

ADMINISTRATIVE FEES

(effective date: 05/20/2022)

The fees and charges listed below are costs that students may incur beyond the basic tuition fees.

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 seventh (7) 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 refundable fees paid on their behalf.

Fee Type	Purpose of 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.	\$250
*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.	\$280
*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	Participating Athletic Students Only: Funds all aspects and costs of expenses for the development, expansion, 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.	\$300
Fee Type	Purpose of Non-Refundable Fees for All Students (paid only when services are requested or provided)	Fee Amount
Bank Wire Fee	Bank wire transfer fee (incoming and outgoing)	\$40
Degree Program Change	For changing degree programs or area of concentration pay this fee	\$75
Student ID Replacement	For requesting a new or additional Student ID with picture	\$30
Diploma (re-order)	For reordering a diploma (additional postage and rush fees may apply)	\$55
Course Change	For requesting to change a course later than 1 week prior to session start	\$75
Graduation Processing	For verifying student records prior to graduation	\$45
Notarized Letter	For requesting a notarized degree verification	\$20
Official Transcript	For requesting additional official transcripts (all students receive one official transcript at graduation at no cost)	\$20

Domestic Oversight Postage	For shipping requests via USPS (large packages incur increased costs)	\$25
Returned Check/Declined Credit Card	For receiving a returned check or declined credit card notification	\$35
Student Tuition Recovery Fund (STRF)	California Residents Only (non-refundable) (\$2.50 per \$1,000 of total institutional charges)	Varies
Tuition Late Fee	For past due tuition balances (30+ days) 15% on past due balance	Varies
DBA Competency Exams	For DBA Students Only: for taking the 8200A Research Methods (\$200), 8200B Applied Statistics (\$300), and 8200C Strategic Management (\$300) exams	\$800
DBA Dissertation Binding	For DBA Students Only: for binding the dissertation	Varies
Fee Type	Purpose of Non-Refundable Fees for International (F1) Students (paid only when services are requested or provided)	Fee Amount
International Student Processing	For reviewing international student documents, including the I-20	\$100
International Administrative	For covering administrative costs issued only after students receive their F-1 visa and receive international student enrollment status	\$400
Document Revisions	For making changes to the I-20 documents after the initial documents were issued	\$85
Transcript Evaluation	For evaluating non-US transcripts requiring independent evaluation	\$95
F-1 Reinstatement	For reinstating students who lost their F-1 visa status	\$100
International Postage	For shipping via DHL, FedEx, or USPS	\$95
Overnight Rush Postage	For expedited shipping	\$95
Airport Pick Up	For picking up international students from the San Diego Airport	\$60