
Financial Information



Tuition and Fees*

Estimated Expenses for the Academic Year. The following approximate costs, applicable in 1999-2000, are indicative of costs that can be expected by M.E.M. and M.F. candidates; Ph.D. students should consult the *Bulletin of the Graduate School*.

Tuition (\$9,450 per semester)	\$18,900
Student health fee (\$222 per semester)	\$444
Student government fee (\$9.50 per semester)	\$19
Recreation fee (\$25 per semester)	\$50
Housing	\$4,200
Food	\$3,400
Books and supplies	\$810
Transportation	\$1,050
Motor vehicle registration	
automobile	\$76-186
motorcycle	\$42

In addition to these necessary expenses, the student will incur others which will depend to a large extent upon individual tastes and habits. The average Duke student, however, can plan on a budget in the range of \$26,000 to \$32,000 for the academic year. Students with families naturally will have higher expenses.

Flat-fee Tuition. The flat-fee tuition allows Master of Environmental Management and Master of Forestry degree candidates to register for 9 or more units of credit for a fixed tuition payment per semester. The normal full-time enrollment is expected to be

*The figures contained in this section are projections and are subject to change.

12 units per semester, although units may vary from 9 to 15 depending upon the student's academic and assistantship requirements. Permission is required to register for fewer than 9 or more than 15 units in a semester.

Students in the two-year M.E.M. and M.F. programs will pay the flat-fee tuition for four semesters. Students in one of the concurrent degree programs will pay the flat fee for those semesters in which they are registered as full-time students in the Nicholas School of the Environment. Students in the concurrent M.E.M./M.F. program pay the flat-fee tuition for a minimum of five semesters. Students in the one-year M.F. degree option will pay the flat fee for two semesters.

If the student is permitted to be enrolled part time (fewer than 9 units), he or she will be charged per unit of credit (\$850 per unit for the 1999-2000 academic year).

Students who wish to earn additional credits during the summer will be charged at the part-time rate per units of credit. Students who have completed the required semesters in residence and all course requirements except the master's project will be charged a minimum registration fee (\$350 for 1999-2000) each semester until the degree is completed.

All students are expected to be registered in residence, to be approved for a leave of absence, or to pay a minimum registration fee for each semester until their degree is completed.

Payment of Accounts. Invoices for tuition, fees, and other charges are sent by the Office of the Bursar and are payable by the invoice due date. As a part of the agreement of admission to Duke University, a student is required to pay all invoices as presented, unless other arrangements are made in advance. If full payment is not received, a late payment charge as described below will be assessed on the next invoice and certain restrictions as stated below will be applied. Students interested in arranging a payment plan should contact Tuition Management Services, 42 Valley Road, Newport, R.I. 02842-6376; telephone 800-722-4867.

Late Payment Charge. If the *total amount due* on the student invoice is not received by the invoice due date, a penalty charge will be accrued from the billing date. The penalty charge will be at a rate of 1.25 percent per month (15 percent per annum) applied to the *past due balance*. The *past due balance* is defined as the previous balance less any payments and credits received during the current month. Student loan payments, if delayed for reasons beyond the individual's control, are treated as a credit on the student's invoice until the loan payment is received.

Restrictions. An individual will be in default of this agreement if the *total amount due* is not paid by the due date. An individual who is in default will not be allowed to register for classes, receive a copy of the academic transcript, have academic credits certified, be granted a leave of absence, or receive a diploma at graduation. In addition, an individual in default may be subject to withdrawal from the university.

Tuition Refund Policy. In case of withdrawal from the university, Title IV federal financial aid received by students enrolled for the first time at Duke will be refunded on a pro rata basis. The pro rata formula is defined as the total school charges times the remaining portion of the enrollment period for which the student has been charged, rounded downward to the nearest 10 percent, less any unpaid charges owed by the student. The pro rata refund policy does not apply to any student whose withdrawal is after the 60 percent point in the period of enrollment. Sample refund calculations are available from the Enrollment Services Office.

If the student receives federal financial aid but is not attending the university for the first time or if the student does not receive federal financial aid, tuition will be refunded or carried forward as a credit for later study according to the following schedule:

Withdrawal	Refund
Before classes begin	full amount
During first or second week	80 percent
During third, fourth or fifth week	60 percent
During sixth week	20 percent
After sixth week	none

This schedule also applies to housing charges of students moving from university housing to off-campus housing. The student health fee will not be refunded except when withdrawal occurs before classes begin. In the event of death, a full refund of tuition and fees will be granted.

Late Registration. Students who register at a date later than that prescribed by the university must pay a fee of \$25 at the bursar's office.

Audit Fee. Students registered for a full course load may audit courses without charge. Otherwise, audit fees are \$850 per course.

Transcripts. Transcripts are available on request from the Duke University Office of the Registrar. During their first semester in residence, students are charged a \$30 fee that covers the request of transcripts. Transcripts cannot be issued by the Nicholas School of the Environment.

Housing Charges. On-campus housing for professional and graduate students is available on a limited basis. Questions regarding costs should be addressed to the Office of Housing Administration, Duke University, Box 90451, Durham, N.C. 27708-0451.

Motor Vehicles. Motor vehicles parked on campus must be registered with the parking services office. Registration must be completed within five days after operation on campus begins. The proper registration decal should be displayed on the vehicle. The automobile registration fee is \$76 in ungated lots and \$186 in gated lots. Motorcycle registration is \$42.

Student Health Fee. All students are assessed a fee for the Student Health Service. For the fall and spring, the fee is \$444 (\$222 per semester). For the summer, the fee is \$71 per term.

Medical Insurance. All resident students are automatically billed for health insurance at the rate of \$778 per year (single student cost). Family plans are more and are available through the university bursar's office. A student who is covered under a family, group or individual major medical policy must sign a waiver form indicating that he/she does not wish to be covered by the university student insurance policy. All foreign students are required to register for student insurance (and for the family plan if they have a spouse or children living in Durham) unless they have valid documentation indicating major medical coverage acceptable in the United States.

Tuition and Fees for the Summer. For M.E.M. and M.F. students who wish to take additional credits during the summer, registration is charged per unit of credit (\$850 per unit in summer 2000). The summer student health fee and audit fee are listed above. Information on fees, housing, policies and procedures related to the Duke University summer session is available from the Office of Summer Programs, The Bishop's House. Students who are interested in summer study in Beaufort should consult the *Bulletin of the Nicholas School of the Environment Marine Laboratory*.

Recreation Fee. A mandatory fee of \$50 per academic year (\$25 per semester) will be charged to all registered students for usage of campus recreational facilities. Students' spouses or domestic partners are eligible to use the facilities for a fee of \$25 per semester, plus a \$10 application fee.

Athletic Events. Students are admitted free of charge to all regularly scheduled university athletic events held on campus during the academic year, with the exception of basketball. Students who wish to attend home basketball games must enter the student ticket lottery and pay for tickets if selected.

Financial Assistance

Financial assistance in the form of scholarships, fellowships, or assistantships is available for qualified students pursuing either the professional degrees (M.E.M. or M.F.) or the graduate degrees (Ph.D.). Students enrolled through the Senior Professional Program are not eligible for school supported financial assistance but may be eligible for federally funded student loans.

All professional degree students must file the Free Application for Federal Student Aid (FAFSA) to be considered for student loans and work study. A separate application must be filed for each academic year.

Applicants may obtain a FAFSA from a college or university counseling and placement center or financial aid office. Professional degree applicants must also complete the financial aid section of the Application for Admission. Scholarships and assistantships are granted from school funds which are in limited supply. Consequently, only well-qualified students can expect to receive awards. Scholarships and assistantships are awarded on the basis of demonstrated outstanding academic ability and a high degree of professional promise.

Fellowships are obtained from foundation grants, private industry, or individual donors. Donors of fellowship funds sometimes place restrictions on the use of the funds as well as on the amount of awards.

Research assistantships are obtained primarily from grant and contract funds awarded to various faculty in the school. University-funded assistantships are available for students who have sufficient experience to contribute to one or more ongoing research or academic programs.

Pursuant to the Tax Reform Act of 1986, students performing any services (whether degree related or not) required by their scholarship, fellowship or assistantship must have income taxes withheld. However, if the student anticipates no tax liability at the end of the calendar year, he or she can note "exempt" on the state and federal withholding forms and no taxes will be withheld. Income tax information is reported to the student by the university in January.

In all instances, admission to the school is a prerequisite for the award of assistance in any form. If offered financial assistance, professional students normally will receive the award for two years of study; it is expected that they will complete their degree within this period of time. For graduate students, it is the policy of the school to provide financial assistance through university funds for three years; it is expected that Ph.D. candidates will obtain research grants to fund their study past the third year. However, the school has the right to examine the progress of each student to determine eligibility for continuation of awards beyond the first year.

No student will receive financial aid while on probation unless an appeal is approved by the Admissions and Awards Committee.

Eligibility for Financial Assistance

A significant portion of the financial assistance for students in the Nicholas School of the Environment is provided by federal, Title IV funds. To qualify for such funding, usually in the form of loans, students must meet federal eligibility requirements including the maintenance of satisfactory academic progress. Professional degree students must complete at least 18 units of course work with at least 6 units of *G* and/or *E* grades during the first full year of study and may not receive a grade of *F* in any course to be eligible for federal financial aid for their second year.

Although professional degree students have five years from the first date of matriculation in the school to complete their degree requirements, they are eligible for federal financial assistance for the equivalent of four full-time semesters only. Students who fail

to meet the satisfactory academic progress requirements or need federal financial assistance for more than the equivalent of four semesters may appeal to the admissions and awards committee.

Graduate degree candidates should review the *Bulletin of the Graduate School* for details regarding satisfactory progress for their degree program.

SCHOLARSHIPS

University Scholarships. A limited number of scholarships are awarded each year to selected students who are pursuing either professional or graduate degrees. Awards are made on the basis of academic qualifications and professional or scientific promise. Amounts of awards vary.

FELLOWSHIPS

C.G. Bookhout Scholarship Fund. The Bookhout Scholarship provides financial assistance to juniors, seniors, or beginning graduate students with a professional interest in the natural sciences.

Rachel Carson Graduate Fellowship. A fellowship is awarded to a selected student who is conducting research related to some aspect of the Rachel Carson Estuarine Research Reserve.

Barbara L. Dannenberg Endowment Fund Fellowship. A fellowship is awarded to a selected student, preferably in the field of ecology, who is involved in undergraduate education. The award ranges up to \$9,000.

Doris Duke Environmental and Natural Resource Fellowships. Made possible by the Doris Duke Charitable Foundation, fellowships are awarded to 10 Doris Duke Fellows annually for two years of study at the Nicholas School of the Environment.

Environmental Science and Management Fellows Program. The Nicholas School of the Environment has partnered with the National Urban Fellows Inc. to offer a special program to outstanding minority applicants. The 21-month fellowship involves an academic year of study in the Nicholas School and a 12-month mentorship assignment with a senior environmental scientist or administrator. To qualify for this fellowship, applicants must have a strong undergraduate academic background, demonstrated leadership ability, be a U.S. citizen and have a minimum of five years of experience in the environmental field. For more information and an application, contact National Urban Fellows Inc., 55 West 44th Street, Suite 600, New York, NY 10036 or telephone 212-921-9400.

Federal Paper Board Company Fellowship. A fellowship is awarded each year to a selected student interested in a career in industrial forestry. The stipend ranges up to \$3,000 per year.

Virlis L. Fischer Fellowship. A fellowship is awarded each year to a second-year Master of Environmental Management or Master of Forestry candidate with demonstrated financial need. The stipend is determined by the amount of endowment income each year.

Forestry and Environmental Studies Endowment Fund Fellowships. Made possible by a grant of the Cordelia S. May Charitable Trust, this fund currently provides multiple fellowships in the area of wetland research and restoration.

Leroy B. George Fellowship. A fellowship is awarded to a selected student from the Haywood or Buncombe counties or the Hendersonville, North Carolina, school systems. Second preference is given to a student from the southern Appalachian region. If a qualified student cannot be identified within the region the fellowship may be awarded to a student in the school who has a demonstrated interest in resource and environmental education and planning. The amount of the fellowship is approximately \$4,000 per year.

Charlotte H. and Robert Hay Endowment Fellowship. A fellowship is awarded annually to a selected student in forestry or environmental studies. The award ranges from \$3,000 to \$4,000.

Richard E. Hug Fellowship. A fellowship is awarded to a selected student who is pursuing a Master of Environmental Management or Master of Forestry degree. The stipend ranges up to \$2,000 per year.

Melanie Elizabeth Lynn Memorial Scholarship. The Melanie Elizabeth Lynn Memorial Scholarship provides financial assistance to female graduate students for summer academic course work.

Mary Derrickson McCurdy Graduate Fellowship. A fellowship is awarded to a selected student who is conducting research at the Nicholas School of the Environment Marine Laboratory.

Andrew W. Mellon Foundation Fellowship. Fellowships are awarded each year to selected students pursuing master's or Ph.D. degrees. Stipends range from \$1,000 to \$5,000 a year.

Muchnic Foundation Endowment Fellowship. A fellowship is awarded each year to a selected student who has demonstrated financial need. The award ranges up to \$2,000.

Nicholas School of the Environment Alumni Association Fellowship. Fellowships are awarded each year to selected students who are pursuing a Master of Environmental Management or Master of Forestry degree. The students must have completed one year of study. The amount of the fellowships is set at \$2,000 per year.

Nicholas School of the Environment Alumni Association Minority Fellowship. A fellowship is awarded to a selected minority applicant for the Master of Environmental Management or Master of Forestry degree. The amount of the award is determined by the endowment income each year.

Elizabeth Reid Endowment Fund. Income from this fund is currently used for a fellowship for a selected student. The award is in the \$2,500 range.

Robert Safrit Graduate Fellowship. A fellowship is awarded to a selected student who is conducting research in some aspect of marine science at the Nicholas School of the Environment Marine Laboratory.

Thomas and Anne L. Shepherd Endowment Fund. Income from this fund is currently used for multiple fellowships in the \$3,000 to \$11,000 range.

Harvey W. Smith Graduate Fellowship in Biological Oceanography. A fellowship is awarded to a selected student who is conducting research in biological oceanography at the Nicholas School of the Environment Marine Laboratory.

John and Blake Sullivan Endowment Fund. Income from this fund may be used for fellowship support of a selected student. Awards range up to \$1,300.

James F. West Endowment Fund. Income from this fund is currently used for fellowships in the \$3,000 to \$8,000 range.

Frederick K. Weyerhaeuser Forest History Fellowship. This fellowship is available campus-wide to graduate students who wish to study broadly in the area of forest and conservation history. The annual stipend is \$11,000. Inquiries should be made to the Forest History Society, 701 Vickers Avenue, Durham, N.C. 27701.

Sara and Lewis Zirkle Fellowship. Fellowships are awarded to selected students pursuing master's or Ph.D. degrees. The stipend is determined by the amount of the endowment income each year.

INTERNSHIPS

David Brower Scholarship. Made possible by Dan and Bunny Gabel, the David Brower Scholarship provides a summer stipend for professional degree students so that

they may serve as interns in grassroots environmental organizations that exemplify David Brower's uncompromising commitment to the environment.

Whitney Lawson Chamberlin Memorial Internship. Established by the family of Whitney Lawson Chamberlin, a first-year student at the Nicholas School of the Environment, the internship is awarded to a selected student to explore the interplay between business and the environment.

Champion International Corporation Intern/Scholarship Program. The Champion International Intern/Scholarship program includes both an internship and scholarship. It provides first year M.E.M students an opportunity to compete for a paid summer internship with Champion and \$10,000 tuition support for second year study.

Doris Duke Internships. Made possible by the Doris Duke Charitable Foundation, these internships are awarded to 10 Doris Duke Fellows for work with nonprofit conservation organizations or public sector agencies for 11 weeks each summer.

Kuzmier-Lee-Nikitine Endowment Fund. Established by family and friends in memory of Kerrie Hamilton Kuzmier, Stephen Farrow Lee, and Pavlik Andre Nikitine, the Kuzmier-Lee Nikitine Endowment supports an international internship project each summer.

Stanback Internships. Made possible by Fred and Alice Stanback, the Stanback Internship program awards 30 or more conservation and policy internships each year for work with selected environmental organizations.

ASSISTANTSHIPS

Assistantships for the Professional Degree Candidate. Assistantships may be awarded to a select number of professional students during their first year of study to assist faculty and staff with teaching, research, professional and other projects. It is expected that students will work for 10 hours a week on their assigned project. *Assistantships require a regular schedule for work to be arranged between the student and the faculty or staff member to whom he or she is assigned.* During the second year of study, professional students may fulfill the assistantship requirement by working independently on their master's project.

The hours of assistance may limit the number of credit hours for which a student may register. Normally, professional students who receive assistantships for 10 hours per week are limited to 12 units of credit per semester. Exceptions require the permission of the student's adviser.

Most assistantships are paid by the school on the monthly payroll. For the 1999-2000 academic year, the award for 10 hours of assistance was \$2,700. Normally, assistantships are available only for the academic year and require full-time enrollment in the school. A few awards may be available during the summer, however, for faculty research, staff, and Duke Forest assistance. Summer stipends are paid on a biweekly or monthly basis.

Teaching Assistantships for Ph.D. Candidates. Each year a selected number of Ph.D. candidates may be offered a financial aid package consisting of full tuition plus a monthly stipend. The tuition is a scholarship from school funds and is tax exempt. The monthly stipend (\$1,422 per month in 1999-2000) requires up to 15 hours of work per week during the academic year and is taxable. Students receiving these stipends are assigned by the director of graduate studies to serve as teaching assistants for various faculty. While receiving a school-funded Teaching Assistantship, students are expected to devote their major effort on course work and research and are required to serve each semester as a teaching assistant.

These graduate assistants may be retained by the faculty through research funding for the remaining three months of the summer.

Typically, the Ph.D. candidate is assigned to a member of the faculty to work on a particular research project under his or her direction and/or to provide teaching assistance. Furthermore, the research undertaken is normally a part of the student's graduate program and serves as a basis for the doctoral dissertation.

Graduate assistants are required to maintain a regular schedule of work as determined by the faculty member to whom each is assigned.

Research Assistantships. Funded from grant and contract research under the direction of various members of the faculty, research assistantships provide support during the course of study of the Ph.D. candidate. Typically, the research assistant completes one or more phases of a research project under the direction of the principal investigator, a member of the faculty. Normally, the research completed forms a substantial component of the requirements of the Ph.D. dissertation. However, in some instances this may not be the case and the students pursue dissertation research in a related area of study.

The academic year stipend is salary for research involving up to 20 hours per week. Some research assistantships require full-time service during the summer. A regular schedule of research under the direction of the principal investigator must be maintained.

Work-Study. Work-study funds are administered for student employment through the Office of Enrollment Services. At the beginning of the academic year, students are made aware of work-study opportunities and informed of the application procedures. Interested students should file the Free Application for Federal Student Aid (FAFSA).

Application for Awards for the Entering Student

Application for awards is made concurrently with the application for admission. Applicants should initiate the necessary action early to ensure that the required documents are filed with the school's Office of Enrollment Services on or before February 1 prior to enrollment.

Notification and Acceptance of Awards. Recipients of awards are notified in March. Completed applications received after the February 1 priority deadline will be considered if vacancies occur at a later date.

Scholarships, fellowships, and the various categories of assistantships provide the basis for professional/graduate student support. Once offered by the university or the school, funds are committed to one student and are therefore unavailable to others. *As a consequence, it is the policy of the school that all awards offered can be declined prior to May 1 without prejudice. However, offers accepted and left in effect after May 1 are binding for both the student and the school.*

Loans

In terms of a needy student being able to afford the graduate program of his or her choice, federally insured student loans are often necessary and useful. Students should consider the nature of the loan and the positive and negative aspects of future loan payments, as well as investigate all other forms of financial assistance.

Federal law requires all students to have completed a Free Application for Federal Student Aid (FAFSA) to determine financial need. The FAFSA form may be obtained from a college or university counseling and placement center or financial aid office. No loan application will be processed without the FAFSA form having been submitted to the central processor. In addition, federal law requires, in some cases, verification of income and other information.

Federal Stafford Loans. Federal Stafford Loans of up to \$18,500 (\$8,500 subsidized and \$10,000 unsubsidized) are available for eligible graduate/professional students. For loans made to new borrowers, interest is calculated at a variable rate, not to exceed 8.25 percent. Students who have outstanding loans retain their current interest rate. If a student is eligible for a subsidized Federal Stafford Loan, the interest is paid by the federal government while the student is enrolled in school. Interest on unsubsidized

loans must be paid by the student during enrollment or capitalized to the principal at the borrower's request.

Students may be eligible for a combination of subsidized and unsubsidized loans. Eligibility for the subsidized loan is determined by subtracting all financial aid awards and the student's expected contribution from the Nicholas School of the Environment's student budget. The student's contribution is computed from the income and asset information submitted on the FAFSA. Eligibility for the unsubsidized loan takes into consideration the other financial aid being received by the student, but the expected student contribution is not considered. Students may borrow from the unsubsidized loan program the difference between the student budget and their other aid (including any subsidized Stafford Loan), up to a maximum of \$18,500 for an academic year.

To obtain a Federal Stafford Loan, students may apply to either a state agency or a bank that participates in the program. A partial listing of lenders is available from the school's Enrollment Services Office.

Students who borrow through the Federal Stafford program will be given entrance and exit interviews concerning the projected and actual costs of their loans. They will also be provided with information on loan consolidation, should this be desired or needed.

Federal Carl Perkins Loans. Loans through the Federal Carl Perkins program are administered through the university for students who qualify under the federal guidelines. The student must qualify as needy by the FAFSA form and in need of additional assistance beyond the maximum Federal Stafford allocation. The interest rate is 5 percent, with payment on interest and principal deferred until nine months following graduation.

Duke Signature Select Loans. For students who need more funds than are available through the Federal Stafford Loan and the Federal Carl Perkins Loan programs, the University offers the Duke Signature Select Loan program. Through this program, students can borrow up to \$12,500 without a co-signer or up to the cost of education (minus other aid received) with a co-signer. The interest rate on this loan is T-bill plus 2.5 percent while the student is in school and T-bill plus 3.1 percent during repayment. Repayment begins 6 months after graduation or dropping to less than half-time enrollment. Applications can be obtained by contacting the Office of Enrollment Services in the Nicholas School at (919) 613-8070.

Federal Grant Programs. Students with only three years of study at one of the institutions in the Cooperative College Program may be eligible for undergraduate state and federal grant programs. Such students should consult their undergraduate financial aid officers, state loan agencies, or federal granting agencies for applications, requirements, and restrictions.