
Fee Policies

Schedule of Fees

Tuition and Incidental Fees For 2002-2003

Tuition (<i>per credit hour</i>)	
Missouri residents	\$124.00
Non-residents	\$248.00
Textbook Rental Fee (<i>per credit hour</i>)	\$5.00
Equipment Use Fee - full time students	\$40.00
part time students	\$20.00
Student Activity Fee - full time students	\$25.00
part time students	\$15.00
Parking Fee	\$15.00
Records Fee	\$3.00

Other College Fees

Application for Admission (<i>non-refundable</i>)	\$15.00
Change of Class Schedule (<i>add/drop fee</i>)	\$5.00
Late Registration	\$10.00
Student ID (<i>first time students</i>)	\$ 2.00
(replacement card)	\$5.00
Late Rental Book Fee (per text)	\$5.00
Distance Learning Fee (per credit hour)	\$25.00

Special Course Fees

Applied Music (<i>per credit hour</i>)	\$80.00
Art Materials (<i>varies with course</i>)	\$5.00 - 40.00
Dental Hygiene	
First-Year Students	\$1,250.00
Second-Year Students	\$1,250.00
Education Course Materials	\$2.00 - 8.00
(<i>varies with course</i>)	
EMT-Paramedic (<i>Fall semester only</i>)	\$725.00
Freshman Orientation	\$30.00
Manufacturing Technology	\$15.00
Music Recital (<i>senior music majors only</i>)	\$50.00
Music Techniques	\$100.00
Nursing	\$200.00
Photography	\$50.00
Police Academy	\$900.00
Radiologic Technology (<i>first term</i>)	\$100.00
(<i>all other terms</i>)	\$40.00
Respiratory Care (<i>contact 659-4400 for special course fee information</i>)	
Science Laboratory Breakage and Materials	cost
Science Courses with Labs	\$10.00

Residence Hall Fees

Residence Hall Cost (<i>per semester</i>)*	\$2000.00
Apartments (<i>per semester</i>)*	\$2200.00
East Hall (<i>per semester</i>)*	\$2400.00
Private (<i>per semester</i>)*	\$2600.00
Refundable Security Deposit	\$150.00

*Payable in five (5) payments

Other incidental fees for supplemental class materials, testing or other course-related costs may be assessed as required.

Payment of Fees

1. Tuition and Incidental Fees

For all students who have pre-registered for fall, spring, or summer semesters, at least 50% of the semester charges must be paid by the published deadline for each respective semester. Failure to remit the first 50% installment according to these payment terms will result in an immediate drop from all pre-registered classes before regular registration. Students enrolled in intersession classes must have their fees paid in full prior to the first day of class.

For students who enroll during regular registration, payment of 100% of the fees charged will be due and payable on the day of registration. Failure to remit the balance due will result in an immediate drop from the students' class schedule.

Statements of account will be mailed to all pre-registered students prior to the initial payment deadline. Subsequent statements will be mailed monthly.

It is extremely important to realize that a financial obligation is incurred at the time of enrollment. Services are rendered as of the first day of class so unless a student officially withdraws prior to that day, fees will be assessed in full. No reduction in charges according to the College refund policy will be credited to the students account until an official withdrawal is completed. Failure to pay fees in accordance with the stated payment plan will not necessarily relieve the financial obligation incurred if the student is dropped for non-payment.

Students expecting their fees to be paid through financial aid sources must have all necessary documentation filed with the Financial Aid Office by July 1st for the Fall term, and by December 1st for the Spring term in order to receive consideration for payment deferment.

Students enrolled in evening, weekend, internet, and televised classes for regular college credit courses, applicable toward an associate or baccalaureate degree, are subject to the same fees, rules and regulations as set forth for students attending day classes. Special fees for classes not applicable toward a degree program will be announced in the Evening Session Bulletin.

***The College reserves the right to
change fees without notice.***

Appeals concerning special problems pertaining to fees should be directed in writing to the Treasurer in Hearnes Hall, Room 210.

2. Residence Hall

Students will not be permitted to move into the Residence Halls without remitting payment of at least 50% of tuition and 40% of Residence Hall fees.

As stated in the contract agreement, students will be responsible for the full semester fee, except as specified in the contract, once they have checked into the Residence Halls even upon complete withdrawal from school. The security deposit will be refunded only if the terms of the contract have been fulfilled.

Change of Class Schedule Fee - an administrative fee charged for each class change (add or withdrawal) made after the first week of the semester.

Distance Learning Fee - a fee charged to off-set costs unique to the distance learning environment including: development of specialized Internet courses, fees to broadcasters for carrying televised courses, transmitter and tower costs for televised courses, host servers for Internet courses, and video and internet materials developed by independent producers.

Equipment Fee - an incidental fee assessed each semester, which enables the College to provide the most technologically current equipment for use in the classroom and laboratories. All fees collected will be used solely for the purchase of equipment, which will directly benefit the students in their college course work.

Late Registration Fee - an administrative fee assessed to students who enroll for classes after the first full week of the semester.

Explanation of Fees

Admission Application Fee - a non-refundable administrative fee required upon submission of an application for admission.



Parking Fee - an incidental fee assessed each semester to cover all costs associated with vehicle registration, roadway & sidewalk maintenance and campus security.

Records Fee - an incidental fee assessed to all students each semester to cover an unlimited number of transcripts, cap and gown and diplomas. This replaces the old transcript and commencement fees.

Special Course Fees - fees are charged for additional course materials and/or services for specific courses. Courses include but are not limited to art, music, education, dental hygiene, nursing, radiology and photography.

Student Activity Fee - an incidental fee assessed each semester to support various aspects of campus life including student activities, student government, student publications and other events and services provided by the College.

Student I.D. Card - a one-time fee assessed to all new students allowing the issuance of a photo identification card. This card is required not only for identification purposes but also must be presented in order to check out library materials, to be admitted to campus activities, to obtain meals under the Residence Hall meal plan or to conduct business in various campus offices such as Financial Aid, Cashiers Office, Ticket Office, etc.

Textbook Rental Fee - a per credit hour fee assessed for the use of rental textbooks. The College operates a rental system through the College Bookstore which allows the use of the required textbook by the student for one semester. Before rental books may be issued, the student is required to have paid at least 50% of the total fees due for the semester. It should be noted that some classes may require the purchase of supplemental books and materials not available through the rental system. These materials may be billed to students accounts. Textbooks must be returned no later than 12:00 noon, Monday following the week of finals. A book drop box will be available inside Billingsly Student Center on the second floor entrance for weekend drop-off. Textbooks not returned by this time will be charged to the student accounts. Rental texts returned after this time will be assessed a late fee per book for a limited time.

**Refund Policy
(Except for Residence Hall Charges)**

During the course of any semester, if a student finds it necessary to drop individual classes or fully withdraw from college, the fee refund policy is as follows:

For Fall and Spring Semesters

Prior to the end of the first week of classes . . . 100% refund
Second through fifth weeks 60% refund
After the fifth week. 0% refund

For Summer Semester

Prior to the end of the first week of classes . . . 100% refund
Second and third weeks 60% refund
After third week 0% refund

For Intersession

No refund of fees after first day of intersession classes.

Withdrawal from classes during the refund period means that the student will be responsible for 40% of the cost of tuition.

To be eligible for a refund, the student must formally complete a drop form and submit it to the Registrar's Office within the refund period. If the student is withdrawing from college completely, he or she must complete a withdrawal form with the College Exit Counselor within the published deadline dates. Failure to attend classes will not constitute a withdrawal.

If the student withdraws after payment of any or all fees for the semester, any monies due to the student will be mailed after fee refunds have been applied. However, if the college costs have been paid partially or fully by financial aid (scholarships, grants, loans, other government assistance programs, etc.) the refund monies will be first applied to the financial aid program source. Please see the repayment notice of Title IV aid paragraph below for further explanation. Once these awards have been fully refunded, any remaining balances will be forwarded to the student.

All refunds must be claimed during the term for which the refund applies. Students who feel that individual circumstances warrant exceptions to this policy may appeal in writing to the Treasurer. This appeal must be made during the term for which the refund applies.

**REPAYMENT NOTICE FOR
FEDERAL FINANCIAL AID**

Students who withdraw on or before the 60% point of the semester will be subject to repayment of part or all of their aid as determined by Federal Regulations.

- Students will be notified in writing of any amount due. A hold will be placed on the student's account until repayment is made in full.
- Students must make repayment of their portion of financial aid within 45 days. Failure to make repayment within 45 days will result in:
 1. Referral to the Federal Government for collection.
 2. Ineligibility for Federal Financial Aid from all colleges and universities until the overpayment of aid and interest due is paid to the U.S. Department of Education.

For policies concerning fee refunds for Residence Hall charges, please refer to the Residence Life contract.