

STUDENT EXPENSES AND FEES

College expenses consist of basic charges, special charges, other required fees and deposits, charges for books and materials, and personal expenses. The cost to students for basic and special charges, required fees, and deposits are outlined in this section. Special charges and fees must be added to the basic charges. The College reserves the right to change charges and fees listed without further notice.

All students are expected to meet their financial obligations to the College PROMPTLY. The Business Office sends at least one statement per academic year to the student. Students may access their accounts on-line via the web www.miles.edu with valid User ID and PIN number.

NOTE: Tuition, fees and other expenses are subject to change without prior notice.

STATEMENT OF EXPENSES FOR SCHOOL YEAR 2013-2014

Basic Charges –

Boarding Students	Per Semester	Per Year
Tuition (12-18 hours)	\$ 5,316.00	\$10,632.00
Room Pitts/Murchison Halls	1,420.00	2,840.00
Board	1,448.00	2,896.00
Comprehensive Fee	411.00	822.00
Insurance	150.00	300.00
TOTAL Pitts/Murchison Halls	\$8,745.00	\$17,490.00

Boarding Students	Per Semester	Per Year
Tuition (12-18 hours)	\$ 5,316.00	\$10,632.00
Room Bass Hall/New Men's Dorm	2,000.00	4,000.00
Board	1,448.00	2,896.00
Comprehensive Fee	411.00	822.00
Insurance	150.00	300.00
TOTAL Bass Hall	\$ 9,325.00	\$18,650.00

Tuition 1 – 11 hours - \$448.00 per credit hour

Basic Charges – Non-Board Students	Per Semester	Per Year
Tuition	\$ 5,316.00	\$ 10,632.00
Comprehensive Fee	411.00	822.00
Insurance	150.00	300.00
TOTAL	\$ 5,877.00	\$ 11,754.00

Special Charges (Special Charges must be added to basic charges)	Per Semester
Biology Lab	\$60.00
Physical Science Lab	60.00
Chemistry Lab	60.00
Computer Science Lab	60.00
College Keyboarding	40.00
Applied Music	100.00
Art Lab	50.00-100.00
Broadcast Communications	60.00
Telecommunications Lab	75.00
Directed Observation & Teaching	75.00

Expenses and Fees	
Auditing Course Fee (Per Course)	\$295.00
English Proficiency Exam	10.00
Late Registration	100.00
Exit Exam	25.00
Graduation Fee	(TBA)
Books (Estimated)	450.00
Media Lab	60.00
Parking	45.00
Re-Admission Fee	25.00
Transcript	10.00

Students enrolled in courses totaling fewer than 12 semester hours will be charged tuition at the rate of **\$448.00** per semester credit hour. A charge of **\$448.00** is charged per semester hour of credit beyond 18 hours. Each student engaged in student teaching must furnish or arrange for his/her own transportation to and from the teaching location and for other incidental expenses. Such arrangements are subject to approval by the Supervisor of Student Teaching.

Information on charges for Summer School may be obtained on the College's website or by calling the Business Office 205.929.1430 or 205.929.1431.

The cost for emergency calls to parents or guardians, special drugs and medical treatments, and for any or all expenses incurred by the College because of irregular action on the part of a student must be paid separately by each student involved. In such emergencies, expenses are charged to the student's account for payment no later than the final payment deadline for the semester. A student may not register for the ensuing semester if a balance is outstanding, including charges assessed after the payment deadline.

All students are required to have medical insurance. Each student must provide proof of insurance. Registration cannot be completed until proof of coverage is provided to the Business Office or purchase of coverage offered by the College is made.

Payments of all charges each semester are due and payable in advance or at registration. Where justified, the Business Office may give approval to paying accounts in accordance with the following installment plan (plan is subject to change based on dormitory you have been assigned):

Installment Plan Schedule

Payment Number	Boarding Students	Non-Boarding Students
(Fall Semester)		
1. At Registration	\$ 4,373.00	\$2,939.00
2. September 14	1,457.33	979.33
3. October 12	1,457.33	979.33
4. November 9	1,457.34	979.34
(Spring Semester)		
5. At Registration	4,373.00	2,939.00
6. February 8	1,457.33	979.33
7. March 8	1,457.33	979.33
8. April 12	1,457.34	979.34
TOTAL	\$ 17,490.00	\$ 11,754.00

Installment agreements may be secured from the Business Office and must be returned before registration for each semester. Payments are to be made as indicated in the schedule shown above. Failure to keep payments current may necessitate requiring a student to withdraw. Students with sufficient financial aid have an opportunity to contribute to the United Negro College Fund by authorizing a donation be made from their account.

Accounts must be paid in full by November 10th for the Fall Semester and by April 23rd for the Spring Semester.

All charges and emergency loans must be paid in full before the student receives graduation permits or transcripts. Any costs incurred by the College in collecting delinquent accounts are charged to the student.

EXPLANATION OF FEES:

ORIENTATION FEE: New applicants applying for admission are required to send a non-refundable Orientation Fee of **\$100.00** after he/she has been admitted to the College. This fee is a service charge covering administration, supplies, paraphernalia, and activities associated with Orientation expenses. Students who have been previously enrolled (Re-Admits – students who have not enrolled for **two** consecutive semesters) are not required to pay the Orientation Fee, but are required to submit a **\$25.00** Re-Admit fee. These fees are subject to change without prior notice.

RESIDENCE HALL RESERVATION DEPOSIT FEE: All continuing students who anticipate residing in Campus Residence Hall for a subsequent year must submit a \$100 housing reservation fee. This fee will be applied to the student’s account for the following fall semester.

HOUSING APPLICATION FEE: All new residence hall occupants are required to pay a non-refundable housing application fee of \$150.00 before a room assignment is made.

USAGE FEE: All residence students will be charged a usage fee of **\$35.00 per semester** for refrigerators and/or microwaves. No hot plates or other such appliances are allowed in the dormitory room; special provisions are made for the use of such elsewhere.

MISCELLANEOUS FEES:

Automobile Registration	\$45.00
Replacement of Identification Card	\$25.00

LATE REGISTRATION: All students who fail to complete registration on the designated date at the beginning of a semester will be charged a **\$100.00** Late Registration Fee (The first day of class is considered the start of late registration fee).

MEALS AND ROOM: Meals are served cafeteria style in the College Cafeteria. On-campus students are charged **\$2896** for a period of two semesters. The charge for meals is made to each resident at a semester rate of **\$1,448** for the first semester and **\$1,448** for the second semester. **Apartment residents with an approved 2-semester lease will not automatically be charged for meals** (apartments are furnished with stove/refrigerator). Two-semester lease applicants have the option of paying for the meal plan.

All **Murchison/Pitts Halls** residents will be charged for rooms at the rate of \$2,840 for a term of two semesters. The charge will be made in installments of \$1,420 for the first semester and \$1,420 for the second semester. **Bass Hall** residents will be charged for rooms at the rate of \$4,000 for the two semesters. The charge will be made in installments of \$2,000 for the first semester and for \$2,000 the second semester. All residents applying for Campus-based apartments/housing (12 month contracts) will be charged based on **location/lease agreement. Utilities are included in rental agreement.**

If a student moves into a room for at least **one day** during the first month of a semester, the total charges for room, as indicated, must be paid. All on-campus students are required to sign a housing contract with the Coordinator of Student Housing. Students residing in Campus-based apartments/housing must sign a lease agreement with College Housing.

PERIODS OF RESIDENCY: Residence halls officially open and close on the dates stated in the College Calendar. Residence fees and meal charges cover only the periods when the halls are officially open. The College is unable to provide special housing for students during holiday and vacation periods. The only exception to this policy will be during the Thanksgiving Holiday Period, but only at the discretion of the administration.

COMPREHENSIVE FEE:

Library: This fee covers in part the use of the Learning Resources Center and a limited amount of copies.

College Center: This fee covers a portion of operating costs of the Norton Student Union Building and activities held in the building during the year. Miles College students enjoy free admission to all dances and activities sponsored by the College or the Student Government Association. This fee also covers utilization of the tennis and basketball courts.

Health Center: This fee covers medical services for minor illnesses treated by the College Nurse. It does not cover X-rays, special medications, surgery, or references to off-campus physicians.

Student Athletic Activities: This fee covers free admission to all home athletic events. Students can use their I.D. Card to attend football, basketball, baseball, and volleyball games and tennis matches.

Lectures and Cultural Activities: This fee covers, in part, the cost of providing the College Community with visits from outstanding artists and lecturers and for other activities that contribute to the cultural and educational development of the College's students.

Computer Center: This fee covers in part the cost of the Computer Labs located in the Learning Resources Center and the Tutorial Computer Center located in McKenzie Hall.

BOOKS AND SUPPLIES: All students are expected to purchase textbooks for the courses in which they are enrolled. Depending upon courses selected, expenses for books will vary from \$400.00 to about \$500.00 per semester.

SPECIAL EXAMINATION FEE: The application fee for the administration of an examination is \$25.00.

AUDITOR'S FEE: The privilege of auditing courses is extended to any student in good standing with the consent of the Dean of Academic Affairs and the Chairperson of the audited department.

Persons desiring to audit courses are required to register and pay a fee of \$448.00 per course, plus a \$25.00 administration fee.

GRADUATION FEE (Bachelor’s Degree): To Be Announced

Fees include rental of cap, gown and hood. Graduation fee should be paid one month before the date of graduation.

MAKING PAYMENTS

All payments, if not made in person at the Business Office, must be addressed and mailed to:

Miles College
Business Office
P. O. Box 39800
Birmingham, AL 35208-0937

Payments should be sent in the form of money orders, cashiers or certified checks or personal checks made payable to Miles College and mailed to the above address. Persons sending cash do so at their own risk.

Payments submitted to Miles College are applied to the student’s account for the full amount. No part of the payment made to the College is returned to the student. All overpayments are returned to the sender or applied to the next semester’s bill. The College reserves the right to refuse checks from students who have had checks previously not honored by the bank. All payments sent through the mail or otherwise should be accompanied by the name and address of the sender and the full name and student number of the student to whom the payment is intended.

REFUNDS OF FEES

The effective date of a withdrawal and refund if any is the date the formal application is filed in the Registrar’s Office or in case of withdrawal by mail, the official postmark date. If a student withdraws during the semester or Summer Session, a portion of fees are refunded in accordance with the following schedule:

**TUITION
FALL AND SPRING SEMESTERS**

Withdrawal within the first week	75%
Withdrawal within the second week	50%
Withdrawal within the third week	25%
Withdrawal after the third week	0%

SUMMER SESSION

Withdrawal within the first week	25%
Withdrawal after the first week	0%

SPECIAL CHARGES No Refund

The first official day of class is considered the first of the term, as indicated in the institution's calendar.

If a refund is due to the student under the institution's refund policy and the student received financial aid under Title IV (student financial assistance program, other than College Work-Study Program), a portion of the refund is returned to Title IV funds. (See Refunds in the Financial Aid Section of the catalog.)

The College's refund policy is subject to change to conform to the United States Department of Education Refund Regulations.

MEAL PLAN REFUND

If a student withdraws from all classes, and moves out of a residence hall, the cost of the meal plan is prorated on the basis of the unexpired number of meals remaining to be served during the semester of withdrawal.

EXPENSES AND FEES

MISCELLANEOUS FEES

Transcript Fee (First copy free to graduates only)	\$10.00
Automobile Registration	\$45.00
Replacement of Identification Cards	\$25.00
Returned Check Fee	\$35.00

Students presenting checks to Miles College at Registration that are not honored by the bank and which must be collected after the normal registration period will be charged a late registration fee of \$100.00 in addition to the returned check fee.