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 when 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 fees 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.

Supplemental Fees

An additional supplemental fee will apply to the following and will be charged per credit hour:

- Engineering and sciences course fee of $105.00 per credit hour will be charged 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 of $50.00 per credit hour will be charged 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 pay the designated UMSL 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.

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, as 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 collections 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.

Regular registration students: four installments with the first one due at registration and the remaining due September, October and November 15th.

**Spring Semester Payment Due Dates**
Preregistered students: five installments due December, January, February, March, and April 15th.

Regular registration students: four installments with the first one due at registration and the remaining due February, March, and April 15th.

**Summer Semester Payment Due Dates**
Preregistered students: 50 percent of fees due May 15th and 50% due June 15th.

Regular registration students: total fees due at registration.

**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 Joe’S’SS>Self-Service>Campus Finances>Make a Payment. They can also establish authorized payers to make payment on their behalf.

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/ under the convenient online payment methods link.

**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 Student 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 pay 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
Ill, 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 and 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**

For those non-residents who pay Missouri income tax, the non-resident tuition shall be credited in an amount equal to the actual Missouri income tax paid for the previous calendar year, except that the remaining obligation shall not be less than the amount of the resident tuition.

Unemancipated minor or adult dependent students are eligible for reason of payment of Missouri income tax by the non-resident individual or individuals having custody of said students. Students entering in January shall be regarded as entering in the fall for purposes of determining previous calendar year. For students entering after January, previous year means immediate past calendar year.

For those non-resident students who have non-resident scholarships, the amount of this scholarship will be deducted first from their non-resident tuition. If a student qualifies, the remainder of the non-resident balance may be offset by Missouri income taxes paid (see above).

To affect an offset, the student shall furnish to the cashier’s office satisfactory evidence that the tax was paid, the date of payment, and that the student is entitled to an offset. Ordinarily, evidence of payment and the date thereof will be confirmed by exhibiting to the Missouri S&T cashier a copy of the state income tax return, together with canceled check (if any) or photo copies thereof; or if all taxes were withheld, the MO-WH-2 form, or photo copy thereof, showing the amount of tax withheld must be presented and a copy of the front page of the federal return. After reviewing the evidence submitted, the cashier may request other evidence of payment of tax.

Tax credit thus established may be used only once as an offset against the non-resident tuition, but any tax credit not used in a given term may be carried forward to be used in a subsequent term, subject to the time limitation stated above. If several students from the same family claim allowable tax credit, the tax 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 the non-resident tuition only and may not be offset against any other fees or obligations.

**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.

**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.

**Cap and Gown Fee**

Candidates for a master’s degree are able to purchase their cap, gown, hood, and tassel through The S&T Store for a total of $55.97 plus tax. Gowns are also able to be purchased and shipped through our website http://www.thesandtstore.com/.

Candidates for doctoral degrees are able to rent their Ph.D. regalia through the bookstore. The tam, gold tassel, Ph.D. hood, and gown can be rented for $69.97 plus tax. Ph.D. graduates wanting to purchase their hood can do so for $109.00 plus tax. All doctoral candidates wishing to rent must submit their order at least three weeks in advance. Orders received after the three week margin will be subject to late fees and expedited shipping costs. The above prices are current and subject to change. Doctoral candidates can also purchase their Ph.D. regalia at The S&T Store. These orders must be placed at least eight weeks prior to commencement to allow for custom tailoring. Additional information is available at The S&T Store 573-341-7901.

**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 library copy of the thesis/dissertation are not completed before the next semester begins, the student may register in one hour of research (6099) 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 library 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 6099 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.