

# Indiana University Northwest Information on the Fee Courtesy

Office of Student Financial Assistance  
Indiana University Northwest  
3400 Broadway, Hawthorn 101  
Gary, In 46408-1197  
(219) 980-6777

<http://www.iun.indiana.edu/finaid.fin aids.htm>

Please read information BEFORE completing the application form on the reverse side for the Summer & Academic Year

## Employee Eligibility

An employee is eligible to receive fee courtesy if he/she meets the requirements listed below:

By the end of the first week of classes, the employee must be in one of the following categories:

- An employee on full-time paid appointment at IU (ie. 100% FTE)
- A retired employee eligible for group life insurance.
- A disabled employee receiving long-term disability insurance.

By the end of the first week of classes, the recipient of Dependent Child Fee Courtesy must be in one of the following categories:

- A dependent child of an employee in one of the categories listed above
- A dependent child of a deceased parent or guardian employed full-time at the time of death, provided the child remains a dependent of the surviving spouse.

## Forms Required and Priority Dates

Applications may be obtained by calling or visiting the Northwest Office of Student Financial Assistance. No financial assistance is automatically renewable.

To use Fee Courtesy toward fee payment, students must submit the Northwest Fee Courtesy Application to the NOSFA by April 15. Otherwise, the student is required to pay all fees. Any resulting reimbursement will be disbursed through the Office of the Bursar after the Application for Fee Courtesy has been processed by the NOSFA.

To receive Fee Courtesy, the Northwest Fee Courtesy Application must be submitted to the NOSFA before the last day of enrollment for the specified semester or summer session.

One application may be used to apply for both the summer and the academic year. Separate Northwest applications are required for employees applying for benefits under more than one of the Fee Courtesy Programs (ie. Employee Fee Courtesy, Spouse Fee Courtesy, and Dependent Child Fee Courtesy) at IU Northwest.

The final responsibility for being aware of all eligibility requirements and application procedures rests with the applicant. Any person who knowingly makes a false statement or a misrepresentation of information pertaining to the Fee Courtesy Application shall be (1) subject to cancellation of further financial assistance, (2) liable for repayment of financial assistance received, and/or (3) subject to penalties, including suspension or expulsion from the University, according to the Indiana University Conduct Code.

Questions regarding the exact value of Fee Courtesy awards should be referred to the Office of the Bursar, Indiana University Northwest, 3400 Broadway, Hawthorn 102, Gary, In 46408, phone (219) 980-6622.

## Certain basic principles apply:

- Fee Courtesy is not a cash award; rather, it is an employee benefit that pays a portion of the credit-hour fees and, in some cases, audit fees.
- Fee Courtesy does not apply to special fees, such as those for laboratories, applied music, student teaching, education early experience, or rental of special equipment and facilities. Fee courtesy for the dependent child does not apply to audit hours.
- Fee Courtesy awards are processed by the NOSFA. Approximate values are estimated. At the time of registration, eligibility is verified, and the Fee Courtesy award is credited to the student's account.
- Fee Courtesy awards are reduced or canceled automatically if the student's or employee's eligibility ceases. The employee is then responsible for the payment of all fees. Any changes in the student's enrollment may also result in changes to the amount of Fee Courtesy.

Dependent Child Fee Courtesy is a remission of one-half of resident undergraduate credit-hour fees, for a maximum of the first 140 credit hours toward the first bachelor's degree, and including any associate degree enrollments. At the time of disbursement, the recipient (1) cannot be considered independent for other types of financial assistance, (2) must be under 24 years of age, (3) must be unmarried, (4) must live with his/her parents.

Employee Fee Courtesy is a remission of 100% of the resident credit-hour fees for the first 3 credit hours per semester, and a remission of 50% of the remaining hours up to a total of 6 (for credit or audit) per semester or combined summer sessions. If the course(s) covered under the 100% remission are not completed with a grade of C or higher, R, P, or S, the employee will be billed by the Office of the Bursar for 50% of the remitted amount. If the employee withdraws from the course(s) covered by the 100% remission, the employee will be billed for 50% of any nonrefundable fees (see Schedule of Classes for refund policy). If payment is not made by the due date, the debt may be satisfied through automatic payroll deduction.

Spouse Fee Courtesy is a remission equivalent to one-half of the resident undergraduate credit-hour fee rate, for a maximum of 3 hours (for credit or audit) per semester or for both summer sessions. This remission is applied as a credit against the full fees assessed.

*IU Fee Courtesy benefits for graduate level courses that begin after June 30, 1996 must be treated as taxable income to the employee.*