



OFFICE OF THE PRESIDENT
Telephone: 270.745.4346
Facsimile: 270.745.4492

June 12, 2017

MEMORANDUM

TO: Dr. Kate Hudepohl
FROM: Gary A. Ransdell *Gary A. Ransdell*
SUBJECT: Senate Resolution #2017-05-12 Student Fees

Here is an example of a bill with applicable fees included. In Kentucky, public colleges and universities "bundle" tuition and mandatory fees which are levied on all students. Such fees must come out of an institutions approved tuition increase cap or receive CPE approval to be in addition to the cap. Fees which affect only a portion of an institution's student population are outside the CPE's purview. To our knowledge, the billing procedure has been well received by students and parents.

GAR:ttc

Attachment

xc: Dr. Tim Caboni
Dr. David Lee
Ms. Ann Mead
Mr. Brian Kuster



WESTERN KENTUCKY UNIVERSITY
STUDENT SCHEDULE/BILL

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

Student ID:	Semester: Spring 2017(201710)	Date: 12/01/2016
Student Name:		

SUBJ	CRSE	SEC	COURSE TITLE	CREDS	DAYS	START/STOP	BUILD	ROOM
ENG	100	009	INTRO TO COLLEGE WRI	3.00	MWF	1130-1225pm	CH	0023
ECON	206	002	STATISTICS	3.00	MWF	1020-1115am	GH	0437
SPM	200	702	INTRO TO SPORT MANAG	3.00	TBA	TBA	WEB	TBA
HIST	102	101	WORLD HISTORY II	3.00	TR	0935-1055am	SC	C0110
CHEM	101	003	INTRO CHEMISTRY	3.00	TR	1245-0205pm	SC	C0122

Course Credits: 15.00

CHARGES	AMOUNT	CREDITS/ANTICIPATED	CREDITS
Tuition and Fees	4956.00	Academic Merit 4000 Yr1	2000.00
19 Meal Plan w/\$75 MP \$	1625.00	Ky Ed Exc Schol (KEES)	1189.00
Chemistry Lab Fee	15.00		
Distance Learning Course Fee	300.00		
GFCB UG Student Course Fee	45.00		
Housing-Hugh Poland-Spring	2135.00		

* * * CONTINUED ON NEXT PAGE * * *

Other Term Balance: 0.00
 Current Term Credits: 3189.00
 Current Term Charges: 9076.00
AMOUNT DUE: 5887.00

Retain this Portion for your records

Return this Portion with Your Check Payment to:
 WKU, P. O. Box 890784, Charlotte, NC 28289-0784.
 Checks should be made payable to Western Kentucky University
 and include the student's WKU ID# on the face of the check.
 Do Not Include Correspondence with your check payment. Mail any correspondence directly to the Billings Office at WKU.
 Scholarship checks should be mailed to Student Financial Assistance. See General Information section for address.

WKU ID#	BILL DATE	DUE DATE	AMOUNT DUE	AMOUNT ENCLOSED
	12/01/2016	01/18/2017	5887.00	\$

I will not attend Western Kentucky University this semester. If not attending, please drop your classes on TopNet or check this box and return this stub to the Billings and Receivables Office before the due date on this statement.

NOTE: The University uses a bank processor for check payments.
 Please send your check payments and this portion of your bill to:

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

Please allow 6 to 7 days for processing.

CREDIT CARD AND E-CHECK PAYMENTS:

IMPORTANT NOTICE: The Billings and Receivables Office at Western Kentucky University does not accept credit card payments via phone, mail or in the office.

WKU has contracted with Tuition Management Systems (TMS) to allow students to pay their bill with a MasterCard, Discover, VISA or American Express credit card for a convenience fee that equals 2.75% of the amount of the payment.

Credit card payments through TMS with a convenience fee can be made at topnet.wku.edu (select "Student Services", "Pay Tuition and Fees"), or at www.wku.edu/bursar (select "Make a Payment Online" listed below Payment Information) or at <https://wku.afford.com> (select "Make a One-Time Payment"). You will also have the option of making an internet checking or savings account payment without a convenience fee. NOTE: You will be prompted to enter your social security number.

You can make a credit card or e-check payment via telephone by contacting TMS at 800-722-4867. (Note: At the menu, please press 3 to make a one-time payment.) Please note that you will be charged a \$10 "live agent fee" to make a check payment via phone. The "live agent fee" does not apply to credit card payments. Payments made with a Visa, MasterCard, Discover or American Express credit card will be charged a convenience fee of 2.75% of the amount paid.

PAYMENT PLAN OPTIONS (FALL AND SPRING ONLY):

WKU has also contracted with TMS to offer interest-free monthly payment plans that allow students to spread their education expenses into smaller monthly installments. To see what options are available, please visit <https://wku.afford.com> or select the Payment Plans link on the Bursar home page at www.wku.edu/bursar. Sorry, we do not offer any payment plans for summer or winter terms.

General Information

For questions concerning this statement, please contact the appropriate office during university business hours.

Office of Billings and Receivables	(270) 745-6361, 6362	Office of Dining Services	(270) 745-2418
Office of Student Financial Assistance	(270) 745-2755	ID Center (Meal Plan Charges)	(270) 745-2417
Office of the Registrar	(270) 745-3351	Graduate Studies	(270) 745-2446
Office of Housing & Residence Life	(270) 745-4359	Bookstore	(270) 745-2466

Students will have financial aid and/or scholarships credited to their account only if an award has been granted and the proper forms signed and returned to the Office of Student Financial Assistance. If you expect to receive financial aid for the term, but awards are not credited to your bill, contact the Office of Student Financial Assistance at (270) 745-2755 so that problems can be resolved before the fee payment deadline.

Scholarship checks should be mailed to Student Financial Assistance, Western Kentucky University, 1906 College Heights Blvd #11018, Bowling Green, KY 42101-1018.

Students whose academic fees are to be paid by a third party, such as a state agency or company, must have written authorization submitted to the Office of Billings and Receivables from the party to be billed. Contact (270) 745-6277 for further information.

It is the responsibility of the student to keep the Office of Billings and Receivables informed of the correct billing email address.

If you do not plan to attend Western Kentucky University this semester, you should immediately drop your classes via TopNet or send your withdrawal request in writing to the Office of the Registrar.

**** Refunds **** of registration and other fees will be made in accordance with published University refund policies. See current registration guide for refund deadline dates. Refer to "Tuition and Fees" website at www.wku.edu/bursar/ for a list of fees included in your tuition and fees charges. **** Payment **** may be made by personal check, money order, or cashier check. Credit cards are not accepted in the Billings and Receivables Office. For information about credit card acceptance, refer to the Credit Card and E-Check Payments section. Please write your WKU ID# and telephone number on your check. DO NOT MAIL CASH. Drop boxes for payment are located outside of Potter Hall, second floor entrance, and at the University Post Office. Your cancelled check will serve as your receipt of payment. YOU WILL NOT RECEIVE A SEPARATE RECEIPT.

For more information on tuition, fees and payment plans, visit www.wku.edu/bursar.



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STUDENT SCHEDULE/BILL

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Student Name:		

*** CONTINUED ***

IMPORTANT: YOU ARE RESPONSIBLE FOR DROPPING YOUR CLASSES BEFORE THE DUE DATE ON THIS BILL IF YOU DO NOT PLAN TO ATTEND. The university WILL NOT process a drop for non-payment.

Please pay the amount due by January 18, 2017. If this amount is not received by the due date, a \$100 LATE PENALTY FEE will be assessed.

The Billings Office does not accept credit card payments via phone, mail or in the office. Please see CREDIT CARD AND E-CHECK PAYMENTS section for further information.

The Billings Office is located in Potter Hall, Room 208. Office hours are Monday through Friday, 8:00 a.m. - 4:00 p.m. Our office will close for the holiday break on December 13, 2016 at 4:00 p.m. and will reopen on January 3, 2017 at 8:00 a.m.

Please direct questions to the appropriate numbers listed below:
 Tuition (270) 745-6381, (270) 745-6382 or (270) 745-5370
 Financial Aid (270) 745-2755
 Housing (270) 745-4359
 Meal Plans (270) 745-2417
 Bookstore (270) 745-2466

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Office of the Registrar	(270) 745-3351	Graduate Studies	(270) 745-2446
Office of Housing & Residence Life	(270) 745-4358	Bookstore	(270) 745-2468

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