Understanding Your PALS Invoice

Below is a detailed explanation of some common terms you may see on your PALS invoice:

Required Fees:

• **Tuition** - Tuition fees are **charged for each five or seven week session** to fund the cost of your classroom learning at PALS. These fees cover the cost of teacher salaries, focused study groups and all other academic services provided to you.

• **Placement Testing Fee** – The Placement Testing fee is **charged only once** and covers the cost of administering and grading your placement test. This test is essential for placing you into the correct level of course work when you enter the program.

• **General Student Fee** – The General Student Fee is paid to Rutgers University by all students to cover the cost of using and maintaining university facilities such as classrooms, parking lots, rest rooms, etc. This fee is **charged at the beginning of each session**.

• **Computer/Language Lab Fee** – The Computer and Language Lab fee covers the cost of using university computers and technology equipment, as well as salaries of the lab staff. This fee is **charged at the beginning of each session**.

• **Rutgers SEVIS Administration Fee** – The SEVIS administration fee is **paid by all F1 Visa holding students** upon initial processing of their I-20 documents. It is also charged to continuing students in January and in September of each year. This fee covers the cost of issuing I-20 documents and maintaining the federal database that monitors all visa holders. **This fee is separate and in addition to any fees charged by the United States government in order to issue an F-1 Visa**.

• **Rutgers Basic Major Medical and Health Insurance Fee** – This is a **required fee for all F1 Visa students**, and is charged each session. This fee covers visits to Rutgers University Health Centers, emergency hospital visits and discounted medications from University health centers.

• **Textbook and Learning Materials Fee** - This fee is charged to cover the cost of the textbooks and learning materials for each course including Journals.

• **Rutgers University Fee** – Rutgers University Overhead

• **Late Registration Fee** – This fee is charged when a student does not pay his/her tuition and fees by the appointed due date.

• **Returned Check Fee** – This fee is charged when a student’s check is returned from his/her bank and the designated funds are not paid to PALS.
Optional Charges:
• **Express Mailing Fee** – This fee covers the cost of mailing documents overseas via UPS or TNT Express.
• **Dormitory and Meal Plan Fees** – These fees cover the cost of dormitory rental and meal plan service for students who choose to utilize them. **These fees are paid for each session.**
• **Transcript Fee** – This fee covers the cost of processing and mailing official transcripts to academic institutions for students who request this service.

Additional Fees which will be separate form your PALS Invoice:
• **Recreation Fee** – Students who wish to use the University recreation facilities are required to pay a small fee for this service.
• **Parking Fee** – PALS has obtained special parking permits from Rutgers Parking and Transportation Services for its students. These permits are available for purchase in the PALS office for all students who wish to park their cars on campus.