

# Tuition, Fees, and Housing

## University Communication with Students

Stanford University uses electronic means (such as email, texts, and the Internet) as a primary method of communication and of providing billing, payment, and enrollment services. Signatures or acknowledgments provided by the student electronically to Stanford via Stanford systems and/or @stanford.edu email are valid and legally binding. Additionally, by accepting Stanford's offer of admission and enrolling in classes, each student accepts responsibility for paying all debts to the University, including tuition and fees, for which he or she is liable. An individual's registration as a Stanford student constitutes his or her agreement to make timely payment of all amounts due.

## Notification/Obligation to Read Email

For many University communications, email to a student's Stanford email account is the official form of notification to the student, and emails sent by University officials to such email addresses will be presumed to have been received and read by the student. Emails and forms delivered through a SUNet account by a student to the University may likewise constitute a formal communication, with the use of this password-protected account constituting the student's electronic signature.

Regular quarterly tuition for the 2015-16 academic year, payable Autumn, Winter, and Spring quarters, is as follows:

Type	Fee
Undergraduate	\$15,243
Graduate 11-18 units	\$15,243
Graduate 8-10 units	\$9,910
Graduate Engineering 11-18 units	\$16,240
Graduate Engineering 8-10 units	\$10,560
Graduate School of Business, first year MBA	\$21,350
Graduate School of Business, second year MBA	\$20,625
School of Medicine (M.D. Program) 1	\$17,497
Stanford Law School	\$18,061
Law/Business Joint Program	\$18,956
Permit to Attend for Services Only (PSO)	\$4,611
Terminal Graduate Registration (TGR)	\$2,973
Medical School Research Rate	\$3,498

<sup>1</sup> Ph.D. students in the Biomedical Sciences and in the Graduate School of Business are assessed the regular graduate tuition rate.

For complete tuition information, see the Registrar's tuition ([https://studentaffairs.stanford.edu/registrar/students/tuition-fees\\_15-16](https://studentaffairs.stanford.edu/registrar/students/tuition-fees_15-16)) web site.

Regular tuition fees apply to the undergraduate Overseas Studies and Stanford in Washington programs.

A coterminal student is subject to graduate tuition assessment and adjustment policies once placed in the coterminal graduate tuition group. Coterminal students should see the student policies and procedures for tuition assessment, as described under in the "Coterminal Degrees (<http://exploreddegrees.stanford.edu/cotermdegrees>)" section of this bulletin.

Eligibility for registration at reduced tuition rates is described below. Tuition exceptions may also be made for illness, disability, pregnancy, new-parent relief, or other instances at the discretion of the University. No reduction in tuition charges is made after the first two weeks of the quarter.

All students are advised, before registering at less than the regular full-tuition rate, to consider the effects of that registration on their degree progress and on their eligibility for financial aid and awards, visas, deferment of student loans, and residency requirements.

The University reserves the right to change at any time, without prior notice, tuition, room fees, board fees, or other charges.

## Undergraduate Student Tuition

During Autumn, Winter, and Spring quarters, undergraduates are expected to register at the regular full-tuition rate.

During Summer Quarter, Stanford undergraduates may register on a unit-basis (minimum 3 units). For Summer Quarter tuition rates and policies, see the Registrar's summer tuition ([https://studentaffairs.stanford.edu/registrar/students/summer-tuition\\_15-16](https://studentaffairs.stanford.edu/registrar/students/summer-tuition_15-16)) web site ([https://studentaffairs.stanford.edu/registrar/students/summer-tuition\\_14-15](https://studentaffairs.stanford.edu/registrar/students/summer-tuition_14-15)).

The following reduced-tuition categories can be requested by matriculated undergraduate students in the final stages of their degree program:

### 1. Permit to Attend for Services Only (PSO)

Undergraduates completing honors theses, clearing incompletes, or requiring a registration status, and who meet the PSO conditions listed in the "Special Registration Statuses (Undergraduate) (<http://exploreddegrees.stanford.edu/undergraduatedegreesandprograms/#specialregistrationstatustext>)" section of this Bulletin, may petition for PSO status one time only in their terminal quarter.

### 2. 13th Quarter

Undergraduates who meet the 13th Quarter conditions listed in the "Special Registration Statuses (Undergraduate) (<http://exploreddegrees.stanford.edu/undergraduatedegreesandprograms/#specialregistrationstatustext>)" section of this Bulletin may petition one time only to register for a minimum of eight units. For per-unit tuition rates, see the Registrar's tuition web site.

### 3. Graduation Quarter

Undergraduates may petition to register for Graduation Quarter registration status in the quarter in which they are receiving a degree if they are not using any University resources (including housing), have completed all University requirements, and meet the Graduation Quarter conditions listed in the "Special Registration Statuses (Undergraduate) (<http://exploreddegrees.stanford.edu/undergraduatedegreesandprograms/#specialregistrationstatustext>)" section of this bulletin. Graduation Quarter may be permitted one time only. The tuition per quarter is \$150 in 2015-16.

Coterminal students are only eligible for the Graduation Quarter special registration status if they are applying to confer both the undergraduate and graduate degree in the same quarter.

## Graduate Student Tuition

Matriculated graduate students are expected to enroll for at least eight units during the Autumn, Winter, and Spring quarters. Schools and departments may set a higher minimum. During the Autumn, Winter, and Spring quarters, matriculated graduate students in most departments may register at the reduced 8-, 9-, or 10-unit tuition rate if their enrollment plans are accepted by their departments. Students in the Stanford Law School, the MBA program in the Graduate School of Business, or the M.D. program in the School of Medicine, should consult appropriate school officers about tuition reduction eligibility.

Graduate students who are enrolled in more than one graduate degree at Stanford, where each program charges a different tuition, are charged:

1. the tuition associated with a degree in the doctoral/professional category, if the other degree is in the master's category. Those degrees in the doctoral or professional category for tuition purposes are the Ph.D., D.M.A., J.S.D., M.D., and J.D. degrees. Those degrees in the master's category for tuition purposes are the Engineer, M.A., M.S., M.P.P., M.B.A., M.F.A., L.L.M., M.L.S., and J.S.M. degrees.
2. the higher tuition rate, if both degrees are in the same category.
3. a University-approved tuition rate if the student is in a special program for which specific tuition agreements have been approved by the Faculty Senate (e.g., all joint degree programs (JDPs) or the Master of Science in Medicine program).

As a general proposition, during the Summer Quarter registration is not required by Stanford University and does not substitute for registration during the academic year. Students are required to be enrolled Summer Quarter if, during that quarter, they will meet any of the criteria listed in the "Enrollment Requirements (<http://exploreddegrees.stanford.edu/graduatedegrees/#text-generequ-enreq>)" section of the "Graduate Degrees" section of this bulletin. Graduate students who do enroll Summer Quarter may reduce their enrollment to a minimum of one unit (charged on a per-unit basis, with a minimum tuition charge at the 1-3 unit rate) unless the terms of a fellowship or other financial support, or of their particular degree program, require a higher level of enrollment. TGR students who enroll in summer pay the TGR rate and must enroll in the required zero-unit course. Students in the schools of Law, Business, or the M.D. program should consult appropriate school officers regarding summer enrollment requirements. Students possessing an F1 or J1 student visa may be subject to additional course enrollment requirements in order to retain their student visas.

Honors Cooperative students register at the per-unit rate. Graduate students who are faculty spouses, regular Stanford employees, or full-time educators in the Bay Area may also register at the per-unit rate.

Nonmatriculated graduate students pay the same tuition rates as matriculated students, but must register for at least 8 units. Visiting Student Researchers pay a monthly fee; they may not enroll in or audit courses. Within certain restrictions, postdoctoral scholars may enroll in courses if the appropriate unit rate for tuition is paid.

The following reduced-tuition categories can be requested by matriculated graduate students in the final stages of their degree programs:

## 1. Terminal Graduate Registration (TGR)

Doctoral students, master's students, and students pursuing Engineer degrees who have completed all degree requirements other than the University oral exam and dissertation (doctoral students) or a required project or thesis (Engineer or master's students) and meet the conditions listed in the "TGR (<http://exploreddegrees.stanford.edu/graduatedegrees/#specialregistrationstatusetext-termgradregi>)" section of this bulletin may request Terminal Graduate Registration tuition status.

Each quarter, TGR students must enroll in the 801 (for master's and Engineer students) or 802 (for doctoral students) course in their department for zero units, in the appropriate section for their adviser. TGR students register at a special tuition rate: \$2,973 per quarter in 2015-16. TGR students may enroll in up to 3 units of course work per quarter at this tuition rate. Within certain restrictions, TGR students may enroll in additional courses at the applicable unit rate. The additional courses cannot be applied toward degree requirements since all degree requirements must be complete in order to earn TGR status.

## 2. Graduate Tuition Adjustment

Graduate students who need only 3 to 7 remaining units to complete degree requirements or to qualify for TGR status may apply to register for one quarter only on a unit basis (3 to 7 units) to cover the deficiency. Students with disabilities covered under the Americans with Disabilities Act that have an approved reduced course load (RCL) recommended by the Office of Accessible Education (OAE) (<http://studentaffairs.stanford.edu/oae>) may also request a tuition adjustment for *each* quarter in which they take a RCL. For per-unit tuition rates, see the Registrar's tuition ([https://studentaffairs.stanford.edu/registrar/students/tuition-fees\\_15-16](https://studentaffairs.stanford.edu/registrar/students/tuition-fees_15-16)) web site.

## 3. Graduation Quarter

Registration is required for the term in which a student submits a dissertation or has a degree conferred. Students who meet the conditions listed in the "Graduation Quarter (<http://exploreddegrees.stanford.edu/graduatedegrees/#specialregistrationstatusetext-gradquarstat>)" section of this bulletin are eligible to be assessed a special tuition rate of \$150 for the quarter in which they are receiving a degree.

## International Students

F-1 or J-1 visas are required by the U.S. Department of Homeland Security. International students must be registered as full-time students during the academic year. Summer Quarter registration is not required unless the I-20/DS-2019 notes the Summer Quarter as the start date. International graduate students comply with immigration regulations while enrolled for partial tuition if their Stanford fellowships or assistantships require part-time enrollment, if they are in TGR status, or if they are in the final quarter of a degree program. Nonmatriculated graduate students who are international students must register for at least 8 units.

## Application Fee

Contact the Undergraduate Admission Office (<http://admission.stanford.edu>) for information about the undergraduate application fee and the Graduate Admission (<http://gradadmissions.stanford.edu>) section of the Office of the University Registrar for the current graduate application fee. Application fees for the School of Law, the School of Medicine, and the Graduate School of Business vary by program. Fees are payable at the time of application and are not refundable.

## ASSU Fees

The Associated Students of Stanford University (ASSU) fees are established by student vote in Spring Quarter. Fees directly fund activities of student organizations and not operations of ASSU. The 2015-16 fees are:

- Undergraduates—\$166 per quarter
- Graduate Students—\$24 per quarter

ASSU fees are assessed in Autumn, Winter and Spring terms and can be waived subject to certain conditions. Waivers can be requested during the first two weeks of each quarter on the ASSU waiver (<http://waivers.stanford.edu>) web site. Waivers granted result in a credit to the student's University bill.

## Document Fee

Stanford charges a one-time Document Fee to all students admitted to new degree or non-degree programs. The fee is paid once only, regardless of the number of degrees a student may ultimately pursue. It covers the cost of a variety of University administrative services such as enrollment and

degree certification, course drops and adds done in Axess before published deadlines, diplomas, and official transcripts and their production.

The document fee for students admitted to new degree or non-degree programs in 2015-16 is \$250.

## Campus Health Service Fee

All students enrolled on the main Stanford campus are required to pay the Campus Health Service Fee. The Campus Health Service Fee covers most of the services provided by Vaden Health Center, including primary care medical visits, psychological evaluation and short-term therapy at Counseling and Psychological Services (CAPS), and health and wellness programs. The services provided by Vaden Health Center are not covered by Cardinal Care or a student's private health insurance. More information and answers to questions about the fee can be found at the Campus Health Service Fee (<http://vaden.stanford.edu/fees/campus-health-fee>) web site. The fee for 2015-16 is \$197 per quarter.

## Health Insurance

The University requires all registered students to carry medical insurance to provide coverage for services not provided by Vaden Health Center. Students are enrolled in and charged for the Stanford student health insurance plan, Cardinal Care, unless they have completed waiver procedures by the waiver deadline.

For complete information on health insurance, see the Vaden Health Center Insurance (<http://vaden.stanford.edu/insurance>) web site.

Those who carry medical insurance through an alternate carrier are generally eligible for waiver of the Stanford student health insurance plan. For information on waiver procedures, see the Vaden Health Center Insurance Waiver ([http://vaden.stanford.edu/insurance/using\\_your\\_own.html#waive](http://vaden.stanford.edu/insurance/using_your_own.html#waive)) web site.

## Special Fees

### New Student Orientation Fee

A fee is charged to all entering undergraduates for the costs of orientation, including room and board, and for the cost of class dues to provide funds for later activities of the class.

### Law Student Services Fee

A fee is charged each quarter to School of Law students for supplementary course materials.

### Graduate School of Business M.B.A. Course Reader Fee

A fee is charged each quarter to M.B.A. students in the Graduate School of Business to cover the cost of in-class handouts and licensing fees.

### Late Study List Fees

Charges are imposed for late submission of study lists. The amount is \$200.

### Laboratory Fee

Students in chemistry laboratory courses are charged a nonrefundable fee.

## Music Practice; Athletics, Physical Education, Recreation; and Dance

Courses for which special fees are charged are indicated in the notes of the scheduled class on Axess (<http://axess.stanford.edu>) or ExploreCourses (<http://explorecourses.stanford.edu>).

## Dissertation Fee

Each Ph.D. and D.M.A. candidate has the option to either submit electronically or on paper. Electronic submission is free. Students who choose to submit on paper are charged a fee to cover the cost of microfilming and binding the dissertation and the cost of publishing the abstract.

## International Scholar Service Fee

A one-time fee for visa authorization documents is charged to international postdoctoral and visiting scholars.

## Housing

University housing is available to enrolled Stanford degree-seeking undergraduates and graduate students as space permits and according to policies described on the R&DE Student Housing (<http://www.stanford.edu/dept/rde/cgi-bin/drupal/housing>) web site. Residential and Dining Enterprises (R&DE) Student Housing is responsible for: managing and maintaining student residences; assigning students to housing; and operating the regional housing front desks. Information on University housing assignments, options, policies, application procedures, and deadlines may be obtained on the R&DE Student Housing (<http://studenthousing.stanford.edu>) web site, by mail or in person at 482 Galvez Mall, Suite 110, Stanford University, Stanford, CA 94305-6034, by telephone at (650) 725-2810, or by email at [studenthousing@stanford.edu](mailto:studenthousing@stanford.edu) ([housingassignments@lists.stanford.edu](mailto:housingassignments@lists.stanford.edu)). Current and prospective students may also contact R&DE Student Housing by filing a HelpSU request. Information regarding off-campus housing may be obtained from Community Housing on the R&DE Student Housing (<http://offcampus.stanford.edu>) web site, by mail or in person at 482 Galvez Mall, Suite 110, Stanford University, Stanford, CA 94305-6034, by telephone at (650) 723-3906, or by email at [communityhousing@lists.stanford.edu](mailto:communityhousing@lists.stanford.edu). For other housing related information, email [studenthousing@lists.stanford.edu](mailto:studenthousing@lists.stanford.edu) or phone the main R&DE Student Housing office at (650) 725-1600.

The department of Residential Education (<http://www.stanford.edu/dept/resed>) (650-725-2800) and the Graduate Life Office (<http://www.stanford.edu/group/glo>) (650-723-1171) are responsible for residential staff, educational programs, counseling, and crisis intervention.

## Housing Rates

Complete information on housing is available on the R&DE Student Housing (<http://www.stanford.edu/dept/rde/cgi-bin/drupal/housing>) web site. Campus housing rates are generally below local area market rents.

- See Apply for Housing (<http://www.stanford.edu/dept/rde/cgi-bin/drupal/housing/apply/apply-housing>) to apply for upperclass undergraduate, single graduate, couple without children, or student with children housing.
- Rates for 2015-16 are posted online: undergraduate residence rates chart (<https://web.stanford.edu/dept/rde/cgi-bin/drupal/housing/page/undergraduate-residences-rates-chart-2015-16>), graduate residence

rates chart ([https://web.stanford.edu/dept/rde/cgi-bin/drupal/housing/sites/default/files/pdfs/2015-16\\_Grad\\_RatesChart.pdf](https://web.stanford.edu/dept/rde/cgi-bin/drupal/housing/sites/default/files/pdfs/2015-16_Grad_RatesChart.pdf)).

All on-campus rates are per student and include utilities and coinless laundry. Room rates are charged quarterly on the University bill. Information on payment options and procedures is discussed in assignment information sent out by R&DE Student Housing and in the Payments section of the Stanford Bulletin.

## House Dues

A quarterly house dues fee for students is generally determined by the local residence staff and/or residents of each house and may be included with room and board charges on the University bill.

## Communications Fee

Students who live in housing are automatically assessed a communications fee on their University bill that covers in-room network connections and a land-line phone with basic telephone service.

## Undergraduate Residences

Approximately 96 percent of undergraduates live in University housing, not counting students studying abroad during the academic year. All freshmen and transfers (for their first year) are required to live in University residences for educational reasons and are automatically assigned housing following admission. Information on the housing assignment process is included in the Approaching Stanford (<http://approaching.stanford.edu>) guide on the R&DE Housing (<https://undergrad.stanford.edu/advising/student-guides/rde-student-housing>) page. Because freshmen must live in campus housing, losing eligibility for University housing also likely leads to a loss of student status until the student has returned to University housing unless an extraordinary exemption is granted from the office of the Vice Provost for Undergraduate Education.

Residence assignments for continuing undergraduates are made on the basis of an annual lottery, called the Draw (<http://thedraw.stanford.edu>), and quarterly waiting lists. Undergraduates are guaranteed four years of University housing (two or three years for transfer students based on their entering class standing) if:

1. they are in compliance with the University housing agreement and University policies;
2. they apply by the appropriate Draw deadlines; and,
3. they are willing to live anywhere on campus.

Undergraduate residences include traditional residence halls, language and culture theme houses, cross-cultural theme houses, student-managed and cooperative houses, apartments, suites, fraternities, and sororities.

## Graduate Residences

Approximately 62 percent of matriculated graduate students live in R&DE Student Housing at Stanford. Residence assignments are made on the basis of an annual lottery and quarterly waiting lists. New matriculated students are guaranteed University housing if:

1. they are in compliance with the University housing agreement and University policies;
2. they apply by the first round application deadline for the Autumn term; and
3. they are willing to live in any residence for which they are eligible

At Stanford University, new matriculated students are students who are in a graduate program for the first time. Students starting a second graduate degree are not considered new students and therefore are not guaranteed housing.

Coterminal students who opt to live on campus are required to live in undergraduate housing for the duration of their four years of guaranteed undergraduate housing regardless of their student status. Once these four

years have been used, students can apply in the annual Spring lottery for graduate housing, where they apply with a coterm priority. Coterminal students are not guaranteed housing and are assigned after all new first-year graduate students who are guaranteed housing, but before continuing graduate students.

Currently, continuing matriculated graduate students are provided five additional years of limited priority for housing after their first year. Limited priority years are not automatically cumulative, so students do not receive additional years of limited priority for subsequent degrees. Students who live in residences that are open year-round and who remain in continuous occupancy in their rooms or apartments may renew their contracts annually if they meet certain eligibility requirements. Students who live in residences that are open only during the academic year, or who want to change residences, re-enter the lottery each year. The number of years that students are able to renew housing is being reviewed and may be changed to accommodate the first-year guarantee. Stanford also offers subsidized off-campus apartments as part of the first-year guarantee. Students apply for such subsidized off-campus apartments through the graduate housing application process.

Single graduate students may request assignment to furnished graduate apartments in a variety of configurations. Studios, efficiency two-bedroom units (shared kitchen and bath), junior studios (private bedroom and bath with shared kitchen), two-, three- and four-bedroom apartments are available.

Couples without children may request assignment to furnished studios or one-bedroom apartments. Couples housing is available to students who are married and to students who have a same-sex or opposite-sex domestic partner. At Stanford University, a domestic partnership is defined as an established, long-term partnership with an exclusive mutual commitment in which the partners share the necessities of life and ongoing responsibility for their common welfare.

Furnished one-, two-, and three-bedroom apartments are available for students with children, based on the number of dependents. Housing for students with children is available to married couples, domestic partners, and single parents who have dependent children living with them. Housing is not provided for extended families, including the parents and siblings of students, or live-in day care staff.

## Community Housing

Community Housing maintains computerized listings of private rooms, houses, and apartments in surrounding communities that are available to students who want to live off-campus. Students must make rental arrangements directly with landlords. An online listing service (<http://www.stanford.edu/dept/rde/cgi-bin/drupal/housing/community-housing/community-housing>) facilitates the process of making connections. Information on community housing may be obtained from the Community Housing web site (<http://offcampus.stanford.edu>), by mail or in person at 482 Galvez Mall, Suite 110, Stanford University, Stanford, CA 94305-6034, by telephone at (650) 723-3906, or by email at [communityhousing@lists.stanford.edu](mailto:communityhousing@lists.stanford.edu).

During mid-August to mid-September, temporary accommodations are available in student residence halls at a modest charge for students searching for off-campus housing for Autumn Quarter. Contact Stanford Conferences (<http://www.stanford.edu/dept/rde/cgi-bin/drupal/conferences>) for more information at (650) 725-1429.

Note that Stanford University does not investigate, endorse, or guarantee the accuracy of the information provided by any listing, or the condition of the accommodation. Furthermore, the University assumes no responsibility for housing arrangements made by persons using any of these services.

## Meal Plans

For information on meal plans, see the R&DE Stanford Dining web site (<http://dining.stanford.edu>) and its meal plan rate page ([http://www.stanford.edu/dept/rde/dining/meal\\_plans.htm](http://www.stanford.edu/dept/rde/dining/meal_plans.htm)).

Stanford University's Residential Education program promotes the philosophy that living and learning are integrated and that formal teaching, informal learning, and personal support in residences are integral to a Stanford education. Meals play a key role in this mission of community building, leading, and learning. Therefore, residents of specially designated University residence halls (Branner, Crothers/Crothers Memorial, Florence Moore, Lakeside, Manzanita, Ricker, Stern, Toyon, Wilbur, Yost, Murray, and EAST) are required to participate in an R&DE Stanford Dining meal plan. R&DE Stanford Dining is committed to excellence by providing meal plans that offer significant value, the highest quality, and maximum flexibility of dining across campus.

## Payments

By accepting Stanford's offer of admission and enrolling in classes, each student accepts responsibility for paying all debts to the University, including tuition and fees, for which he or she is liable. An individual's registration as a Stanford student constitutes his or her agreement to make timely payment of all amounts due.

Charges and credits from offices within the University are aggregated in a student's individual account and presented on the University bill. Student Financial Services sends the University bill electronically to students monthly via Stanford ePay. Students may designate 'Authorized Payers' via Stanford ePay to allow others to view the student account and make payment. Students and Authorized Payers may view the student account online 24 hours a day, seven days a week, via Stanford ePay (<https://sfs.stanford.edu/student-accounts/pay-your-bill>). Payments should be made online through Stanford ePay. If necessary, the student or Authorized Payer may print a bill or receipt from Stanford ePay.

A list of payment due dates throughout the academic year is available on the Student Financial Services website (<https://sfs.stanford.edu/student-accounts/pay-your-bill/dates-and-deadlines>). To avoid late payment penalties, online payments via Stanford ePay can be made up to midnight PST on the 15th of the month; mailed payments must be postmarked by 5:00 p.m. on the 15th of the month.

After the start of the term, adding units may result in additional tuition charges. Other fees, such as room damage repair charges, petition fees, late fees, lab fees, library fees, and other miscellaneous fees or charges are due on the 15th of the month after which they are billed.

Stanford offers an installment payment plan for undergraduates. See Installment Payment Plan (<https://sfs.stanford.edu/student-accounts/pay-your-bill/installment-payment-plan>) for information.

## Forms of Payment

Stanford's standard method of payment is the online service, Stanford ePay, which includes electronic check (eCheck) and an International Funds Transfer options. No fee is associated with ePay payments. International students wishing to pay in foreign currencies should consider using the International Funds Transfer option within ePay, which allows students to arrange for payment in foreign currencies via Western Union. This electronic option offers students favorable exchange rates and eliminates bank fees typically charged for wire transfer.

Alternative methods of payment are available if Stanford ePay is not possible. Stanford does not accept cash, credit cards or postdated checks for payments to the University bill.

See University Bill Payment Methods (<https://sfs.stanford.edu/student-accounts/pay-your-bill/methods-payment>) for information.

## Credit Balances

Stanford uses Direct Deposit to refund credit balances to students. See the Direct Deposit enrollment instructions (<https://sfs.stanford.edu/student-accounts/refunds/direct-deposit>) web site. Students are expected to enroll in Direct Deposit at the beginning of their Stanford career or as soon as possible thereafter. Direct Deposits reach the bank within 24-48 hours of processing. Receipt of funds will not be delayed by mail time, lost checks, or the need to go to the bank as is the case with paper checks.

Generally credit balances resulting from financial aid are refunded automatically every Monday, Wednesday and Friday. Credit balances resulting from an overpayment of cash (e.g. ePayment, wire, check) remain on the student account to be applied to future charges. A refund of a cash overpayment may be provided at any time upon student request. Annually, in August, Student Financial Services will refund any remaining overpayment of cash from the prior academic year to the student.

## Account Fees and Actions Late Payment Fees

The University must receive the full amount due on or before the due date indicated on the bill. If full payment is not received by the due date, a late fee of 1% of the amount past due may be assessed. Anticipated aid (aid that has been accepted but not disbursed and is shown on the student account) reduces the total amount due prior to late fees being applied.

## Holds

Accounts that become past due more than 30 days are subject to financial holds. A financial hold blocks transcripts, diplomas, and enrollment eligibility.

## Insufficient Funds

A non-refundable \$25.00 administrative fee may be assessed for checks or eCheck payments returned due to insufficient funds. In addition, student accounts are subject to holds, and late payment penalties may apply.

## Delinquent Accounts

Delinquent accounts may be reported to one or more of the national credit reporting agencies. Severely delinquent accounts may be referred to a collection agency and/or placed in litigation in accordance with state and federal laws. Students with delinquent accounts may be held responsible for collection costs, attorney fees, and court costs. Stanford may consider past delinquent accounts in determining whether to provide Stanford loans.

## Refunds

Students who withdraw from the University before the end of a term may be eligible to receive refunds of portions of their tuition under certain limited circumstances.

See the Registrar's Tuition page for 2015-16 for a schedule of refunds ([https://studentaffairs.stanford.edu/registrar/students/tuition-fees\\_15-16](https://studentaffairs.stanford.edu/registrar/students/tuition-fees_15-16)).

## Annulled Registration

Students who take a leave of absence or summer annulment from the University voluntarily before the first day of instruction may have their registrations annulled. Tuition is refunded in full if the student never attended. Such students are not included in University records as having registered for the term and new students do not secure any privileges for admission for any subsequent quarter as returning students. A leave of absence or summer annulment does not automatically cancel health coverage (both Cardinal Care and the Campus Health Services Fee) unless

the leave of absence or summer annulment is granted before the first day of instruction. Financial aid recipients should be aware that a proportion of any refund is returned to the various sources of aid.

## Cancellation of Registration or Suspension

Students who have their registrations canceled or are suspended from the University generally receive refunds on the same basis as those receiving leaves of absence unless otherwise specified. A student whose registration is canceled less than one week after the first day of instruction for an offense committed during a preceding quarter receives a full refund of tuition fees.

## Institutional Interruption of Instruction

It is the University's intention to avoid the necessity of taking the actions described in this paragraph. However, should the University determine that continuation of some or all academic and other campus activities is impracticable, or that their continuation involves a high degree of physical danger to persons or property, activities may be curtailed and students requested or required to leave the campus. In such an event, arrangements are made as soon as practical to offer students the opportunity to complete their courses, or substantially equivalent work, so that appropriate credit may be given. Alternatively, the University may determine that students receive refunds on the same basis as those receiving leaves of absence, or on some other appropriate basis.

## Leaves of Absence

A student in good standing who desires or is required to take a leave of absence from the University after the first day of instruction, but before the end of the first 60 percent of the quarter (term withdrawal deadline), may file a petition for a leave of absence and tuition refund. Graduate students submit the completed leave of absence form to the Student Services Center (<http://studentservicescenter.stanford.edu>). Undergraduates who wish to withdraw from the current quarter, or from a quarter for which they have registered in advance and do not wish to attend, must file a Leave of Absence Petition (<http://studentaffairs.stanford.edu/sites/default/files/registrar/files/leaveofabsence.pdf>) with and receive approval from the office of the Vice Provost for Undergraduate Education, via the office of Undergraduate Advising and Research (UAR), Sweet Hall. A voluntary leave of absence after the first 60 percent of the quarter (term withdrawal deadline) is only granted for approved health and emergency reasons. For more information on leaves of absence, undergraduates should see the "Leaves of Absence and Reinstatement (Undergraduate)" (<http://exploreddegrees.stanford.edu/undergraduatedegreesandprograms/#leavesandreinstatementtext>) section of this bulletin, and graduate students should see the "Leaves of Absence (Graduate)" (<http://exploreddegrees.stanford.edu/graduatedegrees/#leavereinstatementtext>) section of this bulletin.

## Room and Meal Plan Refunds

Students assigned to a University residence are subject to the terms of the University Residence Agreement, and are required to live in University Housing for the full duration of their signed contract. The text of the University Residence Agreement is available at the Residence Agreement ([http://www.stanford.edu/dept/rde/shs/res\\_agree.htm](http://www.stanford.edu/dept/rde/shs/res_agree.htm)) web site.

Room refunds are made only when students move out of the residence system and graduate from or cease to be enrolled at the University. Eligibility for refunds is listed in the Residence Agreement. Termination of Occupancy is filed in Axess. Filing a termination of occupancy form and

moving out of Student Housing does not necessarily entitle a student to a refund. Students in greek letter houses are billed directly by the fraternity or sorority, and refunds are arranged between the student and the fraternity or sorority.

A meal plan refund is based on the date when a student moves out of University residence and is approved under conditions as specified in the Residence Agreement. If a student uses the meal plan after that date, an additional daily charge incurs.

Any decision to refund prepaid room and meal plan charges or to waive liability for deferred charges is made at the sole discretion of the University. Students with questions about refunds should contact Housing Assignments for room refunds or the central office of Stanford Dining for residential meal plan refunds.