Non-Course Related Fees - Fees billed that are not related to courses, e.g., student activity fees, student health fees, etc.

Student Related Fees - Fees assessed, once per term, when students are enrolled in a specific program, plan or subplan, student group or study agreement.

Mandatory Fees - Those fees applicable to all students and subject to approval by the University's Board of Trustees, e.g., Student Activity Fee; Security, Safety and Transportation Fee; etc.

Time Related Fees - Fees assessed when activity occurs after a published deadline date, e.g., late registration, late add/drop, late payment, etc.

General Service Fees - Fees assessed for services, e.g., returned check, deferred payment, thesis and dissertation service, etc.

Academic Service Fees - Fees assessed for academic related services, e.g., application, foreign language examination, examination for advanced standing, transcript service, etc.

Nonrefundable Tuition Deposits - Deposits required by some academic centers as part of the admission process and are applied to tuition in the first term of attendance.

ENTITIES AFFECTED

Departments that request, approve or process tuition, general student fees, or fee and deposits.

STAKEHOLDERS

- Office of the Provost
- Student Financial Services
- Office of the Registrar
- Departments requesting fees and deposits

RESPONSIBILITIES

University of Pittsburgh Board of Trustees:

- Approving all tuition rates and mandatory fees.

Provost's Office:

- Evaluate fee and deposit requests so that charges are appropriate and reasonable.

Controller's Office:

- Segregate and maintain in a separate and distinct account that portion of tuition constituting the General University Fee which is subject to appropriation by the Trustees for required debt service, capital projects, etc.

Deans, Directors, Campus Presidents, or Other Appropriate Senior Officers:

- Initiate requests for fees and deposits in sufficient time to ensure that the required levels of approval are obtained prior to the beginning of the desired term of implementation.

Regional Campus Advisory Boards:

- Review and approve all fee and deposit requests applicable to regional campus students.



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Registrar's Office:

- Review fees and deposit request forms for completeness.
- Update the student information system with applicable fees.

Student Financial Services Department:

- Review fees and deposit request forms for completeness.
- Update the student information system with applicable fees.

CONTACTS

Subject	Contact	Phone
Fees and Deposit Request Forms	Office of the Provost Business Manager	412-624-4222

UNIVERSITY POLICIES, PROCEDURES, AND OTHER RESOURCES

Policies

None

Procedures

AC 30, Fees and Tuition (formerly09-05-03)

Forms

Fees and Tuition Request Forms and the Deposit Request Form can be found on the Office of the University Registrar's [Forms/Reports website](#)

HISTORY

Update review and change to new format