FEES

"The university reserves the right to modify by increase or decrease the fees charged for attendance and other services at the University, including but not limited to tuition, at any time in the discretion of the governing board the same is in the best interest of the University, provided that no increases can or will be effective unless approved by the governing board not less than thirty (30) days prior to the beginning of the academic term (semester, etc.) to which the fees are applicable, with all modification of fees to be effective irrespective as to whether fees have or have not been paid by or on behalf of a student prior to the effective date of the modification."

To review the statement of financial responsibility and its terms visit http://cashier.mst.edu/studentfees/statementoffinancialresponsibility/. This statement allows students to confirm their understanding of financial implications when registering each semester.

Electronic Billing Statements
Electronic billing is the official billing method for currently enrolled students at Missouri University of Science and Technology. Students will be notified by e-mail at their Missouri S&T e-mail account when monthly billing statements are available. Currently enrolled students will be able to view, print, and pay their student fee bill online at JoeSS.

Currently enrolled students can also authorize others (parents, grandparents, guardians) to view and pay their student fee bill. Access to student account information can be granted by visiting http://registrar.mst.edu/psinfo/additionalauthorizedaccess/. As an additional authorized access (AAA) member, they have access to electronically view and print the monthly billing statement and make payment online. They are also notified when the statement is available at the e-mail address entered by the student during set-up. For further information, visit the Missouri S&T registrar's office web site at http://registrar.mst.edu.

Tuition per Credit Hour
All students enrolled at Missouri S&T are required to pay tuition. Visit the Missouri S&T cashier's office web site for fee information at http://cashier.mst.edu.

Courses audited and courses taken for reduced credit will be counted at their normal credit value in computing the amount of tuition to be paid. Students enrolling in zero credit hours are required to pay tuition and fees according to the equivalent credit for the course.

Information Technology Fee
All students enrolled at Missouri University of Science and Technology are required to pay an information technology fee per credit hour.

Course Fees
An additional course fee will apply to the following and will be charged per credit hour:

Engineering and sciences course fee will be charged per credit hour to all students enrolled in engineering, biological sciences, chemistry, computer science, geology, geophysics and physics courses. Co-listed courses are subject to the engineering and sciences course fee.

Business and information technology course fee will be charged per credit hour to all students enrolled in business, IS&T and M&IS courses.

Co-listed courses are subject to the business and information technology course fee.

Student Activity/Facility Fee
A student activity/facility fee is charged to students each semester to pay for a variety of activities, services, and bonded debt on student fee funded buildings. The activity/facility fee is determined and approved by the Student Council. The activity/facility fee includes fees for the Havener Center, intramural and recreational facilities and programs, campus events, the student newspaper, radio station and yearbook, and funding for a variety of student organizations. The Rollamo Yearbook fee will be charged during the fall semester to all undergraduate students enrolled for seven or more hours and will remain optional for all undergraduate students enrolled for fewer than seven hours and all graduate students. Graduate students pay a fee to fund the Council of Graduate Students. The activity/facility fee is prorated for students enrolled in fewer than ten hours.

The activity/facility fee is charged to all students, undergraduate and graduate. Students attending the Engineering Education Center in St. Louis do not pay the student activity fee.

Additional information concerning the Missouri S&T Student activity/facility fee is available at: http://studentlife.mst.edu.

Health Service Fee
The mandatory health service fee is charged to all students, graduate and undergraduate (full or part time enrolled) each semester. This allows students access to the Student Health Complex.

Academic Testing Fee
An academic testing fee will be charged to all undergraduate students that have reached the level or sophomore, junior and senior. The fee will be assessed each semester at the following rates:

- Senior Fee: $19.50 per semester
- Junior Fee: $12.00 per semester
- Sophomore Fee: $5.00 per semester

Graduation Fee
A $75 graduation fee is assessed to all students who have applied as a candidate for graduation. This fee will be charged to the student account after submitting an application for graduation.

Time of Payment of Fees
All fees must be paid in full or payment arrangements made at the time of registration at the opening of each semester or term as a condition of admission to classes. Consult the academic calendar for dates of registration and payment of fees.

Minimum Fee Payment Plan
The student’s account (to include tuition and fees, housing, traffic violations, etc.) will be billed for the full amount each month with a minimum payment allowed. The minimum payment is derived by dividing the full account balance by the number of scheduled payments remaining in the semester. If a student chooses to pay the minimum amount, a 1
percent per month interest charge will be assessed on the remaining unpaid account balance.

**Late Payment Fee**

Student fee accounts will be subject to a late fee for unpaid amounts billed when payment is not received by the scheduled due date as communicated on the student’s monthly billing statement. If the minimum payment or billed balance due is paid on or before the scheduled due date, it appears on the student’s monthly billing statement, no late fees will apply.

Past due amounts owed the university must be satisfied by payment in full. Failure to pay may result in transcripts or diplomas being withheld. The university will pursue appropriate collection practices which may include referrals to a collection agency for accounts that remain past due. The account may be assessed an additional collection charge of up to 50 percent of the balance if referral to a collection agency becomes necessary.

**Fall Semester Payment Due Dates**

Preregistered students: five installments due July, August, September, October, and November 15th.

Open registration students: the number of installments available will be dependent upon the timing of your registration.

**Spring Semester Payment Due Dates**

Preregistered students: five installments due December, January, February, March, and April 15th.

Open registration students: the number of installments available will be dependent upon the timing of your registration.

**Summer Semester Payment Due Dates**

Preregistered students: 50 percent of fees due May 15th and 50% due June 15th.

Open registration students: total fees will be billed and due June 15th.

**Financial Aid**

Approved financial aid is applied directly to a student’s account. The entry will appear as a credit on the billing statement and will reduce the current term balance due. The balance remaining after application of financial aid will be billed to the student and will be subject to the minimum payment process and interest charge calculation.

**Personal Checks**

Personal checks will be accepted only for the amount due from the student. Personal checks can be presented to the cashier’s office in person or by mail to G4 Parker Hall, Rolla MO 65409. A late registration fee will be assessed if a check presented in payment of student fees is returned unpaid and remains unpaid after the close of the registration period.

**Online Payment Options**

Missouri S&T has convenient online payment options for our students and their authorized payers. Students can make online check and credit card payments by accessing the student self-service module JoeSS>Self-Service>Campus Finances>Make a Payment. Authorized payers with access to student account information will log in to https://joess.mst.edu/ to make online payment.

The University of Missouri contracts with a third party vendor to process credit card payments applied to the student fee account. Credit card payment can be made by Visa, MasterCard, Discover and American Express online only. A convenience fee of 2.75 percent will be charged by the third party vendor on all credit card payments.

To avoid the convenience fee, students and their authorized payers, have the option to make an online electronic check payment by simply entering the bank/financial institution routing and account numbers at the time of the online payment. Online payment information can be found on the cashiers website at http://cashier.mst.edu/.

**Debit Card Payment**

PIN based debit card payments are processed at the cashier’s office at no cost to the student. The student must present the card at the time of the transaction and will enter their personal identification number (PIN) to complete. Credit card payments, for payment of a student account, are not accepted at the cashier’s office.

**Late Registration Fee**

A student who registers after the start of the semester will be charged a late fee equivalent to one hour undergrad tuition. Also, by registering late, a student may find certain sections or entire courses closed to registration. Each department reserves the right to close sections of courses or even to close enrollment in a department when the capacity of the class is reached.

**International Student Sponsored Program**

A full range of services for sponsored international students is provided through the office of international affairs. International students sponsored by international agencies receive special services and are charged an administrative fee per semester. Individual students desiring to take advantage of these special services may apply for them. Details on the current Sponsored Student program and costs are available upon request from:

Office of International Affairs
103 Norwood Hall
Rolla, MO 65409-0160

**Sponsor Billing**

If part or all of your educational expenses are being paid by an embassy, agency or company, you can elect to have them billed directly through our sponsor billing process.

Upon receipt of written authorization, a credit will be posted to your student account for the amount authorized. We will discontinue billing you for that amount and bill your sponsor directly. If the sponsor does not pay in a timely manner, the credit will be removed from your account and you will be responsible for this amount again, including the accrual of finance charges.

Additional information is available on the cashier’s website under sponsor billing.

**International Student Services Fee**

The office of international affairs (IA) student services provides a full range of services to international students including, but not limited to,
communication with prospective international students and applicants, issuance of immigration documents, new international student orientation as well as ongoing orientation/acculturation programs. IA manages the federally-mandated Department of Homeland Security Student and Exchange Visitor Information System (SEVIS) database and is responsible for meeting current requirements, the upcoming SEVIS II, and all follow-on phases. Due to the complexity and scope of these associated mandatory requirements, a fee has been implemented in order to meet the system demands. Therefore, all F-1 and J-1 international students who are enrolled in one or more academic hours will be charged an International Student Fee of $80.00 per semester for fall and spring semesters, and $40.00 for summer semester.

**Mandatory Health Insurance for International Students**

All international students, as a condition of their enrollment, are required to purchase mandatory health insurance. This includes all F-1 and J-1 visa students. In addition, J-1 visa students whose spouse and/or children are living in the U.S. are required to carry health insurance. An independent carrier working through the International Affairs (IA) office, provides an insurance policy at a reasonable cost. Premiums will be charged during the fall and spring semester. Summer premiums are included in the spring semester.

For more information on the mandatory health insurance requirements for international students, contact:

International Affairs Office
103 Norwood Hall
573-341-4208

**Offset of Missouri Income Tax**

The tax offset credit is a process used to give non-resident students, who pay Missouri state income tax, a credit used to offset the non-resident tuition fee charged to the student account. The student must be a non-resident of the State of Missouri and must pay Missouri tax. If the student is a dependent on another person’s tax return, that person must live outside the State of Missouri and must pay Missouri state income tax.

The following documentation is needed to claim the credit. Please blackout all SSN numbers prior to submitting to the Cashier’s Office.

- Copy of the Missouri State Income Tax Return
- Front page of the federal 1040 or 1040A form showing the student as a dependent
- All W2, 1099’s or schedules that show sources of Missouri income for the same year as the tax return

The student must reapply for the non-resident offset credit each year. Taxes for the previous tax year are used to calculate the tax offset for the current academic year. For example, 2015 tax information would be used for fall semester 2016 and spring semester 2017. Tax credit not used during the academic year cannot be carried forward to the next academic year.

The first step is to determine the amount of Missouri state income tax that was due. The amount of Missouri tax used in the non-resident tax credit calculation is found on the Missouri state income tax form listed as ‘Total Tax’.

The second step is to determine the amount of non-resident fees charged to the student. If the student is receiving a non-resident scholarship, the amount of the scholarship is subtracted from the non-resident fees charged to the student prior to the application of the non-resident tax credit. Any tax credit not used during the fall semester may be carried forward to be used in the spring semester, subject to the time limitation stated above. If several students from the same family claim allowable tax credit, the credit shall be applied as the taxpayer directs. If the taxpayer does not direct application, the Cashier shall make such application. Tax credit may be offset against non-resident tuition only and may not be offset against any other fees or obligation.

**Refund of Fees**

Fees subject to refund include: tuition, information technology fees, engineering, science, and business supplemental fees, student activity/faculty fees, health service fees and any instruction-related miscellaneous fees that may be assessed.* Students who have registered for credit courses, and made payment of fees, and whose registration is subsequently canceled, or who withdraw from the university or reduce their course load, will, subject to certain exceptions and upon written request to the cashier’s office, receive a refund of the fees in accordance with the following schedule: class day of cancellation, withdrawal, or change of course load. The official Missouri S&T refund policy can be found from the Chancellor’s Policy Memorandum site at: http://chancellor.mst.edu/media/administrative/chancellor/documents/policy/III-16.pdf. (http://chancellor.mst.edu/documents/policy/III-16.pdf)

**Fall/Spring Semester – 16 weeks**

<table>
<thead>
<tr>
<th>Elapsed Days</th>
<th>Percent of Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before the first day of classes</td>
<td>100%</td>
</tr>
<tr>
<td>Class days 1-5</td>
<td>90%</td>
</tr>
<tr>
<td>Class days 6-10</td>
<td>70%</td>
</tr>
<tr>
<td>Class days 11-25</td>
<td>50%</td>
</tr>
<tr>
<td>After class day 25</td>
<td>NO REFUND</td>
</tr>
</tbody>
</table>

**Summer Session – 8 weeks**

<table>
<thead>
<tr>
<th>Elapsed Days</th>
<th>Percent of Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before the first day of classes</td>
<td>100%</td>
</tr>
<tr>
<td>Class days 1-3</td>
<td>90%</td>
</tr>
<tr>
<td>Class days 4-5</td>
<td>70%</td>
</tr>
<tr>
<td>Class days 6-13</td>
<td>50%</td>
</tr>
<tr>
<td>After class day 13</td>
<td>NO REFUND</td>
</tr>
</tbody>
</table>

Class days are counted by excluding Saturdays, Sundays and holidays.

*Deductions may be made from any refund of fees for any financial obligation due the university.

**Examination Fee**

A candidate for a graduate degree who, before the end of a semester, has submitted to the office of graduate studies his/her thesis/dissertation, may enroll during the intersession for the final examination only (course 5040/6040) for no hours credit and pay the examination fee equivalent to one credit hour graduate, in-state tuition. If the submission of graduate Form 2/7 and final copy of the thesis/dissertation are not completed before the next semester begins, the student may register in one hour of graduate research good through the end of the fourth week of the semester or second week of a summer session. If the submission of graduate Form 2/7 and final copy of the thesis/dissertation are not
completed by then, the student must enroll in a minimum of three credit hours for the semester. The one hour of graduate research should be approved by the advisor, department chair, and the vice provost of graduate studies (following the same approval process as 5040/6040). A candidate for a graduate degree beyond commuting distance of campus who returns to defend his/her thesis/dissertation may enroll for the final examination only (course 5040/6040), for no hours credit and pay the examination fee equivalent to one credit hour graduate, in-state tuition.