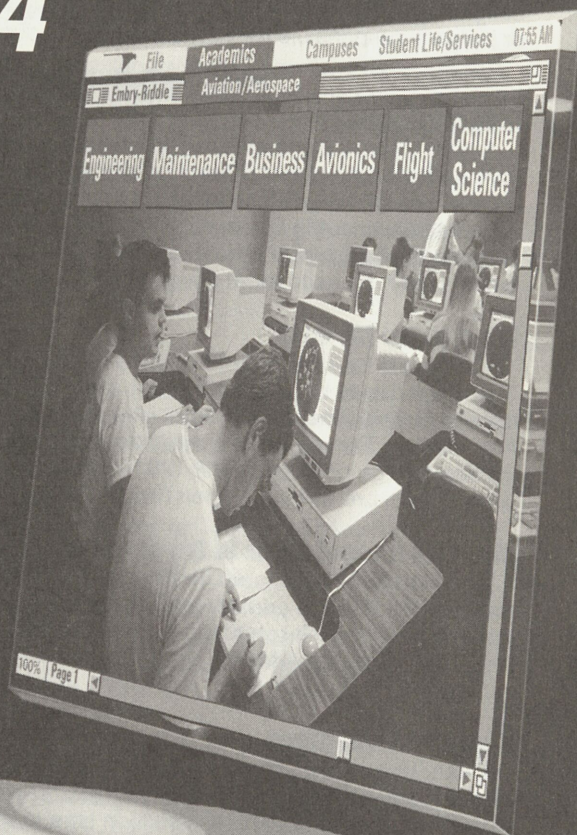


Financial Information 1993-94



EMBRY-RIDDLE
AERONAUTICAL UNIVERSITY

FINANCIAL INFORMATION

This insert to the catalog has been prepared by the Office of the Bursar to acquaint you with Embry-Riddle's policies as they relate to your financial obligations. Please read this material carefully and share it with the person or persons responsible for payment of your educational expenses.

RESIDENTIAL CAMPUSES

Student Accounts

At the time of acceptance for admission, a University student account is opened for each student. This account remains open until graduation. The primary use of this account is for University charges and payments. If an account shows credit balances, a student may request a refund at any time in the form of cash or a refund check. Each student is encouraged to open and maintain an account at a local bank for personal matters.

When is the bill due?

An invoice for Tuition and Fees will be issued at the end of registration. This bill is due to be paid on the first day of class. If full payment cannot be applied by this date, a deferment is available by signing a Tuition Payment Agreement. This agreement will extend the payment 14 days without a service charge or 45 days with a \$100 deferment fee. Tuition Payment Agreements are available upon request in the Student Accounting Office.

May bills be sent home to the permanent address?

Each student is assigned an Embry-Riddle Aeronautical University mailbox which is the primary address for all University correspondence. However, all financial statements can be sent to any address designated by the student. Billing Address change forms are available in the Student Accounting Office.

Payment Procedures

Cash, Visa, MasterCard, Discover and personal checks are acceptable toward payment. Payments made by mail should be addressed to the respective campus Cashier's Office in time to arrive prior to the first day of class. Charges incurred subsequent to registration are due 30 days from the date of invoice or the last day of class, whichever occurs first.

Students registered for a flight course will find a flight deposit charge on the invoice. When is the charge due?

Payment of a flight course deposit is due when flight training begins. Payment of 50% of the flight course deposit is required before a student can participate in flight training. The remaining 50% is due 60 days from the date flight training begins. Any available financial aid awards will be applied to the entire flight course deposit. All outstanding flight charges for a flight course must be paid prior to beginning flight training in a subsequent flight course. Students who withdraw from a flight course will be refunded the unused flight course deposit less a \$50 administrative fee and all applicable charges.

Financial Assistance

Students who will be using financial assistance to pay their University charges may have the payment date extended for the amount of their award if their funds are not ready to be disbursed by the date payment is due. This is called a payment extension. Any difference between the total charges and the amount of the extension granted must be paid according to the University's payment procedure.

In order to qualify for a payment extension, students must have applied for financial assistance and have received a final approval of their award.

A complete description of financial assistance programs and optional financing programs available to students and their parents is published annually by the Financial Aid Office. Consult this publication for the information about eligibility criteria, application procedures, and deadline dates. Students who anticipate needing help in meeting their financial obligations are encouraged to seek such assistance through one or more of the programs available for this purpose.

Books, Supplies and Tools

Purchases are made directly with the University Bookstore. Cash, Checks, Visa, MasterCard and American Express are accepted. Students whose estimated financial aid is higher than the amount of tuition and fees may request an advance at the Cashier's to be used for books and tools.

Temporary Loans

A 30 day temporary loan is available at the Cashier's Office for unexpected expenses.

Check Cashing

Students may use the Cashier's Office to cash checks. One party checks from parent or guardian, and payable to the student, will be cashed for no more than \$100 per day. Cashier's, Traveler's, U.S. Treasury Checks or Money Orders may be cashed up to \$500.

Delinquent Accounts

When a student's account is delinquent, registration for that term is subject to cancellation. If a student's registration is canceled, all academic and administrative processing will be suspended, information on class performance and grades will be withheld, and registration for a new term, graduation, or release of transcripts will be denied. Continued delinquency may result in administrative withdrawal from the University. Administrative withdrawal will not relieve a student from the obligation to pay outstanding debts. Sums remaining unpaid will be charged interest at the maximum rate allowed by law. The student is also subject to the costs of collection, including reasonable attorney's fees for making such collection.

Refund Policy

Only those students who officially withdraw from **all** classes through the Records and Registration Office are eligible for a percentage refund of the charges indicated below. The effective date of the withdrawal, as

determined by the Records and Registration Office, governs the refund computations. **There will be no tuition refund for reduction of hours after the last day of add/drop.**

A. The following are refundable according to the withdrawal schedule below (Daytona and Prescott):

1. Tuition
2. Student Government Association fees
3. Housing Fees (less \$150 Housing Processing Fee)
4. International Student Service Fee

Withdrawal/Refund Schedule:

Fall/Spring Semester		
Period I	Class days 1 - 3	100% *
Period II	Class days 4 - 10	80%
Period III	Class days 11 - 15	60%
Period IV	Class days 16 - 20	40%
Period V	Class days 21 - 25	20%
Period VI	Class days 26 and after	0%
*Less \$150 administrative fee		

Summer/AMT terms		
Period I	Class days 1 - 3	100%**
Period II	Class days 4 - 6	80%
Period III	Class days 7 - 9	60%
Period IV	Class days 10 - 12	40%
Period V	Class days 13 - 15	20%
Period VI	Class days 16 and after	0%

**Less \$75 administrative fee

Students receiving financial aid who withdraw during their first semester/term of attendance will be subject to the refund policy specified by the U.S. Department of Education.

B. Required Advance Tuition Deposit (new students only): Refundable in full, provided written notice is given at least 60 days before the first day of registration for the semester.

C. Flight Course Deposits:
See flight course deposit listing.

D. Students who have housing contracts must contact the Housing Office to release their obligation. Any refunds will be determined at that time.

Requests for refunds which are not covered by the provisions cited above must be submitted in writing to the University's Refund Committee through the Cashier's Office. Before any request for refund will be considered by the Refund Committee, proper documentation in the form of a clearance or change of registration must be completed.

1. Requests for refunds due to circumstances clearly beyond the student's control, such as illness, required military service, etc, must be accompanied by appropriate documentation such as a physician's statement.
2. A request for refund must be submitted within 60 days from the date the student completes a change of registration.
3. Refund petition requests will normally be processed within ten working days.

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Fall/Spring

Undergraduate / Graduate:

Daytona Beach and Prescott Campuses:

1- 11 credit hours	\$ 305 per credit hour
12-16 credit hours	\$ 3,685 per semester
Over 16 credit hours	\$ 305 per credit hour

Any course load greater than 16 (Fall/Spring) hours will be charged at the above listed semester rate PLUS a per-credit hour charge for those hours greater than 16 credit hours.

Summer

The Summer semester rates below are per credit hour, per session and each session is billed separately.

Undergraduate:

Daytona Beach and Prescott Campuses: \$ 270

A Word About Tuition Increases

Embry-Riddle is committed to providing high quality education at a reasonable cost. The University also recognizes the need for students to plan for the cost of their education. In the future, students should estimate tuition increases to be approximately seven percent.

Fees:

International Student Service Fee	\$ 50
Deferred Payment Fee	\$ 100
Reinstatement of Canceled Registration Fee	\$ 100
Transcript Fee (per transcript)	\$ 4
Commencement Fee (non-refundable)	\$ 40
Duplicate Diploma	\$ 15
Previously Earned Diploma	\$ 40
Army ROTC Fee	\$ 15
Course Equivalency Examination Fee (Non-Refundable)	\$ 100
Cooperative Education Fee (Full term)	\$ 210
Cooperative Education Fee (Summer A or B)	\$ 105
FAA Designated Mechanic Examiner Fee	\$ 180
Annual Vehicle Registration Fee	
Automobiles	\$ 15
Motorcycles	\$ 5

Flight Course Fees:

Students enrolled in the Aeronautical Science and Aviation Technology degree program will incur additional costs for their flight training. These students will take a series of flight courses during their enrollment and each course has a separate course deposit. The course deposit is used to cover hourly flight fees for the use of aircraft, simulators and flight instructors.

The course deposit is reviewed periodically and is established based upon historical averages regarding the actual cost to complete each course. Because the final charge for each flight is based on the actual number of training hours needed by each individual student, the actual cost will vary somewhat. Not all students will follow the same rate of progression. At the completion of each flight course, the student account is adjusted accordingly. Students can request periodic updates on their financial status in the course at any time.

The following are deposits for the required flight courses, listed in the order they are usually taken. Some students elect to take additional flight course work. These courses are listed below under elective courses.

Required Courses

FA110 Commercial Pilot Flight Operations I	\$5,900
FA200 Commercial Pilot Flight Operations II	\$4,600
FA250 Commercial Pilot Flight Operations III	\$4,900
FA300 Commercial Pilot Flight Operations IV	\$2,400
FA419 Airline Transport Pilot Proficiency Development	\$5,000
FA453 High Performance Aircraft Flight Crew Techniques & Procedures	\$2,500

Elective Courses:

FA109 Commercial Pilot Flight Operations IA	\$1,900
FA340 Multi-Engine Class Rating	\$3,400
FA417 Flight Training Methods & Curriculum Analysis	\$4,400
FA418 Airline Transport Pilot Proficiency Development	\$2,400
FA460 Advanced Multi-Engine Flight Crew Training Methods	\$4,300

(Actual costs are based on hourly rates below)

Flight Hourly Rates*

Actual student costs are computed at the completion of a course and are based on a student's actual training hours multiplied by the hourly rate.

Type aircraft	Solo	Dual
Non-complex Single Engine	\$ 55/hr	\$ 85/hr
Complex Single Engine	\$ 80/hr	\$ 110/hr
Multi-engine Crusade	\$ 160/hr	\$ 190/hr
Multi-engine Duchess	\$ 110/hr	\$ 140/hr
Flight Simulator (AST 300) single	\$ 15/hr	\$ 45/hr
Flight Simulator (AST 300) twin	\$ 20/hr	\$ 50/hr
Flight Simulator (Frasca 141)	\$ 20/hr	\$ 50/hr
Flight Simulator (Frasca 242)	\$ 55/hr	\$ 85/hr
Flight Simulator (Frasca 242T)	\$ 75/hr	\$ 105/hr
Oral Instruction	\$ 30/hr	\$ 30/hr

* A fuel charge adjustment may be made as fuel prices vary.

Daytona Beach Campus

The costs listed below are by semester and are associated with a student attending the Daytona Beach Campus. They should be used in the calculation when estimating the cost of attendance.

Student Government Association Fee	\$ 30
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Housing

On-Campus	\$900
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Food Service

The Daytona Beach Campus food vendor is Morrison's Custom Management, Inc. This company provides various meal plan options. Selection of meal plans usually is determined after registration has occurred. Meal plan charges may be applied to the student account only if charged during the first three days of class. Following this period, meal plans must be purchased through the vendor by cash or check. Please refer to Morrison's Custom Management's brochure for additional meal plan options and a detailed explanation of the food plan listed below.

	Type: (meals per week)	
Meal Plan	5 per week	\$ 295
Meal Plan	10 per week	\$ 525
Meal Plan	15 per week	\$ 682
Meal Plan	19 per week	\$ 715

Prescott Campus

The costs listed below are by semester and are associated with a student attending the Prescott Campus. They should be used in the calculation when estimating the cost of attendance.

Student Government Association Fee	\$ 20
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Housing

On Campus	\$ 880
Off Campus - Single	\$1113
Off Campus - Double	\$1335

Food Service

The food vendor at the Prescott Campus is Professional Food Service Management. This company provides the meal plan options listed below. Selection of a meal plan is encouraged during the first week of class. Please refer to Professional Food Service Management's brochure for additional meal plan options and a detailed explanation of the meal plans listed below.

Flex Plan	\$920	Ten meals per week. Plus \$270 in Flexi dollars per semester.
Commuter	\$175	Twenty meals and \$99 Flexi Dollars per semester.

COLLEGE OF CONTINUING EDUCATION CENTERS

Tuition and Fees

Undergraduate

College of Continuing Education

Off-Campus Centers

\$ 108-\$112 per credit hour

Independent Study

\$ 135 per credit hour

Graduate

College of Continuing Education

Off-Campus Centers

\$ 184-\$191 per credit hour

User Fees:

Application Fee

\$ 15

Late Registration Fee

\$ 25

Deferred Payment Fee

\$ 10

Transcript Fee (per transcript)

\$ 4

Commencement Fee (non-refundable)

\$ 40

Duplicate Diploma

\$ 15

Previously Earned Diploma

\$ 40

Contract for Degree

(Not required if student pays application fee)

\$ 15

Annual Contract for Degree Maintenance Fee

\$ 50

Extension Fee

\$ 25

Withdrawal/Refund schedule:

First calendar week of term

100%

Thereafter

0%