

FEES APPLYING TO ANY LINFIELD UNIVERSITY STUDENTS

- Audit Fees (p. 1)
- Charges and Late Fees (p. 1)
- University ID Cards (p. 1)
- Credit by Examination Fee (p. 1)
- Graduation Fee (p. 1)
- Health Insurance and Health Center Fees (p. 1)
- Late Schedule Change Fees (p. 1)
- Transcript Fee (p. 1)
- Various Course-related Fees (p. 1)
- Music Fees (p. 1)
- Campus Parking Fees (p. 2)

AUDIT FEE

Audit fees are non-refundable. In addition to the per credit fee for auditing, all students must pay any course fees applicable to audited classes or other University required fees. Audit fees vary depending on the program you are in but are typically half of what the per credit hour fee is. There will be no audit fee for senior citizens (at least age 65), but senior citizens must pay applicable course fees and must contact the Registrar's Office to be coded as a senior citizen student for the fee to be waived on their billing. There is no discount for senior citizens seeking academic credit for courses.

CHARGES AND LATE FEES

Finance charges and/or late fees will be levied on student accounts including but not necessarily limited to the following:

- A \$100 late clearing fee may be applied to a student account for any student who has not paid by the posted semester due dates.
- A 1% per month finance charge will be applied to any past due student account balances not paid by the posted semester due dates.
- A \$30 returned check charge will be levied for all returned checks.

UNIVERSITY ID CARDS

Students are issued their initial ID card free of charge. Replacement ID cards may be obtained from the Linfield Public Safety office. The first replacement card is provided at no charge, however additional ID cards will be replaced for \$25.

CREDIT BY EXAMINATION FEE

Any student may challenge for credit an existing Linfield course for a non-refundable flat fee of \$755. This fee covers administrative costs and the preparation and evaluation of special examinations.

GRADUATION FEE

Students will be charged a \$185 graduation fee. The fee will be charged to the student account for the semester or term the student intends to graduate and/or participate in Commencement. Graduation fees cover

all aspects of the graduation and the degree conferral process and are required regardless of participation in the Commencement ceremony.

HEALTH INSURANCE AND HEALTH CENTER FEE

HEALTH INSURANCE

Coverage and charges for Standard Undergraduate Academic Calendars for the student health insurance program are for six-month periods so that eligible students are covered continuously between terms, and during vacations from the university. The health insurance fee is required for **all on-campus** McMinnville and Portland students unless the student provides proof of adequate coverage with another company by submitting the insurance waiver online no later than September 24, 2023, for fall semester, and February 25, 2024, for spring semester. Linfield cannot remove this charge after the waiver deadline has passed and students will be responsible to pay the fee with the option to waive the following term. International students cannot waive insurance.

A brochure detailing the program's coverage is available through the Pacific Source website PacificSource.com/StudentHealth (<http://www.pacificsource.com/StudentHealth/>).

STUDENT HEALTH, WELLNESS AND COUNSELING

Health care is provided by certified primary care providers, using a holistic care approach. Access to the Student Health, Wellness and Counseling Center is available to all on-campus students, regardless of type of health insurance they carry. Occasionally, off-campus laboratory work and referrals to specialists may be necessary and insurance will be billed in those situations, so students are encouraged to bring their insurance information with them to appointments at the Student Health, Wellness and Counseling Center.

Students receiving ongoing care for long-term conditions will be charged once a month for office visits to manage the condition. For example: students who see a counselor on a regularly scheduled basis will only be charged once a month for counseling services. Students seen by a health care provider for follow up visits for a single medical complaint will be charged once a month for health services for that condition.

LATE SCHEDULE CHANGE FEES

Changes to a student schedule (adds/drops/withdrawals) after published deadlines, if approved by Petition for Exception to Policy, will be charged \$50 per course for changes made in the same term and \$100 per course for changes made after the last day of the term.

TRANSCRIPT FEE

The transcript fee is \$10 for each official transcript request. The university reserves the right to withhold transcripts if the student has unmet financial obligations to the university.

VARIOUS COURSE RELATED FEES

Students enrolled in certain courses may be charged a course, lab or studio fee for supplies. Other fees apply where appropriate.

MUSIC FEES

Music Usage Fee

The Music usage fee per semester for Music majors is \$80 and for Music minors is \$40. This fee is non-refundable.

Applied Lesson Fee

For non-music majors and special students (non-degree candidates), fees for weekly half-hour applied lessons are charged at the rate of \$500 per credit.

For students approved by the department as Music minors, Linfield University will reduce the \$500 applied lesson fee to \$250 per credit. Music minors must have concurrent registration in required music theory and/or music history courses with their applied lessons to ensure commitment to and timely completion of their minor.

For students approved by the department as Music majors, no extra fee is charged for applied lessons, but the student must pay tuition for each credit taken in excess of an 18-credit course load.

The following policy statements define the above students' responsibilities and obligations regarding applied lessons:

1. Students will be credited with a full refund if they meet the following two criteria:
 - a. Drop applied lessons before the end of the first 10 class days of each semester; and,
 - b. Have not made any arrangements with, nor taken any lessons from, the applied music instructor.
2. Students who withdraw from applied lessons during the 10 day time period listed above, but have taken one or more applied lessons, will receive credit for the full refund less \$20 for each lesson taken. No refunds will be made after the first 10 class days of each semester have passed.
3. Students will be automatically billed for and must pay the full applied lesson fee if they have not dropped by the time period defined in 1.a above regardless of whether or not they have taken applied lessons that semester.

CAMPUS PARKING FEES

All students must register all vehicles using parking spaces within the Linfield Parking Districts (surrounding the McMinnville Campus and on the Portland Campus) with Linfield Public Safety. The Parking Permit Fee associated with registration is \$100 per year.

Members of the Linfield community who park unregistered vehicles within a Linfield Parking District are subject to fines by Linfield University of up to double the registration fee. The Parking Year runs from August 15 of one year through August 14 of the following year. The fee is assessed at the time the vehicle is registered at the annual rate and is valid through the following August 14. The fee is non-refundable. Vehicles parked within a Linfield Parking District are subject to citation from the Oregon State Department of Transportation, the City of McMinnville and Linfield University. Any vehicle towed will be towed at the owner's expense.