

UNDERGRADUATE TUITION AND FEES

Important Note: In June of each year the University System of New Hampshire Board of Trustees sets tuition and fee rates for the upcoming academic year. Updated tuition and fees for the 2024–2025 academic year will be listed at <https://www.plymouth.edu/student-financial-services/billing-information/tuition-fees> (<https://www.plymouth.edu/student-financial-services/billing-information/tuition-fees/>).

Estimated Undergraduate Tuition 2024 - 2025

Cost	Resident	Non-Resident	New England Regional Program
Cost Per Academic Year			
Fall/Spring (full-time) ¹	\$11,870	\$22,810	\$19,810
Cost Per Credit Hour			
Fall/Spring (part-time)	\$495	\$948	\$825
Summer 2023 Session	\$445	\$523	N/A
Winterim 2024 Session	\$445	\$523	N/A
Continuing Education	\$445	\$523	N/A

¹ Full-time tuition will be billed as a flat fee for 12-18 credits for the academic year 2024-2025. Each credit over 18 will be billed at the standard per credit rate

Estimated Mandatory Fees 2024–2025

Mandatory fees provide funds for services and facilities such as the student center, the physical education complex, student health services, and student activities and organizations. These fees also fund technical equipment such as computer clusters, language labs, and art facilities. All students are required to pay the mandatory fees.

Fee	Cost
Resident/Non-Resident/NE Regional	
Full-time Undergraduate (per year)	\$2,756
Part-time Undergraduate (per credit)	\$115
Summer 2024 Session (per credit)	\$94
Winterim 2025 Session (per credit)	\$94
Other Fees:	
Nursing Program Fee (per semester)	\$550
Application Fee (nonrefundable)	\$50
Credit-by-examination Fee (per credit)	\$20
Identification Card	\$25

Reactivation Fee	\$200
Outstanding Balance Late Fee (monthly)	1.5% of balance
For New Admits only:	
Enrollment/Orientation Fee (nonrefundable)	\$435 (\$100 Enrollment/ \$335 Orientation)
For International New Admits only:	
Enrollment/Orientation Fee (nonrefundable)	\$535 (\$100 Enrollment/ \$435 Orientation)
For Re-Admits only:	
Enrollment fee (nonrefundable)	\$100

Special Course Fees

Some courses are assessed special fees to help cover additional costs above the standard classroom instruction expenses. These courses are typically related to performance studies, lab courses, practicums and internships, adventure education courses, art studio courses, and field study courses. These courses are annotated with a dollar sign (\$) in course scheduling publications.

Estimated Room and Board 2024–2025

On-campus Housing	Costs per Academic Year
Single	\$9,706
Single – in suite	\$10,632
Single w/bathroom	\$11,030
Double	\$8,340
Double w/bathroom	\$8,986
Triple	\$7,370
Triple w/bathroom	\$8,018
Quad	\$7,370
Apartment – shared bedroom	\$9,902
Apartment – private bedroom	\$11,430
Meal Plans¹	
Restricted 60 block + \$100 FlexCash ²	\$1,754
150 block + \$100 FlexCash	\$3,616
225 block + \$100 FlexCash	\$4,110
Unlimited + \$100 FlexCash	\$4,368

¹ Number of meals and included FlexCash is per semester; costs are per academic year.

² Restricted plan: These plans are only available to students residing off-campus, in the apartments, or those who have reached junior or senior status.

Rare circumstances could force the University to adjust charges during the academic year. Such changes will be announced as far in advance as possible.

Status for Billing Purposes

Full-time tuition and mandatory fees are charged as a flat fee to all undergraduate students identified as full-time at the time of admission (see costs above). Full-time undergraduate students must have at least the equivalent of 12 credits for full financial aid consideration. Part-time status may impact students' eligibility for financial assistance, on-

campus housing, intercollegiate athletics, and insurability by certain insurance carriers.

Part-time tuition and mandatory fees are charged per credit hour to all undergraduate students identified as part-time at the time of admission.

Matriculated (degree-seeking) students in good academic standing who want to change from part-time to full-time status (or full-time to part-time) must submit their request in writing to the registrar before the end of the course add period.

Senior Citizen Free Tuition Policy

New Hampshire residents who are 65 years of age and older are eligible for one tuition scholarship per term for most credit courses, including graduate courses. Below are the policy guidelines:

- one scholarship per term,
- applies to one course (up to three credits),
- not applicable to students admitted to a degree program, and
- covers only tuition (not fees).

Resident Tuition Rates for Military, Veterans, or Qualified Dependents

A member of the Armed Forces of the United States stationed in New Hampshire under military orders shall be entitled to classification for himself or herself, his or her spouse and his or her dependent children as in-state for tuition purposes while on active duty in New Hampshire pursuant to such orders. Pursuant to RSA 187-A:20-e, a spouse or dependent child of an active member of the Armed Forces who is assigned to duty elsewhere immediately following assignment to duty in New Hampshire shall remain eligible for the in-state rate as long as the spouse or child resides continuously in New Hampshire while enrolled in the USNH institution.

Pursuant to Section 702 of the Veteran's Choice Act of 2014, students using Ch. 30 Montgomery *GI Bill*® Active Duty (MGIB-AD), Ch. 31 Vocational Readiness and Employment (VR&E), or Ch. 33 Post 9/11 of the *GI Bill*® (including dependents utilizing transferred Ch. 33 benefits) are eligible for the in-state tuition rate while living in New Hampshire, regardless of length of residency. Students will no longer be eligible for the in-state rate upon exhaustion of the benefits, if they elect not to use the benefits in a particular academic term, or if they relocate out of state.

Out-of-state students using Ch. 35 Survivors' and Dependents' Educational Assistance (DEA) of the *GI Bill*® will receive the in-state rate while utilizing those benefits pursuant to the Colonel John M. McHugh Tuition Fairness for Survivors Act of 2021 (PL 117-68). Students will no longer be eligible for the in-state rate upon exhaustion of the benefits, or if they elect not to use the benefits in a particular academic term.

"*GI Bill*®" is a registered trademark of the U.S. Department of Veteran's Affairs (VA).

Statement of Financial Responsibility

By enrolling in classes at Plymouth State University, students accept full responsibility for their tuition bill account, regardless of who is helping to pay the bill, and they agree to pay all charges incurred by their stated due dates. Students also acknowledge that interest late fees will be assessed monthly for overdue balances, and collection costs may be added to their account if the services of a collection agency are employed.

Since students are assuming full responsibility for their tuition bill account, they must also accept responsibility for reviewing their plymouth.edu e-mail account, because this is the e-mail address to which all billing notifications are sent.

Important Note about Tuition Bill Accounts

Each student enrolled at Plymouth State University is assigned a tuition bill account in their name. The student is responsible for all the charges and payments that occur on this account. In order to maintain compliance with the Family Educational Rights and Privacy Act (FERPA), online access to the tuition bill account is restricted to the student only, unless access has been granted through myPlymouth for Families. The link to "Invite Someone" can be found in the Family Access channel on myPlymouth.

Key information about the treatment of non-financial aid payments:

- Personal payments made by individuals (e.g., parents, guardians, relatives, etc.) on behalf of the student are considered gifts to the student, and any resulting overpayments (if applicable) will be issued to the student.
- Payments received on company/business checks will be treated as external scholarships or outside scholarships to the student and will be reported annually as such on IRS Form 1098-T.

A Partnership with Parents

Since many students rely on the help of their parent(s)/guardian(s) to pay their bill, it is important for students and parent(s)/guardian(s) to form an active partnership. In order to assist our students and facilitate this partnership, students may give family members access to their enrollment and billing information through myPlymouth for Families. The link to "Invite Someone" can be found in the Family Access channel on myPlymouth.

Paying Tuition and Fees

Before each fall and spring semester, registered students are billed for tuition and fees according to the following schedule. Tuition bills can be accessed online via the myPlymouth portal. An e-mail notification is sent to all students via their plymouth.edu e-mail account when tuition bills are ready for viewing. The e-mail message states the exact payment due date and provides detailed instructions on accessing the online bill.

Semester	Bills Available Online	Payment Due Date
Fall 2024	July 8, 2024	August 9, 2024
Spring 2025	November 8, 2024	December 6, 2024

Although tuition and mandatory fees are assessed and listed only for students who are registered, the University expects all returning students to pay their bill by the due date. This means that non-registered students must estimate their bill and make payment by the due date.

Note: Payment is due upon registration for the winterim and summer sessions.

Late Payment Penalty

Students who fail to pay their bill by the due date will be assessed a monthly 1.5 percent interest late fee and will have a financial hold placed on their account that blocks registration services and online access to course grades. Additionally, failure to pay a bill on time could result in courses being dropped for non-payment.

Methods of Payment

Tuition bills can be paid by any combination of the following payment options:

Financial Aid. Students must be matriculated (degree-seeking) and taking at least six credits to be eligible for financial aid for the term. For more information, contact the Financial Aid Team at (603) 535-2338 or toll-free (877) 846-5755, or visit the Financial Aid section of our website at <https://www.plymouth.edu/student-financial-services/financial-aid> (<https://www.plymouth.edu/student-financial-services/financial-aid/>). Note: Guaranteed financial aid will “memo” on the online bill as “pending activity” until the start of the term.

Payment Plan. Through a third-party vendor, the Student Financial Services Office offers an interest-free payment plan. The only cost for using this plan is a \$50 per term enrollment fee. For more information, please visit our Student Financial Services website at <https://www.plymouth.edu/student-financial-services/how-pay-your-bill/payment-plans> (<https://www.plymouth.edu/student-financial-services/how-pay-your-bill/payment-plans/>).

Note: Payment plan contracts may need to be set up initially based on estimated costs and then be adjusted in early July and November when tuition bills are available online. These contracts will “memo” on the online bill as “anticipated.” PSU will share the student’s account balance only with the payment plan vendor. This information will be used to notify the payer if the plan balance is not sufficient to cover the billed balance for the term. It is the responsibility of the payer to contact Student Financial Services or the payment plan vendor if they wish their account adjusted due to a difference in the balance due.

Online E-Check Payments. Students can pay their bill online by clicking the Pay Now button located on their online bill. Students can also set up authorized payers for their account through the Family Access channel on myPlymouth. For more information about this payment option, please visit the Student Financial Services website, <https://www.plymouth.edu/student-financial-services/billing-information/how-pay-your-bill> (<https://www.plymouth.edu/student-financial-services/billing-information/how-pay-your-bill/>).

Credit or Debit Card Payments. Credit and debit card payments can be made online by clicking the Pay Now button located on the online bill. A service fee of 2.85% of the payment amount is charged by Nelnet for debit/credit card transactions. The 2.85% service fee will appear as a separate item on your debit/credit card statement. This service fee percentage may be subject to change.

Check: Payment may be made with a personal check, cashier’s check, or money order. Include the student ID number on the payment to ensure that it is accurately posted to the student’s account. If students fail to provide their student ID number, a University staff member will write it on the payment for the student. Checks should be made payable to Plymouth State University.

Cash: Please do not mail cash to our office. Cash payments may be made in person at the Student Financial Services Office.

Third-Party Payments

External (Non-PSU) Scholarships/Awards: If students have received an external scholarship/award, they must submit a copy of their award letter to the Student Financial Services Office. When sending their award letter, the following information must be included: student ID number, award amount to be paid and for which semester(s), and the awarding

organization’s name and address. In order for the award to be considered as an authorized payment on the tuition bill account, the award must **not** be contingent upon grades, grade point average, or any other criteria prior to it being paid to PSU. If contingencies on the award exist, it cannot count as an anticipated payment toward the student’s bill and the student will need to pay this award amount through some other means. If the student later meets the required criteria and the award payment comes in, the student can be reimbursed for the overpayment.

Purchase Orders and/or Government Authorizations: If the student’s tuition is to be paid by an employer, a government agency, or any such third-party company, the student must submit a letter of authorization or a purchase order to the Student Financial Services Office from their third-party payer. In order for this type of payment agreement to be considered an authorized payment on the tuition bill account, payment must **not** be contingent upon grades, grade point average, or any other criteria. Students must make sure their third-party authorization/purchase order (PO) includes their name, their student ID number, the maximum billing amount, and the third-party company’s name and address. If students fail to include any of this information, their authorization/PO will not be accepted, and they will be required to pay their bill out-of-pocket. If all the necessary information is provided, the Student Financial Services Office will invoice the third-party company for the authorized amount. Please note that if the company or agency has a policy to reimburse students for their course(s), students will be responsible for making the tuition payment themselves. If the company or agency fails to pay for any reason, the student is responsible for the balance.

Veteran’s Educational Benefits: Plymouth State University adheres to the Veterans Benefits Transition Act of 2018 (Public Law 115-407). PSU will allow beneficiaries of Chapter 33 and Chapter 31 to attend classes for up to 90 days from the receipt of the student’s certificate of eligibility (COE). PSU will not impose a penalty or require the beneficiary to borrow additional funds to cover tuition and fees due to late payments from the Veteran’s Administration (VA).

Student Overdue Account and Collection Policy

Tuition and fees for undergraduate courses are to be paid by the due date of the term or at the time of course registration. Miscellaneous charges (e.g., library overdue fees, parking citation fees) are to be paid within 30 days from the date on which they were billed. If they are not paid in 30 days, a financial hold is placed on the account and the student will not be allowed to register for courses until the amount has been paid in full. This hold also prohibits students from receiving official transcripts, certification awards and statements, and degree conferral. A monthly e-mail message is sent to students’ PSU e-mail account with a reminder to check their myPlymouth account for new charges. Financial balances that are outstanding for more than 30 days will be assessed a 1.5 percent interest late fee until they are paid in full. Accounts that have outstanding balances from a previous term will be turned over for collection.

Refunds

Deposit Payment Refunds

If a newly-admitted, transferred, or re-admitted student withdraws voluntarily by sending written notification to the Admissions Office, deposit payments will be **retained** according to the following schedule:

Notification Deadline	Refund Percentage
Fall Admission:	
On or before May 1	100 percent
After May 1	0 percent

Spring Admission prior to January

1:	
On or before January 1	100 percent
On or after January 2	0 percent

Spring Admission on or after January 1:

Before 7th day prior to start of term	100 percent
On or after 7th day prior to start of term	0 percent

Refunds of Charges

Refunds of tuition, mandatory fees, and course fees will be made according to the applicable schedule below. Please note that late fees, orientation and enrollment fees, and course fees for academic trips, study away programs, and other off-campus programs are nonrefundable.

If a course is canceled for a part-time student, 100 percent of all course-related tuition and fees will be refunded.

Course Drop/Withdrawal Refund Policy

The schedule below applies to part-time students who drop a course but will ultimately remain a registered student.

Date	Refund Percentage
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Full Semester or First-Half Part of Term:

Student drops a course on or before the end of the Add/Drop period	100 percent
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Student withdraws from a course after the end of the Add/Drop period, but on or before the 30th day after Registration Day	50 percent
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Student withdraws from a course after the 30th day after Registration Day	0 percent
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Second-Half Part of Term:

Student drops a course on or before the end of the Add/ Drop period for second-half or fourth-quarter courses ends	100 percent
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Student withdraws from a course after the end of the Add/Drop period, but on or before the 30th day after Registration Day	50 percent
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Student withdraws from a course after the 30th day after Registration Day	0 percent
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Refunds of Overpayments

Need to buy books? Students may request a Panther Bucks purchase from their tuition bill credit balance for use at the PSU Bookstore. The form can be found at <https://www.plymouth.edu/student-financial-services/billing-information/purchasing-pantherbucks> (<https://www.plymouth.edu/student-financial-services/billing-information/purchasing-pantherbucks/>). Be sure to read the request form for the availability of these funds.

All refunds must be requested through the online bill by completing the Direct Deposit Authorization and Refund Request Form. A Refund Request button will appear on the online bill if the student is eligible for a refund. If the student does not have a button, the student's over payment is the result of pending activity, anticipated payments, or a PLUS loan. If the student has a PLUS loan, a refund will be issued to the parent borrower unless the parent borrower granted permission to refund the student on their PLUS loan application.

For information on direct deposit and when funds will be transmitted to the student's bank, please check the Student Financial Services Office web page under Refunds. To avoid any delays in the issuance of a refund, students need to make their Panther Bucks tuition bill purchase, course schedule, and room and/or meal changes prior to their arrival on campus.

Note: Refunds that are federally required to be issued to the parent borrower will be mailed out the third week of the term.

Student Withdrawal Refund Policy

All students, including non-matriculated (non-degree) students, who officially withdraw from Plymouth State University, will receive refunds according to the schedule below. Students need to contact the Frost House for official withdrawal assistance.

Date	Refund Percentage
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Student withdraws from PSU before the first day of classes	100 percent
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Student withdraws from PSU on or after the first day of classes, and on or before the second Friday of the term	75 percent
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Student withdraws from PSU after the second Friday of the term, and on or before the 30th day after Registration Day	50 percent
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Student withdraws from PSU after the 30th day after Registration Day	0 percent
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Student Withdrawal and Return of Federal Title IV Financial Aid

If a student withdraws before completing 60 percent of the semester and has received any federal Title IV financial aid (Federal Direct Loan, Federal Perkins Loan, Federal Direct PLUS, Federal Pell Grant, or Federal Supplemental Opportunity Grant), a portion of the awarded federal aid must be returned. The determination of the amount to be returned is calculated by the Financial Aid Office within 30 days from the date of notification of the withdrawal. This calculation may result in a student owing monies to the University and/or the Federal Title IV Programs.

Appeals

Appeals of the refund policies may be submitted via email at psu-sfs@plymouth.edu.

Establishing/Changing Residency

The residency status of undergraduate students is determined at the time of admission to Plymouth State University and may be changed only by applying for reclassification. Undergraduate students who are currently enrolled may obtain further information on residency changes in the Residency section of Student Financial Services's website: <https://www.plymouth.edu/student-financial-services/policies/residency->

information-appeals (<https://www.plymouth.edu/student-financial-services/policies/residency-information-appeals/>)

Applications for reclassification for a fall semester are due no later than July 1. Applications for a spring semester are due no later than December 1. Applications for the summer semester are due no later than April 1.

If the student is successful in their application for reclassification, the change will be effective the following semester.

How to Contact the Student Financial Services Office

For the answer to questions regarding student bills, payments, or refunds, visit the Student Financial Services website at <https://www.plymouth.edu/student-financial-services> (<https://www.plymouth.edu/student-financial-services/>) or contact the Office.

Student Financial Services
psu-sfs@plymouth.edu
Plymouth State University, MSC 19
17 High Street
Plymouth NH 03264-1595

Telephone: (603) 535-2338 or toll-free (877) 846-5755
E-mail: psu-sfs@plymouth.edu and include the student ID in the message.

Please note that the Federal Educational Rights and Privacy Act (FERPA) restricts the Student Financial Services Office from discussing a student's bill without the student's consent. FERPA authorization can be granted when the student gives access to myPlymouth for Families. The link to "Invite Someone" can be found in the Family Access channel on myPlymouth.