

# FINANCIAL INFORMATION

The annual State Appropriation Act imposes the general requirement that student fees be fixed by the University Board of Trustees. The Act imposes two specific requirements on the Board: (1) In fixing fees applicable to academic and general maintenance and operation costs, the Board must maintain a minimum student fee not less than the fee charged the previous year. (2) In fixing fees applicable to residence hall rental, dining halls, laundry, infirmary, and all other personal subsistence expenses, the Board must charge students an amount sufficient to fully cover the cost of providing such facilities and services.

The tuition and fees for all students—full or part time and auditing—are shown at right. Satisfactory settlement of all expenses is a requirement for completing each semester's class registration, and no student is officially enrolled until all past due accounts have been satisfied. Financial aid cannot be used to satisfy balances forward from a prior academic year.

In special cases the University will accept, at the beginning of a semester, a noninterest-bearing promissory note for a portion of the semester housing and semester meal plan fee. Amounts up to \$450 for room rent and \$450 for 5- or 7-day meal plans may be included in the note. In such cases, a note for the fall semester charges will be due October 1, and for the spring semester, March 1. Failure to pay the note when due will result in the assessment of late fees, including collection costs, denial of future deferred payment note privileges, and termination of board plan and/or cancellation of housing contract.

Upon certification by the Dean of the Graduate School and with the authorization of the student of a payroll deduction for payment, deferred payment of academic and health fees may be granted to a student employed as a graduate assistant. The total amount deferred shall not exceed the total of the graduate assistant fees for the semester. Payment of the amount deferred is to be made in six equal installments through payroll deductions beginning with the second pay period of the semester. Should the assistantship be terminated, any unpaid balance of funds deferred is payable immediately as well as any additional fees due. No deferred payments are permitted for summer sessions for any graduate student.

Currently enrolled students who expect to continue enrollment may make housing reservations by pre-registering on-line during the spring semester at a time designated by the Housing Office.

New students who are offered on-campus housing accommodations must pay a nonrefundable \$35 housing application fee and a \$100 admission deposit. The admission deposit is deducted from the amount otherwise due for the first semester expenses. (Note: Policies regarding priority to/offering of on-campus housing are subject to change.)

## TUITION AND FEES

Actual charges for 2006-2007 are not known when this catalog is printed. The charges reflected below are for 2005-2006 and are subject to change as conditions warrant.

	<i>Resident</i> Per Semester	<i>Nonresident</i> Per Semester
Full-time graduate academic fee .....	\$4,498.00	\$9,110.00
Part-time graduate academic fee (per credit hour).....	450.00	760.00
Graduate auditing academic fee (per credit hour) .....	225.00	380.00
Graduate staff academic fee (per credit hour; first four hours free).....	450.00	
Graduate assistant academic fee .....	934.00	934.00
Laboratory fee (per laboratory).....	75-200.00	75-200.00
Health fee (required if enrolled in seven or more hours on campus, regardless of housing arrangements).....	110.00	110.00
Off-campus rates (including Telecampus)		
Master of Business Administration (per credit hour) .....	535.00	918.00
Master of Engineering (per credit hour) .....	535.00	918.00
Master of Real Estate Development .....	7,000.00	9,750.00
Master of Science in Historic Preservation.....	8,000.00	11,000.00
HEHD Graduate Degree Programs On-line (per credit hour).....	495.00	495.00
Other graduate courses (per credit hour) .....	450.00	760.00
Undergraduate courses (per credit hour) .....	364.00	760.00
Software license fee (non-refundable).....	12.00	12.00

### Housing Rental Rates

#### Residence Halls (per semester)

Benet, Cope, Johnstone, Johnstone A Annex, Sanders, Young .....	1,335.00
Barnett, Byrnes, Lever, Manning, Mauldin, Smith.....	1,470.00
Clemson House (room) .....	1,510.00
Holmes and McCabe .....	1,690.00
Stadium Suites .....	1,930.00
Temporary Housing .....	1,100.00

#### Apartments (per semester)

Calhoun Courts (four occupants) .....	1,780.00
Clemson House.....	1,560.00
Greek Community on the Quad .....	2,100.00
Lightsey Bridge I.....	1,860.00
Lightsey Bridge II.....	2,360.00
Thornhill Village (two occupants).....	2,010.00

#### Board Plans<sup>1</sup> (per semester)

Any Ten (10 meals), Monday-Sunday .....	950.00
Plus Any Ten (includes \$200 in Paw points).....	1,130.00
Any 15 (15 meals), Monday-Sunday.....	1,050.00
Plus Any 15 (includes \$100 in Paw points) .....	1,130.00
Seven-day (unlimited access).....	1,130.00
Plus Unlimited Access (includes \$175 in Paw points) .....	1,285.00
Plus Commuter 50 (any 50 meals per semester plus \$250 in Paw points).....	567.00
Tiger Stripe Account minimum (declining balance).....	50.00

<sup>1</sup>All first-year freshmen who live in University housing (excluding apartments with kitchens) are required to subscribe to one of the first five board plans for their first two semesters. All other students have the option of selecting on a semester basis or paying the prevailing cash price for individual meals. The Plus Commuter 50 and Tiger Stripe account do not satisfy the freshman requirement.

## TUITION AND FEES

### Late Enrollment Service Charge

Registration for classes is scheduled for specific days, and definite procedures are outlined to avoid the problems incident to late registration. A student has not completed registration until all required steps have been taken. Any student failing to complete registration on the specified class registration days will incur a late enrollment charge.

### Full-Time Enrollment

Students who have graduate assistantships must be enrolled in a minimum of nine semester hours (three hours in a summer session) to be classified full-time students. Students without assistantships must enroll in at least 12 semester hours (three hours in a summer session) to be considered full time. Students who drop below these minimum enrollment requirements may become ineligible for some student services, financial aid, or other programs.

## Part-Time Enrollment

Graduate students without assistantships who are enrolled in fewer than 12 credit hours (three hours in a summer session) are classified as part-time and will be charged according to the schedule above. These fees do not provide for admission to athletic events, concert series, and other such activities.

## Mandatory Health Insurance

All graduate students enrolled in nine or more hours on campus are required to have health insurance coverage. Students will be billed for this insurance coverage with their tuition. All international graduate students must have health insurance as stipulated below.

Enrollment in the University plan, administered by Redfern Health Center, is required unless the student presents verification of alternate coverage. Students covered by their parents', spouse's, or employee health insurance will, in general, find those policies sufficient to meet this condition but must submit a waiver form nonetheless. Insurance plans that restrict enrollment based on national origin, such as those sold to international students only, will not be accepted for waiver. Details are available on the Web at [stuaff.clemson.edu/redfern](http://stuaff.clemson.edu/redfern).

### International Students

International students attending Clemson must purchase the University-sponsored health insurance for themselves. Coverage must continue for the duration of the student's stay in the U.S. Students should not purchase health insurance prior to their arrival. Students will be billed for this insurance coverage with their tuition. Students who bring dependents are encouraged to purchase dependent health insurance separately at Redfern Health Center. This should be done upon arrival.

Some students who are sponsored by their governments or by certain international programs, such as Fulbright, IIE, Rotary International, or Laspau will have their insurance provided as part of their programs and thus qualify for a waiver of this requirement, as long as these plans are complete and continue to meet Clemson's requirements. Others may have insurance provided as part of an exchange program, such as ISEP.

With very few exceptions, all international students and exchange visitors/scholars must purchase the insurance plan approved by the University. This expense is included on the I-20 or DS-2019.

## Notice to Customers Making Payment by Check

If a check is mailed for payment, it may be converted into an electronic funds transfer (EFT). This means a copy of the check will be made and the account information will be used to debit the bank account electronically for the amount of the check. The debit from the bank account will usually occur within 24 hours and will be shown on the drawer's bank account statement.

The original check will not be returned to the drawer. It will be destroyed, but University Revenue and Receivables will retain a copy of it. If the EFT cannot be processed for technical reasons, the drawer authorizes the University to process

the copy in place of the original check. If the EFT cannot be completed due to insufficient funds, the University may try twice more to make the transfer. A returned item fee of \$25 will be charged and collected by EFT.

## Returned Checks, EFTs, and Credit Card Payments

A check, EFT, or credit card given in payment of University expenses that is returned unpaid by the bank creates an indebtedness to the University. University Revenue and Receivables administers matters relating to the collection of all returned checks.

University Revenue and Receivables will represent returned items for payment of academic fees. A \$25 fee will be charged for each returned item. If a check is returned or dishonored for any reason, the student's account may be debited electronically for the amount of the check plus the \$25 returned item fee.

In addition, students with returned items for payment of academic fees are also subject to a late payment fee of \$5 per calendar day, not to exceed \$350, beginning on the last day of late registration. If the item is returned to the University in a timely manner with no response from the student or drawer, a written request to disenroll the student is made to the Registrar. If the request is approved, the percentage of refund will be applied to the debt. If the item is returned after the mid-point of the semester with no response, a decision will be made by the Director of University Revenue and Receivables and the Registrar as to the effect of disenrollment. The University may restrict subsequent payment for academic and other fees by accepting only cash, certified checks, or money orders.

Any individual who uses a two-party check for payment of University expenses will be held responsible for that check if it is returned unpaid by the bank. Items used as payment for various University services such as meal plans, housing, etc., that are later returned unpaid by the bank, give the University the right to cancel such services and cause forfeiture of any refund.

Any returned items not collected by the above procedures may be turned over to a collection agency and the indebtedness reported to a credit bureau. All collection costs will be added to the debt. Transcripts and diplomas will be withheld pending payment, and the debt may be deducted from state income tax refunds.

Abuse of check payment privileges may result in the restriction of such privileges for an indefinite period of time based on the frequency and/or dollar amount, as determined by University Revenue and Receivables.

## Past Due Accounts

Any indebtedness to the University which becomes past due immediately jeopardizes the student's enrollment, and no such student will be permitted to re-enroll for an ensuing semester or summer term. Billing fees and/or collection costs may be added to the indebtedness. Further, any student who fails to pay all indebtedness, including collection costs, to the University may not be issued a transcript or diploma. Unresolved debts may be turned over to a collection agency, reported to a credit bureau, and deducted from state income tax refunds. Debts include but are not limited to, parking violations, library fines, rent, academic fees, and others.

## Refund of Academic Fees

**(Tuition, University Fee, and Medical Fee) for Students Withdrawing, Dropping to Part Time, or Part-Time Students Dropping Credit Hours**

No refunds will be made on a semester's tuition and fees after four weeks from the last day to register. In the case of withdrawal from the University, refunds will be based on the effective date of the withdrawal. In the case of withdrawal from a course, refunds will be based on the date the student drops the course using the on-line registration system. To be eligible for a refund, the student's request must be received by University Revenue and Receivables prior to the beginning of the next fall/spring semester or subsequent summer term. Beginning with the day following the last day to register, refunds for periods of four weeks or less during fall/spring semester shall be made based on the chart below. Students receiving Title IV Financial Aid follow a different policy. Contact University Revenue and Receivables, G-08 Sikes Hall, for details.

Fall/Spring Semester		Summer Sessions			
Period of Enrollment	Percent Refund	Length of Session Percent Refund			
		Less Than 3 wks.	3 wks.	5 or 6 wks.	More Than 6 wks.
Registration day(s) in published calendar	100%				
After last day to register:					
One week or less	80%	100%	100%	100%	100%
More than 1 but not more than 2 weeks	60%				
More than 2 but not more than 3 weeks	40%				
More than 3 but not more than 4 weeks	20%				
More than 4 weeks	0%				
After last day to register:					
One week or less	0%	0%	40%	60%	60%
More than 1 but not more than 2 weeks	0%	0%	0%	20%	40%
More than 2 but not more than 3 weeks	0%	0%	0%	0%	20%
More than 3 weeks	0%	0%	0%	0%	0%

## Refund of Dining Hall Fees

See the section on Dining Services on page 20.

## Refund of Housing Fees

### Cancellation of the Contract Prior to the Start of the Academic Year for All New Students

(a) July 31, 2006—If cancellation request is received by the Housing Office on or before this date, the contract is cancelled with no additional charge.

(b) After July 31, 2006—The contract is binding and students are obligated to pay rent for the entire academic year, unless they fail to enroll.

### Cancellation of the Contract Prior to the Start of the Academic Year for All Continuing Students and Former Students Returning

(a) April 15, 2006—If cancellation request is received by the Housing Office on or before this date, the contract is cancelled without charge.

(b) April 16–May 15, 2006—If cancellation request is received by the Housing Office on or between these dates, the contract is cancelled, and a \$150 contract cancellation charge is placed on the student's University account.

(c) May 16–June 15, 2006—If cancellation request is received by the Housing Office on or between these dates, the contract is cancelled, and a \$300 contract cancellation charge is placed on the student's University account.

(d) June 16–July 31, 2006—If cancellation request is received by the Housing Office on or between these dates, the contract is cancelled, and a \$500 contract cancellation charge is placed on the student's University account.

(e) July 31, 2006—After this date, the contract is binding, and the student is obligated to pay the entire academic year's rent unless he/she fails to enroll.

(f) Students who sign contracts after July 31, 2006, are obligated to pay the entire academic year's rent unless they fail to enroll.

(g) In all cases where the student fails to enroll, a \$150 contract cancellation charge is placed on the student's University account. If a student's plans change and he/she re-enrolls after canceling, the full rental charge will be added back to the student's account. The \$150 cancellation charge is waived only in cases where the University denies readmission.

### Cancellation of the Contract after the Start of Each Semester of the Academic Year

(a) The contract may be terminated after the start of each semester for the following reasons: withdrawal from school, marriage (no more than four weeks prior to the wedding date), or circumstances determined by the University to be sufficiently extenuating as to warrant cancellation. (Documentary evidence will be required.)

(b) Any student qualifying for cancellation under paragraph (a) above will have his/her bill adjusted to show a prorated housing charge based on the number of days of the semester that housing is held in reservation for the student or \$150, whichever is greater.

(c) In cases where neither (a) nor (b) above applies, the student may "buy out" his/her contract

by paying a prorated housing charge based on the number of days of the semester that housing is held in reservation for the student plus one-half (50%) of all time remaining in the total contract period.

### Cancellation of the Contract at the End of the First Semester

(a) The contract may be terminated at the end of the first semester without penalty for the following reasons: graduation, withdrawal from school, ineligibility to continue enrollment due to a failure to meet academic requirements, completion of graduate requirements, failure to enroll a second semester, or participation during the second semester in anything required by the University that takes the student away from the main campus.

(b) The contract may be cancelled at the end of the first semester with a \$150 contract cancellation charge for the following reasons: marriage or circumstances determined by the University to be sufficiently extenuating as to warrant cancellation. (Documentary evidence will be required.)

(c) In cases where neither (a) nor (b) above applies, the contract may also be cancelled at the end of the first semester by paying a "buyout" charge equal to 50% of the first semester's rental fee.

### Proper Notice of Cancellation Request

Students wishing to request cancellation of this contract must do so by

(a) logging into the contract cancellation system of University Housing at [www.housing.clemson.edu](http://www.housing.clemson.edu) and completing the cancellation process or

(b) submitting signed, written correspondence to the Housing Office.

## FINANCIAL ASSISTANCE

### Fellowships and Traineeships

Approximately 140 outstanding graduate students hold fellowships or traineeships at Clemson University. For a monetary award to be designated a fellowship or a traineeship, it must provide the recipient a minimum of \$1,000 for the academic year. These awards, received from a variety of alumni, foundation, governmental, individual, or industrial sources, require no services. Payment in excess of actual educational costs is subject to federal and state taxes.

Graduate Alumni Fellowships, University Research Fellowships, and George R. MacDonald Fellowships are University-wide awards administered by the Graduate School and the Office of Student Financial Aid. These awards of \$5,000 for master's and \$10,000 for doctoral students for the academic year are made on a competitive basis to nominees selected by the academic departments. Scholarly potential and academic excellence are the sole criteria for the awards.

Additional fellowships and traineeships are administered by the individual colleges and academic departments. Some awards, such as the Industrial Graduate Residency Fellowships, may limit students' research to areas of interest to the donor and require a period of residency at the industrial sites. Detailed information is available from the colleges or academic departments.

South Carolina Graduate Incentive Fellowships of up to \$5,000 for master's students or up to \$10,000 for doctoral students are available to minority graduate students. These awards are renewable. Master's students must be citizens of South Carolina. Preference is given to new applicants and those who express a commitment to remain and be employed in the state for two years. These fellowships are administered by the Graduate School.

Unless otherwise stipulated by the grantor and/or donor, holders of fellowships or traineeships are required to enroll in the same minimum credit load as other departmental graduate assistants. Continued receipt of any fellowship or traineeship is contingent on the student's maintaining a satisfactory academic status. Normally a student cannot hold concurrently two or more fellowships or traineeships (or the equivalent) administered by the University, regardless of the funding sources. Fellowship recipients are eligible for appointments as departmental graduate assistants.

Fellowships and traineeships are usually offered in early March. Inquiries may be made to the student's major department or to the Graduate School.

Except for students enrolled in the Master of Real Estate Development and Master of Science in Historic Preservation programs, graduate fellows and trainees pay fees applicable to South Carolina residents. Fellowship and traineeship recipients are eligible for appointment as departmental graduate assistants. For students holding both fellowships or traineeships and assistantships, the fee structure for assistantships prevails.

### Graduate Assistantships

All graduate assistants are granted partial remission of academic and other fees and enjoy certain other benefits provided for University staff. Graduate assistants pay a flat fee per semester or summer session.

All appointments for assistantships (teaching, research, laboratory, administrative, and grader) must be processed on the Graduate Assistantship Tuition Remission. All graduate administrative and graduate extension assistantships (new and continuing) must be approved by the Graduate School before they are offered to the students. Work assignments for students should be as specific as possible and should reflect the relationship to the student's academic program. The work to be performed must be above the paraprofessional level.

To be eligible for any graduate appointment, a graduate student must satisfy the appropriate minimum enrollment requirement described in each section below and the enrollment limit requirements. The University reserves the right to withdraw the appointment at any time because of failure to meet these requirements. Graduate students also should understand that an appointment may be withdrawn at any time for failure to maintain a satisfactory academic status including grades, special examinations, and research efforts.

Clemson University, as a member of the Council of Graduate Schools in the United States, subscribes to the following policy inherent in the resolution adopted by the council regarding graduate appointments. In every case in which an appointment for

the next academic year is offered to students currently enrolled in or accepted to graduate programs, the student, if acceptance is indicated before April 15, will have freedom through April 15 to submit, in writing, a resignation of the appointment to accept one elsewhere. An acceptance given or left in force after April 15, however, commits the student not to accept another appointment (at Clemson or elsewhere) without first obtaining a written release from the first party to whom a commitment has been made. Similarly, an offer made after April 15 is conditional on presentation by the student of the written release from any previously accepted offer.

The Southern Association of Colleges and Schools requires that all Graduate Teachers of Record (GTR) have "earned at least 18 graduate semester hours in their teaching discipline, be under the direct supervision of a faculty member experienced in the teaching discipline, receive regular in-service training and be evaluated regularly" (Section 4.8.4 of the SACS Criteria for Accreditation).

The department chair has the responsibility for determining that the 18-hour requirement is met either through coursework or with a memo containing documentation that the graduate assistant meets the requirement as an exception. The Enrolled Student Services Office will certify that the 18-hour requirement has been met.

#### Departmental Graduate Assistantships

Assistantships are available in academic departments involving primarily instruction, research, or extension and in nonacademic departments involving primarily administration. Application forms, available from the Graduate School or from departmental offices, should be filed as early as possible in the academic year before the student enrolls. Selection of assistantship recipients, notification of the appointment, its duration, and the stipend are the responsibilities of the employing departments.

**Eligibility**—To qualify for a departmental assistantship, a student must possess at least a bachelor's degree and be enrolled in a graduate degree program. The student must devote 10–30 hours of service per week to the University and be engaged in employment that bears a recognizable relationship to his/her major field of study. Multiple employment by the University (graduate appointment and/or hourly employment) is permitted. It is the responsibility of the secondary employer to receive permission of the primary employer and the Graduate School prior to assignment of any additional work and to ensure that the maximum work load of 30 hours per week is not exceeded. Upper limits on academic loads as related to hours of service per week are found in the section on *Academic Regulations*.

International graduate students who are interested in receiving assistantships should submit Test of English as a Foreign Language (TOEFL) and Test of Written English (TWE) scores. International students seeking graduate teaching assistantships, whose native language is not English and whose secondary education (and beyond) was not taught fully in English, are required to pass the standardized exam Test of Spoken English (TSE). Specialists in English as a Second Language administer this test at Clemson University. Prospective international teaching assistants also undergo an interview dur-

ing which they are evaluated by faculty members in their respective departments. Some departments utilize videotaped oral presentations. Successful scores on the test, the interview, and the presentation (if required) are completed before the student can be approved as a teaching assistant.

**Minimum Stipend**—The minimum graduate assistantship stipend must be commensurate with a rate 1.2 times the prevailing federal minimum wage.

**Minimum Enrollment**—A minimum enrollment in nine credit hours is required for appointment as a graduate assistant during the academic year. Minimum enrollment in summer sessions is three semester hours per session.

Undergraduate credits may be included in the minimum, provided they are relevant to the student's degree program and are required by the advisory committee. Credits in G S 799 may be included in the minimum in special cases as approved in advance by the Graduate School.

**Employment Schedule and Leave Without Pay**—Graduate students with nine-month or 12-month graduate teaching assistantship appointments work on the same calendar as faculty with nine-month or 12-month appointments, respectively. Duties over holiday periods for graduate research assistantship appointments should be agreed upon in writing by the student and the faculty advisor in charge of the research program.

Graduate assistants may request up to four weeks of leave without pay per semester and one week of leave without pay per summer session for illness of a close family member, death in the immediate family, and personal illness or hardship. If leave is not approved by the administrator of the graduate assistantship, the graduate assistant may petition the Graduate School for approval.

A graduate assistant is eligible for up to six weeks of maternity leave without pay. The request for maternity leave must be made to the department at least one month in advance.

#### Administrative Graduate Assistantships

Administrative units hiring graduate administrative assistants must form a partnership with an academic department or departments. Signatures of the employing supervisor and the academic advisor are required. The academic department shall provide a brief description of the expectations of the employer, the anticipated beginning and ending dates, stipend

amount, average hours of service per week, work schedule (where appropriate), and the conditions for reappointment, if any. In addition, the assistant must be apprised of the financial penalties related to academic fees that may be incurred if the assistantship starts after the beginning or is terminated before the end of the semester or session.

#### Graduate Resident Director Assistantships

Part-time employment on the program staff of the residence halls is available to qualified graduate students. Preference is given to those who have had successful undergraduate experience as residence hall assistants. In general, 30 hours of service per week are required. Compensation consists of a room or apartment, partial remission of academic and other fees, and approximately \$4,375 per semester. Graduate resident directors are subject to the enrollment limitations stipulated in the section on *Academic Regulations*, and the required minimum enrollment is coincident with that of departmental graduate assistants. Application should be made directly to the Housing Office.

#### International Student Employment

International graduate students are required to be in proper immigration status before any assistantship can be paid or attending benefits ensue.

Special employment regulations for international students are governed by the Code of Federal Regulations and the Department of Homeland Security/USCIS. Permission for off-campus employment must first be requested through the international student advisors in International Affairs. Off-campus employment generally is unavailable to international students during the first academic year and should not be considered as a means of support. Students with F-1 visas may apply to the USCIS for limited off-campus work authorization after their first year of study. Nonacademic employment opportunities are available on campus on a first-come basis. Applications are made directly to the hiring source upon arrival on campus. Further information is available in International Affairs (IA), E-302 Martin Hall; (864) 656-3614.

#### Termination of Assistantships

**Termination of assistantship by student**—Normally an assistantship is offered on an annual or academic year basis. Students may terminate assistantships at the conclusion of a semester or summer session without penalty; however, if students terminate their assistantships during a semester, they may be liable, calculated on a pro rata basis, for the differ-

### Graduate Assistantship Tuition Policy

	Adding Assistantship	Cancelling Assistantship
First 2 weeks of class (fall and spring)	graduate assistantship fee	full tuition and fees
First week of class (summer session)	graduate assistantship fee	full tuition and fees
After last day to add but before last day to drop or withdraw without a W grade	50% of tuition + 100% of fees or graduate assistant fee if new money to the University	100% of tuition and fees, minus graduate assistantship fee paid
After last day to drop or withdraw without final grades	no benefit	no liability

ence between the normal academic fees and the reduced fees assessed as a result of the assistantship. If, in the opinion of the immediate supervisor of the assistantship, the termination was justifiable, the administrator may recommend to the Dean of the Graduate School that no additional charge be made to the student.

*Termination of assistantship for cause*—If, in the opinion of the immediate supervisor of the assistantship, a student is not carrying out the duties of the assistantship satisfactorily, the assistantship may be terminated and the student held liable, calculated on a pro rata basis, for the reduction in academic fees assessed as a result of the assistantship.

The procedure to be followed before terminating an assistantship for cause follows:

The immediate supervisor should first discuss and try to resolve the problem with the student. A record of this conversation is placed in the student's departmental file. If the student's performance remains unsatisfactory, a signed written warning from the department chair is sent to the student by certified or registered U.S. mail detailing the nature of the problem. The Dean of the Graduate School shall be notified. If the performance of the student remains unsatisfactory, the department chair gives the student a written notice of termination. At least two weeks should elapse between the written warning and the notice of termination. The Dean of the Graduate School shall be notified. The student has the right to file a grievance with the Graduate Student Academic Grievance Committee.

*Termination of assistantship because of academic deficiency*—The assistantship may be terminated if the student drops below the minimum credit hours required as described above or for failure to meet other academic requirements.

*Termination of assistantship because of unexpected loss of research funding*—A sudden or unexpected loss of external funding may result in a termination of an assistantship. The policy outlined in the chart above will be used to calculate any tuition and fees required by a graduate student. A department chair may request an exception to the policy with appropriate documentation.

## Loans

The Office of Student Financial Aid administers federal financial aid for graduate students. Many types of federal aid, such as the Federal Pell Grant, are not available to graduate students; however, the Federal Stafford Loan has extended loan limits for graduate students and is available to most students regardless of income. U.S. citizens and eligible noncitizens may apply for the Federal Stafford Loan by completing the Free Application for Federal Student Aid (FAFSA). The suggested deadline to apply is April 1 for the following fall semester.

Graduate students accepted into degree programs may borrow funds to cover their established cost of attendance, less any fellowship stipends or fee waivers, up to \$18,500 per year. Graduate assistants who receive their official assignments after their loans are processed will be required to reduce their loans due to the tuition waiver. Usually this reduction exceeds \$6,000.

Information and applications are available from the Office of Student Financial Aid, G-01 Sikes Hall, Box 345123, Clemson, SC 29634-5123.

## Eligibility for Loans

To qualify for loans, graduate students must be enrolled in at least five credits in a regular semester (fall or spring) and three credits for the summer in any combination of enrollments.

## Special Employment Restrictions

Graduate students who are employed in programs administered directly or indirectly by Clemson University and are found to be in default on payments of student loans will be subject to wage withholding (garnish) according to Legislative Authority P.L. 102-164; To U.S.C. S1095A et seq.

## Hourly Employment

Employment on an hourly basis for a portion of a semester or session is possible in some departments. The student must be enrolled in at least three credit hours per semester or session in order to accept hourly employment. The maximum credit load is the same as that for graduate assistants (see *Academic Regulations*). Enrolled graduate students (exclusive of full-time University employees) may not be employed by the University for more than 30 hours per week during fall and spring semester (graduate appointments and hourly employment combined). The assistantship is allowed to increase hours of employment to 37.5 for summer sessions only. No portion of the hourly employment shall be used to qualify students for benefits afforded those on graduate assistantship appointments.

## RESIDENT TUITION AND FEES

### Application for Resident Status

Any undergraduate student or prospective student whose status concerning entitlement to payment of in-state tuition and fees is uncertain has the responsibility of securing a ruling from the University by providing all relevant information on special application forms. These forms can be obtained from the Student Financial Aid Office, G-01 Sikes Hall, and are to be completed and returned to that office at least two weeks prior to registration for any semester or summer term for which the student is attempting to qualify for payment of the in-state tuition and fee rate.

### Entitlement

Eligibility for payment of in-state tuition and fees shall be determined under the provisions of Sections 59-112-10 through 59-112-100, South Carolina Code of Laws, 1976, as amended. This law is set forth in its entirety as follows (subject to further amendment by the General Assembly).

### Statutes

**59-112-10—Definitions.** As used in this chapter:

A. The words "State Institution" shall mean those post-secondary educational institutions under the jurisdiction of the following: (1) Board of Trustees, Clemson University; (2) Board of Trustees, Medical University of South Carolina; (3) Board of Trustees, South Carolina State College; (4) State College Board of Trustees; (5) Board of Visitors,

The Citadel; (6) Board of Trustees, University of South Carolina; (7) Board of Trustees, Winthrop College; and (8) State Board of Technical and Comprehensive Education.

B. The word "student" shall mean any person enrolled for studies in any state institution.

C. The word "residence" or "reside" shall mean continuous and permanent physical presence within this State, provided, that temporary absences for short periods of time shall not affect the establishment of a residence.

D. The word "domicile" shall mean a person's true, fixed, principal residence and place of habitation; it shall indicate the place where such person intends to remain, and to which such person expects to return upon leaving without establishing a new domicile in another state. For purposes of this section one may have only one legal domicile; one is presumed to abandon automatically an old domicile upon establishing a new one. Housing provided on an academic session basis for students at State institutions shall be presumed not to be a place of principal residence, as residency in such housing is by nature temporary.

E. The words "in-state rates" shall mean charges for tuition and fees established by State Institutions for persons who are domiciled in South Carolina in accordance with this act; the words "out-of-state rates" shall mean charges for tuition and fees established by State Institutions for persons who are not domiciled in South Carolina in accordance with this act.

F. The words "independent person" shall mean a person in his majority, or an emancipated minor, whose predominant source of income is his own earnings or income from employment, investments, or payments from trusts, grants, scholarships, loans, or payments of alimony or separate maintenance made pursuant to court order.

G. The words "dependent" or "dependent person" mean: (1) one whose financial support is provided not through his own earnings or entitlements, but whose predominant source of income or support is payments from a parent, spouse, or guardian, and who qualifies as a dependent or an exemption on the federal tax return of the parent, spouse, or guardian; or (2) one for whom payments are made, under court order, for child support and the cost of his college education by an independent person meeting the provisions of Section 59-112-20 A or B. However, the words "dependent" or "dependent person" do not include a spouse or former spouse who is the recipient of alimony or separate maintenance payments made pursuant to court order.

H. The word "minor" shall mean a person who has not attained the age of eighteen years; and the words "emancipated minor" shall mean a minor whose parents have entirely surrendered the right to the care, custody and earnings of such minor and are no longer under any legal obligation to support or maintain such minor.

I. The word "parent" shall mean a person's natural or adoptive father or mother; or if one parent has custody of the child, the parent having custody; or if there is a guardian or other legal custodian of such person, then such guardian or legal custodian; provided, however, that where circumstances indicate that such guardianship or custodianship was created primarily for the purpose of conferring South Carolina domicile for tuition

and fee purposes on such child or dependent person, it shall not be given such effect.

J. The word “spouse” shall mean the husband or wife of a married person.

**59-112-20—South Carolina Domicile Defined for Purposes of Rates of Tuition and Fees.** South Carolina Domicile for tuition and fee purposes shall be established as follows in determinations of rates of tuition and fees to be paid by students entering or attending State Institutions:

A. Independent persons who reside in and have been domiciled in South Carolina for a period of no less than twelve months with an intention of making a permanent home herein, and their dependents, may be considered eligible for in-state rates.

B. Independent persons who reside in and have been domiciled in South Carolina for fewer than twelve months but who have full-time employment in the State, and their dependents, may be considered eligible for in-state rates for as long as such independent person is employed on a full-time basis in the State.

C. Where an independent person meeting the provisions of Section 59-112-20 B above, is living apart from his spouse, or where such person and his spouse are separated or divorced, the spouse and dependents of such independent person shall have domiciliary status for tuition and fee purposes only under the following circumstances: (1) if the spouse requesting domiciliary status for tuition and fee purposes remains domiciled in South Carolina although living apart or separated from his or her employed spouse, (2) if the dependent requesting domiciliary status for tuition and fee purposes is under the legal custody or guardianship, as defined in Section 59-112-10I above, of an independent person who is domiciled in this State; or if such dependent is claimed as an income tax exemption by the parent not having legal custody but paying child-support, so long as either parent remains domiciled in South Carolina.

D. The residence and domicile of a dependent minor shall be presumed to be that of the parent of such dependent minor.

**59-112-30—Effect of Change of Residency.** When the domicile of a student or of the person upon whom a student is financially dependent changes after enrollment at a State Institution, tuition charges shall be adjusted as follows:

A. Except as provided in Section 59-112-20B above, when domicile is taken in South Carolina, a student shall not become eligible for in-state rates until the beginning of the next academic session after expiration of twelve months from date of domicile in this State.

B. When South Carolina domicile is lost, eligibility for in-state rates shall end on the last day of the academic session in which the loss occurs; however, application of this subsection shall be at the discretion of the institution involved.

C. Notwithstanding the other provisions of this section, any dependent person who has been domiciled with his family in South Carolina for a period of not less than three years immediately prior to his enrollment may enroll in a state-supported institution of higher learning at the in-state rate and may continue to be enrolled at such rate even if the parent, spouse, or guardian upon whom he is dependent moves his domicile from this State.

**59-112-40—Effect of Marriage.** Except as provided in Section 59-112-20 above, marriage shall affect determinations of domicile for tuition and fee purposes only insofar as it operates to evince an intention by the parties to make a permanent home in South Carolina.

**59-112-50—Military Personnel and Their Dependents.** Notwithstanding other provisions of this act, during the period of their assignment to duty in South Carolina members of the armed services of the United States stationed in South Carolina and their dependents may be considered eligible for in-state rates. When such armed service personnel are ordered away from the State, their dependents may continue for an additional twelve months to have this eligibility at the State Institutions where they are enrolled at the time such assignment ends. Such persons and their dependents may be considered eligible for in-state rates for a period of twelve months after their discharge from the armed services even though they were not enrolled at a State Institution at the time of their discharge, if they have evinced an intent to establish domicile in South Carolina and if they have resided in South Carolina for a period of at least twelve months immediately preceding their discharge.

**59-112-60—Faculty, Administrative Employees and Dependents Thereof.** Full-time faculty and administrative employees of State Institutions, and the spouses and children of such persons, shall be excluded from the provision of this act.

**59-112-70—Abatement of Rates for Non-residents on Scholarship.** Notwithstanding other provisions of this act, the governing boards listed in Section 59-112-10A above, are authorized to adopt policies for the abatement of any part or all of the out-of-state rates for students who are recipients of scholarship aid.

**59-112-80—Administration of Chapter; Burden of Proving Eligibility of Students.** Each State Institution shall designate an official to administer the provisions of this act. Students making application to pay tuition and fees at in-state rates shall have the burden of proving to the satisfaction of the aforesaid officials of State Institutions that they have fulfilled the requirements of this act before they shall be permitted to pay tuition and fees at such rate.

**59-112-90—Penalties for Willful Misrepresentation.** Where it appears to the satisfaction of officials charged with administration of these provisions that a person has gained domiciliary status improperly by making or presenting willful misrepresentations of fact, such persons should be charged tuition and fees past due and unpaid at the out-of-state rate, plus interest at a rate of eight percent per annum, plus a penalty amounting to twenty-five percent of the out-of-state rate for one semester; and until these charges have been paid no such student shall be allowed to receive transcripts or graduate from any State Institution.

**59-112-100—Regulations.** The Commission on Higher Education may prescribe uniform regulations for application of the provisions of this act and may provide for annual review of such regulations.

## ARTICLE V

### Determination of Rates of Tuition and Fees

(Statutory Authority: 1976 Code Sections 59-112-10 to 59-112-100)

**62-600—Rates of Tuition and Fees.**

A. Resident classification is an essential part of fee determination, admission regulations, scholarship eligibility, and other relevant policies of the state. It is important that such institutions have fair and equitable regulations which can be administered consistently and are sensitive to the interests of both students and the State. The Commission on Higher Education hereby establishes regulations for the Statute Governing Residency and Tuition for Fee Purposes to be applied consistently by all South Carolina institutions of higher education. These regulations do not address residency matters relating to in-county categories used within the State’s technical colleges.

B. Institutions of higher education are required by the Statute to determine the residence classification of applicants. The initial determination of one’s resident status is made at the time of admission. The determination made at that time, and any determination made thereafter prevails for each subsequent semester until information becomes available that would impact the existing residency status and the determination is successfully challenged. The burden of proof rests with the student to show evidence as deemed necessary to establish and maintain their residency status.

**62-601—Code of Laws Governing Residence.** [SC ADC 62-601]

Rules regarding the establishment of legal residence for tuition and fee purposes for institutions of higher education are governed by Title 59, Chapter 112 of the 1976 South Carolina Code of Laws, as amended.

**62-602—Definitions.** [SC ADC 62-602]

A. “Academic Session” is defined as a term or semester of enrollment. (62-607.B)

B. “Continue to be Enrolled” is defined as continuous enrollment without an interruption that would require the student to pursue a formal process of readmission to that institution. Formal petitions or applications for change of degree level shall be considered readmissions. (62-607.A)

C. “Dependent Person” is defined as one whose predominant source of income or support is from payments from a parent, spouse, or guardian and who qualifies as a dependent or exemption on the federal income tax return of the parent, spouse, or guardian. A dependent person is also one for whom payments are made, under court order, for child support and the cost of the dependent person’s college education. A dependent person’s residency is based upon the residency of the person upon whom they are dependent. (62-602.G) (62-602.N) (62-603.B) (62-605.C) (62-607.A)

D. “Domicile” is defined as the true, fixed, principal residence and place of habitation. It shall indicate the place where a person intends to remain, or to where one expects to return upon leaving without establishing a new domicile in another state. For purposes of this section, one may have only one legal domicile. One is presumed to abandon auto-

matically an old domicile upon establishing a new one. Housing provided on an academic session basis for student at institutions shall be presumed not to be a place of principal residence, as residency in such housing is by its nature temporary. (62-602.E) (62-602.K) (62-602.M) (62-602.N) (62-603.A) (62-603.B) (62-605.B) (62-605.C) (62-607.A) (62-607.B) (62-608.A) (62-608.C) (62-608.D) (62-609.A.3) (62-609.A.4)

E. "Family's Domicile in this State is Terminated" is defined as an employer-directed transfer of the person upon whom the student is dependent and is not considered to mean a voluntary change in domicile. Also included is a relocation of the person upon whom the student is dependent who is laid off through no fault of his own (e.g., plant closure, downsizing, etc.) who accepts employment in another state prior to relocating. (62-607.A)

F. "Full-time employment" is defined as employment that consists of at least thirty-seven and one-half hours a week on a single job in a full-time status. However, a person who works less than thirty-seven and one-half hours a week but receives or is entitled to receive full-time employee benefits shall be considered to be employed full-time if such status is verified by the employer. A person who meets the eligibility requirements of the Americans with Disabilities Act must satisfy their prescribed employment specifications in order to qualify as having full-time employment. (62-605.C.1) (62-609.A.2) (62-609.A.3)

G. "Guardian" is defined as one legally responsible for the care and management of the person or property of a minor child or one qualified to claim a dependent person based upon the five tests for dependency prescribed by the Internal Revenue Service; provided, however, that where circumstances indicate that such guardianship or custodianship was created primarily for the purpose of conferring South Carolina domicile for tuition and fee purposes on such child or dependent person, it shall not be given such effect. (62-602.C) (62-602.E) (62-602.I) (62-602.M) (62-603.B) (62-605.C)

H. "Immediately Prior" is defined as the period of time between the offer of admission and the first day of class of the term for which the offer was made, not to exceed one calendar year. (62-607.A)

I. "Independent Person" is defined as one in his/her majority (eighteen years of age or older) or an emancipated minor, whose predominant source of income is his/her own earnings or income from employment, investments, or payments from trusts, grants, scholarships, commercial loans, or payments made in accordance with court order. An independent person must provide more than half of his or her support during the twelve months immediately prior to the date that classes begin for the semester for which resident status is requested. An independent person cannot be claimed as a dependent or exemption on the federal tax return of his or her parent, spouse, or guardian for the year in which resident status is requested. (62-602.N) (62-603.A) (62-605.C) (62-607.B) (62-608.B)

J. "Minor" is defined as a person who has not attained the age of eighteen years. An "emancipated minor" shall mean a minor whose parents have entirely surrendered the right to the care, custody and earnings of such minor and are no longer under any legal obligation to support or maintain such minor. (62-602.G)

K. "Non-resident Alien" is defined as a person who is not a citizen or permanent resident of the United States. By virtue of their non-resident status "non-resident aliens" generally do not have the capacity to establish domicile in South Carolina. (62-602.M) (62-604.A)

L. "Parent" is defined as the father, mother, stepfather, stepmother, foster parent or parent of a legally adopted child. (62-602.C) (62-602.E) (62-602.I) (62-602.J) (62-602.M) (62-603.B) (62-603.C) (62-605.C)

M. "Reside" is defined as continuous and permanent physical presence within the State, provided that absences for short periods of time shall not affect the establishment of residence. Excluded are absences associated with requirements to complete a degree, absences for military training service, and like absences, provided South Carolina domicile is maintained. (62-603.A) (62-606.B) (62-609.A) (62-609.A.3) (62-609.A.4) (62-609.B)

N. "Resident" for tuition and fee purposes is defined as an independent person who has abandoned all prior domiciles and has been domiciled in South Carolina continuously for at least twelve months immediately preceding the first day of class of the term for which resident classification is sought and for whom there is an absence of domiciliary evidence in other states or countries, not withstanding other provisions of the Statute. (62-600.A) (62-600.B) (62-602.I) (62-602.K) (62-602.M) (62-603.A) (62-603.B) (62-603.C) (62-604.A) (62-605.A) (62-605.C) (62-605.C.7) (62-606.A) (62-606.A.5) (62-606.B) (62-607.A) (62-608.B) (62-609.A.3) (62-610.A) (62-610.B) (62-611.A) (62-611.B)

O. "Spouse" is defined as the husband or wife of a married person in accordance with Title 20, Chapter 1 of the 1976 South Carolina Code of Laws, as amended. (62-602.C) (62-602.E) (62-602.I) (62-602.M) (62-603.B) (62-605.C)

P. "Temporary Absence" is defined as a break in enrollment during a fall or spring semester (or its equivalent) during which a student is not registered for class. (62-606.A)

Q. "Terminal Leave" is defined as a transition period following active employment and immediately preceding retirement (with a pension or annuity), during which the individual may use accumulated leave. (62-609.A.4)

R. "United States Armed Forces" is defined as the United States Air Force, Army, Marine Corps, Navy, and Coast Guard. (62-606.B) (62-609.A(1))

#### **62-603—Citizens and Permanent Residents.** [SC ADC 62-603]

A. Independent persons who have physically resided and been domiciled in South Carolina for twelve continuous months immediately preceding the date the classes begin for the semester for which resident status is claimed may qualify to pay in-state tuition and fees. The twelve-month residency period starts when the independent person establishes the intent to become a South Carolina resident per section 62-605 entitled "Establishing the Requisite Intent to Become a South Carolina Domiciliary." Absences from the State during the twelve-month period may affect the establishment of permanent residence for tuition and fee purposes.

B. The resident status of a dependent person is based on the resident status of the person who provides more than half of the dependent person's

support and claims or qualifies to claim the dependent person as a dependent for federal income tax purposes. Thus, the residence and domicile of a dependent person shall be presumed to be that of their parent, spouse, or guardian.

C. In the case of divorced or separated parents, the resident status of the dependent person may be based on the resident status of the parent who claims the dependent person as a dependent for tax purposes; or based on the resident status of the parent who has legal custody or legal joint custody of the dependent person; or based on the resident status of the person who makes payments under a court order for child support and at least the cost of his/her college tuition and fees.

#### **62-604—Non-Resident Aliens, Non-Citizens, and Non-Permanent Residents.** [SC ADC 62-604]

A. Except as otherwise specified in this section or as provided in section 62-609 (1) and (2), independent non-citizens and non-permanent residents of the United States will be assessed tuition and fees at the non-resident, out-of-state rate. Independent non-resident aliens, including refugees, asylees, and parolees may be entitled to resident, in-state classification once they have been awarded permanent resident status by the U.S. Department of Justice and meet all the statutory residency requirements provided that all other domiciliary requirements are met. Time spent living in South Carolina immediately prior to the awarding of permanent resident status does not count toward the twelve month residency period. Certain non-resident aliens present in the United States in specified visa classification are eligible to receive in-state residency status for tuition and fee purposes as prescribed by the Commission on Higher Education. They are not, however, eligible to receive state sponsored tuition assistance/scholarships.

B. Title 8 of the Code of Federal Regulations (CFR) serves as the primary resource for defining visa categories.

#### **62-605—Establishing the Requisite Intent to Become a South Carolina Domiciliary.** [SC ADC 62-605]

A. Resident status may not be acquired by an applicant or student while residing in South Carolina for the sole purpose of enrollment in an institution or for access to state-supported programs designed to serve South Carolina residents.

B. If a person asserts that his/her domicile has been established in this State, the individual has the burden of proof. Such persons should provide to the designated residency official of the institution to which they are applying any and all evidence the person believes satisfies the burden of proof. The residency official will consider any and all evidence provided concerning such claim of domicile, but will not necessarily regard any single item of evidence as conclusive evidence that domicile has been established.

C. For independent persons or the parent, spouse, or guardian of dependent persons, examples of intent to become a South Carolina resident may include, although any single indicator may not be conclusive, the following indicia:

- (1) Statement of full-time employment;
- (2) Possession of a valid South Carolina voter registration card;

- (3) Designating South Carolina as state of legal residence on military record;
- (4) Possession of a valid South Carolina driver's license or, if a non-driver, a South Carolina identification card. Failure to obtain this within 90 days of the establishment of the intent to become a South Carolina resident will delay the beginning date of residency eligibility.
- (5) Possession of a valid South Carolina vehicle registration card. Failure to obtain this within 45 days of the establishment of the intent to become a South Carolina resident will delay the beginning date of residency eligibility.
- (6) Maintenance of domicile in South Carolina;
- (7) Paying South Carolina income taxes as a resident during the past tax year, including income earned outside of South Carolina from the date South Carolina domicile was claimed;
- (8) Ownership of principal residence in South Carolina; and
- (9) Licensing for professional practice (if applicable) in South Carolina.

D. The absence of indicia in other states or countries is required before the student is eligible to pay in-state rates.

#### **62-606—Maintaining Residence.** [SC ADC 62-606]

A. A person's temporary absence from the State does not necessarily constitute loss of South Carolina residence unless the person has acted inconsistently with the claim of continued South Carolina residence during the person's absence from the State. The burden is on the person to show retention of South Carolina residence during the person's absence from the State. Steps a person should take to retain South Carolina resident status for tuition and fee purposes include:

- (1) Continuing to use a South Carolina permanent address on all records;
- (2) Retaining South Carolina voter's status;
- (3) Maintaining South Carolina driver's license;
- (4) Maintaining South Carolina vehicle registration;
- (5) Satisfying South Carolina resident income tax obligation. Individuals claiming permanent residence in South Carolina are liable for payment of income taxes on their total income from the date that they established South Carolina residence. This includes income earned in another state or country.

B. Active duty members of the United States Armed Forces and their dependents are eligible to pay in-state tuition and fees as long as they continuously claim South Carolina as their state of legal residence during their military service. Documentation will be required in all cases to support this claim. South Carolina residents who change their state of legal residence while in the military lose their South Carolina resident status for tuition and fee purposes.

#### **62-607—Effect of Change of Residency.** [SC ADC 62-607]

A. Notwithstanding other provisions of this section, any dependent person of a legal resident of this state who has been domiciled with his/her family in South Carolina for a period of not less than three years and whose family's domicile in this state is terminated immediately prior to his/her enrollment may enroll at the in-state rate. A student must continue to be enrolled and registered for classes

(excluding summers) in order to maintain eligibility to pay in-state rates in subsequent semesters. Transfers within or between South Carolina colleges and universities of a student seeking a certificate, diploma, associate, baccalaureate, or graduate level degree does not constitute a break in enrollment.

B. If a dependent or independent person has been domiciled in South Carolina for less than three years, eligibility for in-state rates shall end on the last day of the academic session during which domicile is lost. Application of this provision shall be at the discretion of the institution involved. However, a student must continue to be enrolled and registered for classes (excluding summers) in order to maintain eligibility to pay in-state rates in subsequent semesters.

#### **62-608—Effect of Marriage.** [SC ADC 62-608]

A. In ascertaining domicile of a married person, irrespective of gender, such a review shall be determined just as for an unmarried person by reference to all relevant evidence of domiciliary intent.

B. If a non-resident marries a South Carolina resident, the non-resident does not automatically acquire South Carolina resident status. The non-resident may acquire South Carolina resident status if the South Carolina resident is an independent person and the non-resident is a dependent of the South Carolina resident.

C. Marriage to a person domiciled outside South Carolina shall not be solely the reason for precluding a person from establishing or maintaining domicile in South Carolina and subsequently becoming eligible or continuing to be eligible for residency.

D. No person shall be deemed solely by reason of marriage to a person domiciled in South Carolina to have established or maintained domicile in South Carolina and consequently to be eligible for or to retain eligibility for South Carolina residency.

#### **62-609—Exceptions.** [SC ADC 62-609]

A. Persons in the following categories qualify to pay in-state tuition and fees without having to establish a permanent home in the state for twelve months. Persons who qualify under any of these categories must meet the conditions of the specific category on or before the first day of class of the term for which payment of in-state tuition and fees is requested.

- (1) "Military Personnel and their Dependents": Members of the United States Armed Forces who are permanently assigned in South Carolina on active duty and their dependents are eligible to pay in-state tuition and fees. When such personnel are transferred from the State, their dependents may continue to pay in-state tuition and fees for an additional twelve months. Such persons (and their dependents) may also be eligible to pay in-state tuition and fees for a period of twelve months after their discharge from the military, provided they have demonstrated an intent to establish a permanent home in South Carolina and they have resided in South Carolina for a period of at least twelve months immediately preceding their discharge. Military personnel who are not stationed in South Carolina and/or former military personnel who intend to establish South Carolina residency must fulfill the twelve month "physical presence" requirement for them or their dependents to qualify to pay in-state tuition and fees.

(2) "Faculty and Administrative Employees with Full-Time Employment and their Dependents": Full-time faculty and administrative employees of South Carolina state-supported colleges and universities and their dependents are eligible to pay in-state tuition and fees.

(3) "Residents with Full-Time Employment and their Dependents": Persons who reside, are domiciled, and are full-time employed in the State and who continue to work full-time until they meet the twelve-month requirement and their dependents are eligible to pay in-state tuition and fees, provided that they have taken steps to establish a permanent home in the State. Steps an independent person must take to establish residency in South Carolina are listed in section 62-605 entitled ("Establishing the Requisite Intent to Become a South Carolina Domiciliary").

(4) "Retired Persons and their Dependents": Retired persons who are receiving a pension or annuity who reside in South Carolina and have been domiciled in South Carolina as prescribed in the Statute for less than a year may be eligible for in-state rates if they maintain residence and domicile in this State. Persons on terminal leave who have established residency in South Carolina may be eligible for in-state rates even if domiciled in the State for less than one year if they present documentary evidence from their employer showing they are on terminal leave. The evidence should show beginning and ending dates for the terminal leave period and that the person will receive a pension or annuity when he/she retires.

B. South Carolina residents who wish to participate in the Contract for Services Program sponsored by the Southern Regional Education Board must have continuously resided in the State for other than educational purposes for at least two years immediately preceding application for consideration and must meet all residency requirements during this two-year period.

#### **62-610—Application for Change of Resident Status.** [SC ADC 62-610]

A. Persons applying for a change of resident classification must complete a residency application/petition and provide supporting documentation prior to a reclassification deadline as established by the institution.

B. The burden of proof rests with those persons applying for a change of resident classification who must show required evidence to document the change in resident status.

#### **62-611—Incorrect Classification.** [SC ADC 62-611]

A. Persons incorrectly classified as residents are subject to reclassification and to payment of all non-resident tuition and fees not paid. If incorrect classification results from false or concealed facts, such persons may be charged tuition and fees past due and unpaid at the out-of-state rate. The violator may also be subject to administrative, civil, and financial penalties. Until these charges are paid, such persons will not be allowed to receive transcripts or graduate from a South Carolina institution.

B. Residents whose resident status changes are responsible for notifying the Residency Official of the institution attended of such changes.

**62-612—Inquiries and Appeals.** [SC ADC 62-612]

A. Inquiries regarding residency requirements and determinations should be directed to the institutional residency official.

B. Each institution will develop an appeals process to accommodate persons wishing to appeal residency determinations made by the institution's residency official. Neither the primary residency official nor appellate official(s) may waive the provisions of the Statute or regulation governing residency for tuition and fee purposes.

Appeals should be sent to the Student Financial Aid Office, G-01 Sikes Hall.

**DINING SERVICES**

The University provides a variety of meal plans to meet student needs. The meal plan dining halls, Harcombe and Schilletter, are on opposite sides of the campus and feature an unlimited seconds policy. Students may use their meal card for predesignated meals at the Clemson House. Meals may also be purchased on a cash basis or using a Tiger Stripe or Paw Point account. Meal plans become effective when University housing is opened for occupancy at the beginning of each semester and expire after the evening meal on the day of graduation at the end of each semester. Meal plans are not effective during official University breaks.

The Eastside Food Court, Einstein Brothers Bagels, the Canteen, Java City Cyber Café, and Fernow Street Café provide a wide assortment of dining selections on an a la carte basis. Nationally branded food concepts are available in cash dining facilities on campus: Burger King and Li'l Dino Subs in the Eastside Food Court, Chick-fil-A and Starbucks at the Union Canteen, and Pizza Hut Express in the Fernow Street Café. All retail dining facilities accept cash, credit/debit cards, and Tiger 1 and Paw Point cards.

Graduate students may pay for individual meals or choose a meal plan on a semester basis from the following: Any Ten, Plus Any Ten, Any 15, Plus Any 15, Unlimited Access, or Plus Unlimited Access.

Students may change meal plans at the Tiger 1 Card Office in 304 Fike Recreation Center on Mondays. Students may change meal plans at the billing of spring and fall semester fees with no service charge or after the first two weeks and prior to the last six weeks of the semester by paying a \$35 service charge. All adjustments will be prorated, except for students withdrawing from the University. Students may upgrade meal plans during the registration period.

Upperclassmen may terminate their meal plans for any reason. Meal plans cancelled for any reason after service of the first meal will result in a refund of advance payment, minus a \$35 termination charge and a weekly charge for meals available. The meals available charge applies to the meals that have been served, not those that have been eaten by the individual student. The Paw Points which are associated with the Plus plans are not refundable; however, they do carry forward to the next semester. No changes, meal plan cancellations, or refunds will be made during the last six weeks of a semester. Requests for refunds may be made at the

Tiger 1 Card Office. Students will be responsible for all service charges related to changes or termination of a meal plan. *Note:* Meal plans may not be shared with other students. Only the meal plan purchaser may utilize his/her meal plan.

**TIGER STRIPE ACCOUNT**

The Tiger Stripe account is equivalent to a prepaid debit card. Under this program, funds are deposited into the account along with payment of fees through TigerLine (864-656-8447). As items are purchased from over 200 locations that accept Tiger Stripe, the amount spent is deducted from the account balance. All students are eligible. Additional funds may be added to the account via the Tiger 1 Card Office at [www.tiger1.clemson.edu](http://www.tiger1.clemson.edu). Students may also pay in person at the Tiger 1 Card Office in 304 Fike Recreation Center with cash, check, or credit card; or they may call 864-656-0763 to pay with Visa, MasterCard, or Discover. Office hours are Monday–Friday, 8:00 A.M.–4:30 P.M.

Tiger Stripe accounts are non-refundable except for students withdrawing, graduating, or not returning to the University. Tiger Stripe cannot be used for the payment of tuition. Transactions are limited to \$250 per day in the University Revenue and Receivables Office for the payment of incidental fees. Credit balances at the end of each semester will carry forward to the next term. (Graduate students withdrawing must go to 104 Sikes Hall. Balances greater than \$5 will be refunded.) Any indebtedness to the University will be deducted from refunds. All graduating students will be required to request a refund at the Tiger 1 Card Office two weeks prior to graduation. Any account that remains dormant for 18 months or longer will have the balance transferred to a University scholarship account. For more information, call 864-656-0763 or e-mail [tiger1-1@clemson.edu](mailto:tiger1-1@clemson.edu).