

FEES

Administrative Graduation/Completion fee: \$150

An Intent to Graduate/Complete form must be submitted by the deadline for the term the student intends to complete his or her program. The Administrative Graduation/Completion fee is assessed when the Intent is filed and is payable one month prior to the graduation/completion date. Regardless of whether the student is graduating with an endorsement, certificate, or degree this fee will be assessed each time for which a student's program is to be audited for completion. This fee helps to offset the cost of graduation/completion related services such as labor, postage, and publications. Please note: an additional cost for academic regalia is the responsibility of degree-seeking students participating in the commencement ceremony.

Applied Music Fee

The applied music fee is charged to any student taking applied music lessons. The fee for one credit hour is \$150. The exceptions are the two courses listed below. The fee for each of these courses for one credit hour is \$300.

Code	Title	Hours
MUSA-6111	Graduate Applied Composition	1,2
MUSA-6621	Graduate Applied Organ	0.5-2

Course Audit Fees

Courses taken as audit are inclusive of current tuition structure; fees are the same for credit or audit. Students taking courses for audit that have lab fees associated with that course will be responsible for those lab fee charges. Students taking more than one applied music course for credit or audit in a given semester will pay an applied music fee for each course taken.

Course Fees

Courses with course descriptions which include the phrase "Fee: Required" have additional fee(s) which can be found here (<https://www.cuchicago.edu/contentassets/ff392c9764e6494db31f2c8a2f679550/cuc-course-fee-24-25.pdf>).

Field Trip and Lab Fees

Additional charges may be assessed for courses requiring field trips or additional lab fees. Courses with fees are listed in course descriptions. Fee amounts are available by contacting the Office of Student Business Services.

Food Service

Specific information regarding meal plans (both resident and commuter) can be found at <https://cuchicagodining.sodexomyway.com/en-us/>.

Housing and Residence Life

Room Reservation Deposit: \$200, New students: \$200

A deposit for a room reservation is required of all students applying and reapplying for residence in University housing for fall or spring semesters. This deposit will be applied to the regular room fee and must be paid in full to be considered for reservation of a specific room whether applying or reapplying for housing. Late room reservation will incur an additional \$180 fee. After May 1 the room reservation deposit is non-refundable.

Refund of the room reservation deposit can be made only if the Director of Residence Life is notified in writing of room cancellation prior to July 15 of the year of enrollment or re-enrollment or by December 1 if entering in the spring semester. The Office of

Residence Life reserves the right to rescind a private room when space is needed.

A full refund is awarded on housing for the semester or sessions not attended. A 50 percent refund for the semester is made if the student moves off campus by the end of the first week of classes; no refunds for the semester thereafter. Refunds for students withdrawing from the University will be based on the federal policy as previously stated.

Rates are normal room occupancy of two and three persons. Single room accommodations, if space is available, may be requested for an additional fee. Single rooms are available on a limited basis. All single room requests must be approved by the Director of Student Housing.

Room and Board Fees

All students living in University housing are required to pay both room and board fees. Charges start from \$5,936 per semester, \$11,872 annually.

Residence Hall Key Replacement Fee: \$265

Residence Hall Damages

Residence Hall damages are assessed when, after students have removed all their belongings from the room, checked out properly with the residence hall staff, and returned their keys, the room condition form indicates any damages to areas such as the residence hall room, floor, hall or furnishings. After this assessment, the student's tuition account will be billed for these damages to the residence hall. Additional community charges might apply for hall damages identified as such.

Identification Card Replacement: \$30 each request

The identification cards issued remain the property of Concordia University Chicago and are subject to return to the University upon termination, change of status or completion of the term.

Parking Fee

All students operating motorized vehicles while attending CUC must obtain a parking permit. There is no charge for graduate *commuter* permits. The cost of a permit for graduate *resident* students is \$320/semester or \$640/year. The permit year coincides with the academic year.

Technology Fee: \$18 per credit hour (not to exceed \$218 per semester).

Transcript: \$8 each request

- All official transcript requests are processed by the National Student Clearinghouse (<https://www.studentclearinghouse.org/>). The transcript can be sent electronically by email or in a paper format by USPS mail. If a student selects the paper format and would like to pick it up on campus, please contact the Office of the Registrar as soon as the order is placed at registrar@cuchicago.edu.
- A transcript order is defined as a request for an official transcript to each destination/address; each separate destination/address constitutes a separate order. Each transcript is \$8.00 per copy and is available as an electronic transcript or hard-copy transcript. All administrative obligations to CUC must be cleared in order to prompt the release of CUC transcripts and diplomas.

Tax Benefit

Federal tax law allows certain credits for educational experiences. Students taking classes are advised to contact their tax advisors for details.