

MISSOURI STATE UNIVERSITY

Fees No.
2011-2012 Fee Schedule

BOARD RESOLUTION

BE IT RESOLVED by the Board of Governors for Missouri State University that the following fee schedule be adopted, effective August 1, 2011.

Springfield Campus

I. Required Student Fees: Tuition

<u>A. Tuition (Fall 2011, Spring 2012, and Summer 2012)</u>	<u>Missouri</u> <u>Residents</u>	<u>Non-Missouri</u> <u>Residents</u>
1. Regular Instruction (per credit hour)		
Courses numbered 1-599	\$194*	\$388
Courses numbered 600-999 (not listed below)	\$227	\$454
College of Business Administration	\$259	\$486
All ACC Courses – 601-799		
All BUS Courses – 600-799		
All CIS Courses – 601-799		
All FIN Courses – 600-799		
All INS Courses – 600-799		
All LAW Courses – 600-799		
All MGT Courses – 600-799		
All MKT Courses – 600-799		
All QBA Courses – 600-799		
All TCM Courses – 600-799		
College of Health and Human Services	\$252	\$479
All PAS Courses – 600-899		
All CSD Courses – 800-999		
BMS 620, 622, 661, 665, 669, 700, 727		
All PTE Courses – 600-999		
All ANE Courses – 600-799	\$252	\$252

* See listing under Section E. Exceptions to the Tuition Schedule

2. Internet Based Instruction

Regular Internet (Missouri State Online)		
All courses not listed below	\$275	\$275
College of Business Administration	\$307	\$307
All ACC Courses – 601-799		
All BUS Courses – 600-799		
All CIS Courses – 601-799 (except courses listed below – see Master of Science in Computer Information Systems Program)		
All FIN Courses – 600-799		
All INS Courses – 600-799		
All LAW Courses – 600-799		
All MGT Courses – 600-799		
All MKT Courses – 600-799		
All QBA Courses – 600-799		
All TCM Courses – 600-799		
College of Health and Human Services	\$300	\$300
All PAS Courses – 600-899		
All CSD Courses – 800-999		
BMS 620, 622, 661, 665, 669, 700, 727		
All PTE Courses – 600-999		
Master of Science in Administrative Studies Program*	\$235	\$235
ACC 600, CIS 600, COM 611, COM 617, COM 621, COM 713, COM 718, COM 732, COM 736, CRM 710, CRM 740, CRM 745, CRM 750, CRM 770, PED 733, PED 739, PED 780, PED 798, PLS 651, PLS 717, PLS 719, PLS 756, PSY 776,		
Master of Science in Computer Information Systems*	\$410	\$410
CIS 732, 734, 736, 738, 740, 742, 744, 746, 747, 748, 750, 752, 754, 756		

* Courses specifically listed in the Graduate Catalog as applicable to the program requirements for the Master of Science in Administrative Studies and the Master of Science in Computer Information Systems programs that are offered via the internet will be assessed at this rate, excluding all TCM courses. The TCM courses applicable toward the Administrative Studies program will be assessed at the College of Business Administration internet rate. The courses listed here are those in effect as of April 2010.

3. Courses offered at BearNet locations other than Springfield (including ITV Instruction)

Missouri locations: Branson, Joplin, Lebanon, Monett, Mountain Grove, Neosho, Nevada, West Plains; Oklahoma locations: El Reno, Miami; Arkansas: Harrison

Courses numbered 1-599	\$194*	\$194*
Courses numbered 600-899	\$227	\$227

Fee Schedule, effective August 1, 2011

B. Student Services Fees (assessed in addition to Tuition)*

Credit Hour	Fall 2011 and Spring 2012						
	1	2	3	4	5	6	7 or more
Student Initiatives							
Capital Projects – Wyrick	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Student Art Gallery	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Student Involvement	7.00	10.00	13.00	16.00	19.00	22.00	25.00
Student Security	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Centennial Leaders	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Student Government Association	1.00	1.00	1.00	1.00	1.00	1.00	1.00
University Recreation Center **	30.00	38.00	46.00	54.00	62.00	70.00	80.00
USA Readership Program	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Sustainability Fee	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Equipment & Facilities	35.00	50.00	64.00	78.00	93.00	107.00	149.90
Operating & Designated Funds							
Computer Usage	43.66%	43.66%	43.66%	43.66%	43.66%	43.66%	43.66%
JK Hammons Hall for the Performing Arts	0.71%	0.71%	0.71%	0.71%	0.71%	0.71%	0.71%
Auxiliary System Funds							
Capital Projects - PSU	15.85%	15.85%	15.85%	15.85%	15.85%	15.85%	15.85%
Plaster Sports Complex	6.46%	6.46%	6.46%	6.46%	6.46%	6.46%	6.46%
Hammons Student Center	31.57%	31.57%	31.57%	31.57%	31.57%	31.57%	31.57%
JQH Arena	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%
Auxiliary System Operating	37.00	49.00	60.00	72.00	83.00	95.00	116.10
Plaster Student Union	21.97%	21.97%	21.97%	21.97%	21.97%	21.97%	21.97%
Taylor Health Center ***	48.67%	48.67%	48.67%	48.67%	48.67%	48.67%	48.67%
Transit System - Shuttle	29.36%	29.36%	29.36%	29.36%	29.36%	29.36%	29.36%
Total	127.00	165.00	201.00	238.00	275.00	312.00	389.00

	Summer 2012			
	1	2	3	4 or more
Student Initiatives				
Capital Projects - Wyrick	3.00	3.00	3.00	3.00
Student Art Gallery	0.00	0.00	0.00	0.00
Student Involvement	7.00	10.00	13.00	16.00
Student Security	5.00	5.00	5.00	5.00
Centennial Leaders	3.00	3.00	3.00	3.00
Student Government Association	0.00	0.00	0.00	0.00
University Recreation Center **	17.00	27.00	35.00	45.00
USA Readership Program	0.00	0.00	0.00	0.00
Sustainability Fee	0.00	0.00	0.00	0.00
Equipment & Facilities	25.00	39.00	53.00	66.90
Operating - Designated				
Computer Usage	31.38%	31.38%	31.38%	31.38%
JK Hammons Hall for the Performing Arts	0.69%	0.69%	0.69%	0.69%
Auxiliary System				
Capital Projects - PSU	20.13%	20.13%	20.13%	20.13%
Plaster Sports Complex	7.83%	7.83%	7.83%	7.83%
Hammons Student Center	38.27%	38.27%	38.27%	38.27%
JQH Arena	1.70%	1.70%	1.70%	1.70%
Auxiliary System	36.00	46.00	57.00	70.10
Plaster Student Union	21.11%	21.11%	21.11%	21.11%
Taylor Health Center ***	49.53%	49.53%	49.53%	49.53%
Transit System - Shuttle	29.36%	29.36%	29.36%	29.36%
Total	96.00	133.00	169.00	209.00

- * The Student Services Fees will not be assessed for sections identified as: Intersession, iCourse, Internet, and courses taught in any location other than Springfield Campus. Sections identified as short will only be assessed Student Services Fees if the class is scheduled to meet on campus more than four times.
- ** Each semester upon initial use of the University Recreation Center, students who have not been assessed the full amount of the University Recreation Center Fee for that semester will be assessed the difference.
- *** 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 future registration is canceled. 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 Provost 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 Provost 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 Tuition Schedule

	<u>Missouri Residents</u>	<u>Non-Missouri Residents</u>
<i>Per Credit Hour</i>		
High School Dual Credit (a)	\$ 97	\$194
EAD (Educ Admin) 900 level courses (b)	Based on MU rates	
eMINTS (c)	\$100	\$100
R-12 enrollees in SFR 791/Step-Up (d)	\$ 45	\$ 45
R-12 enrollees in SFR 792 (e)	see note	
EGR 199 (f)	Based on MO S & T rates	
Study Away (g)		
<i>Flat fee in place of per credit hour</i>		
GEN 598 and GEN 798	\$ 75	\$ 75
MIL 225 and MIL 325	\$150	\$150

- a) Students enrolled at Missouri State University 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 900 level with the EAD prefix will be assessed a fee based upon the University of Missouri-Columbia graduate course per credit hour fee.
- c) 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.
- d) R-12 beginning teachers receiving graduate credit in the Step-Up program are eligible for this rate.
- e) Springfield R-12 teachers participating in the Missouri State University Partnership Fee Waiver program may enter into an agreement with the university whereby, in exchange for a fee waiver for the SFR 792 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.
- (f) Enrollment tracking course for students in the cooperative engineering program will be assessed a fee based upon the Missouri University of Science & Technology fees for engineering courses.
- (g) Study Away programs will be charged at the Missouri Resident per-credit-hour rate for Missouri Residents and Non-Missouri Residents.

II. Orientation and Admission Application Fees

- SOAR orientation: A \$100.00 fee will be required for the two-day program, and a \$50.00 fee will be required for the one-day program.
- There is a \$30.00 fee for the first family member and a \$30.00 fee for each additional family member.
- There is a \$20.00 per-person-per-night charge to stay in Hutchens House.
- A non-refundable admission application fee will be required of all first-time applicants:

Undergraduate, degree-seeking programs	\$35.00
Graduate programs	\$35.00
International applicants	\$50.00
- 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 for College Admission Counseling fee waiver form on their behalf and to students who document that they have qualified for a waiver of the ACT registration fee.

III. 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 full-semester classes after the semester has begun 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 which do not begin until after the regular (fall, spring or summer) semester has begun.

IV. Music Fee

- The fee for private music lessons taken by Missouri State University students 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 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 Band Camp and fees for dress uniforms and equipment will vary from year to year based on actual costs of services and equipment.
- The rental fee for music lockers is \$15.

V. PE Lockers

The rental fee for PE lockers is \$1.

VI. Career Center Fees

Currently enrolled Missouri State University Students/Alumni

Registration	\$ 20.00
Requests for credentials processing	\$ 5.00 per set

Non-Missouri State University Students/Alumni

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

VII. Student Judicial Programs – Alcohol & Drug Fines [Section 7.13]

Drug Paraphernalia – First Violation	\$ 45.00
Marijuana – First Violation	\$ 80.00
Alcohol – First Violation	\$ 45.00
Alcohol – Second Violation	\$ 90.00
Alcohol – Third Violation	\$135.00

VIII. Supplemental Course Fees

A. 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. Supplemental course fees will not be assessed for sections identified as Dual Credit/High School. The Provost shall be authorized to approve additional supplemental course fees needed for selected courses during the year.

B. Program Fees

A Program Fee, in addition to per-credit-hour fee for Nurse Anesthesia enrollment (Clinical Fee per-term of enrollment) of \$2,200, will be assessed to cover the cost of clinical instruction and supervision.

IX. Lost Identification Card (Zip Card) Fee

There will be a \$10.00 charge for replacement of a lost student identification card (Zip Card). For inactive Zip Card accounts, a service charge of \$1.00 per month will be assessed.

X. Returned Check Charge Fee

A fee of \$30.00 will be charged to the person presenting a check to the University 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 III as applicable. If a student re-registers, a late fee will be assessed. This late fee is in addition to the returned check charge.

XI. Credit Card Processing Fee

Beginning August 1, 2011, Missouri State University has contracted with a third party to process credit card payments to pay balances on accounts for charges. MasterCard, Discover, and American Express are the only approved credit cards that will be accepted. Visa does not participate in variable fee programs. The third party processing company will charge a separate convenience fee of 2.75%, which will apply to all credit card payments. The University does not share in this fee. Payments made by check or electronic check will not have a fee.

XII. 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.

XIII. Diploma/Transcript Fees

- A \$20.00 fee is charge for the issuance of a reissued diploma or reissued certificate.
- There will be no charge for reasonable and routine transcript requests.
- A \$20.00 delivery fee will be charged for transcripts, enrollment verifications, and other documents sent via express or overnight mail from the Office of the Registrar (domestic deliveries within the U.S. only).

XIV. Financial Aid Fees

Short-Term Loan Service Charge

There is a service charge of \$10.00 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.

XV. 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) \$185.00
- Toddlers (one to two years) \$185.00
- Two-Year-Olds (two to three years) \$165.00
- Preschool (three to five years) \$130.00

XVI. Greenwood Laboratory School

Fees:

<u>Grades</u>	<u>School Year</u>
Kindergarten	\$4,717
1 – 8	\$4,717
9 – 12	\$4,806

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)	\$ 20.00
Art (consumable supplies used in class)	\$ 10.00
Honors Program	\$ 15.00

Secondary Fees – Grades 7 – 12

Locker Fee	\$ 25.00
Instrumental Music (purchase music, repair/replace instruments, and equipment)	\$ 50.00
Vocal Music (purchase music, support performances)	\$ 30.00
Chamber Music	\$ 20.00
Advanced Music Fee	\$ 75.00
Art (consumable supplies used in class)	\$ 40.00
Foreign Language (software and consumable supplies)	\$ 20.00
Secondary Software (software in lieu of textbook purchase)	\$ 50.00
Extracurricular Activities – per sport (equipment, transportation)	\$120.00
Cheerleading	\$120.00
Debate	\$120.00
Computer Class & Independent Study	\$ 50.00
<u>Elementary & Secondary Fees – Grades Primary – 12</u>	
Technology Fee	\$100.00
Processing Fee – New Application	\$ 40.00

Dual Enrollment and Dual Credit

Dual enrollment at 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.

XVII. Required Student Fees Refund Schedule

A. Refunds for Full Semester Length Classes (Fall 2011 and Spring 2012)

The date used in determining the refund of fees shall be the date the student completes the transaction online or submits an official withdrawal request to the Office of the Registrar or the postmark date of withdrawal requests submitted by mail. If a student drops or withdraws from a full semester length class prior to the ninth week, the refund shall be as follows:

On or before the fifth day of the semester	100% of Tuition
Days 6 through 10 of semester	75% of Tuition
Days 11 through 20 of semester	50% of Tuition
Days 21 through 40 of semester	25% of Tuition
After the 40 th day of semester	No refund

B. 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 per the following schedule:

Class Days Available	75% Refund	50% Refund	25% Refund	0% Refund	Last Day to Withdraw
	Refunds issued if student withdraws by end of day				
3 Days	1	n/a	n/a	2	Contact Office of the Registrar
4 Days	1	n/a	2	3	3
5 Days	1	2	3	3	4
6 Days	1	2	3	4	5
7 Days	1	2	4	5	6
8 Days	1	2	4	5	6
9 Days	2	3	5	6	7
10 Days	2	3	5	6	8
11 Days	2	3	6	7	9
12 Days	2	4	7	8	9
13 Days	2	4	7	8	10
14 Days	2	4	8	9	11
15 Days	2	4	8	9	12
16 Days	2	5	9	10	12
17 Days	3	5	9	10	13
18 Days	3	5	10	11	14
19 Days	3	5	10	11	14
20 Days	3	6	11	12	15

C. Refunds for All Other Class Lengths (including Summer 2012)

Refund periods for classes of all other lengths are proportionate to the refund periods described above. The Office of the Registrar maintains refund deadline dates for each class length.

D. Refunds for Student Services Fees

Student Services Fees are not refunded based on a percentage of the amount paid. Rather, students are responsible for the liable billing hours (i.e., the hours in which they remain enrolled).

E. Refunds for Supplemental Course and Section Fees and Program Fees

If the student withdraws on or before the fifth day of the semester, 100% of supplemental course and sections fees and program fees will be refunded. After the fifth day, no supplemental course or sections fees or program fees will be refunded.

F. 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.

G. Refunds for Non-Attendance

Missouri State University will consider requests for full refunds of tuition and fees from registered students who did not attend the University.

The student first should withdraw from classes. The Withdrawal Policies and Procedures, which provide a student with instructions on how to withdraw, are located at www.missouristate.edu/registrar/withdraw.html. Next, the student may submit an appeal for a refund of tuition and student services fees. Information about requesting a refund appeal, including the Refund Exception Form, can be found at: www.missouristate.edu/registrar/feepolicy.htm.

The student will be considered for a full refund/credit of fees provided:

1. The student must withdraw from all classes by the last day to drop a full semester course without a refund for the current semester as indicated on the academic calendar (typically four weeks prior to the last day of full semester classes);
2. There is no record the student attended any class at Missouri State University during the registered term;
3. The student did not live any length of time in University student housing;
4. The student only has charges for tuition and student services fees;
5. Proper documentation was supplied; and
6. The student has not been given a full refund for non-attendance for a previous semester.

If it is determined a student did attend any class during the semester, lived any length of time in University student housing, had charges on campus (including the bookstore, Taylor Health Center) and/or had any financial aid returned causing the returned aid to be placed on the student's account, then the student will not be eligible for a full refund/credit of fees under this policy. Any potential refund will be credited to the student's account in accordance with the current semester refund schedule (www.missouristate.edu/registrar/feedeadlines.html).

XVIII. Changes of Schedule

- A. Students who drop courses during the change of schedule period will receive a credit on their account in accordance with the Required Student Fees Refund Schedule (see Section XV). Because courses are not supposed to be added after the change of schedule period, dropped courses and added courses (including section changes) **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 Office of the Registrar 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.

XIX. 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 Office of the Registrar. 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 Missouri State University Online Program (Internet-based instruction), 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 administrators of the online program 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.

XX. 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.

XXI. Supervised Teaching/Certification Fees

- Supervised teaching (see Appendix A) \$ 95.00 per 8-week placement
- Supervised teaching (see Appendix A) \$190.00 per 16-week placement
- Clinical Experience in Teaching II (see Appendix A) \$110.00 per 16-week placement
- Supervised teaching outside of service area \$200.00 per 8-week placement
- Supervised teaching credit evaluation fee \$ 45.00 per credit hour
- Post-Baccalaureate Teacher Certification/
Transcript Analysis fee \$ 50.00

XXII. English Language Institute

Fall 2011 and Spring 2012 Tuition and Fees

<u>Core Courses</u>	<u>Hrs/Wk</u>	<u>Tuition</u>
Writing/Grammar	10	\$1,700
Reading	5	\$ 800
Listening	4	\$ 700
Speaking	5	\$ 700
Program Fees		\$ 125
 <u>Special Courses</u>		
Spelling	2	\$ 100
Pronunciation	2	\$ 300
Tutorial	1	\$ 300

Summer 2011 Tuition and Fees

<u>Core Courses</u>		
Writing/Grammar	10	\$ 960
Reading	5	\$ 480
Listening	5	\$ 480
Speaking	5	\$ 480
Program Fees		\$ 125
 <u>Special Courses</u>		
Spelling	2	\$ 100
Pronunciation	2	\$ 200
Tutorial	1	\$ 200

XXIII. International Students Health Insurance Fee

This fee will be charged each semester at the time of registration to all students for whom Missouri State University 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.

Fall 2011	\$ 568
Spring/Summer 2012	\$ 568
Annual	\$1,136
Summer 2012 only (for students not attending Spring)	\$ 240

XXIV. Library Fines

<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
2-Hour reserve	\$.25 per hour overdue	
Media – 3 days	\$ 2.00 first day	
	\$ 1.00 per day thereafter	\$26.00
Media – 7 days	\$ 2.00 first day	
	\$ 1.00 per day thereafter	\$26.00
Recalled items	\$ 1.00 per day	\$25.00
Bindery fee	\$ 10.00 per item	N/A
Replacement fee	\$100.00 per item	N/A
Replacement fee (media)	\$100.00 per item	N/A
If over \$150.00	Actual replacement cost	
Processing fee	\$ 10.00 per item	N/A
Processing fee-ILL*	\$ 20.00 per item	N/A
Replacement fee-ILL*	\$100.00 per item	N/A

*ILL – Interlibrary Loan
Fees below \$2.00 are waived.

XXV. Housing Fees

A. Residence Halls (rates include utilities and cable television service)

1. Fall 2011 and Spring 2012

Room and Board Facilities (unlimited access meal plan)

	<u>Per Semester</u>	<u>Per Year</u>
Scholars House	\$3,947	\$7,894
Woods, Freudenberger, Wells – Rooms	\$3,341	\$6,682
Blair-Shannon, Kentwood, Wells – Suites	\$3,524	\$7,048
Kentwood – Single Room (Additional \$380/Semester)	\$3,904	\$7,808
Hammons House and Hutchens House		
Two-person suite	\$4,339	\$8,678
Four-person suite	\$3,947	\$7,894

Fee Schedule, effective August 1, 2011

Sunvilla Tower		
Two-person apartment	\$3,296	\$6,592
Three-person apartment	\$3,072	\$6,144
Five-person apartment	\$2,848	\$5,696

2. Summer 2012

Room and Board (19-meal-per-week plan)

Double room	\$1,443
Single room	\$1,852

3. Single occupancy may be approved for the Fall and Spring semesters only if space is available. An additional charge equal to 1 ½ times the double occupancy rate will be made for a single occupancy. The prices above do NOT reflect a \$12 per semester/\$24 per academic year Residence Hall Association Activity Fee.

B. Conferences and Institutes (effective May 1, 2012)

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

	Housing Without <u>Linen Service</u>	Housing With <u>Linen Service</u>
Non-student groups*	\$24.00	\$26.00
Prospective student groups	\$21.00	\$23.00
Current student groups*	\$18.00	\$20.00

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

SOAR overnight housing - \$23.00 per night

Athletic groups - \$15.00 per night

*Rates are negotiable for large groups; rate exceptions for current student groups or individuals may be approved by the Vice President for Student Affairs.

C. Residence Hall Deposit

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

* Traditional residence hall deposit	\$100.00
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* 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*.

D. Other Fees/Fines

Telephone Account Set-Up and Activation	\$50.00
Local Telephone Service (per month)	\$20.00
Key Replacement (mail box, room, hall)	\$10.00
Recore Room/Hall Lock	\$50.00
Lock Out Access (third time & thereafter)	\$ 5.00
Annual Residence Hall Association Activity Fee	\$24.00
Building Access Card	\$25.00
Long Distance Fax (per page)	\$ 1.00
Excessive printing (per page)	\$.25
Improper Checkout	\$75.00
Damages	Various

Overflow discounts: Students assigned to “overflow” housing are eligible for a discount. When students are moved to a permanent room, the prorated time spent in “overflow” housing is discounted at 20%.

XXVI. Safety and Transportation

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

	<u>Students/Faculty/Staff*</u>		
	<u>Fall & Spring</u> <u>Rate</u>	<u>Summer</u> <u>Semester</u>	<u>Per</u> <u>Year</u>
Commuter**	\$ 76.00	\$20.00	\$ 96.00
Disabled**	\$ 76.00	\$20.00	\$ 96.00
Residence Hall	\$136.00	\$20.00	\$156.00
Reserved**	N/A	N/A	\$150.00
-Second Reserved**	N/A	N/A	\$ 10.00
Evening**	\$ 40.00	\$20.00	\$ 60.00
Service Vehicle	N/A	N/A	\$150.00
Motorcycle	N/A	\$ 7.00	\$ 18.00

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-Missouri State University events (e.g., Tournament of Champions, Harlem Globetrotters, Professional Bull-Riding, etc.)

\$1.00 per ticket

C. Parking Violation Fines

1. Permit not present	\$ 23.00
2. Altered/Stolen Permit	\$125.00
3. Permit does not apply to zone	\$ 23.00
4. No parking zone	\$ 23.00
5. Not parked wholly in space	\$ 18.00
6. No disabled permit	\$ 75.00
7. Overtime parking	\$ 18.00
8. Obstructing traffic	\$ 23.00
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 \$ 50.00

E. Bike Lock Removal Fee \$ 25.00

F. Key Control – Replacement Keys (loss or theft)

Standard key	\$ 25.00
Outside door key	\$ 50.00
High security key	\$250.00
Campus master key	\$500.00
Maximum contractor fine for lost/stolen keys	\$10,000.00

XXVII. Taylor Health and Wellness Center

Office Visit Type	Student	Faculty/Staff/Retirees/Household
Basic Visit	\$00.00	\$39.00
Detailed Visit	\$39.00	\$59.00
Comprehensive Visit	\$59.00	\$79.00

XXVIII. 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.

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 here, 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 Chief Financial Officer.

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.

Elizabeth Bradbury, Chair of the Board

Passed at the meeting of
April 1, 2011

John W. McAlear, Secretary

West Plains Campus

I. Required Student Fees: Tuition

A. Tuition (Fall 2011, Spring 2012, and Summer 2012)

<u>Missouri Residents</u>	<u>Non-Missouri Residents</u>
\$107	\$214

Undergraduate course per-hour fee

- If not assessed, a student at his/her option may pay the Professional Services Fee (if enrolled in 6 or more hours) and/or the Student Activity Fee and/or the Student Recreation Center Fee and receive the associated benefits. Students electing these fees must pay the fee(s) no later than the close of business the second Friday of full semester classes.
- **Non-degree seeking students** enrolled in one or two credit hours are not charged student services fees (except for the Computer & Technology Usage Fee).
- **Corporate Education** course fees will be negotiated on a case-by-case basis. The Computer & Technology Usage Fee will be charged to all corporate sites.

B. Student Services Fees (assessed in addition to Tuition)

Fall 2011 and Spring 2012

Summer 2012

Credit Hours	Capital Projects*	Computer & Technology Usage	Student Activity	Professional Services **	Student Recreation Center	Totals
1	\$15	\$5	\$17	\$0	\$25	\$62
2	\$15	\$10	\$17	\$0	\$25	\$67
3	\$15	\$15	\$17	\$0	\$25	\$72
4	\$15	\$20	\$17	\$0	\$25	\$77
5	\$15	\$25	\$17	\$0	\$25	\$82
6	\$15	\$30	\$17	\$15	\$25	\$102
7	\$15	\$35	\$17	\$15	\$25	\$107
8	\$15	\$40	\$17	\$15	\$25	\$112
9	\$15	\$45	\$17	\$15	\$25	\$117
10	\$15	\$50	\$17	\$15	\$25	\$122
11	\$15	\$55	\$17	\$15	\$25	\$127
12	\$15	\$60	\$17	\$15	\$25	\$132
13	\$15	\$65	\$17	\$15	\$25	\$137
14	\$15	\$70	\$17	\$15	\$25	\$142
15	\$15	\$75	\$17	\$15	\$25	\$147
16	\$15	\$80	\$17	\$15	\$25	\$152
17	\$15	\$85	\$17	\$15	\$25	\$157
18 or more	\$15	\$90	\$17	\$15	\$25	\$162

Credit Hours	Capital Projects *	Computer & Technology Usage	Student Activity	Student Recreation Center	Totals
1	\$ 15	\$ 2.50	\$ 8.50	\$25	\$51.00
2	\$ 15	\$ 5.00	\$ 8.50	\$25	\$53.50
3	\$ 15	\$ 7.50	\$ 8.50	\$25	\$56.00
4	\$ 15	\$ 10.00	\$ 8.50	\$25	\$58.50
5	\$ 15	\$ 12.50	\$ 8.50	\$25	\$61.00
6	\$ 15	\$ 15.00	\$ 8.50	\$25	\$63.50
7	\$ 15	\$ 17.50	\$ 8.50	\$25	\$66.00
8	\$ 15	\$20.00	\$ 8.50	\$25	\$68.50
9	\$ 15	\$ 22.50	\$ 8.50	\$25	\$71.00
10	\$ 15	\$ 25.00	\$ 8.50	\$25	\$73.50
11	\$ 15	\$ 27.50	\$ 8.50	\$25	\$76.00
12	\$ 15	\$30.00	\$ 8.50	\$25	\$78.50
13	\$ 15	\$ 32.50	\$ 8.50	\$25	\$81.00
14	\$ 15	\$ 35.00	\$ 8.50	\$25	\$83.50
15	\$ 15	\$ 37.50	\$ 8.50	\$25	\$86.00
16	\$ 15	\$40.00	\$ 8.50	\$25	\$88.50
17	\$ 15	\$ 42.50	\$ 8.50	\$25	\$91.00
18 or more	\$ 15	\$ 45.00	\$ 8.50	\$25	\$93.50

* Capital Projects: \$7.50 for capital projects approved by SGA; \$7.50 for campus grounds and parking maintenance and repairs.
 ** 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 future 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 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 Dean of 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 Tuition Schedule

<i>Per Credit Hour</i>	Missouri <u>Residents</u>	Non-Missouri <u>Residents</u>
High School Dual Credit*	\$ 54.00	\$ 54.00
NUR Courses**	\$136.00	\$272.00
RST Courses **	\$130.00	\$260.00
Online Courses***	\$122.00	\$122.00

*Students enrolled at Missouri State University-WP through the high school off-campus dual credit program are charged 50% of tuition for a Missouri resident, rounded to the nearest dollar, and are not charged student services fees. Supplemental course fees will be charged in full, if applicable.

**Per credit hour rate for courses with either a NUR (Nursing) or RST (Respiratory Care) prefix, except for NUR 197, NUR 297, RST 120.

*** **Online courses** are not charged student services fees except for the Computer & Technology Usage Fee. If not assessed, a student at his/her option may pay the Professional Services Fee (if enrolled in 6 or more hours) and/or the Student Activity Fee and/or the Student Recreation Center Fee and receive the associated benefits. Students electing these fees must pay the fee(s) no later than the close of business the second Friday of full semester classes.

II. Admission Application Fee

- A \$15.00 non-refundable admission application fee will be required of all first-time applicants for admission.
- The application 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.
- 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 for College Admission Counseling fee waiver form on their behalf and to students who document that they have qualified for a waiver of the ACT registration fee.

III. 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 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 Chancellor of the West Plains Campus shall be authorized to recommend supplemental course fees. Supplemental fees recommended will be presented to the President for approval and reported to the Board of Governors at the next meeting of the Board.

IV. Lost Identification Card Fee

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

V. Returned Check Charge Fee

A fee of \$30.00 will be charged to the person presenting a check to the University that is not honored by the bank on which the check is drawn. The charge will be for each check returned.

VI. Credit Card Processing Fee

Beginning August 1, 2011, Missouri State University has contracted with a third party to process credit card payments to pay balances on accounts for charges. MasterCard, Discover, and American Express are the only approved credit cards that will be accepted. Visa does not participate in variable fee programs. The third party processing company will charge a separate convenience fee of 2.75%, which will apply to all credit card payments. The University does not share in this fee. Payments made by check or electronic check will not have a fee.

VII. Graduation Fee

- A \$55.00 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.

- A \$20.00 fee is charge for subsequent repeat of the CAAP (Collegiate Assessment of Academic Proficiency) exam.

VIII. Diploma/Transcript Fees

- A \$20.00 fee is charged for the issuance of a reissued diploma or reissued certificate.
- There will be no charge for reasonable and routine transcript requests.
- A \$25.00 delivery fee will be charged for transcripts, enrollment verifications, and other documents sent via express or overnight mail inside the continental United States from the Office of Registration and Records.
- The actual cost to the University will be charged for transcripts, enrollment verifications, and other documents sent via express or overnight mail outside the continental United States from the Office of Registration and Records.
- 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 \$5.00 for each Short-Term Loan processed for the student.

X. Required Student Fees Refund Schedule

A. Refunds for Full Semester Length Classes (Fall 2011 and Spring 2012)

The date used in determining the refund of fees shall be the date the student completes the transaction online or submits an official withdrawal request to the Office of Registration and Records or the postmark date of withdrawal request submitted by mail. If a student drops or withdraws from a full semester length class prior to the ninth week, the refund shall be as follows:

On or before the fifth day of the semester:	100% of Tuition
Days 6 through 10 of the semester:	75% of Tuition
Days 11 through 20 of the semester:	50% of Tuition
Days 21 through 40 of the semester:	25% of Tuition
After the 40 th day of the semester:	No refund

B. 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 per the following schedule:

Class Days Available	75% Refund	50% Refund	25% Refund	0% Refund	Last Day to Withdraw
	Refunds available if student withdraws by end of day				
3 Days	1	n/a	n/a	2	Contact Office of Registration & Records
4 Days	1	n/a	2	3	3
5 Days	1	2	3	3	4
6 Days	1	2	3	4	5
7 Days	1	2	4	5	6
8 Days	1	2	4	5	6
9 Days	2	3	5	6	7
10 Days	2	3	5	6	8
11 Days	2	3	6	7	9
12 Days	2	4	7	8	9
13 Days	2	4	7	8	10
14 Days	2	4	8	9	11
15 Days	2	4	8	9	12
16 Days	2	5	9	10	12
17 Days	3	5	9	10	13
18 Days	3	5	10	11	14
19 Days	3	5	10	11	14
20 Days	3	6	11	12	15

C. Refunds for All Other Class Lengths (including Summer 2012)

Refund periods for classes of all other lengths are proportionate to the refund periods described above. The Office of Registration and Records maintains refund deadline dates for each class length.

D. Refunds for Student Services Fees

Student Services Fees are not refunded based on a percentage of the amount paid. Rather, students are responsible for the liable billing hours (i.e., the hours in which they remain enrolled).

E. Refunds for Supplemental Course and Section Fees and Program Fees

If the student withdraws on or before the fifth day of the semester, 100% of supplemental course and section fees and program fees will be refunded. After the fifth day, no supplemental course or section fees or program fees will be refunded.

F. 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.

G. Policy Regarding Full Refund of Tuition and Fees for Non-Attendance

Missouri State University-West Plains will consider requests for full refunds of tuition and fees from registered students who did not attend the University.

The student first should withdraw from classes. The Withdrawal Policies and Procedures, which provide a student with instructions on how to withdraw, are located at <http://wp.missouristate.edu/recreg/3559.htm>. Next, the student may submit an appeal for a refund of tuition and student services fees. Information about requesting a refund appeal, including the Tuition Appeal Form, can be found at <http://wp.missouristate.edu/assets/recreg/TuitionAppealForm.pdf>.

The student will be considered for a full refund/credit of fees provided:

1. The student must withdraw from all classes by the last day to drop a full semester course without a refund for the current semester as indicated on the academic calendar (typically four to five days prior to the last day of full semester classes);
2. There is no record the student attended any class at Missouri State University-West Plains during the registered term;
3. The student did not live any length of time in University student housing;
4. The student only has charges for tuition and student services fees;
5. Proper documentation was supplied; and
6. The student has not been given a full refund for non-attendance for a previous semester.

If it is determined a student did attend any class during the semester, lived any length of time in University student housing, had charges on campus (including the bookstore) and/or had any financial aid returned causing the returned aid to be placed on the student's account, then the student will not be eligible for a full refund/credit of fees under this policy. Any potential refund will be credited to the student's account in accordance with the current semester refund schedule (<http://wp.missouristate.edu/recreg/5117.htm>).

XI. Changes of Schedule

- A. Students who drop courses during the change of schedule period will receive a credit on their account in accordance with the Required Student Fees Refund Schedule (see Section X). Because courses are not supposed to be added after the change of schedule period, dropped courses and added courses (including section changes), **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 Office of Academic Affairs 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 My Payment Plan.

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

Exceptions to the withdrawal and change of schedule fee refund policy must be approved by the Office of Registration and Records. Appeals must be submitted in writing to the Office of Registration and Records within one month of the date of the withdrawal or change of schedule and should be accompanied by appropriate supporting documentation.

Missouri State University-West Plains will make the following efforts to identify students who are registered but not attending classes:

1. Discrepancy Reporting – Instructors will monitor class rosters through the Grizzly Den. After the first week of class, instructors will report students who meet the following conditions:
 - a. A student is attending class but is not on their class roster.
 - b. A student is listed on the class roster but is not attending class.In either case, the Office of Registration and Records notifies the students via letter and requests they contact the office immediately to resolve the situation.
2. Mid-Term Grade Reporting – Students earning D's and F's on their mid-term grade report are contacted via their University e-mail address, notifying them of their grade, and encouraging them to take steps to improve their grade through various means. If a student has not been attending classes, and did not take proper steps to withdraw after being reported by instructors on Discrepancy Reporting, this e-mail may generate a response.

If a student receives all F's on his/her mid-term grade report and instructors confirm that the student has not attended class, steps may be taken to administratively withdraw the student. A student who is administratively withdrawn will receive W's for those courses. The student will be responsible for paying the percentage of basic fees-tuition not refunded according to the refund schedule.

XIII. 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.

XIV. International Students Health Insurance Fee

This fee will be charged each semester at the time of registration to all students for whom Missouri State University 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.

Fall 2011	\$ 568.00
Spring/Summer 2012	\$ 568.00
Annual	\$1,136.00
Summer 2012 only	\$ 240.00
(For students not attending Spring)	

XV. Library Fines

<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
2-Hour reserve	\$.25 per hour overdue	
Media – 3 days	\$2.00 first day	
	\$1.00 per day thereafter	\$26.00
Media – 7 days	\$2.00 first day	
	\$1.00 per day thereafter	\$26.00
Equipment	\$5.00 per day	N/A
Recalled items	\$1.00 per day	\$25.00
Bindery fee	\$10.00 per item	N/A
Replacement fee	\$100.00 per item	N/A
Replacement fee (media)	\$100.00 per item	N/A
If over \$150.00	Actual replacement cost	
Replacement fee (equipment)	Actual replacement cost	
Processing fee	\$10.00 per item	N/A
Processing fee – ILL*	\$20.00 per item	N/A
Replacement fee – ILL*	\$100.00 per item	N/A

*ILL – Interlibrary Loan
Fees below \$2.00 are waived

XVI. Housing Fees

A. Residence Halls

1. Fall 2011 and Spring 2012

Room and Board Facilities (20-meal-per-week plan)		
	<u>Per Semester</u>	<u>Per Year</u>
West Plains Residence Hall	\$2,558	\$5,116

Non-Residential Meal Plans

Two Meals Per Week	\$ 165
Three Meals Per Week	\$ 240
Four Meals Per Week	\$ 282
Five Meals Per Week	\$ 350

2. Summer 2012

Room and Board	\$1,090
Room (\$865.00) + Debit Meal Plan (\$225.00)	

3. 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 semesters. 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*.

C. Conferences and Institutes (Effective May 1, 2012)

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

	<u>Housing Without Linen Service</u>
Non-student groups*	\$18.00
Prospective student groups	\$15.00
Current student groups*	\$12.00
Children (ages 3-12) accompanying parents	\$ 7.00
Linens (per fresh set)	\$15.00

* Rates are negotiable for large non-student groups (larger than 50 persons); rate exceptions for current student groups or individuals may be approved by the Dean of Student Services.

D. Other Fees/Fines

Key Replacement (mail box, room, and hall)	\$25.00
Damages	Various

XVII. Parking Permits/Fines

A. Parking Permits*

Students/Faculty/Staff*

Students	No charge (\$15 per year if student does not pay Capital Projects Fee)
Faculty	\$15.00 per year
Staff	\$15.00 per year
Part-time Faculty or Staff	No charge

* Additional/Replacement parking permits 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

C. Physical Plant – Replacement Keys (loss or theft)

Standard key	\$ 5.00
Outside door key	\$ 10.00
High security key	\$ 50.00
Campus master key	\$ 150.00
Maximum contractor fine for lost/stolen keys	\$ 1,000.00

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.

XVIII. Delegation of Responsibility

The Board of Governors delegates the responsibility for negotiating charges for on- and off-campus use of the West Plains Campus facilities to the Chancellor of the West Plains Campus.

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 here, 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 Chief Financial Officer.

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.

Elizabeth Bradbury, Chair of the Board

Passed at the meeting of
April 1, 2011

John W. McAlear, Secretary

APPENDIX A

Supplemental Course Fees for Springfield Campus for Fall 2011, Spring 2012, and Summer 2012

COLLEGE	COURSE	NUMBER	TITLE	AMOUNT
COAL	ART	598	Seminars in Art Education	<i>Variable by section</i>
COAL	MUS	398	Junior Recital	\$ 25
COAL	MUS	498	Senior Recital	\$ 25
COBA	FCS	120	Family Health (fee to Red Cross for CPR course)	\$ 50
COBA	FCS	502/602	Study Tour	<i>Variable by section</i>
COBA	FMD	361	Fashion Show Production	\$ 100
COBA	FMD	370	Flat Pattern	\$ 35
COBA	FMD	371	Draping	\$ 35
COBA	FMD	372	Fashion Illustration	\$ 25
COBA	FMD	570/670	Senior Collection	\$ 35
COBA	HID	342	Contract Design I	\$ 25
COBA	TCM	121	Construction Principles and Practice	\$ 25
COBA	TCM	122	Construction Materials and Methods	\$ 25
COBA	TCM	322	Electrical Systems for Buildings	\$ 40
COBA	TCM	326	Construction Soils and Foundations	\$ 40
COBA	TCM	347	Industrial Equipment and Control	\$ 40
COBA	TCM	494	Professional Internship	\$ 100
COE	COU	781	Secondary School Counseling Internship	\$ 115
COE	COU	783	Elementary School Counseling Internship	\$ 115
COE	COU	786	School Psychological Examiner Practicum	\$ 115
COE	COU	7XX	Special Sections	\$ 115
COE	EAD	782	Internship – Onsite	\$ 115
COE	EAD	783	Internship – Related Agencies	\$ 60
COE	EAD	870	Specialized Topics in Educational Leadership	
			<i>First Things First</i>	\$ 85
			<i>Seven Habits of Highly Effective People</i>	\$ 75
COE	ELE	500/600	Current Issues and Applications in Elementary Education	\$ 15
COE	SPE	346	Educational Evaluation of Exceptional Students Lab	\$ 25
COE	SPE	783	Advanced Diagnosis and Remediation	\$ 25
COE	SPE	789	Practicum – The Exceptional Child	\$ 115
COE	SPE	791	Clinical Practicum for Special Needs Population	\$ 25
COE	SPE	792	Advanced Diagnosis and Remediation Lab	\$ 25
CHHS	ATC	220	Introduction to Athletic Training	\$ 25
CHHS	ATC	221	Clinical Skills in Athletic Training	\$ 30
CHHS	ATC	222	Athletic Injuries	\$ 20
CHHS	ATC	224	Basic Athletic Training/Sports Medicine Techniques	\$ 35
CHHS	ATC	240	Clinical Practicum I	\$ 30
CHHS	ATC	241	Clinical Practicum II	\$ 30
CHHS	ATC	324	Therapeutic Modalities	\$ 20
CHHS	ATC	328	Lower Body Assessment	\$ 10
CHHS	ATC	329	Upper Body Assessment	\$ 10
CHHS	ATC	340	Clinical Practicum III	\$ 30
CHHS	ATC	341	Clinical Practicum IV	\$ 30
CHHS	ATC	344	Foundations of Rehabilitation	\$ 10

APPENDIX A (continued)

Supplemental Course Fees for Springfield Campus for Fall 2011, Spring 2012, and Summer 2012

COLLEGE	COURSE	NUMBER	TITLE	AMOUNT
CHHS	ATC	354	Clinical Applications of Rehabilitation	\$ 10
CHHS	ATC	425	Contemporary Topics in Athletic Training	\$ 20
CHHS	ATC	440	Clinical Practicum V	\$ 30
CHHS	ATC	441	Clinical Practicum VI	\$ 30
CHHS	BMS	110	Introduction to the Biomedical Sciences	\$ 20
CHHS	BMS	110H	Introduction to the Biomedical Sciences (Honors Section)	\$ 45
CHHS	BMS	231	Human Genetics with Laboratory	\$ 15
CHHS	BMS	307	Human Anatomy	\$ 20
CHHS	BMS	330	Food Selection and Preparation for Health	\$ 25
CHHS	BMS	331	Food Science	\$ 30
CHHS	BMS	397	Topics in Heart Healthy Cooking	\$ 25
CHHS	BMS	497	Topics in Biomedical Sciences	<i>Variable by section</i>
CHHS	BMS	521	Molecular Cell Biology	\$ 15
CHHS	BMS	727	Human Gross Anatomy	\$ 255
CHHS	CSD	795/895	Advanced Clinical Practice	\$ 120
CHHS	CSD	844	Auditory Electrophysiology with Laboratory	\$ 40
CHHS	NUR	303	Art and Science of Nursing I	\$ 75
CHHS	NUR	304	Art and Science of Nursing II	\$ 75
CHHS	NUR	312	Nursing: The Adult Client	\$ 65
CHHS	NUR	322	Nursing: The Childbearing Family	\$ 65
CHHS	NUR	323	Nursing: The Pediatric Client and Family	\$ 65
CHHS	NUR	331	Nursing: The Mental Health Client	\$ 65
CHHS	NUR	342	Nursing: Health Assessment	\$ 70
CHHS	NUR	442	Nursing: Community Health	\$ 65
CHHS	NUR	482	Nursing: Leadership and Management	\$ 65
CHHS	NUR	715	Primary Care of the Adult	\$ 75
CHHS	NUR	725	Primary Care for Women	\$ 75
CHHS	NUR	728	Primary Care of the Children and Adolescents	\$ 75
CHHS	NUR	734	Advanced Physical Assessment and Clinical Reasoning	\$ 75
CHHS	NUR	790	Family Nurse Practitioner Advanced Practicum	\$ 40
CHHS	PAS	717	Medical Human Anatomy and Radiology	\$ 200
CHHS	PAS	783	Clinical Practicum I	\$ 200
CHHS	PAS	786	Clinical Medicine II	\$ 40
CHHS	PAS	787	Laboratory Medicine and Clinical Procedures	\$ 200
CHHS	PAS	797	Clinical Practice Issues Seminar	\$ 200
CHHS	PAS	798	Research Project	\$ 40
CHHS	PED	100	Fitness for Life	\$ 10
CHHS	PED	106	Sailing	\$ 40
CHHS	PED	107	Intermediate Sailing	\$ 40
CHHS	PED	118	Bowling	\$ 45
CHHS	PED	135	Selected Activities	<i>Variable by section</i>
CHHS	PED	362	Exercise Physiology	\$ 15
CHHS	PED	569/669	Health Appraisal & Exercise Testing Techniques	\$ 8
CHHS	PSY	720	Individual Intelligence Testing	\$ 85
CHHS	REC	190	Applied Social Recreation	\$ 30
CHHS	REC	411	Outdoor Pursuits	\$ 8
CHHS	REC	451	Outdoor Leadership	\$ 8

APPENDIX A (continued)

Supplemental Course Fees for Springfield Campus for Fall 2011, Spring 2012, and Summer 2012

COLLEGE	COURSE	NUMBER	TITLE	AMOUNT
CHHS	SWK	490	Practicum in Social Work	\$ 50
CHHS	SWK	735	Field Instruction I	\$ 50
CHHS	SWK	780	Field Instruction II	\$ 50
CHPA	ANT	351	Field Archaeology	\$ 200
CHPA	DSS	ALL	All Defense and Strategic Studies courses	\$ 600
CNAS	BIO	210	Elements of Microbiology	\$ 40
CNAS	BIO	235	Principles of Genetics	\$ 20
CNAS	BIO	310	Microbiology	\$ 15
CNAS	BIO	320	Introduction to Cellular Biology	\$ 40
CNAS	BIO	361	General Physiology	\$ 20
CNAS	BIO	380	Comparative Vertebrate Anatomy	\$ 30
CNAS	BIO	511/611	Immunology	\$ 40
CNAS	BIO	527/627	Field Biology	<i>Variable by section</i>
CNAS	BIO	540/640	Applications of Molecular Markers	\$ 40
CNAS	CHM	200	Essentials of Organic Chemistry	\$ 20
CNAS	CHM	342	Organic Chemistry I	\$ 30
CNAS	CHM	343	Organic Chemistry II	\$ 30
CNAS	CHM	353	Intro to Biochemistry Lab	\$ 40
CNAS	CHM	453	Biochemistry Lab I	\$ 40
CNAS	CHM	553/653	Advanced Biochemistry Lab	\$ 40
CNAS	GLG	360	Directed Field Trips	\$ 300
CNAS	GLG	412	Field Geology of the Mid Continent Region	\$ 150
CNAS	GLG	713	Field Geology for Secondary Teachers	\$ 250
CNAS	GRY	301	Geography of the Ozarks	\$ 150
CNAS	GRY	353	Environmental Field Studies	\$ 300
CNAS	HRA	321	Principles of Food Preparation	\$ 35
CNAS	HRA	325	Cultural Cuisine	<i>Variable by section</i>
CNAS	HRA	330	Banquet Operations	\$ 35
CNAS	HRA	409	Beverage Operation	\$ 40
CNAS	PHY	203	Foundation of Physics I	\$ 30
CNAS	PHY	204	Foundation of Physics II	\$ 30
CNAS	PHY	220	Intro to Structure and Logic of Digital Computers	\$ 15
SAGR	AGB	394	Agricultural Industry Study	\$ 375
SAGR	AGE	337	Agricultural Mechanical	\$ 10
SAGR	AGF	300	Wine Appreciation for Consumers	\$ 125
SAGR	AGH	443	Greenhouse Management	\$ 25
SAGR	AGH	573/643	Plant Propagation	\$ 25
SAGR	AGR	200	Mini Agriculture – Floral Design sections	\$ 125
SAGR	AGR	399	Special Topics	<i>Variable by section</i>
SAGR	AGS	162	Introduction to Riding	\$ 105
SAGR	AGS	262	Riding for Horse Training	\$ 130
SAGR	AGS	302	Reproductive Physiology	\$ 10
SAGR	AGS	362	Riding Instruction	\$ 130
SAGR	AGS	402	Applied Reproductive Techniques	\$ 150
SAGR	AGS	452	Beef Cattle Production	\$ 25
SAGR	AGW	351	Game Bird Production	\$ 10

APPENDIX A (continued)

Supervision Course Fees for Springfield Campus for Fall 2011, Spring 2012, and Summer 2012

Student Teaching Course Fee (per 8-week placement)

COURSE	NUMBER	TITLE	AMOUNT
		Assessed courses listed below:	\$ 95
AGE	493	Supervised Teaching (Secondary Agriculture)	
AGE	494	Supervised Teaching (Secondary Agriculture)	
AGT	493	Supervised Teaching (Secondary Technology)	
AGT	494	Supervised Teaching (Secondary Technology)	
ART	490	Supervised Teaching (Secondary Art and Design)	
ART	491	Supervised Teaching (Elementary Art and Design)	
BSE	493	Supervised Teaching (Secondary Business)	
BSE	494	Supervised Teaching (Secondary Business)	
COM	490	Supervised Teaching (Secondary Speech and Theatre)	
COM	491	Supervised Teaching (Secondary Speech and Theatre)	
ECE	490	Supervised Teaching (Infant/Toddler Settings)	
ECE	491	Supervised Teaching (Preschool/Kindergarten Settings)	
ECE	492	Supervised Teaching (Primary Settings)	
ELE	495	Supervised Teaching (Elementary)	
ELE	496	Supervised Teaching (Elementary)	
ENG	432	Supervised Teaching (Secondary English)	
ENG	433	Supervised Teaching (Secondary English)	
FCS	493	Supervised Teaching (Secondary Family and Consumer Sciences)	
FCS	494	Supervised Teaching (Secondary Family and Consumer Sciences)	
HST	420	Supervised Teaching (Secondary Social Studies)	
HST	421	Supervised Teaching (Secondary Social Studies)	
HST	422	Supervised Teaching (Secondary Social Studies)	
MCL	493	Supervised Teaching (Secondary Foreign Language)	
MCL	496	Supervised Teaching (Elementary Foreign Language)	
MID	493	Supervised Teaching (Middle School)	
MID	494	Supervised Teaching (Middle School)	
MTH	493	Supervised Teaching (Secondary Mathematics)	
MTH	494	Supervised Teaching (Secondary Mathematics)	
MUS	494	Supervised Teaching (Elementary General Music)	
MUS	496	Supervised Teaching (Secondary Music)	
PED	493	Supervised Teaching (Secondary Physical Education)	
PED	496	Supervised Teaching (Elementary Physical Education)	
SCI	493	Supervised Teaching (Secondary Science)	
SCI	494	Supervised Teaching (Secondary Science)	
SEC	493	Supervised Teaching (Secondary)	
SEC	494	Supervised Teaching (Secondary)	
SPE	495	Supervised Teaching (Special Education)	
SPE	496	Supervised Teaching (Special Education)	
THE	490	Supervised Teaching (Secondary Speech and Theatre)	
THE	491	Supervised Teaching (Secondary Speech and Theatre)	

Supervised Teaching Course Fee (per 16-week placement)

HST	422	Supervised Teaching (Secondary Social Studies) – 10 credit-hours (\$190 for 10 credit-hour section)	\$ 190
SEC	784	Internship in Teaching II – 10 credit-hour section	\$ 190

APPENDIX A (continued)

Supervision Course Fees for Springfield Campus for Fall 2011, Spring 2012, and Summer 2012

Teacher's Aide Rule Course Fee (per 16-week placement)

COURSE	NUMBER	TITLE	AMOUNT
		Assessed courses listed below:	\$ 110
AGE	499	Clinical Experiences in Teaching II (Agriculture (9-12)	
AGT	499	Clinical Experiences in Teaching II (Technology Education 9-12)	
ART	469	Clinical Experiences in Teaching II (Art K-12)	
BSE	499	Clinical Experiences in Teaching II (Business 9-12)	
COM	493	Clinical Experiences in Teaching II (Speech and Theatre 9-12)	
ECE	499	Clinical Experiences in Teaching II (Early Childhood B-Grade 3)	
ELE	499	Clinical Experiences in Teaching II (Elementary Education 1-6)	
ENG	434	Clinical Experiences in Teaching II (English 9-12)	
FCS	498	Clinical Experiences in Teaching II (Family and Consumer Sciences B-12)	
HST	499	Clinical Experiences in Teaching II (Social Studies 9-12)	
MCL	491	Clinical Experiences in Teaching II (Foreign Languages K-12)	
MID	499	Clinical Experiences in Teaching II (Middle School 5-9)	
MTH	496	Clinical Experiences in Teaching II (Mathematics 9-12)	
MUS	499	Clinical Experiences in Teaching II (Music Education K-12)	
PED	498	Clinical Experiences in Teaching II (Physical Education K-12)	
SCI	499	Clinical Experiences in Teaching II (Sciences 9-12)	
SEC	499	Clinical Experiences in Teaching II (Journalism 9-12)	
SPE	499	Clinical Experiences in Teaching II (Special Education K-12)	
THE	493	Clinical Experiences in Teaching II (Speech and Theatre 9-12)	

APPENDIX B

Supplemental Course Fees for West Plains Campus for Fall 2011, Spring 2012, and Summer 2012

COURSE	NUMBER	TITLE	AMOUNT
AGR	170	Introduction to Horticulture	\$ 20
AGR	215	Soils	\$ 20
AGR	243	Indoor Plants	\$ 20
AST	113	Modern Astronomy	\$ 20
AST	114	Survey of Astronomy	\$ 20
AST	115	Basic Astronomy	\$ 20
BIO	100	Biological Science for Educators	\$ 20
BIO	102	Principles of Biological Science	\$ 20
BIO	121	General Biology I	\$ 20
BIO	122	General Biology II	\$ 20
BIO	210	Elements of Microbiology	\$ 20
BMS	110	Concepts in Biomedical Sciences	\$ 20
BMS	267	Human Anatomy	\$ 25
BMS	268	Human Physiology	\$ 25
CFD	160	Principles of Development in Early Childhood	\$ 11
CFD	260	Supervised Experience in the Child Development Lab	\$ 45
CGP	110	Game Development I	\$ 55
CGP	115	Game Art Drawing I	\$ 55
CGP	120	Web Development I	\$ 55
CGP	130	Web Development II	\$ 55
CGP	145	Introduction to Computer Programming	\$ 55
CGP	150	Introduction to Digital Graphics	\$ 55
CGP	155	Flash Development	\$ 55
CGP	160	Introduction to 3D Modeling& Animation	\$ 55
CGP	170	3D Game Environments	\$ 55
CGP	180	Introduction to Multimedia Audio	\$ 55
CGP	197	Special Topics in Computer Graphics and Programming	\$ 55
CGP	200	Mobile Application Development	\$ 55
CGP	210	SQL Database Management	\$ 55
CGP	220	Game Development II	\$ 55
CGP	230	Web Development III	\$ 55
CGP	250	3D Character Modeling & Animation	\$ 55
CGP	251	Application Development I	\$ 55
CGP	252	Network & Operating System Essentials	\$ 55
CGP	255	Graphic Programming I	\$ 55
CGP	260	Advanced 3D Modeling and Animation	\$ 55
CGP	261	Application Development II	\$ 55
CGP	262	Network Clients and Servers	\$ 55
CGP	265	Graphic Programming II	\$ 55
CGP	297	CGP Capstone	\$ 55
CHM	105	Fundamentals of Chemistry	\$ 20
CHM	175	General Chemistry Laboratory	\$ 20
NUR	100	Fundamentals of Nursing	\$ 150
NUR	101	Nursing Systems for the Adult Client I	\$ 155
NUR	190	Nursing Systems for Adult Client: LPN to RN Program	\$ 200
NUR	201	Nursing Systems for the Promotion of Mental Health	\$ 35
NUR	202	Pharmacology	\$ 35
NUR	204	Nursing Systems for the Adult Client II	\$ 170

APPENDIX B (continued)

Supplemental Course Fees for West Plains Campus for Fall 2011, Spring 2012, and Summer 2012

NUR	212	Nursing Systems for the Family	\$ 170
NUR	220	Current Trends and Issues in Nursing	\$ 35
PED	135	Selected Activities	\$0-30
PHY	100	Survey of Physics with Laboratory	\$ 20
PHY	101	Physics by Inquiry for Educators	\$ 20
PHY	123	Introduction to Physics I	\$ 20
PHY	124	Introduction to Physics II	\$ 20
PHY	203	Foundations of Physics I	\$ 20
PHY	204	Foundations of Physics II	\$ 20
RDG	125	College Reading and Efficient Study Techniques	\$ 30
RST	120	Introduction to Respiratory Therapy	\$ 150
RST	210	Respiratory Equipment and Therapeutics	\$ 150
RST	232	Mechanical Ventilation	\$ 180
RST	245	Cardiopulmonary Diagnostics	\$ 180
RST	297	Advanced Respiratory Care Theory	\$ 180
VIN	111	Introduction to Viticulture & Vineyard Establishment	\$ 60
VIN	113	Winter Viticulture Technology	\$ 60
VIN	114	Spring Viticulture Technology	\$ 60
VIN	115	Summer/Fall Viticulture Technology	\$ 60
VIN	148	Winery Sanitation	\$ 120
VIN	160	Winery Equipment Operations	\$ 120
VIN	210	Introduction to Wine Microorganisms	\$ 120
VIN	246	Intermediate Enology	\$ 60
VIN	257	Wine Production Internship	\$ 120
VIN	259	Cellar Operations Technology	\$ 60
VIN	266	Sensory Evaluation	\$ 120
VIN	268	Wine & Must Analysis	\$ 120

Exceptions: SUPPLEMENTAL COURSE & SECTION FEES*

LWE	130	Basic Jail Officer Academy I; LWE 190 Basic Law Enforcement Academy I* (15 credit hours)	\$2,575
LWE	131	Basic Jail Officer Academy II; LWE 191 Basic Law Enforcement Academy II * (15 credit hours)	\$2,575
LWE	120	Basic Jail Officer Academy*	\$1,450

* A large portion of the course fee is dictated by the Missouri Sheriffs' Training Academy.