FINANCIAL INFORMATION

Tuition & Fees

www.wku.edu/bursar
billings.receivables@wku.edu
Potter Hall 208
(270) 745-6381 Phone | (270) 745-6584 Fax

Quoted tuition and fees are based upon the projected Fall 2019 semester rates and are subject to change by the Kentucky Council on Postsecondary Education or Western Kentucky University. Refer to Tuition and Fees (http://www.wku.edu/bursar) for current rate information.

<table>
<thead>
<tr>
<th>Per Semester</th>
<th>Cost Per Credit Hour</th>
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</thead>
<tbody>
<tr>
<td>Resident</td>
<td>$607</td>
</tr>
<tr>
<td>Non-Resident (Domestic)</td>
<td>$917</td>
</tr>
<tr>
<td>Non-Resident (International)</td>
<td>$953</td>
</tr>
<tr>
<td>Military Veteran/Dependent Resident</td>
<td>$607</td>
</tr>
<tr>
<td>Active Military (Excluding Doctoral Programs)</td>
<td>$250</td>
</tr>
<tr>
<td>Kentucky P-12 Educator</td>
<td>$415</td>
</tr>
<tr>
<td>Distance Learning (Excluding Ky Educator, DNP &amp; DPT)</td>
<td>$707</td>
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<tr>
<td>WKU On Demand</td>
<td>$707</td>
</tr>
<tr>
<td>Professional MBA</td>
<td>$5,942</td>
</tr>
<tr>
<td>Doctor of Educational Leadership, Resident</td>
<td>$607</td>
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<tr>
<td>Doctor of Educational Leadership, Military Veteran/Dependent Resident</td>
<td>$607</td>
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<tr>
<td>Doctor of Educational Leadership, Non-Resident (Domestic)</td>
<td>$917</td>
</tr>
<tr>
<td>Doctor of Educational Leadership, Non-Resident (International)</td>
<td>$953</td>
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<tr>
<td>Doctor of Nursing Practice, Resident</td>
<td>$663</td>
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<tr>
<td>Doctor of Nursing Practice, Non-Resident</td>
<td>$858</td>
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<tr>
<td>Doctor of Physical Therapy, Resident</td>
<td>$643</td>
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<tr>
<td>Doctor of Physical Therapy, Non-Resident</td>
<td>$909</td>
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<tr>
<td>Doctor of Psychology, Resident</td>
<td>$607</td>
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<tr>
<td>Doctor of Psychology, Military Veteran/Dependent Resident</td>
<td>$607</td>
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</tbody>
</table>

Doctor of Psychology, Non-Resident (Domestic) | $917
Doctor of Psychology, Non-Resident (International) | $953

1 Graduate tuition and fees are assessed per credit hour based upon the course (i.e. on-campus or distance learning). There is no full-time graduate rate except for Professional MBA students.

Included within the above rates are a $218 Student Athletic Fee, $62 Student Centers Fee, $70 Dero Downing Student Union renovation fee, and $30 Parking Structure Fee, Creason. The fees are prorated to part-time graduate students on a per hour basis. These fees do not apply to the Distance Learning rates, Kentucky P-12 Educator, or Professional MBA.

The Distance Learning Course rate is for all part-time students, regardless of residency, enrolling in on-line, web-based courses. Students enrolled exclusively in distance learning courses will be assessed the distance learning per hour rate regardless of the number of hours enrolled. There is no full-time distance learning rate.

Residency

The determination of residency for admission and tuition assessment is governed by state regulation 13 KAR 2:045. As required by this regulation, WKU also has an approved Residency Policy (http://www.wku.edu/policies/docs/254.pdf).

Graduate students who are residents of Macon, Robertson, and Sumner counties in Tennessee are eligible to pay in-state tuition by virtue of a reciprocity agreement. Additionally, Kentucky, along with 14 other southern states, participates in the Academic Common Market -- an interstate agreement for sharing non-duplicate academic programs. A resident of an Academic Common Market state who has gained admission into a qualifying program can enroll and pay Kentucky resident tuition upon certification by their state’s Academic Common Market coordinator.

Program Fees and Expenses

It is the responsibility of the student to consult with the appropriate department/school about potential expenses required for program completion. Examples of expenses for various programs include, but are not limited to criminal background checks and drug testing, liability insurance, certifications, training seminars, transportation, specialized equipment rental, licensure exam fees, and so forth.

Doctoral Program Fees

In addition to the program tuition rates, students must pay the following doctoral fees:

- Doctor of Nursing Practice (MSN-DNP Concentration), $221 per credit hour
- Doctor of Physical Therapy, $300 per semester
- Doctor of Psychology, $202 per credit hour

Course Fees

Occasionally an additional fee is charged for a specific course. Refer to the Course Fees Chart (http://www.wku.edu/bursar).
Schedule Change Fee
A $50 schedule change fee will be assessed per course for student-initiated schedule changes. Effective dates for the fee are printed in each term’s Registration Guide (http://www.wku.edu/registrar).

Late Registration Fee
Students who delay their registration until the first day of class or thereafter will be assessed an additional $50 late registration fee.

Application for Graduation Fee
Candidates for graduate degrees and certificates must complete the Application for Graduation available through TopNet and pay the appropriate fee the semester prior to program completion. The fee covers the cost of cap and gown, diploma, and other necessary expenses. Applications not received by the Registrar’s Office by the due date will result in the omission of the student’s name from the commencement booklet. Degrees are conferred in December, May, and August. Commencement ceremonies are held in May and December. August graduates may participate in either the preceding May or following December commencement ceremony.

Transcript Fee
A $10.00 fee is charged for an official transcript. Official transcripts may be ordered through the Office of the Registrar (http://www.wku.edu/registrar).

Payment
WKU Office of Billings & Receivables
Potter Hall, Room 208
Monday - Friday, 9:00 a.m. – 4:00 p.m. (Summer hours may vary)

All tuition, housing fees, course or laboratory fees, meal charges, and other assessments, fees and charges are due and payable in accordance with the statements rendered by the appropriate university office.

- Cash, check or money order is accepted.
- Payments must be made in U.S. dollars drawn on a U.S. bank.
- Checks should be made payable to Western Kentucky University (postdated checks cannot be accepted).
- Credit card payments cannot be accepted via phone, on the electronic billing statement, or in the office. Please refer to the Credit Cards and Electronic Payments options below.

Tuition, housing fees, meal plans and other student charges must be paid on the date a student registers or on other dates as specified by the Office of Billings and Receivables. Payment of fees will not be deferred, unless the student participates in one of the approved payment plans as described in the “Payment Plans” section below.

The University expects the students to be financially responsible and not be delinquent in financial obligations to the University or to any department or division of the University. If a student registers and decides not to attend, the student must withdraw from all classes prior to the first day of classes on TopNet or by notifying the Office of the Registrar in writing to ensure that the student will owe tuition and late payment fees and receive "F" grades. The student is responsible for his or her own enrollment status.

A student who fails to meet a financial obligation by the due date of the notice from the appropriate university official will be subject to regulations promulgated by the University. If the student does not settle the obligation by the date designated on the notice, the appropriate business office shall notify the Registrar. After the Registrar has been notified that a student is delinquent, the Registrar shall not allow the student to register or to obtain an official transcript or diploma until the Registrar has been notified that the obligation has been settled.

The University expects all students to register for classes and pay tuition prior to the first day of class. A late payment charge of $100 may be assessed for failure to pay by the designated due date. Failure to receive a bill does not relieve the student of the obligation to pay tuition and fees by the due date. The University does not mail printed billing statements. All billing is electronic with students receiving notifications through their university-assigned email addresses. As an added service, students can also select a billing email address via TopNet so they can have their account statements sent to an additional email address.

In the event that any tuition, fees and/or expenses are not paid when due, and the University undertakes collection of any unpaid portion, the student shall also be assessed and be responsible for any collection costs and/or fees associated with the collection of the debt including but not limited to: collection agency fees, which may be based on a percentage at a maximum of 33.3% of the debt, reasonable attorney’s fees, court costs and all other charges allowed by law. Delinquent accounts receivable are placed with a collection agency and/or the Kentucky Department of Revenue and collection fees will be added, increasing the amount owed. Accounts will also be reported to the National Credit Bureaus.

Checks
Mail the bottom portion of your invoice with your check or money order. Please make sure your student identification number is written on the check or money order. Always allow at least seven to ten business days when paying by mail. Please do not mail cash. All checks should be made payable to Western Kentucky University. Always return the bottom portion of the invoice. The University uses a bank-processing center in Charlotte, North Carolina for faster processing. Mail check payments to:

Western Kentucky University
P.O. Box 890784
Charlotte, NC 28289-0784

Payments being sent by overnight/express (such as Fed-Ex, etc.) should be sent directly to:

Billings and Receivables Office
Western Kentucky University
1906 College Heights Blvd #11022
Bowling Green, KY 42101-1022

Credit Cards
Because of high service and processing costs, the Billings and Receivables Office at WKU does not accept credit cards as a method to pay student account charges such as tuition, fees, room and board. We believe the savings realized by the University can be better utilized for academic endeavors. Credit cards will continue to be accepted at campus locations other than the Billings and Receivables Office.

We have contracted with Nelnet Campus Commerce, formerly known as Tuition Management Systems (TMS), to allow students to pay their bill with a Visa, Mastercard, Discover or American Express credit card for a convenience fee of approximately 2.75 percent of the amount of the payment.
To make a credit card payment with a convenience fee online, visit wku.afford.com (http://wku.afford.com). Scroll down to "Make a One-time Payment", choose Western Kentucky University, and then click on "Make a One-Time Payment." Note: You will be prompted to enter your WKU Student ID number. You can make a credit card payment with a convenience fee via telephone by contacting TMS at 800-722-4867. (Note: At the menu, please press 1.)

**Electronic Payments**

Make an electronic payment from your checking or savings account without a convenience fee. Visit wku.afford.com (http://wku.afford.com), scroll down to "Make a One-time Payment", choose Western Kentucky University, and then click on "Make a One-Time Payment". You will be prompted to enter your WKU Student ID number. You can make an e-check payment via telephone by contacting Nelnet Campus Commerce/TMS at 800-722-4867. (At the menu, press 1 to make a one-time payment.)

**International Payments (Flywire)**

Western Kentucky University has partnered with Flywire to offer an innovative and streamlined way to make a payment from your home country. Founded by a former international student, Flywire’s mission is to save money for international students and their families that would otherwise be lost on bank fees and unfavorable foreign exchange rates.

With Flywire, international students receive the following benefits:

- excellent foreign exchange rates, allowing payments to be made in a student’s home currency (generally)
- payment tracking through the transfer process via a student dashboard
- email confirmation when payment is received by the school
- fast and secure payments
- assurance that the exact payment amount sent is the same amount received by the University (no hidden bank fees)
- options may include bank transfer, debit/credit card in your home currency, electronic payment, or other local options.

Flywire Customer Support Information:

Phone: 617-207-7076  
US Toll-Free: 1-800-346-9252  
Email: support@flywire.com  
Web: https://www.Flywire.com/help

No matter your time zone, Flywire will have a dedicated multilingual customer support team available to you via live chat, email and phone to answer any of your questions.

**Depository**

Your payment may be placed in the depository located outside of the second floor entrance of Potter Hall. Always include the bottom portion of your invoice statement with your check or money order when using the depository. It is important that your student identification number is written on the check or money order. Please allow two to three business days for depository payments to post to your account. Please do not place cash in the depository.

**Payment Plans**

Western Kentucky University offers manageable interest-free monthly payment plans through our partnership with Nelnet Campus Commerce, formerly known as Tuition Management Systems (TMS). Students and their parents have the option of choosing a semester payment plan for the current semester in which the student is enrolled. Payment plans are not available for the winter or summer terms.

For the Fall 2019 semester, we will offer the following interest-free payment plans:

1. **5-pay - Payments due June 1, July 1, August 1, September 1, and October 1**
2. **4-pay - Payments due July 1, August 1, September 1 and October 1**
3. **3-pay - Payments due August 1, September 1 and October 1**
4. **2-pay - Payments due September 1 and October 1**

For the Spring 2020 semester, we will offer the following interest-free payment plans:

1. **5-pay - Payments due November 1, December 1, January 1, February 1 and March 1**
2. **4-pay - Payments due December 1, January 1, February 1 and March 1**
3. **3-pay - Payments due January 1, February 1 and March 1**
4. **2-pay - Payments due February 1 and March 1**

Enrollment Fees for the Payment Plans: A non-refundable application fee of $45 is required for each semester payment plan enrollment. This fee must be included with the completed enrollment form. The payment plan enrollment includes personal account service, automated account information 24 hours a day, and access to your account through wku.afford.com (http://wku.afford.com). Visit wku.afford.com (http://wku.afford.com) or call 800-722-4867 for more information on payment options, free education payment counseling and the many ways they can help you afford education. If you need additional assistance or wish to contact the University about these matters, please contact the WKU Billings and Receivables Office at (270) 745-6381.

**Tuition and Fee Refund Policy**

Tuition refunds or reductions in outstanding fee liabilities for students who officially withdraw through the Registrant’s Office or TopNet, or who change their status from full-time to part-time or further reduce their part-time status through drop/add, will be made according to the posted Refund Policy (http://www.wku.edu/bursar/refund_policy.php) and schedules. The refund percentage is applied to the number of credit hours dropped, not the dollar amount of the tuition and fees assessed. The refund policy is subject to change based upon federal regulations or by Western Kentucky University without prior notice.

**Refunds via BankMobile Disbursements - The "ONLY" Way to Select How You Will Receive University Refunds**

Western Kentucky University has partnered with BankMobile Disbursements to deliver financial aid refunds and other credit balances to students. All refunds are disbursed through BankMobile Disbursements. Upon registration, students will be mailed a unique personal code in a bright green envelope. Students will use the unique personal code to select their refund preference.

Refunds are delivered to students by the option that they choose when selecting their refund preference by logging in at my.wku.edu and clicking on BankMobile under Campus Information:

1. Electronic deposit to an existing bank account of your choice.
2. Electronic deposit to BankMobile Vibe, an optional account.

The University will not issue refund checks, so students must choose an option for receiving any refunds due to them. The funds are sent from the
University to BankMobile Disbursements who then disburses the refunds according to the choice a student has made during the selection process. For questions about the refund selection process please contact the Refund Office (refunds@wku.edu), (270) 745-5551.

**Graduate Assistantships**

www.wku.edu/graduate/aid

graduate.school@wku.edu

The Graduate School

Wetherby Administration Building 207

(270) 745-2446

Programs of graduate study are designed to transform students into knowledgeable practitioners and/or professional scholars. Graduate assistantship appointments do not constitute a contract of employment. Assistantships are awards given to our most outstanding students. The assistantship provides necessary support for graduate students to complete their degree program. Research, teaching, and related activities conducted by graduate assistants are a required and essential part of their degree program. Assistantships are designed to enhance the educational experience of graduate students and increase their competitiveness for doctoral programs and/or careers.

The graduate assistant is first and foremost a graduate student. As a student, the graduate assistant must be a student in good academic standing and be making significant progress toward completion of their graduate degree. The student as a graduate assistant is directed and mentored by a faculty member.

Graduate Assistantship appointments available are:

1. **Graduate Research Assistantship (GRA)** – A Graduate Research Assistant conducts research/scholarly activities under the guidance and direction of a faculty member. The Graduate Research Assistant develops and applies conceptual and theoretical ideas, practices, or methods to their discipline-based scholarship.

2. **Graduate Teaching Assistantship (GTA)** – A Graduate Teaching Assistant provides direct support for the teaching mission of the unit. Graduate Teaching Assistants may serve as discussion leaders, graders, leaders of laboratory sections, and may assist in capacities such as preparation of assignments, and other administrative duties necessary for course instruction. (See Academic Affairs Policy 1.3070)

3. **Graduate General Assistantship (GGA)** – A General Graduate Assistant engages in scholarly activity in a capacity related to their degree program, but not defined as research or teaching.

4. **Graduate Assistant Instructor (GAI)** – A Graduate Assistant Instructor supports the teaching mission of the unit in a more advanced capacity than a teaching assistant by serving as instructor of record for a lower division course or courses (numbered 100-299). (See Academic Affairs Policy 1.1130)

**Requirements for Appointment**

Students wishing to apply for a assistantship should contact their academic department. The following general requirements must be met for consideration as a graduate assistant:

1. Graduate Assistants must carry a minimum of six credits during each semester they receive an assistantship unless they are in the final semester of their degree program. (Enrollment in six credit hours constitutes part-time status enrollment; full-time status requires 9-15 hours of enrollment.)

2. Graduate Assistants must be enrolled in a graduate degree program. Non-degree graduate students and graduate students in a certification or certificate program only are not eligible for assistantships or tuition remission.

3. Graduate Assistants must dedicate a minimum of 10 hours per week and a maximum of 20 hours per week during Fall and Spring semesters.

4. The combined load of teaching responsibilities and graduate course enrollment may not exceed 15 hours per semester. Teaching responsibilities may not exceed 6 hours.

5. During the summer term, graduate assistants must be enrolled in at least 1 hour of graduate credit during any summer session.

6. Graduate Assistants are eligible for tuition remission.

7. Graduate Assistant Instructors (GAI) must complete the Graduate Assistant Teaching Institute (GATI) offered through the Center for Innovative Teaching and Learning (CITL), or a similar departmentally-administered program approved by the CITL.

8. Graduate Assistant Instructors (GAI) must receive regular in-service training, which may be completed by participation in seminars offered by the Center for Innovative Teaching and Learning (CITL) or with departmentally-based mentoring to assist the student in the teaching process.

9. Students must complete a Graduate Assistantship Agreement form with approval from the faculty member directing the assistantship, the hiring department head, and the academic department head (if different than the hiring department) granting the assistantship.

To receive maximum consideration, and prevent delay of stipend payment and posting of tuition scholarship, the agreement form should be received in the Graduate School by deadline dates posted on the Graduate School website.

**Continuation**

Graduate assistants may be appointed for one academic year or for one semester with the possibility of renewal. Continuation of the assistantship is contingent upon the following:

1. Satisfactory progress toward the degree

2. Maintaining a 3.0 or better cumulative GPA

3. Completing graduate courses at the rate expected for a full-time student

4. Fulfillment of duties as determined in the assistantship appointment

5. An approved new agreement from the department.

The progress of the graduate assistant will be evaluated at the end of each semester to determine his/her eligibility to continue in the position for the term of appointment. Academic department heads and college deans reserve the right to recommend termination of a graduate assistantship appointment if the student is not fulfilling the terms of appointment. The Dean of Graduate School will make the final decision on continuation and termination.

**Remuneration**

Graduate assistantship stipends are funded from the instructional budget of the University or from grants/contracts. Stipends are considered taxable income. The half-time (20 hours per week) assistantship generates a full stipend and the quarter-time assistantship generates a half stipend. Checks are issued monthly with students normally receiving four checks each semester. Receipt of the initial check is dependent upon when the student signs necessary tax forms in the appropriate college.
Financial Information

Tuition Remission
Graduate assistants are responsible for their in-state tuition for on campus courses and the Distance Learning Course tuition fees for any online course; however, the out-of-state and international portion of the tuition for non-resident and international students is paid by the University during the period of appointment. In many cases the resident portion of the graduate assistant’s tuition is also paid.

Rights & Responsibilities of Graduate Assistants
Graduate assistants are expected to observe the guiding principles of the University as described in the Faculty Handbook section on ‘Academic Information’, in the WKU Student Handbook, and by the Graduate School.

1. Graduate Assistants are responsible for meeting academic requirements in their respective degree programs.
2. Students are responsible for meeting the assistantship responsibilities as outlined in the Graduate Assistantship Agreement.
3. Graduate assistants must attend orientations conducted by the Graduate School, the academic college, or the department, and must participate in departmental training activities.
4. If problems or conflicts arise in the performance of duties or pursuit of the degree, the graduate assistant should discuss the situation with his/her graduate advisor. If the problem is not resolved at that level, then the problem should be taken through the following levels until a resolution is reached: the department head, the appropriate college dean, and finally to the Dean of the Graduate School.
5. The graduate assistant assumes responsibility to notify the supervisor if the term of appointment cannot be completed. A letter of resignation must be submitted to the department head, the departmental graduate advisor, the college dean, and the Dean of the Graduate School no later than two weeks before his/her leaving the position unless emergency conditions exist. Resignation will forfeit all remaining stipend payments.
6. If an assistant is terminated before the final date of the assistantship, the graduate assistant will be notified by letter from the Dean of the Graduate School no later than two weeks prior to termination.
7. The graduate assistant is invited to submit to the department head suggestions concerning the assistantship experience during the evaluation procedure at the end of each semester.
8. All graduate assistants are expected to demonstrate personal honesty and professional integrity.

Other Graduate Student Funding
Research and Travel Grants
Graduate students are invited to submit proposals to the Graduate School to support their research or travel to present their scholarship at professional/discipline-based meetings. Funds are made available on a competitive basis.

Alumni Grant Program
An alumni grant scholarship is available to any qualified nonresident student whose parent, stepparent, or grandparent holds an associate, baccalaureate, master's, doctoral, or specialist degree or has completed a certificate program from Western Kentucky University. Residents of Kentucky are not eligible for the Alumni Grant.

Distinguished Minority Fellows Award
WKU is committed to assisting individuals from underrepresented minority groups in obtaining their higher education goals. The Distinguished Minority Fellows Award is designed to help minority students attain graduate degrees by providing tuition support and a stipend through a graduate assistantship. Applications are accepted once annually in the spring for admission in the following fall semester.

Senior Citizen Scholarship
Kentucky residents who are 65 years of age or older, on or before the day the semester begins, are granted Senior Citizen Scholarships for any college class in which they enroll for credit or to audit in accordance with KRS 164.284. A senior citizen (65 years or older) who holds a bachelor’s degree may be admitted to the Graduate School as a non-degree student or may pursue admission to a specific degree program.

Veterans Administration Benefits
Some of the programs offered by Western Kentucky University have been approved by the Kentucky Approving Agency for Veterans Education for persons eligible to receive VA educational benefits. Several categories of educational benefits are available including the Montgomery GI Bill, both Chapter 30 (active duty) and Chapter 1606 (reserve/national guard), Chapter 35 (Dependents Educational Assistance Program), Chapter 32 (Veterans’ Educational Assistance Program) and Chapter 31 (Vocational Rehabilitation). Contact the Veteran’s Coordinator at (270) 745-3732 for assistance.