

Westfield State University Financial Information

Document Number: FIN001 **Effective Date:** 2024-08-01

1. Overview and Purpose

This document outlines the tuition and fee schedule for the 2024-2025 academic year at Westfield State University. It is intended to provide students, families, and the university community with a clear and comprehensive understanding of the costs associated with enrollment. All tuition and fees are subject to change without prior notice, upon approval by the Westfield State University Board of Trustees.

2. Undergraduate Tuition and Fees

2.1. Full-Time Undergraduate Students (12-18 credit hours per semester)

Category	In-State	Out-of-State
Tuition	\$4,500	\$12,000
Mandatory Fees	\$1,200	\$1,200
Total per Semester	\$5,700	\$13,200
Total per Year	\$11,400	\$26,400

2.2. Part-Time Undergraduate Students (fewer than 12 credit hours per semester)

Category	In-State	Out-of-State
Per Credit Hour	\$375	\$1,000

2.3. Overload Tuition (more than 18 credit hours per semester)

Category	In-State	Out-of-State
Per Credit Hour	\$375	\$1,000

3. Graduate Tuition and Fees

3.1. Full-Time Graduate Students (9 or more credit hours per semester)

Category	In-State	Out-of-State
Tuition	\$5,500	\$14,000
Mandatory Fees	\$1,000	\$1,000
Total per Semester	\$6,500	\$15,000
Total per Year	\$13,000	\$30,000

3.2. Part-Time Graduate Students (fewer than 9 credit hours per semester)

Category	In-State	Out-of-State
Per Credit Hour	\$611	\$1,555

4. Mandatory Fees

Mandatory fees are required of all students, regardless of program or number of credit hours. These fees support a variety of services and facilities that benefit the entire student body.

Fee	Amount (per semester)
Student Activity Fee	\$250
Technology Fee	\$200
Health Services Fee	\$300
Athletic Fee	\$250
University Center Fee	\$200
Total	\$1,200 (Undergraduate) / \$1,000 (Graduate)

5. Course and Lab Fees

Certain courses may have additional fees to cover the cost of materials, equipment, and other instructional expenses. These fees are listed in the course catalog and are in addition to the standard tuition and mandatory fees.

Course Type	Fee Range (per course)
Science Lab Fee	50–150
Art Studio Fee	75–200
Music Performance Fee	100–300
Nursing Clinical Fee	200–500

6. Important Deadlines and Dates

Date	Event
2024-08-26	Fall 2024 semester begins
2024-09-09	Last day to add/drop a course without financial penalty
2024-10-01	Fall 2024 tuition and fees due
2025-01-21	Spring 2025 semester begins
2025-02-03	Last day to add/drop a course without financial penalty
2025-03-01	Spring 2025 tuition and fees due

7. Payment Procedures

- 1. Access your student account:** Log in to the university's student portal.
- 2. View your e-bill:** Navigate to the "Student Financial Services" section to view your electronic bill.
- 3. Select a payment method:** Choose from the available payment options, including credit/debit card, electronic check, or payment plan.
- 4. Submit your payment:** Follow the on-screen instructions to complete your payment.

8. Contact Information

Student Financial Services Office

- Location:** University Center, Room 205
- Phone:** (555) 123-4567
- Email:** sfs@westfield.edu
- Hours:** Monday - Friday, 8:30 AM - 4:30 PM

9. Related Policies and Resources

- **Financial Aid Office:** <https://www.westfield.edu/financial-aid>
- **Residency Policy:** <https://www.westfield.edu/residency>
- **Tuition and Fee Refund Policy:** <https://www.westfield.edu/refunds>

10. Frequently Asked Questions (FAQ)

Q: What is the difference between in-state and out-of-state tuition?

A: In-state tuition is a lower rate for students who are legal residents of the state where the university is located. Out-of-state tuition is a higher rate for students who are not legal residents.

Q: Are payment plans available?

A: Yes, the university offers a payment plan that allows students to pay their tuition and fees in installments over the course of the semester. For more information, please contact the Student Financial Services Office.

Q: What happens if I miss the payment deadline?

A: A late fee of \$100 will be assessed for any payments received after the due date. Students with outstanding balances may also be subject to having their course registration canceled.

11. Revision History

Version	Date	Author	Changes
1.0	2024-07-15	J. Doe	Initial draft
1.1	2024-07-22	A. Smith	Updated graduate tuition rates
1.2	2024-08-01	J. Doe	Final review and approval