

**CLAYTON STATE UNIVERSITY
REFUND PLAN DUE TO COVID-19**

Effective March 16, 2020, the University System of Georgia directed all institutions to move fully to remote instruction for the remainder of the semester, with extremely limited exceptions. Additionally, residence halls will be closed, with minimal exceptions for students unable to return home, or who cannot find housing elsewhere. IF A STUDENT OWES THE UNIVERSITY, THE DEBT WILL BE SATISFIED FIRST AND ANY REMAINING CREDIT BALANCE WILL BE REFUNDED TO THE STUDENT.

REIMBURSED CHARGES						
Fee Description	Amount Assessed to student	% Refunded	Amount Refunded	Applicable Student Group	Exceptions	Notes regarding refund amount
Art Course Fee	\$ 35.00	50%	\$ 17.50	All students assessed an Art course fee	NA	March 16, 2020 is almost halfway through the spring semester, hence the prorata refund of 50%.
Biology Lab Fee	\$ 35.00	50%	\$ 17.50	All students assessed a Biology course fee	NA	March 16, 2020 is almost halfway through the spring semester, hence the prorata refund of 50%.
BSN Program Fee	\$ 283.00	Varies	Varies	All students assessed a BSN Program fee	NA	1-Students enrolled in NURS 3401 will be reimbursed \$43.09, the equivalent of Foley catheters which cannot be used outside of the lab. 2-Students enrolled in NURS 3701 will be reimbursed \$13.74, the equivalent of IV insertion kits which cannot be used outside of the lab.
Chemistry & Physics Lab Fee	\$ 35.00	50%	\$ 17.50	All students assessed a Chemistry & Physics course fee	NA	March 16, 2020 is almost halfway through the spring semester, hence the prorata refund of 50%.
Commuter (Block) Meal Plan	Varies	Varies	Amount equivalent to the unused number of meals	All students with unused commuter (block) meal swipes	Students with unused commuter (block) meal swipes who were granted permission to live in University housing after March 16 will not be refunded.	NA
Dental Hygiene Lab Fee	\$ 15.00	50%	\$ 7.50	All students assessed a Dental Hygiene course fee	NA	March 16, 2020 is almost halfway through the spring semester, hence the prorata refund of 50%.
Dining Meal Plan - Blue	\$ 1,885.00	47%	\$ 885.95	All students with a blue dining meal plan	Students with a blue dining meal plan who were granted permission to live in University Housing will not be refunded.	1-Refund amount is a pro-rata share of the meal plan rate based on number of days left in the semester effective March 16, 2020. 2-The refund amount excludes the \$50 dining dollars which is addressed separately.
Dining Meal Plan - Orange	\$ 1,685.00	47%	\$ 791.95	All students with an orange dining meal plan	Students with an orange dining meal plan who were granted permission to live in University Housing will not be refunded.	1-Refund amount is a pro-rata share of the meal plan rate based on number of days left in the semester effective March 16, 2020. 2-The refund amount excludes the \$50 dining dollars which is addressed separately.
Dinning Dollars	Varies	Varies	Unused dining dollars	All students with unused dining dollars	NA	NA
Fall Orientation Fee - Guest	\$ 10.00	100%	\$ 10.00	All guests who signed up for in-person orientation session.	NA	NA
Fall Orientation Fee - Student	\$ 45.00	100%	\$ 45.00	All students who opt out of attending CSU during the summer semester.	Any student who participates in the online orientation session will not be refunded.	NA
HFMG Lab Fee	\$ 35.00	50%	\$ 17.50	All students assessed an HFMG course fee	NA	March 16, 2020 is almost halfway through the spring semester, hence the prorata refund of 50%.
Laker Hall Housing Fee	\$ 3,264.00	47%	\$ 1,534.08	Laker Hall student residents	Laker Hall residents who were granted permission to live in Laker Hall after March 16, 2020 will not be refunded housing fees	1-Refund amount is based on the number of unutilized bed nights at the housing rate starting March 16, 2020. 2-Any damages will be netted against the refund amount.

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Laker Village Housing Fee	\$ 3,452.00	47%	\$ 1,622.44	Laker Village student residents	Laker Village residents who were granted permission to live in Laker Hall after March 16, 2020 will not be refunded housing fees	1-Refund amount is based on the number of unutilized bed nights at the housing rate starting March 16, 2020. 2-Any damages will be netted against the refund amount.
Parking Fee	\$ 34.00	50%	\$ 17.00	All Students	Refund of fee does not apply to students categories whose mandatory fees are waived e.g. senior citizens, TAP, dual enrolled, and military	March 16, 2020 is almost halfway through the spring semester, hence the prorata refund of 50%.
Student Activity Fee	\$ 60.00	50%	\$ 30.00	All Students	Refund of fee does not apply to students categories whose mandatory fees are waived e.g. senior citizens, TAP, dual enrolled, and military	March 16, 2020 is almost halfway through the spring semester, hence the prorata refund of 50%.
Study Abroad Program Fees	Varies	100%	Varies	All students who paid for study abroad programs that were cancelled due to COVID-19	NA	NA
Summer Orientation Fee - Guest	\$ 10.00	100%	\$ 10.00	All guests who signed up for in-person orientation session.	NA	NA
Summer Orientation Fee - Student	\$ 45.00	100%	\$ 45.00	All students who opt out of attending CSU during the summer semester.	Any student who participates in the online orientation session will not be refunded.	NA
Testing Center Fees	Varies depending on exam	100%	Varies	All students who registered for a test and the test has not yet been administered and/or the Testing Center is not able to administer exam.	NA	NA

CHARGES NOT REIMBURSED

Fee Description	Amount Assessed to student	% Refunded	Amount Refunded	Applicable Student Group	Exceptions	Notes regarding refund amount
Applied Music Course Fee	\$ 30.00	0%	0	Students enrolled in applicable Music courses	NA	Revenue generated from fee is to tune the piano at the start of each semester that accompanies these classes. Students received the benefit of the tuned piano at the start of the semester. Services will continue to be delivered by the Professor playing piano during online instruction.
Athletics Fee	\$ 170.00	0%	0	All Students	NA	1-The primary benefit Clayton State students receive from their Athletic Fee is complimentary admission into home athletics contests. The general student body completed an entire season of home Athletics contests as of March 4, 2020. 2-Athletics fee funds student athlete scholarships were awarded for the Spring 2020 semester, and per NCAA rules, student-athlete scholarships will remain in place for the remainder of the spring semester.
Film Production Course Fee	\$ 32.00	0%	0	Students enrolled in applicable Film Production courses	NA	Software licenses and equipment will continue to be utilized by students in the courses.
Film Studies Course Fee	\$ 15.00	0%	0	Students enrolled in applicable Film Studies courses	NA	Revenue from fee is used for digital licensing of films which can be streamed in online courses. This service will be provided to students throughout the semester.

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FNP Course Fee (NURS 6690)	\$ 469.00	0%	0	Students enrolled in NURS 6690 course	NA	Services will continue because the majority of our program/course fees at the MSN levels are used to pay for additional online support from an external educational vendor. Kaplan (undergraduate) & Barkley (graduate) provide standardized assessments, guided tutorials, and additional resources for our students to help them succeed. These are all online and can be accessed at any time.
FNP Program Fee	\$ 481.00	0%	0	Students accepted into the Family Nurse Practitioner (FNP) Program	NA	1-This is a one-time program fee paid upon acceptance into the FNP program. 2-Services will continue and liability insurance has been provided to students. The majority of our program fees at the MSN levels are used to pay for additional online support from an external educational vendor. Kaplan (undergraduate) & Barkley (graduate) provide standardized assessments, guided tutorials, and additional resources for our students to help them succeed. These are all online and can be accessed at any time.
Graduation Fee	\$ 35.00	0%	0	Students who have applied for graduation	NA	This fee is for the evaluation of students' graduation application and the cost of the diploma. The revenue from this fee does not fund the cost of commencement.
Health Fee	\$ 46.00	0%	0	All Students	NA	University Health Services (UHS) continues to provide services to students remotely. We currently have some students on campus, therefore UHS staff are on call in case any student gets sick. UHS is also a public distribution site for the Department of Health/CDC in case a vaccine is found or in case there is a mass outbreak. Part of this fee also pays for the Counseling and Psychological Services (CAPS) contract for a Psychiatrist who has to be retained in order to write prescriptions for students who are under CAPS care and who will continue to utilize CAPS services remotely.
HFMG 2110 First Aid and CPR Course Fee	\$ 47.00	0%	0	Students enrolled in the HFMG 2110 and CPR courses	NA	Revenue from fee is used to pay for First aid and CPR certification. Students will receive services online and will be able to take the certification exam.
HFMG Liability Fee	\$ 21.75	0%	0	Students enrolled in HFMG courses	NA	Liability insurance has been purchased and delivered to students, therefore students have received the full benefit of the fee.
Institutional Fee	\$ 250.00	0%	0	All Students	NA	The revenue generated from this fee is being used as online instruction continues.
Laker Card Fee	\$ 20.00	0%	0	All Students	NA	The Laker Card fee funds the materials required to print laker cards including the magnetic stripe, color ribbon, and laminate overlay. Students will still use their cards for identification purposes, access to online portals, and access to housing (for students currently on campus).
Student Activity Center Fee	\$ 100.00	0%	0	All Students	NA	This fee supports the debt service payment of the Student Activity Center.

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Student Health Insurance Premiums	\$ 1,556.00	0%	0	All students enrolled in the USG Student Health Insurance Plan (SHIP)	NA	eligible to consult with doctors, nurses and mental health specialists through United Healthcare Student Resources as they work through issues related to COVID-19. These consultations are no cost for
Teacher Education Practicum Fee	\$ 300.00	0%	0	Students enrolled in Teacher Education Practicum courses	NA	Rveenue generated from fee is used for EdTPA (Teacher Performance Assessment). The exams have been purchased for each student already and the State has not waived this exam for certification. Students are on schedule to take the exam.
Technology Fee	\$ 57.00	0%	0	All Students	NA	With the transition of classes to online instruction, technology fee revenue will be used to fund enhancements to better student experience.
Telecourse/Online Course Fee	\$ 15.00	0%	0	Students enrolled in online courses	NA	1-This fee is capped at \$75 2-No changes have been made to online courses that charge this fee.
Tuition	Varies	0%	0	All Students	NA	Academic instruction is ongoing till the end of the semester, hence no tuition refund.
Undergraduate Business Major Skill Development Simulation Fee	\$ 15.00	0%	0	Undergraduate Business majors	NA	The assessments purchased with this fee will continue to be given to students.