

SOUTHWEST MISSOURI STATE UNIVERSITY

Fees No. 122-05  
2005-2006 Fee Schedule

BOARD RESOLUTION

BE IT RESOLVED by the Board of Governors for Southwest Missouri State University that the following fee schedule be adopted, effective August 1, 2005.

**Springfield Campus**

**I. Required Student Fees:**

A. Basic Fees (Fall, 2005, Spring, 2006, and Summer, 2006):

	Missouri <u>Residents</u>	Non-Missouri <u>Residents*</u>
<b>1. Regular Instruction (per credit hour)**</b>		
Undergraduate (courses 100-599)	\$164	\$328
Graduate (courses numbered 600-799)	\$189	\$378
Doctorate (courses numbered 800-899)	\$189	\$378
<b>2. Internet Based Instruction</b>		
Regular Internet (SMSU Online)		
(1-599 level courses)	\$258	\$258
(600-899 level courses)	\$258	\$258
Master of Science in Computer Information Systems courses		
	\$395	\$395
Master of Science in Administrative Studies Program courses		
(500-599 level courses)	\$182	\$258
(600-799 level courses)	\$208	\$258
BearNet* Locations other than Springfield:		
Branson, Joplin, Lebanon, Monett, Mountain Grove, Neosho, Nevada, West Plains		
(1-599 level courses)	\$164	\$164
(600-899 level courses)	\$189	\$189

\*Non-Missouri residents are assessed resident student rates when enrolling in fewer than seven hours for the fall and spring semesters and fewer than five hours for the summer semester. Such students enrolling in enough hours to be charged the non-resident rate will be assessed the non-resident rate for all hours enrolled. This does not apply to non-Missouri resident students taking classes at the Washington, DC/Virginia area site. Classes at that site will be assessed at the non-resident rates regardless of number of hours taken.

\*\*See exceptions in E. Exceptions listing

Fee Schedule, effective August 1, 2005

B. Student Services Fees (assessed in addition to the Basic Fees):\*

Fall 2005 and Spring 2006

	1	2	3	4	5	6	7 or more
Student Union-Capital Projects Fee	\$7	\$9	\$11	\$13	\$15	\$17	\$22
Student Union-Operating Fee	6	8	10	12	14	16	21
Capital Projects Fee-Wyrick Commission	3	3	3	3	3	3	3
Student Art Gallery Fee	1	1	1	1	1	1	1
Health Center Fee**	8	15	22	29	36	43	50
Shuttle Fee	13	15	17	19	21	23	28
Computer Usage Fee	17	23	29	35	41	47	70
Student Involvement Fee	4	6	8	10	12	14	16
Recreation Facilities Fee	9	14	19	24	29	34	47
Student Security Fee	5	5	5	5	5	5	5
Centennial Leaders Scholars Program	3	3	3	3	3	3	3
SGA Fee	1	1	1	1	1	1	1
<b>Total Student Services Fees</b>	<b>\$77</b>	<b>\$103</b>	<b>\$129</b>	<b>\$155</b>	<b>\$181</b>	<b>\$207</b>	<b>\$267</b>

Summer 2006

Credit Hours:	1	2	3	4 or more
Student Union-Capital Projects Fee	\$7	\$9	\$11	\$13
Student Union-Operating Fee	6	8	10	12
Capital Projects Fee-Wyrick Commission	3	3	3	3
Health Center Fee**	8	14	20	26
Shuttle Fee	13	15	17	19
Computer Usage Fee	7	13	19	25
Student Involvement Fee	4	6	8	10
Recreation Facilities Fee	9	14	19	25
Student Security Fee	5	5	5	5
Centennial Leaders Scholars Program	3	3	3	3
<b>Total Student Services Fees</b>	<b>\$65</b>	<b>\$90</b>	<b>\$115</b>	<b>\$141</b>

\*The Student Services Fee will not be assessed for sections identified as: Workshop (WKSH), Dual Credit/High School Based (DUCR), Intersession (INTR), Cable TV (CBLE), Video Rental (VDEO), Cable TV and Video Rental (CBVR), Internet (INET), Interactive CD (INCD) and courses taught in any location other than Springfield Campus (SPFD). Sections identified as short (SHRT) will only be assessed Student Services Fee if the class is scheduled to meet on campus more than four times.

\*\*Each semester upon initial use of the Taylor Health & Wellness Center services, students who have not been assessed the full amount of the Health Center Fee for that semester will be assessed the difference.

C. Scope of the Required Student Fees Schedule:

- All fees assessed must be paid in full by specified fee deadlines; otherwise a student's registration is canceled. The \$60 deposit will not be refunded once paid.
- Courses audited count in the same way as courses taken for credit in determining fees.
- **The required student fee schedule is subject to revision by the Board of Governors without notice.**

D. Exceptions to the Required Student Fee Schedule:

- The Vice President for Academic Affairs has the authority to approve exceptions to the above required student fee schedule for courses for which the fees must be negotiated with outside agencies.
- The Vice President for Academic Affairs or a designee may also specify courses or students for which the student services fee will not be assessed. These will generally be courses for which the students are not required to come to the campus for more than a short period of time.

E. Exceptions to the Basic Fee Schedule:

<i><b>Per Credit Hour</b></i>	Missouri <u>Residents</u>	Non-Missouri <u>Residents*</u>
High School Dual Credit (a)	\$ 82	\$ 82
EAD (Educ Admin) 800 level courses (b)	Based on MU rates	
ANE Nurse Anesthesia courses (c)	No charge	
eMINTS (d)	\$ 45	\$ 45
R-12 enrollees in SFR 691/Step-Up (e)	\$ 45	\$ 45
<i><b>Flat fee in place of per credit hour</b></i>		
GEN 598 and GEN 698	\$ 75	\$ 75
MIL 225 and MIL 325	\$150	\$150

- a) Students enrolled at SMSU through the high school off-campus dual credit program are charged 50% of the basic course fee for a Missouri resident, rounded to the nearest dollar.
- b) Courses at the 800 level with the EAD prefix will be assessed a fee based upon the University of Missouri-Columbia graduate course per credit hour fee.
- c) Courses with the ANE prefix are taught by adjunct faculty at St. John's Regional Health Center and will not be charged the basic course per hour fee or the student services fees.
- d) Reduced fees are charged for the eMINTS (enhancing Missouri's Institutional Networked Teaching Strategies) program since it is cooperatively provided with DESE resulting in reduced instructional costs.
- e) R-12 beginning teachers receiving graduate credit in the Step-Up program are eligible for this rate.
- f) Springfield R-12 teachers participating in the SMSU Partnership Fee Waiver program may enter into an agreement with the university whereby, in exchange for a fee waiver for the SFR 692 basic course fee for up to two (2) hours, these teachers will work in cooperation with the School of Teacher Education serving as on-site student teacher mentors in the Springfield R-12 School System.

## **II. Admission Application Fee:**

- Undergraduate: A \$30 non-refundable admission application fee will be required of all first-time applicants for admission to an undergraduate, degree-seeking program.
- Graduate: A \$30 non-refundable admission application fee will be required of all first-time applicants for regular admission to graduate studies.
- The application fees will not apply toward payment of the Required Student Fee.
- Students applying for their initial admission as undergraduate, non-degree seeking students or post-baccalaureate students are not assessed the application fee. Such students will be assessed the fee should they apply for regular admission as indicated above.
- In hardship cases, the Office of Admissions is authorized to waive the admission application fee for first-time freshman applicants. Waivers may be granted to students whose counselors document that they are eligible for the free or reduced lunch program in their school systems. Waivers may also be granted to students whose counselors submit a signed National Association of College Admission Counselors fee waiver form on their behalf and to students who document that they have qualified for a waiver of the ACT registration fee.

## **III. Early Registration Deposit:**

Students who are eligible for the Deferred Payment Plan (DPP) are required to make a \$60.00 non-refundable deposit by a deadline announced at the time of registration in order to hold their registrations. Students not eligible for the DPP are required to pay fees in full by the deadline provided at time of registration. This deposit will be applied only toward payment of the Required Student Fee. Once paid, the deposit will be refunded only if the student is suspended by the University.

## **IV. Late Admission Application and Late Registration Fees:**

- Late admission application fee (non-refundable): The fee for individuals making application for admission after the published deadline is \$25.00. This fee, which is in addition to the regular application fee, is assessed at the time of application and is non-refundable. The late application fee is waived for students applying for readmission, or for admission under the non-degree undergraduate or post-baccalaureate classification.
- Late registration fee (non-refundable): The fee for students who complete their initial registration for classes after the published deadline is \$25.00 during the fall and spring semesters. This fee is assessed at the time of registration. Students who apply late and register late are assessed both fees.
- The late admission application and the late registration fees are waived for students registering only for short courses, workshops, seminars, and other special courses administered through the College of Continuing Education and the Extended University which do not begin until after the regular (fall, spring, or summer) semester has begun.

**V. Music Fee:**

- The fee for private music lessons taken by SMSU students above and beyond their degree requirements is \$60.00 per semester for one-half-hour session per week. The fee for a one-hour session per week is \$105.00 per semester. For less than a full semester, the fee is \$5.00 per half-hour session.
- The fee for individual private lessons for non-SMSU students is \$10.00 per half-hour lesson.
- The musical instrument rental fee is \$20.00 per instrument per semester. The rental fee is to cover normal maintenance of the instruments. In addition, the students will pay the cost of any extraordinary repairs to the instruments.
- The fee for the Summer Band Camp is \$65.00

**VI. Career Center Fees:**

Currently enrolled SMSU Students/Alumni:

Registration	\$20.00
Requests for credentials processing	5.00 per set

Non-SMSU Students/Alumni:

Registration	50.00
Career/Job Search/Resume Assistance	30.00 each visit

**VII. Supplemental Course Fees:**

Supplemental course fees may be assessed on individual courses to cover the cost of specialized supplies, equipment, or services for instructional purposes that are provided by the University to all students enrolled in the course and are in addition to routine instructional expenses. The listing of supplemental course fees in Appendix A will be identified in the catalog and class schedule and will be assessed at the time of registration.

There may be additional supplemental course fees needed during the year for selected courses. For such courses, the Vice President for Academic Affairs shall be authorized to recommend supplemental course fees. Supplemental fees so recommended will be presented to the President for approval and reported to the Board of Governors at their next meeting.

**VIII. Lost Identification Card Fee:**

There will be a \$10.00 charge for replacement of a lost student identification card.

**IX. Returned Check Charge Fee:**

A fee of \$20.00 will be charged to the person presenting to the University a check that is not honored by the bank on which the check is drawn. The charge will be for each check returned. If the returned check was used to pay required student fees, the student will also be assessed the late fee set forth in Section V as applicable. This late fee is in addition to the returned check charge.

**X. Study Away Processing Fee:**

A \$75.00 fee must be paid by students who participate in the Study Away programs. The fee includes purchase of the International Student ID card.

**XI. Diploma/Transcript Fees:**

- A \$10.00 fee is charged for the issuance of a duplicate diploma or duplicate certificate.
- There will be no charge for reasonable and routine transcript requests.
- A \$17 fee will be charged for transcripts, enrollment verifications, and other documents sent via express or overnight mail from the Office of Records and Registration.
- Transcripts will not be sent for current or former students who owe \$10.00 or more to the University.

**XII. Financial Aid Fees:**

Short-Term Loan Service Charge

There is a service charge of \$10 for each Short-Term Loan processed for the student.

Study-Abroad Long-Term Loans Service Charge

Students who borrow from the Study-Abroad Long-Term Loan pay a one-time charge of 10% of the loan amount.

**XIII. Child Development Center Fees:**

A \$100.00 non-refundable registration fee will be required at the time of application.

Program charges will be assessed on a per week basis for the following:

- |                                      |       |
|--------------------------------------|-------|
| • Infants (six weeks to one year)    | \$160 |
| • Toddlers (one to two years)        | \$160 |
| • Two-Year-Olds (two to three years) | \$140 |
| • Preschool (three to five years)    | \$125 |

**XIV. Greenwood Laboratory School:**

Fees:

<u>Grades</u>	<u>School Year</u>
Kindergarten	\$3,848
1-6	\$3,848
7-12	\$3,848

Payment of the laboratory school fee reserves a classroom position for the elementary or secondary student who has been accepted for admission. This fee is not refundable after the start of classes. Failure to pay Greenwood Laboratory School fees by the end of the fall semester may result in the student being dismissed from the laboratory school program. The laboratory school summer session will operate on a self-supporting basis. The fee for each course will be set at the level needed for projected revenues to equal projected expenses.

Elementary Fees - Grades Primary - 6

Vocal Music (purchase music, support performances)	\$ 20
Art (consumable supplies used in class)	\$ 10
Honors Program	\$ 15

Secondary Fees - Grades 7 - 12

Locker Fee	\$ 25
Instrumental Music (purchase music, repair/replace instruments and equipment)	\$ 50
Vocal Music (purchase music, support performances)	\$ 30
Chamber Music	\$ 20
Advanced Music Fee	\$ 75
Art (consumable supplies used in class)	\$ 40
Foreign Language (software and consumable supplies)	\$ 20
Secondary Software (software in lieu of textbook purchase)	\$ 50
Extracurricular Activities - per sport (equipment, transportation)	\$100

Elementary & Secondary Fees – Grades Primary - 12

Technology Fee	\$100
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Dual Enrollment and Dual Credit

Dual enrollment at Southwest Missouri State University is available to Greenwood students. Seniors will have their basic and student fees waived for three credit hours per semester during their senior year, in addition to their basic and student fees resulting from Calculus and Pre-Calculus courses taken.

**XV. Required Student Fees Refund Schedule:**

A. Refunds for Full Semester Length Classes (Fall 2005 and Spring 2006):

Students who withdraw from the University or drop a class prior to the ninth week of the semester will receive a partial refund of the Required Student Fees (or a change in their fee assessment if all fees have not been paid) provided the student completes the formal withdrawal or drop process. Students who are enrolled in the Deferred Payment Plan are responsible for any unpaid amount of fees after the refund or re-assessment.

Sixty dollars of each student's Required Student Fees is designated as a non-refundable administrative fee. The administrative fee is retained by the University if the student withdraws from all courses, but not for students who drop only some of their courses.

The date used in determining the refund of fees shall be the date the student submits an official withdrawal or drop form to the Registration Center or the postmark date of withdrawal requests submitted by mail. If a student withdraws from school or drops a full semester length class prior to the ninth week, the refund shall be as follows:

On or before the second day of the semester	100% of Required Student Fees (less administrative fee of \$60 if students withdraw from all courses)
Days 3 through 10 of semester	90% of Required Student Fees (but no more than 100% less \$60 if students withdraw from all courses)
Days 11 through 20 of semester	50% of Required Student Fees (but no more than 100% less \$60 if students withdraw from all courses)
Days 21 through 40 of semester	25% of Required Student Fees
After the 40th day of semester	No refund

B. Refunds for All Other Class Lengths (including Summer 2006):

Refund periods for classes not scheduled as 16-week full semester are proportionate to the refund periods described above. The Office of Records and Registration maintains refund deadline dates for each class length.

C. Refunds for Recipients of Federal Aid:

For students who are recipients of Federal Title IV student aid, refunds will be made in accordance with all applicable federal regulations.

D. Refunds for intersession, short courses and workshops:

The refund for intersession, short courses and workshops is 100% of Required Student Fees (less an administrative fee of \$60 if the student withdraws from all courses) if the class is dropped before the first day of class. Supplemental fees will be refunded at 100% with the exception of fees that have already been expended on behalf of the student.

After the first class meeting, refunds for intersession, short courses and workshops are made on the basis of the number of class meeting days. For classes meeting one to four days, the refund is 70% of Required Student Fees (less an administrative fee of \$60 if the student withdraws from all courses) if dropped before the second class meeting. For classes meeting five or more days, the refund is 70% of Required Student Fees (less an administrative fee of \$60 if the student withdraws from all courses) if dropped before the third class meeting. No refunds will be issued after these deadlines.

**XVI. Changes of Schedule:**

- A. Students who drop courses during the change of schedule period will be issued a refund in accordance with the Required Student Fees Refund Schedule (see Section XV). Routine exceptions are made to the refund schedule for students who drop and then replace those hours with added hours during the change of schedule period only. Such drops are credited at 100% for an even exchange of hours. Because courses are not supposed to be added after the change of schedule period, dropped courses and added courses (including section changes) will not be considered an even exchange and will result in an additional financial obligation for the student. Exceptions may be granted when the department of the course(s) dropped and added provides written verification to the Registration Center stating that the late schedule change was required or recommended by the department.
- B. Courses may be added during the change of schedule period. Additional cost of courses added must be paid at the time the change of schedule is processed or the student must be completely enrolled in the Deferred Payment Plan.

**XVII. Exceptions to the Withdrawal and Change of Schedule Fee Refund Policy:**

Exceptions to the withdrawal and change of schedule refund policies must be approved by the Fee Refund Policy Exception Committee. Appeals must be submitted in writing within one month of the date of the withdrawal or change of schedule and should be accompanied by appropriate supporting documentation.

Courses which are offered through the SMSU Online Program (Internet-based instruction), administered by the College of Continuing Education and the Extended University, and are self-paced or off-sequence in regard to the regular semester schedule will utilize a special refund schedule adapted to the specific time frames of the individual courses. The College of Continuing Education and the Extended University will maintain a refund schedule and authorize refunds for such courses.

Courses in the Master of Science in Computer Information Systems (MS CIS) Program, which combine an intensive on-campus residency and distance learning in an extended semester format, will utilize a special refund schedule adapted to the specific time frames of the individual courses. The College of Business Administration will maintain the refund schedule and authorize refunds for such courses.

**XVIII. Laboratory Course Deposit:**

No deposit is required for laboratory courses. A student responsible for unusual breakage or loss of equipment will be required to pay for such breakage or loss.

**XIX. Student Teaching/Certification Fees:**

- Student teaching outside of service area \$235 per 8-week placement
- Student teaching credit evaluation fee \$ 45 per credit hour
- Post Baccalaureate Teacher Certification/  
Transcript Analysis fee \$ 40

**XX. International Students Health Insurance Fee:**

This fee will be charged each semester at the time of registration to all students for whom SMSU has issued student visa documents. Students registered for Spring will be covered for the following Summer term. The amount will be different each semester and will change annually as determined by the bidding process. Fees for students for 2005-2006 are:

Fall, 2005	\$392
Spring/Summer 2006	\$392
Annual	\$784
Summer, 2006 only (for students not attending Spring)	\$157

**XXI. Library Fines:**

Fee Schedule, effective August 1, 2005

<u>Loan Period</u>	<u>Fine Rate</u>	<u>Maximum</u>
1-7 days	\$1.00 per day	\$25.00
2 weeks – 6 months	\$.25 per day	\$10.00
Recalled items	\$1.00 per day	\$25.00
Bindery fee	\$10.00 per item	N/A
Replacement fee	\$40.00 per item	N/A
Replacement fee (media)	\$100.00 per item	N/A
If over \$150	Actual replacement cost	
Processing fee	\$10.00 per item	N/A
Fees below \$2 are waived.		

**XXII. Housing Fees (previously approved by Board of Governors on 2/18/05):**

A. Residence Halls:

1.	Fall, 2005 and Spring, 2006:	<u>Per Semester</u>	<u>Per Year</u>
	Room and Board Facilities (unlimited access meal plan):		
	Scholars House	\$2,935	\$5,870
	Woods, Freudenberger, Wells-Rooms	\$2,490	\$4,980
	Blair-Shannon, Kentwood, Wells-Suites	\$2,625	\$5,250
	Kentwood – Single Room	\$2,972	\$5,944
	Hammons House and Hutchens House		
	2-person suite	\$3,225	\$6,450
	4-person suite	\$2,935	\$5,870
	Room Only Facilities	<u>Per Semester</u>	<u>Per Year</u>
	Sunvilla Tower		
	2-person apartment	\$1,731	\$3,462
	3-person apartment	\$1,565	\$3,130
	5-person apartment	\$1,401	\$2,802

(All room rates include \$10 per semester Residence Hall Association activity fee.)

2. Summer, 2006:

Room and Board (12-meal-per-week plan)		
Double room		\$1,008
Single room		\$1,304

3. Utilities, local telephone lines, and cable television services are included in the above rates.

4. Single occupancy may be approved for the fall and spring semesters only if space is available. An additional charge equal to 1 1/2 times the double occupancy rate will be made a single occupancy.

B. Apartments:

12-Month Lease: Effective June 1, 2005 (June 1, 2005 to May 31, 2006)

Rates include utilities and local telephone lines and a \$10 per semester Residence Hall Association activity fee.

Dogwood Apartments, Kentwood South Apartments, and Sunvilla Apartments	
1 bedroom	\$5,064
2 bedrooms	\$6,744
Elm Apartments	
	\$5,064

C. Conferences and Institutes: Effective May 1, 2005

Daily room rates for double occupancy with air conditioning, no meal plan:

	<u>Housing Without Linen Service</u>	<u>Housing With Linen Service</u>
Non-student groups *	\$19.00	\$21.00
Prospective student groups	\$16.00	\$18.00
Current student groups **	\$13.00	\$15.00

Rates for children (age 3-12) accompanying parents is \$5.00 per day.

\* Rates are negotiable for large groups)

\*\* Exceptions may be made by the Administrative Council)

D. Residence Hall and Apartment Deposits:

A security deposit is required of all new applicants for University housing:

- Traditional residence hall deposit \$100
- Graduate and non-traditional apartment deposit \$100
- Married and family apartment deposit \$200

The deposit serves as the applicant's guarantee that the contract will be completed. Also, it may be used to cover damages or other charges if the contract is completed. The contract period is for the fall and spring semesters. Housing for the summer session is covered by a separate contract and deposit. Students approved to cancel their contract after the residence halls open for the fall semester and who remain enrolled at the University will receive an additional penalty as stated in the Terms and Conditions section of the *Student Housing Contract*. Provisions for refund-forfeiture of deposits are stated on the reverse side of the *Student Housing Contract*.

**XXIII. Parking Permits/Fines:**

A. Parking Permits\* (students/faculty/staff):

	<u>Students/Faculty/Staff*</u>		
	<u>Fall &amp; Spring Rate</u>	<u>Summer Semester</u>	<u>Per Year</u>
Commuter**	72.00	18.00	90.00
Disabled**	72.00	18.00	90.00
Residence Hall	129.00	18.00	147.00
Reserved **	N/A	N/A	144.00
-Second Reserved**	N/A	N/A	10.00
Evening**	37.00	16.00	52.00
Service Vehicle	N/A	N/A	144.00
Motorcycle	N/A	6.00	15.00

Metered Parking: .75 per hour

(Lots #1, #2, #7, #10, #13, #16, #17, #19, #24, #38, #43, & Wehr Band Hall)

Pass per day: \*\*\*

Commuter	\$2.00
Reserved lots	\$2.00

Visitor week pass: \*\*\*

Commuter/Residence Hall	\$8.00
Reserved lots	\$8.00

\* Replacement tags are one-half of original cost. Parking Administration will provide pro-rata refund for early termination of parking privileges.

\*\* Payroll deduction required for full-time University employees.

\*\*\*Parking permits will be provided at no cost to University guests of faculty and staff if requested in advance from the Parking Administration Office.

B. Event Parking:

Non-SMSU events (e.g., Tournament of Champions, Harlem Globetrotters, Professional Bull-Riding, etc.) \$1 ticket (pro-rata)

C. Parking Violation Fines:

Fee Schedule, effective August 1, 2005

1.	Permit not present	\$ 18.00
2.	Altered/Stolen Permit	\$100.00
3	Permit does not apply to zone	\$ 18.00
4.	No parking zone	\$ 18.00
5.	Not parked wholly in space	\$ 18.00
6.	No disabled permit	\$ 60.00
7.	Overtime parking	\$ 18.00
8.	Obstructing traffic	\$ 18.00
9.	Reserved Zone	\$ 30.00

\* Fines revert to individual faculty, staff and student Accounts Receivable accounts if not paid or appealed within 15 days. No late fees apply; however, Accounts Receivable accounts accrue a 1% per month service fee for unpaid charges.

D. Auto Clamp Removal Fee: \$ 25.00

E. Bike Lock Removal Fee: \$ 15.00

**XXIV. Delegation of Responsibility:**

The Board of Governors delegates the responsibility for negotiating charges for on- and off-campus use of the Plaster Student Union, Juanita K. Hammons Hall for the Performing Arts, Hammons Student Center, Plaster Sports Complex, and other University facilities to the Vice President with administrative responsibility for each facility.

**West Plains Campus**

**I. Required Student Fees:**

A. Basic Fees (Fall, 2005, Spring, 2006, and Summer, 2006):

	<u>Missouri Residents</u>	<u>Non-Missouri Residents*</u>
Undergraduate course per-hour fee	\$97	\$194

- **Non-Missouri residents** are assessed resident student rates when enrolling in fewer than seven hours for the fall and spring semesters, and fewer than five hours for the summer semester.
- **Online courses** are assessed at the resident student rate and are not charged student services fees except for the Technology Fee.
- **Students taking only on-line courses** may choose to pay the Health Services fee (if enrolled in six or more hours) and/or the Student Activity fee.
- **Non-degree seeking students** enrolled in one or two credit hours are not charged student services fees (except for the Technology Fee for on-line courses).
- **Houston Higher Education Center** courses are not charged student services fees.

B. Student Services Fees (assessed in addition to the Basic Fees):

Fall 2005 and Spring 2006

Credit Hours:	1	2	3	4	5	6	7	8	9	10	11	12 or more
Capital Projects*	\$15	\$15	\$15	\$15	\$15	\$15	\$15	\$15	\$15	\$15	\$15	\$15
Computer Usage	\$5	\$10	\$15	\$20	\$25	\$30	\$35	\$40	\$45	\$50	\$55	\$60
Technology Fee	\$5	\$10	\$15	\$20	\$25	\$30	\$35	\$40	\$45	\$50	\$55	\$60
Student Activity	\$7	\$7	\$7	\$7	\$7	\$7	\$7	\$7	\$7	\$7	\$7	\$7
Health Services**	\$0	\$0	\$0	\$0	\$0	\$25	\$25	\$25	\$25	\$25	\$25	\$25
Totals	\$32	\$42	\$52	\$62	\$72	\$107	\$117	\$127	\$137	\$147	\$157	\$167

Summer 2006

Credit Hours:	1	2	3	4	5	6	7	8	9	10	11	12 or more
Capital Projects*	15.	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00
Computer Usage	2.50	5.00	7.50	10.00	12.50	15.00	17.50	20.00	22.50	25.00	27.50	30.00
Technology Fee	2.50	5.00	7.50	10.00	12.50	15.00	17.50	20.00	22.50	25.00	27.50	30.00
Student Activity	3.50	3.50	3.50	3.50	3.50	3.50	3.50	3.50	3.50	3.50	3.50	3.50
Totals	23.5	28.50	33.50	38.50	43.50	48.50	53.50	58.50	63.50	68.50	73.50	78.50

\*Capital Projects: \$7.50 for capital projects approved by SGA; \$7.50 for campus grounds maintenance and repair

\*\*This fee is assessed to students enrolled in six hours or more.

C. Scope of the Required Student Fees Schedule:

- All fees assessed must be paid in full by specified fee deadlines; otherwise, a student's registration is canceled.
- Courses audited are counted in the same way as courses taken for credit in determining fees.
- **The required student fee schedule is subject to revision by the Board of Governors without notice.**

D. Exceptions to the Required Student Fee Schedule:

- The Dean of the College has the authority to approve exceptions to the above required student fee schedule for courses for which the fees must be negotiated with outside agencies.
- The Dean of the College or a designee may also specify courses for which the Student Services Fee will not be assessed. These will generally be courses for which the students are not required to come to the campus for more than a short period of time.

E. Exceptions to the Basic Fee Schedule:

<i>Per Credit Hour</i>	Missouri <u>Residents</u>	Non-Missouri <u>Residents*</u>
High School Dual Credit	\$ 48.50	\$ 48.50
NUR and RST courses	\$125.00	\$250.00

- Students enrolled at SMSU-WP through the high school off-campus dual credit program are charged 50% of the basic course fee for a Missouri resident.

II. **Late Admission Application and Late Registration Fees:**

- Late admission application fee (non-refundable): The fee for individuals making application admission after the published deadline is \$15.00. This fee, which is in addition to the regular application fee, is assessed at the time of application and is non-refundable. The late application fee is waived for students applying for readmission.
- Late registration fee (non-refundable): The fee for students who complete their initial registration for classes after the published deadline is \$15.00 during the fall and spring semesters. This fee is assessed at the time of registration. Students who apply late and register late are assessed both fees.
- The late admission application and the late registration fees are waived for faculty and staff and their dependents who are qualified for course fee waivers according to the University personnel policy, as well as for students registering for short courses, workshops, seminars, and other special courses administered through the College of Continuing Education and the Extended University which do not begin until after the regular (fall, spring, or summer) semester has begun.

**III. Parking Permits/Fines:**

A. Parking Permits:

Students/Faculty/Staff\*

Students	No charge
Faculty	\$15.00 per year
Staff	\$15.00 per year

\* Replacement tags are \$2.00

B. Parking Violation Fines:

1. Permit not present	\$10.00
2. Altered/stolen permit	60.00
3. Parked in "No Parking" zone	10.00
4. Not parked wholly in space	10.00
5. No disabled permit	60.00
6. Obstructing traffic	10.00
7. Parked in visitors' space	10.00

**IV. Supplemental Course Fees:**

Supplemental course fees may be assessed on individual courses to cover the cost of specialized supplies, equipment, or services for instructional purposes that are provided by the University to all students enrolled in the course and are in addition to routine instructional expenses. The listing of supplemental course fees in Appendix B will be identified in the class schedule and will be assessed at the time of registration.

There may be additional supplemental course fees needed during the year for selected courses. For such courses, the Chancellor of the West Plains Campus shall be authorized to recommend supplemental course fees. Supplemental fees so recommended will be presented to the President for approval and reported to the Board of Governors at the next meeting of the Board.

**V. Lost Identification Card Fee:**

There will be a \$5.00 charge for replacement of a lost student identification card.

**VI. Returned Check Charge Fee:**

- A fee of \$20.00 will be charged to the person presenting to the University a check that is not honored by the bank on which the check is drawn. The charge will be for each check returned.
- If the returned check was used to pay required student fees, the student will also be assessed the late fee set forth in Section II as applicable. This late fee is in addition to the returned check charge.

**VII. Graduation Fee:**

- A \$40.00 fee must be paid before students will be eligible to receive their diplomas and final transcripts.
- A \$20.00 fee is charged for the second and each successive degree received by students graduating with multiple associate degrees. This fee must be paid before students will be eligible to receive their additional diplomas and final transcripts indicating the completion of multiple degrees.
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**VIII. Diploma/Transcript Fees:**

- A \$10.00 fee is charged for the issuance of a duplicate diploma.
- An additional \$17.00 fee will be charged for transcripts sent via express or overnight mail.
- This same amount (\$17.00) will also be charged for fax transmission of enrollment verifications and other documents.
- Transcripts will not be sent for current or former students who owe \$10.00 or more to the University.

**IX. Financial Aid Fees:**

Short-Term Loan Service Charge

There is a service charge of \$5 for each Short-Term Loan processed for the student.

**X. Required Student Fees Refund Schedule:**

A. Refunds for Fall 2005 and Spring 2006:

Students who withdraw from the University or drop a course prior to the ninth week of the semester will receive a partial refund of the Required Student Fees (or a change in their fee assessment if all fees have not been paid) provided the student completes the formal withdrawal or drop process. Students who are enrolled in the Deferred Payment Plan are responsible for any unpaid amount of fees after the refund or re-assessment.

The date used in determining the refund of fees shall be the date the student signs an official withdrawal or drop form or the postmark date of withdrawal/drop requests submitted by mail. If a student withdraws from school or drops a class prior to the ninth week, the refund shall be as follows:

On or before the second day of classes in the semester	100% of Required Student Fees
Days 3 through 10 of semester	90% of Required Student Fees
Days 11 through 20 of semester	50% of Required Student Fees
Days 21 through 40 of semester	25% of Required Student Fees
After the 40 <sup>th</sup> day of semester	No refund

Any refunds for year-long dual credit courses are calculated on a pro rata basis according to the semester refund schedule.

B. Refunds for Summer 2006:

Refund periods for summer session courses, which vary in length, are proportionate to the length of the fall and spring semester refund periods. The Records Office will maintain summer session refund deadline dates.

C. Refunds for Recipients of Federal Aid:

For students who are recipients of Federal Title IV student aid, refunds will be made in accordance with all applicable federal regulations.

D. Refunds for intersession, short courses and workshops:

The refund for intersession, short courses and workshops is 100% of Required Student Fees if the class is dropped before the first day of class. Supplemental fees will be refunded at 100% with the exception of fees that have already been expended on behalf of the student.

After the first class meeting, refunds for intersession, short courses and workshops are made on the basis of the number of class meeting days. For classes meeting one to four days, the refund is 70% of Required Student Fees if dropped before the second class meeting. For classes meeting five or more days, the refund is 70% of Required Student Fees if dropped before the third class meeting. No refunds will be issued after these deadlines.

**XI. Changes of Schedule:**

- A. Students who drop courses during the change of schedule period will be issued a refund in accordance with the Required Student Fees Refund Schedule (see Section X).
- B. Courses may be added during the change of schedule period. Additional cost of courses added must be paid at the time the change of schedule is processed or the student must be completely enrolled in the Deferred Payment Plan.

**XII. Exceptions to the Withdrawal and Change of Schedule Fee Refund Policy:**

Exceptions to the withdrawal and change of schedule refund policies must be approved by the Fee Refund Policy Exception Committee. Appeals must be submitted in writing within one month of the date of the withdrawal or change of schedule and should be accompanied by appropriate supporting documentation.

**XIII. Admission Application Fee:**

- A \$15.00 non-refundable admission application fee will be required of all first-time applicants for admission.
- This fee will not apply toward payment of the Required Student Fee.
- The admission application fee is waived for faculty and staff and their dependents who are qualified for course fee waivers according to the University personnel policy.

**XIV. Laboratory Course Assessment:**

A student responsible for unusual breakage or loss of equipment will be required to pay for such breakage or loss.

**XV. Housing Fees:**

A. Residence Halls:

1. Fall, 2005 and Spring, 2006

Room and Board Facilities (20-meal-per-week plan):			<u>Total Year</u>
West Plains Residence Hall	\$2,279	\$2,279	\$4,558

2. Summer, 2006:

Room and Board (\$200 – Debit meal plan)	
Double Room	\$ 963
Single room	\$1,163

2. Utilities, basic cable and refrigerators are included in the above rates.
4. Single occupancy may be approved for the fall and spring semesters only if space is available. An additional charge of \$200.00 per semester will be made for single occupancy.

B. Residence Hall Deposits:

1. A \$100.00 security deposit is required of all applicants for University housing.
2. The deposit serves as the applicant’s guarantee that the contract will be completed. Also, it may be used to cover damages or other charges if the contract is completed. The contract period is for the fall and spring semester. Housing for the summer session is covered by a separate contract.
3. Students approved to cancel their lease/contract after the residence halls open for the fall semester and who remain enrolled at the University will receive an additional penalty of \$200.00 if cancellation occurs during the fall semester, and \$100.00 thereafter, over and above the forfeiture of the \$100.00 security deposit. Students approved to cancel their contract after the residence halls open for the summer session who remain enrolled at the University will receive an additional penalty of \$100.00, over and above the forfeiture of the \$100.00 security deposit.
4. Provisions for refund-forfeiture of deposits are stated in the *Student Housing Contract*.

**XVI. Non-Residential Meal Plans:**

Fall 2005 and Spring 2006	
Two Meals Per Week	\$157.00
Three Meals Per Week	\$227.00
Four Meals Per Week	\$268.00
Five Meals Per Week	\$333.00

The non-residential meal plans are one academic semester (fall or spring) in length. Each plan begins with breakfast on the first day of classes and ends with the evening meal on the last day of final examinations. Thanksgiving break, spring break, weekends and the period between semesters are not included in the plans. Three-day breaks (e.g., Labor Day, Presidents' Day and the Martin Luther King holiday) are included. Meal plans are non-transferable and non-cumulative. State tax is included in the total cost.

**XVII. International Students Health Insurance Fee:**

This fee will be charged each semester at the time of registration to all students for whom SMSU has issued student visa documents. The amount will vary by semester and will change annually as determined by the bidding process. Fees for students for 2005-2006 are:

Fall, 2005	\$392
Spring/Summer 2006	\$392
Annual	\$784
Summer, 2006	\$157

BE IT FURTHER RESOLVED, understanding that unanticipated circumstances may require immediate action, and to be able to respond efficiently as necessary in the judgment of the President, that the President of the University is hereby authorized to establish and implement additional fees, or make appropriate modifications to the fees as set forth herein, except for “Required Student Fees” and that such fees will be immediately effective upon action by the President, but will be reported to the Board at the next meeting of the Board by either the President or the Vice President for Finance.

BE IT FURTHER RESOLVED that previous actions by the Board of Governors covered in this schedule of student fees and deposits be modified accordingly, the Board of Governors reserving its discretion to further modify fees and charges as it determines necessary and appropriate.

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Michael Franks  
President of the Board

Passed at the meeting of  
March 18, 2005

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John W. McAlear  
Secretary

APPENDIX A

Supplemental Course Fees for the Springfield Campus for Fall 2005, Spring 2006,  
and Summer 2006

*several "variable by section" courses were deleted from the list*

<u>Crse</u>	<u>No</u>	<u>Course Title</u>	<u>Amount</u>
AGB	394	Agricultural Industry Study	\$160.00
AGR	200	Mini Agriculture (Flower Arrangement Sections)	\$125.00
AGR	262	Advanced Equitation	\$100.00
AGS	162	Introduction to Riding	\$ 75.00
AGS	262	Riding for Horse Training	\$100.00
AGS	402	Applied Reproductive Techniques	\$150.00
ANT	451	Prehistoric Field Archaeology	\$100.00
DSS	ALL	All Defense and Strategic Studies courses	\$500.00
EAD	770	Special Topics in Educational Leadership (First Things First Section)	\$ 85.00
EAD	770	Special Topics in Educational Leadership (Seven Habits of Highly Effective People Section)	\$ 75.00
GLG	360	Directed Field Trips	\$125.00
GLG	412	Field Geology of Mid-Continent Region	\$ 75.00
GLG	613	Field Geol for Secondary Teachers	\$ 75.00
GRY	470	Field Methods of Geography	\$200.00
GRY	596	Topical Issues in Education (Stream Environments Section) Fee determined by and paid directly to Dept. of Natural Resources	
MUS	398	Junior Recital	\$25.00
MUS	498	Senior Recital	\$25.00

Fee Schedule, effective August 1, 2005

<u>Crse</u>	<u>No</u>	<u>Course Title</u>	<u>Amount</u>
NUR	303	Skills and Technology for Nursing I	\$ 65.00
NUR	304	Skills and Technology for Nursing II	\$ 65.00
NUR	312	Nursing: The Adult Client	\$ 65.00
NUR	322	Nursing: The Childbearing and Childrearing Family	\$ 65.00
NUR	331	Nursing: The Mental Health Client	\$ 65.00
NUR	342	Nursing: Health Assessment	\$ 65.00
NUR	442	Nursing: Community Health	\$ 65.00
NUR	482	Nursing: Leadership and Management	\$ 65.00
PAS	686	Clinical Medicine II	\$40.00
PAS	698	Research Project	\$40.00
PED	106	Sailing	\$ 40.00
PED	107	Intermediate Sailing	\$ 40.00
PED	118	Bowling	\$ 45.00
SWK	490	Practicum in Social Work	\$ 35.00
SWK	635	Field Instruction I	\$ 25.00
SWK	680	Field Instruction II	\$ 25.00

APPENDIX B

Supplemental Course Fees for West Plains Campus for Fall 2004, Spring 2006, and Summer, 2006

<u>Course</u>	<u>No</u>	<u>Course Title</u>	<u>Amount</u>
BIO	102	Principles of Biological Science	\$ 15
BIO	110	Biological Science for Education	30
BIO	121	General Biology I	15
BIO	122	General Biology II	15
BIO	210	Elements of Microbiology	15
BMS	110	Concepts in Biomedical Sciences	15
BMS	267	Introduction to Human Anatomy	15
BMS	268	Introduction to Human Physiology	15
CHM	105	Fundamentals of Chemistry	15
CHM	175	General Chemistry Laboratory	15
NUR	100	Techniques and Technologies Basic to Nursing	155
NUR	101	Nursing Systems for the Adult Client I	110
NUR	190	Nursing Systems for the Adult Client I – LPN to RN Program	60
NUR	204	Nursing Systems for the Adult Client II	90
NUR	212	Nursing Systems for the Family	75
PED	135	Selected Activities	0 - 30
RDG	125	College Reading and Efficient Study Techniques	30