

**Missouri State University
Fees No.
2021-2022 Fee Schedule
Board Resolution**

West Plains Campus

BE IT RESOLVED BY THE BOARD OF GOVERNORS OF MISSOURI STATE UNIVERSITY AS FOLLOWS:

The Board of Governors adopts the following fee schedule for the West Plains Campus, effective July 1, 2021.

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 reserves its discretion to further modify fees and charges as it determines necessary and appropriate.

Amy Counts
Chair of the Board

Passed at the meeting of April 21, 2021

Rowena A. Stone, Secretary

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West Plains Campus

Required Student Fees

Tuition (Fall 2021, Spring 2022, and Summer 2022)

	Missouri Resident	Non-Missouri Resident
Undergraduate course per-hour fee	\$136.00	\$272.00

Corporate Education

Corporate education course fees will be negotiated on a case-by-case basis.

Common Fee (assessed in addition to Tuition)

The Common Fee is assessed in addition to tuition and is based upon the total credit hours for which a student enrolls. The Common Fee is used to cover a variety of student and administrative focused activities. To calculate the total Common Fee incurred each semester, multiply the total Common Fee for one (1) hour by the total number of credit hours enrolled for the semester.

Fall 2021, Spring 2022, and Summer 2022

Description	Per Credit Hour
Student Services Fees	\$ 9.71
Administrative Fees	\$ 5.96
Computer & Technology Fee	\$ 8.33
Total per credit hour	\$24.00

Scope of the Required Student Fees Schedules

- 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.*

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.

Exceptions to the Tuition Schedule

	Missouri Residents	Non-Missouri Residents
Per Credit Hour		
High School Dual Credit*	\$ 68.00	\$ 68.00
High School Dual Enrollment	\$ 85.00	\$ 85.00
NUR Courses**	\$182.00	\$364.00
Online Courses	\$166.00	\$166.00
VIN Courses	\$220.00	\$220.00
WLD Courses	\$300.00	\$300.00

*High school students who enroll in dual credit courses are charged half the seated tuition rate for a Missouri resident and are not charged the common fee. High school students who enroll in any other course, whether on campus or online, are charged \$85.00 per credit hour and the common fee. Supplemental course fees will be charged in full for dual credit and dual enrollment courses, if applicable.

**Per credit hour rate for courses with a NUR (Nursing) prefix, except for NUR 197, and NUR 297.

Supplemental Course Fees

Supplemental course fees may be assessed on individual courses to cover the cost of specialized supplies, equipment or services for instruction 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.

Lost Identification Card Fee

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

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.

Credit Card Processing Fee

Missouri State University contracts with a third party to process credit card payments to pay balances on accounts for charges. The third-party processing company will charge a separate convenience fee which will apply to all credit card payments. Please review the Business Office website for payment options.

Diploma/Transcript Fees

All transcript requests will be made through Parchment, Inc. Electronic transcripts will cost \$7.50 and mail delivered transcripts will cost \$10.00. Transcripts for the China campus will be processed directly through Registration and Records at no cost.

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. International transcripts cost is \$47.50/transcript. The actual cost to the University will be charged for enrollment verifications, and other documents sent via express or overnight mail outside the continental United States. Third-party transcripts will be charged \$12.00 per transcript.

Transcripts will not be sent for current or former students who owe \$25.00 or more to the University.

Reissued diploma requests will be made through Parchment, Inc. A \$5.00 delivery fee will be charged by Parchment, Inc. for reissued diplomas.

Financial Aid Fees

Emergency Short-Term Loan Service Charge: There is a service charge of \$5.00 for each Short-Term Loan processed for the student.

International Programs Academic Experience Fee

An International Programs Academic Fee (IPAEF) must be paid by individuals traveling with an international Education Abroad program and/or participating in an international academic experience. West Plains students participating in a West Plains short-term faculty-directed program will pay a \$50.00 fee. West Plains students participating in a short-term faculty-directed program through the Springfield campus will pay the Springfield IPAEF of \$150. All students participating in an international Education Abroad program or international academic experience are required to carry University-approved health insurance that includes emergency medical, political, or natural disaster evacuation, as well as repatriation of remains. The cost of insurance is included in the International Programs Academic Experience Fee. This fee is non-refundable.

Required Student Fees Refund Schedules

Refunds are determined separately for tuition, common fees, and supplemental and sections fees as indicated below. In all cases, the date used in determining refunds shall be the date the student completes the transaction online or submits an official withdrawal or change of schedule request to the Office of Registration and Records. For withdrawal requests submitted by mail, the postmark date shall be used.

Refunds of Tuition

If a student drops or withdraws from a full semester-length class prior to the ninth week, the tuition refund shall be as follows:	
On or before the fifth day of the semester	100%
Days 6 through 10 of semester	75%
Days 11 through 20 of semester	50%
Days 21 through 40 of semester	25%
After the 40 th day of semester	No refund

Refunds for Block Classes (Fall and Spring)

If a student drops or withdraws from a block class (first block or second block), the refund shall be as follows:	
On or before the fifth day of the block	100%
Days 6 through 10 of the block	75%
Days 11 through 14 of the block	50%
Days 15 through 20 of the block	25%
After the 20 th day of the block	No refund

Refunds for Summer Classes

If a student drops or withdraws from a session 1 (8 weeks) summer class, the refund shall be as follows:	
On or before the fifth day of the semester	100%
Days 6 through 10 of the semester	75%
Days 11 through 14 of the semester	50%
Days 15 through 20 of the semester	25%
After the 20 th day of the semester	No refund
If a student drops or withdraws from a session 2 or 4 (4 weeks) summer class, the refund shall be as follows:	
On or before the first day of the term	100%
Days 2 and 3 of the term	75%
Days 4 and 5 of the term	50%
Days 6 through 10 of the term	25%
After the 10 th day of the term	No refund
If a student drops or withdraws from a session 3 (5 weeks) summer class, the refund shall be as follows:	
On or before the second day of the term	100%
Day 3 of the term	75%
Days 4 through 6 of the term	50%
Days 7 through 12 of the term	25%
After the 12 th day of the term	No refund

Refunds for Classes with a term* of 19 days or less (including Intersession)

The refund for courses with a term* of 19 days or less (including Intersession) is 100% if the class is dropped by the end of the first day of the term. After the first day of the term, refunds are made on the basis of the number of days in the term per the following schedule:				
Number of Days in Term	100%	75%	50%	25%
1	Prior to day 1	n/a	n/a	n/a
2	1	n/a	n/a	n/a
3	1	2	n/a	n/a
4	1	2	n/a	3
5	1	2	3	4
6	1	2	3	4
7	1	2	3	4
8	1	2	3	4
9	1	2	3	5
10	1	2	3	5
11	1	2	3	6
12	1	2	4	7
13	1	2	4	7
14	1	2	4	8
15	1	2	4	8
16	1	2	5	9
17	1	3	5	9
18	1	3	5	10
19	1	3	5	10

Refunds for Classes with a term* of 20 days or more:

The refund for classes with a term* of 20 days or more is 100% if the class is dropped before the end of the second day of the term (even if the class does not meet on the second day of the term). Additional refund periods are proportionate to the refund periods described above for full semester classes. Refund deadlines are calculated as follows:

- 75% refund = 0.133 times the length of term
- 50% refund = 0.267 times the length of term
- 25% refund = 0.533 times the length of term

Standard rounding rules apply (e.g., the 75% refund deadline for a 25-day term is 0.133×25 or 3.325, which will be rounded down to day 3; the 50% refund deadline for a 25-day term is 0.267×25 or 6.675, which will be rounded up to day 7). The Office of the Registrar maintains refund deadline dates for each class length.

*For classes that are not full semester classes, refunds are based on the 'length of term.' For those classes, the 'term' begins with the start date of the class and ends with the end date. The length of term is the number of days in that period, including the start and end date but excluding weekend and holidays when classes are not in session.

Student Services Fee Refunds

If a student drops during the 100% refund period for tuition (as indicated above), then 100% of the Common Fee will be refunded. No refund of the Common Fee will be issued for students who drop after the 100% refund period, unless officially approved through the Refund Exception Appeal Committee.

Supplemental Course Fee Refunds

If a student drops a course(s) during the 100% refund period for tuition (as indicated above), then 100% of supplemental fees for the course(s) being dropped will be refunded (with the exception of fees that have already been expended on the part of the student, or an access code that has been opened). No refund of supplemental or section fees is issued for students who drop a course(s) after the 100% refund period, or for an access code that has been opened/used that was purchased through use of a supplemental course fee.

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.

Refunds for Non-Attendance

Students will be administratively withdrawn for the following circumstances:

- Reported as Never Attended by the
 - o 10th class day of the 16-week or longer term
 - o 7th class day of the 8-week term
 - o 4th class day of the 5-week and 4-week term
 - o 2nd class day of a 2-week or less term
- Determined to have enrolled in a course without the appropriate pre-requisite course
- Are academically suspended and have not been reinstated through the academic appeal process

Students who are administratively withdrawn will have their schedule removed and tuition and fees will be refunded at 100%. However, non-tuition related charges will continue to be the responsibility of the student.

Changes of Schedule

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 Required Student Fees Refund Schedules). 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. 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.

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 registration and records office. Appeals must be submitted within one month of the date of the withdrawal or change of schedule and should be accompanied by appropriate supporting documentation. The Refund Exception Appeal Request form can be found at <https://wp.missouristate.edu/recreg/forms.htm>.

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

- Attendance tracking – Instructors will monitor class rosters. After the allotted time for attendance to be reported, instructors will report students who meet the following conditions:
 - o A student is attending class but not on their class roster.
 - o A student is listed on the class roster but not attending class.
- If a student is attending but is not registered, the registration and records office notifies the student via University email and requests he/she contact the office immediately to resolve the

situation. Students registered but not attending classes will be withdrawn from all classes or dropped from the class they are not attending.

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.

International Students Health Insurance

Fall 2021, Spring 2022, and Summer 2022

This charge will be assessed each semester at the time of registration to all students for whom Missouri State University has issued F-1 or J-1 student visa documents.

Insurance Plan	Amount	Approximate Coverage Dates
Annual	\$1,554.00	08/10/21-08/09/22
Fall 2021 – Regular	\$ 777.00	08/10/21-12/31/21
Spring/Summer 2022 – Regular	\$ 777.00	01/01/22-08/09/22
Summer 2022 – Regular (for students not attending spring)	\$ 298.00	06/01/22-08/09/22

Library Fines

Loan Period	Fine Rate	Maximum
2-hour Reserve	\$1.00 per hour overdue	\$25.00
AV Equipment	\$5.00 per day overdue	\$30.00
Recalled Items	\$1.00 per day	\$25.00
Replacement/Repair Fee	Actual Cost	N/A

Fees below \$2.00 are waived.

Student Conduct – Alcohol & Other Drug Fines

Alcohol – First Violation	\$ 25.00
Alcohol – Second Violation	\$ 50.00
Alcohol – Third Violation	\$100.00
Drug Violations	\$ 50.00

Housing Fees

Residence hall rates include utilities, internet access, unlimited access to washers and dryers, and additional printing in the residence hall computer lab.

Fall 2021 and Spring 2022

Room and Board Facilities (19-meal-per-week plan)		
	Per Semester	Per Year
West Plains Residence Hall – Grizzly House	\$3,139.00	\$6,278.00
West Plains Residence Hall – Grizzly Lofts	\$3,475.00	\$6,950.00
Non-Resident Meal Plans	Per Semester	
Two Meals Per Week	\$199.00	
Three Meals Per Week	\$285.00	
Four Meals Per Week	\$344.00	
Five Meals Per Week	\$407.00	

Summer 2022

Room and Board (Room \$1,063.00 + Debit Meal Plan \$285.00)	\$1,348.00
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Utilities and refrigerators are included in the above rates.

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 student requested single occupancy.

Residence Hall Deposits

A \$100.00 security deposit is required of all applicants for University housing.

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.

Provisions for room and board refund/forfeiture of deposits are stated in the *Student Housing Contract*.

Conferences and Institutes (Effective May 1, 2021)

Daily room rates for double occupancy with air conditioning, no meal plan	
	Housing Without Linen Services
Non-student groups*	\$ 20.00
Prospective student groups	\$ 17.00
Current student groups*	\$ 15.00
Children (ages 3-12) with accompanying parents	\$ 7.00

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

Other Fees/Fines

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

Student Recreation Center Usage Fees

Students	No charge
Faculty and staff (full-time and part-time)	No charge
All others (SGA approved days only)	\$3.00 per day

*Community members under the age of 16 must be accompanied by an adult.

Parking Permits/Fines

Parking Permits (Students/Faculty/Staff)

Students*	\$25.00 per year
Faculty	\$25.00 per year
Staff	\$25.00 per year
Part-time Faculty or Staff	No charge
Additional/Replacement Parking Permit	\$5.00

*Parking permits for students are included in the Common Fee. Students not having the Common Fee assessed may request a parking permit for \$20.00 per academic year.

Parking Violation Fines

Permit Not Present	\$ 10.00
Altered/Stolen Permit	\$ 60.00
Parked in "No Parking" Zone	\$ 10.00
Not Parked Wholly in Space	\$ 10.00
No Disabled Permit	\$ 60.00
Obstructing Traffic	\$ 10.00
Parked in Visitors' Space	\$ 10.00

Physical Plant – 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	\$5,000.00

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.

Drago College Store**Textbook Reservation Fee**

A textbook reservation deposit of \$10.00 is collected at the time a student reserves their textbooks for the following semester. When the textbooks are picked up, the \$10.00 deposit is applied toward the balance owed for the books purchased. If the reserved textbooks are not picked up, the \$10.00 deposit will be used to cover restocking the textbooks.

Appendix B

Supplemental Course Fees for West Plains Campus for Fall 2021, Spring 2022, and Summer 2022

Course	Number	Title	Amount
ACC	290	Accounting Software Applications	\$137.00
AGR		All AGR courses except AGR 150, 162, 163, 164, 262, 263, and 264	\$ 20.00
AGR	162	Introduction to Riding	\$130.00
AGR	163	Introduction to Hunt Seat Equestrian Competition	\$130.00
AGR	164	Introduction to Stock Seat Equestrian Competition	\$130.00
AGR	262	Riding for Horse Training	\$155.00
AGR	263	Intermediate Hunt Seat Equestrian Competition	\$130.00
AGR	264	Intermediate Stock Seat Equestrian Competition	\$130.00
ALH	100	Certified Nurse Assistant	\$ 15.00
ALH	105	Certified Nurse Assistant Clinical	\$ 85.00
ART	98	Topics in Art and Design	\$ 20.00
ART	100	Two-Dimensional Design	\$ 20.00
ART	101	Three-Dimensional Design	\$ 20.00
ART	115	Drawing I	\$ 20.00
ART	202	Intermediate Design	\$ 20.00
ART	215	Drawing II	\$ 20.00
AST	113	Modern Astronomy	\$ 20.00
AST	114	Survey of Astronomy	\$ 20.00
AST	115	Basic Astronomy	\$ 20.00
BIO	100	Biological Science for Educators	\$ 45.00
BIO	111	Understanding Biology Systems Through Inquiry	\$ 35.00
BIO	121	General Biology I	\$ 35.00
BIO	122	General Biology II	\$ 35.00
BIO	210	Elements of Microbiology	\$ 35.00
BIO	235	Genetics	\$ 35.00
BMS	110	Introduction to the Biomedical Sciences	\$ 35.00
BMS	111	Introduction Laboratory in Biomedical Sciences	\$ 35.00
BMS	231	Human Genetics with Lab	\$ 35.00
BMS	232	Human Genetics Laboratory	\$ 35.00
BMS	267	Human Anatomy	\$ 35.00
BMS	268	Human Physiology	\$ 35.00
CFD	160	Principles of Development in Early Childhood	\$ 16.00
CFD	260	Supervised Experience in the Child Development Lab	\$ 30.00
CGP		All CGP courses except CGP 197	\$100.00
CGP	197	Special Topics in Computer Graphics and Programming (per credit hour)	\$ 20.00
CHM	117	Fundamentals of Chemistry Lab	\$ 35.00
CHM	161	General Chemistry I Laboratory	\$ 35.00
CHM	171	General Chemistry II Laboratory	\$ 35.00
CHM	200	Essentials of Organic Chemistry	\$ 35.00
CIS	197	Special Topics in Computer Information Systems (per credit hour)	\$ 20.00
CIS	205	Web Site Design and Development	\$ 55.00
CIS	235	Computer Hardware and Operating Systems	\$ 55.00
CSC	197	Special Topics in Computer Science (per credit hour)	\$ 20.00
EGR	100	Careers in Engineering	\$ 10.00
EGR	110	Introduction to Engineering Design	\$ 30.00
EGR	197	Special Topics in Engineering (per credit hour)	\$ 20.00
ENG	101	Integrated Reading and Writing	\$ 20.00
ENG	110	Writing I	\$120.00
ENG	221	Writing II: Writing for the Professions	\$120.00
FCA	150	Culinary Arts I	\$400.00
FCA	155	Culinary Arts II	\$400.00
GRY	100	World Regional Geography	\$ 20.00

Appendix B (continued)

Supplemental Course Fees for West Plains Campus for Fall 2021, Spring 2022, and Summer 2022

Course	Number	Title	Amount
GRY	197	Geoscience Orientation	\$150.00
HIT	280	Medical Assistant Clinical Procedures	\$ 50.00
HIT	290	Medical Assistant Laboratory Procedures	\$ 50.00
HIT	297	Professional Practice in HIT	\$100.00
HIT	299	Medical Assistant Practicum	\$100.00
KIN	135	Selected Activities	\$ 30.00
NUR	100	Fundamentals of Nursing	\$155.00
NUR	101	Nursing Systems for the Adult Client I	\$155.00
NUR	190	Nursing Systems for the Adult Client: LPN to RN Program	\$200.00
NUR	201	Nursing Systems for the Promotion of Mental Health	\$ 40.00
NUR	202	Pharmacology	\$ 40.00
NUR	204	Nursing Systems for the Adult Client II	\$200.00
NUR	212	Nursing Systems for the Family	\$200.00
NUR	220	Current Trends and Issues in Nursing	\$150.00
PHY	100	Survey of Physics with Laboratory	\$ 20.00
PHY	101	Physics by Inquiry for Educators	\$ 20.00
PHY	123	Introduction to Physics I	\$ 20.00
PHY	124	Introduction to Physics II	\$ 20.00
PHY	203	Foundation of Physics I	\$ 20.00
PHY	204	Foundation of Physics II	\$ 20.00
RDG	107	Critical Reading and Study Skills for Academic Texts	\$ 20.00
RDG	125	College Reading and Efficient Study Techniques	\$ 30.00
TEC	111	Manufacturing Materials & Processes	\$100.00
TEC	123	Employment in Manufacturing Occupations	\$100.00
TEC	132	Introduction to Industry 4.0	\$100.00
TEC	165	Manufacturing Technology	\$100.00
TEC	197	Special Topics in Technology (per credit hour)	\$ 20.00
TEC	200	Alternative Energy – Electricity & Electronics	\$100.00
TEC	230	Industrial Controls and Troubleshooting	\$100.00
TEC	240	PLCs and Sensors	\$100.00
TEC	245	Mechanical Systems and Fluid Power	\$100.00
TEC	260	Alternative Energy – Biofuels	\$100.00
TEC	265	Alternative Energy – Solar	\$100.00
TEC	270	Alternative Energy – Wind	\$100.00
TEC	275	Automated Manufacturing	\$100.00
VIN	111	Introduction to Viticulture & Vineyard Establishment	\$ 90.00
VIN	212	Winter Viticulture Technology	\$ 90.00
VIN	214	Spring Viticulture Technology	\$ 90.00
VIN	215	Summer/Fall Viticulture Technology	\$ 90.00
VIN	246	Fall Intermediate Enology	\$ 90.00
VIN	247	Winter/Spring Intermediate Enology	\$ 90.00
VIN	257	Wine Production Internship	\$180.00
VIN	259	Cellar Operations Technology	\$180.00
VIN	266	Sensory Evaluation	\$180.00
VIN	268	Wine & Must Analysis	\$180.00
WLD		All WLD Courses	\$100.00

Exceptions: Supplemental Course & Section Fees*

LWE	190	LWE 190 Basic Law Enforcement Academy I* (9 credit hours)	\$3,125.00
LWE	191	LWE 191 Basic Law Enforcement Academy II* (9 credit hours)	\$3,125.00

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