

## CHAPTER 11

### FISCAL AND BUSINESS AFFAIRS - FEES AND CHARGES

#### Sections:

- 11.010. Enrollment Fees
- 11.020. Housing Charges
- 11.030. Other Student Fees and Charges
- 11.050. Allocation of Enrollment Fees to Student Union
- 11.060. Allocation of Housing Charges to General Budget
- 11.070. Residency for Fee Purposes
- 11.080. Waiver of Enrollment Fees for Senior Citizens
- 11.090. Faculty and Staff Discount for Enrollment Fees
- 11.100. Pro Rata Refunds of Student Fees and Charges
- 11.110. Other Refunds of Student Fees and Charges

11.010. Enrollment Fees. Enrollment fees for full-time students are set annually by the Board of Governors, and such fees continue in force until revised by the Board. The President of the University is authorized to establish a schedule of enrollment fees, based on the fees for full-time students, for students enrolled in other University classes and workshops, both on-campus and off-campus, including but not limited to the fees for part-time students, students enrolled on an overload basis, and students enrolled during interim or summer semesters. The President, and his or her designees, are authorized to establish policies and procedures for payments, refunds, and other administrative matters. Copies of the latest enrollment fees approved by the Board are available for review at the President's Office.

Source: Resolution of the Board dated March 7, 1992

1987 Compilation: Article 23

Appendix: E

11.020. Housing Charges. Housing charges for major categories of room and/or board are set annually by the Board of Governors, and such charges continue in force until revised by the Board. The President of the University is authorized to establish other room and/or board charges including but not limited to

room and board charges for students living in University housing during summer semesters or any other periods shorter or longer than an academic year, optional board charges for students not living in the residence halls, room and board charges for residence hall students who elect to utilize 15 meals per week or other alternate food plans agreed upon by the food service contractor and the University, and charges for rooms in the apartment buildings being used as residence hall rooms when needed for that purpose. The President, and his or her designees, are authorized to establish policies and procedures for payments, deposits, refunds, and other administrative matters. Copies of the latest housing charges approved by the Board are available for review at the President's Office.

Source: Resolution of the Board dated March 7, 1992

1987 Compilation: Article 23

Appendix: E

11.030. Other Student Fees and Charges. The President of the University, and his or her designees, are authorized to establish 1) supplemental fees for classes or workshops involving laboratory materials, private music lessons, travel expenses, or other additional costs, 2) parking, health clinic, and other student fees based on usage, and 3) fines and penalties for violating traffic, parking, library, and other similar rules.

Source: Resolution of the Board dated March 7, 1992.

11.050. Allocation of Fees to Student Union. The designated fee for the Student Union is the amount most recently approved by the Board of Governors. Such amounts are allocated from the regular student fees established by the Board of Governors and are not separate fees to be paid by the students. The designated fees for the Student Union are computed on the basis of the full-time equivalent (FTE) enrollment of all students for each semester.

Source: Resolutions of the Board dated August 11, 1989, April 8-9, 1994 and August 2, 2014

1987 Compilation: Article 22

11.060. Allocation of Housing Charges to General Budget. (Section 11.060 will be deleted during next update of Code.)

Source: Resolutions of the Board dated October 7, 1988, February 6, 1999 and August 2, 2014

11.070. Residency for Fee Purposes. For the purpose of permitting in-state fees, Missouri residence is determined in the following manner.

11.070.1. Criteria. The rule adopted by the Department of Higher Education for determination of student residency, together with any amendments or substitutions of such rule subsequently adopted by the Department of Higher Education, is used to determine student residency at the University.

11.070.2. Application for Resident Status. Students who are classified by the University as non-residents and who believe they are entitled to resident status may seek a change in their classification by filing appropriate applications with the Registrar. The Registrar reviews each application and then notifies the student of the action on his or her application for residency status.

11.070.3. Appeals. A student whose application for resident status is denied by the Registrar may appeal such decision to the Vice President for Enrollment Management by filing a written request for such an appeal within two weeks after receipt of the Registrar's decision. After providing an opportunity for the student to be heard, the Vice President for Enrollment Management either affirms or denies the appeal and then notifies the student of his or her decision. A student whose appeal is denied by the Vice President for Enrollment Management may appeal such decision to the Executive Vice President for Academic Affairs and Provost by filing a written request for such an appeal within two weeks after receipt of the Vice President for Enrollment Management's decision. After providing an opportunity for the student to be heard, the Executive Vice President for Academic Affairs and Provost, or his or her designee, either affirms or denies the appeal and then notifies the student of his or her decision, which shall be final on behalf of the University.

Source: Resolutions of the Board dated February 17, 2007, April 12, 2014 and October 10, 2014

11.070.4. Designees. In the event of absences or vacancies in the positions of Registrar, Vice President for Enrollment Management, or Executive Vice President for Academic Affairs and Provost, the President of the University may designate another person to act in their stead for the purpose of determining student residency.

Source: Resolutions of the Board dated February 17, 2007, April 12, 2014 and October 10, 2014

11.070.5. Procedural Standards. Procedures established for the determination of student residency adhere to the guidelines set forth in the published rule and to the concepts of procedural fairness and reasonableness to the student, to the University, and to the taxpaying public of the state.

Source: Resolution of the Board dated December 14, 1985

6 CSR 10.3.010, Code of State Regulations

1987 Compilation: Article 36

11.080. Waiver of Enrollment Fees for Senior Citizens. Fees for course enrollment and for admission to all social, athletic and Lyceum Series activities are waived for senior citizens who qualify for the University's fee-waiver program for senior citizens, as stated in the following guidelines.

1. Age: For purpose of the fee waiver, a Senior Citizen shall be any person 65 years of age or older as of the date of application.
2. Extent of Waiver: The waiver shall include only regular enrollment and admission fees. Lab fees, music fees, out-of-state tuition, and activity fees shall be assessed and charged. Applicants desiring an I.D. card must pay a \$5.00 activity fee which shall cover the full semester. The fee waiver will not apply to extension courses, correspondence courses, workshops, or books and supplies.
3. Curriculum: Senior citizens are eligible for a fee waiver in any course offered in the official University semester class schedule on a space available basis.
4. Registration: Senior Citizens seeking a fee waiver shall apply and register for classes through procedures promulgated by the President of the University.

Source: Resolutions of the Board dated December 19, 1975 and October 13, 1978

1987 Compilation: Article 26

11.090. Faculty and Staff Discount for Enrollment Fees. Current officers and full-time employees of the University hired prior to September 1, 2012 are accorded a 75 percent reduction in enrollment fees for regular on-campus classes for academic credit at the University. The same reduction is accorded to spouses and children of such officers or full-time employees. The same reduction is also accorded to former full-time employees and to their spouses and children, if such former full-time employee:

- (1) is disabled and has been granted a written leave of absence from the University due to such disability, or
- (2) has retired from the University and been granted emeritus status, or
- (3) has retired from the University with a minimum of fifteen (15) years of service to the University, or
- (4) has completed at least ten years full time-employment service with the University and who was employed by the University on a full-time basis at the time of his or her death.

For all new full-time employees hired after September 1, 2012, the following additional rules shall apply:

- (1) New full-time employees must be employed by the University for one year before they will be accorded a 75 percent reduction in enrollment fees for regular on-campus classes for academic credit at the University.
- (2) This same waiting period shall apply to spouses and children of such new full-time employees. The amount of the fee reduction for regular on-campus classes for academic credit at the University for spouses and children of new full-time employees shall be 75 percent.

Definitions:

--For the purpose of this policy, the term "officers" means the members of the Board of Governors

and the other persons designated as officers in the bylaws of the Board of Governors, who are in office at the beginning of the applicable classes.

--The term "full-time employees" means the persons who were employed by the University prior to September 1, 2012 on a full-time basis, and who continue in such employment at the beginning of the applicable classes. Former full time employees who resume full time employment with the University subsequent to September 1, 2012 are considered "new full time employees" under this policy.

--The term "new full-time employees" means the persons who began employment with the University subsequent to September 1, 2012 on a full-time basis and who continues in such employment at the beginning of the applicable classes.

--The term "spouses" means the persons legally married to qualified officers or employees at the beginning of the applicable classes.

--The term "children" means: (1) natural or legally adopted children under the age of twenty-five (25) at the beginning of applicable classes, or (2) step-children who are legal dependents for income tax purposes and under the age of twenty-five (25) at the beginning of the applicable classes.

Source: This provision listed above took effect January 1, 2013 by Resolution of the Board dated August 4, 2012.

--The reduction in enrollment fees is not available for other relatives of such officers and employees even though such relative may live with, be supported by, or be the legal ward of such officers or employees.

--The reduction in enrollment fees applies only to in-state enrollment fees for regularly scheduled on-campus classes and does not apply to other charges, such as out-of-state tuition, course overload charges, supplemental class fees, residence hall charges, travel costs, summer camp fees, workshop fees, academy fees, or off-campus course fees.

Source: Resolutions of the Board dated June 16, 2012 and August 4, 2012

- 11.100. Pro Rata Refunds of Student Fees and Charges. Any student who is attending the University for the first time, whose withdrawal date is before the 60 percent point in time for the period of enrollment, and who is receiving some form of federal assistance will be eligible for a pro rata refund of student fees and charges under this section.
- 11.100.1. First Time Students. First time students include either those who have not previously attended at least one class at the University or who have received a 100 percent refund of tuition and fees, less any permitted administrative fee, under the University's refund policy for previous periods of enrollment.
- 11.100.2. Withdrawal Prior to Enrollment Period. Eligible students who withdraw from the University prior to the first day of the period of enrollment for which the students have been charged will have their tuition, fees, room, board and other charges reduced to zero. For housing and food service charges, the first day of the enrollment period includes any mandatory orientation programs. However, the University may assess fees. The amount of the fee will be published appropriately.
- 11.100.3. Withdrawals During First 60 Percent of Enrollment Period. Eligible students who begin but then withdraw prior to 60 percent completion in time of the enrollment period will be refunded that portion of the tuition, fees, room, board, and other charges assessed the students equal to the portion of the period of enrollment for which the students have been charged that remains on the withdrawal date, rounded down to the nearest 10 percent, less any unpaid amount of a scheduled cash payment for the period of enrollment for which the students have been charged. The portion of the enrollment period that remains is calculated by dividing the number of weeks remaining in the period as of a student's withdrawal date by the total number of weeks in the enrollment period. The University may also assess fees. The amount of the fee will be published appropriately.
- 11.100.4. Withdrawals After the First 60 Percent of Enrollment Period. Students who withdraw from the University after the 60 percent period in time described above will not receive a refund for tuition

and other enrollment fees. However, housing and food service charges will be assessed only through the last day of the week in which the student withdraws. In addition, the students will forfeit their deposits and will pay fees for breaching their housing contracts. The amount of these fees will be published appropriately.

11.100.5 Other Charges. Other charges may include books and supplies issued by the University for which a student is billed. In addition, if the University specifies a separate charge for equipment that the student actually obtains, or if the University refers the student to a vendor operated by or affiliated with the University, such equipment charges will also be included. However, the University may specify in the enrollment agreement the conditions under which equipment is not returnable as long as those conditions remain consistent with applicable federal regulations.

11.100.6 Date of Withdrawal. The date of withdrawal is defined as the date the student notifies the University or the date of withdrawal specified by the student, whichever is later. If the student withdraws without notifying the University, the last recorded date of class attendance as documented by the University will be the date of withdrawal. For students who withdraw but live in University housing, room and board fees will be prorated to the date the student leaves their assigned housing or the academic withdrawal date, whichever is later.

Source: Resolutions of the Board dated September 24, 1994 and August 2, 2014

11.110. Other Refunds of Student Fees and Charges. Students not eligible for refunds under the preceding section may be eligible for refunds of student fees and charges under this section.

11.110.1. Tuition and Enrollment Fees. Students who withdraw from the University prior to the first day of the period of enrollment for which the students have been charged will have their tuition, fees, and other enrollment charges reduced to zero. The University may, however, retain any nonrefundable charges or deposits as long as the charges or deposits are clearly designated as nonrefundable. Students who begin but then withdraw prior to completion of the enrollment period, will be refunded tuition, fees, and other enrollment charges in the following manner:



1. The University will refund 90 percent of the charges if the student submits written notice of withdrawal between the first day of the enrollment period and the first 10 percent in time of the enrollment period;
2. The University will refund 50 percent of the charges if the student submits written notice of withdrawal between the end of the first 10 percent in time and the end of the first 24 percent in time of the enrollment period; or
3. The University will refund 25 percent of the charges if the student submits written notice of withdrawal between the end of the first 25 percent in time and the end of the first 50 percent in time of the enrollment period.

The University will notify all students that notification of withdrawal from the University must be made in writing before the above calculations are applicable. The burden of establishing the withdrawal date rests with the student.

- 11.110.2. Housing Charges. The University will refund all housing rental charges, less a designated nonrefundable deposit, as long as written notification of cancellation is made prior to the publicized date that provides reasonable opportunity to make the space available to other students. Students who withdraw from the University during the contract period will have housing charges assessed only through the date on which the students leave housing. In addition, the students will forfeit their deposits and will pay fees for breaching their contract.
- 11.110.3 Board Charges. The University will refund all board charges, less designated nonrefundable deposit, as long as written notification of cancellation is made prior to the first day of the contract period. Written notification received after the first day of the contract period will result in a pro rata refund of board charges whereby food service charges will be assessed through the last day of the week in which the student withdraws. Additional board charges may be applied for students who cancel during the contract period and use an inappropriate amount of pro-rata meals for certain meal plans.

Source: Resolutions of the Board dated September 24, 1994 and August 2, 2014