

ADMINISTRATIVE FEES

(effective date: 01/01/2026)

The fees and charges listed below are costs that students may incur beyond the basic tuition fees. **Non-Institutional Fees** are paid only when services are requested or provided as summarized below.

NEW STUDENTS' RIGHT TO CANCEL: All tuition and *refundable fees are fully refundable upon cancellation of enrollment through attendance at the first-class session, or the fourteenth (14) day of enrollment, whichever is later. This time frame is called **“THE CANCELLATION PERIOD.”** Students who cancel within THE CANCELLATION PERIOD will receive a refund of all tuition and all Institutional fees paid on their behalf. ****Effective date of Fee Changes is 1/1/2026**

Fee Type	Purpose of Institutional Refundable Fees during The Cancellation Period	Fee Amount
*Undergraduate Resource Information Technology Fee (annual)	Funds a variety of services such as CMU’s student email, Microsoft 365 software, 24/7 online library, facility-based laptops, Student ID cards, computerized student discounts, upgrades to the online learning system, student portal system, and related software.	\$500
*Master’s Resources Information Fee (annual)	Funds a variety of services such as CMU’s student email, Microsoft 365 software, 24/7 online library, facility-based laptops, Student ID cards, computerized student discounts, upgrades to the online learning system, student portal system, and related software.	\$500
*Doctoral Resource Information Technology Fee (annual)	Funds a variety of services such as CMU’s student email, Microsoft 365 software, 24/7 online library, facility-based laptops, Student ID cards, computerized student discounts, upgrades to the online learning system, student portal system, and related software.	\$500
*Extracurricular Athletic Development Fee	<u>Participating Extracurricular Athletic Students Only:</u> Funds all aspects and costs of expenses for the development, and maintenance of the University’s extracurricular athletic programs and the related facilities for all sports programs, including travel, uniforms, and game expenses. This fee is assessed each eight-week session for each academic year.	\$450
Student Tuition Recovery Fund (STRF)	California Residents Only (\$0.00 per \$1,000 of total institutional charges)	Varies
Fee Type	NON-INSTITUTIONAL FEES (Independent of the educational contract) - All Students (paid only when services are requested or provided) Non-Refundable once provided.	Fee Amount
Bank Wire Fee	Bank wire transfer fee (incoming and outgoing)	\$45
Credit Card Fee	Fee for paying utilizing a credit card. (Students may pay via ACH and avoid any fees)	5% of payment
Cash Processing Fee	Payment for paying in cash. (Students may pay via ACH and avoid any fees)	\$50
Degree Program Change	For changing degree programs or area of concentration pay this fee	\$125
Course Change Fee	Fee for changing a course or courses in a session after the first seven days of each session	\$125

Postage Fee	For shipping letter or small package via USPS	\$25
Student ID Replacement	For requesting a new or additional Student ID with picture	\$40
Diploma (re-order)	For reordering a diploma (additional postage and rush fees may apply)	\$75
Graduation Processing	For verifying student records prior to graduation	\$75
Notarized Letter	For requesting a notarized degree verification	\$45
Unofficial Transcript	For requesting Unofficial transcripts (all students receive free unofficial transcripts at no cost through the student portal)	\$35
Official Transcript	For requesting additional official transcripts (all students receive one official transcript at graduation at no cost)	\$55
Domestic Oversight Postage	For shipping requests via USPS (large packages incur increased costs)	\$95
Returned Check/Declined Credit Card	For receiving a returned check or declined credit card notification	\$35
Student Tuition Recovery Fund (STRF)	California Residents Only (\$0.00 per \$1,000 of total institutional charges) Non-Refundable after the Cancellation Period	Varies
Tuition Late Fee	The first late fee of \$200 fee will be applied if full payment is not made by the due date. A second late fee of \$200 will be applied 30 days after the due date if not paid in full. Late fees are non-reversible.	Varies
Installment Plan Service Fee	Students who request a payment plan will be charged a per month Installment Plan Service Fee.	\$75 per month
DBA Competency Exams	For DBA Students Only: for taking the 8200A Research Methods(\$200) (**\$300), 8200B Applied Statistics (\$300) (**\$400), and 8200C Strategic Management (\$300)(**\$400) exams	\$1,100
DBA Dissertation Binding	For DBA Students Only: for binding the dissertation	Varies
Fee Type	NON-INSTITUTIONAL INTERNATIONAL FEES (Independent of the educational contract) – (paid only when services are requested or provided)	Fee Amount
International Student Processing	For reviewing international student documents, including the I-20. International (F1) Students (paid only when services are requested or provided)	\$25 Undergraduate \$120 Graduate
International Administrative	For covering administrative costs issued only after students receive their F-1 visa and receive international student enrollment status. Non-Refundable.	\$400
International Postage	For shipping via DHL, FedEx, or USPS	\$95
Deferring a Session Start Date & SEVIS Reactivation Fee	The SEVIS Reactivation Fee applies to students who request a deferral of their program start date more than 30 days after the original start date listed on their I-20. When a deferral is requested past this 30-day period, the student's I-20 is canceled, and reactivation is required to restore active SEVIS status. This fee covers the administrative costs associated with processing the reactivation.	\$10
Airport Pickup Fee	Fee to pick up students from the airport.	\$200