

November 3, 2003

**MEMORANDUM**

TO: Deans, Department Chairs, and Directors  
FROM: Ken Prolo  
RE: Fee Changes

Please be advised that, **effective January 1, 2004**, the following fees charged by ISU will be increased. These fee changes have been approved by the Budget Group.

1. **Late Fee Charges:** A late fee of \$50.00 will be charged for any registration fee payment completed after the first day of classes and through the 10<sup>th</sup> day of classes. A \$100.00 fee will be assessed for any registration fee payment completed after the 10<sup>th</sup> day of classes.
2. **Refund Processing Charge:** The refund processing charge on registration fees will increase from \$10.00 to \$25.00.
3. **Returned Check Charges:** The drawer of a dishonored check will be required to pay a \$20 collection fee for checks returned to ISU or to the Student Union Check Cashing Service. (Idaho Code 28-22-105)

Please be sure employees in your department(s) are aware of these changes.  
Thank you.

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