

# STUDENT TUITION AND FEES

*The student fee information provided in this Catalog is based upon policies of the Board of Regents of Higher Education in effect at the date of publication. **The Board of Regents of Higher Education reserves the right to change the fees at any time without notice.***

Additional information concerning fees may be obtained by contacting:

Business Office  
City College Tech Building  
3803 Central Avenue  
Billings, MT 59102  
(406) 247-3002

or McMullen Hall ground floor west  
Montana State University Billings  
1500 University Drive  
Billings, Montana 59101-0298  
(406) 657-2140.

Check us out at [www.msubillings.edu/boffice](http://www.msubillings.edu/boffice) (<http://www.msubillings.edu/boffice/>).

Students are required to have adequate funds on deposit in a local bank in order to be able to write checks for the payment of tuition, room and board, books, supplies and other fees. Foreign checks are not accepted. Student enrollment is not complete until all fees have been paid or satisfactory arrangements have been made with the business office.

All undergraduate and graduate students enrolling at City College at Montana State University Billings must pay the required fees in the fee schedule for each semester.

## Semester Tuition and Fee Schedule Effective Fall Semester, 2023

**Tuition and fees are subject to change by authorization of the Board of Regents of Higher Education.** Questions on the current fees should be directed to the City College at MSU Billings Business Office at (406) 247-3002 or in City College Tech building First floor. Comprehensive fee and extra fee tables are available through the MSU Billings website at [www.msubillings.edu/boffice](http://www.msubillings.edu/boffice) (<http://www.msubillings.edu/boffice/>) under Tuition & Fees.

A student paying for 12 credits in a semester may take any additional credits for no additional tuition. This is referred to as the "flat spot" in the Tuition and Fee Schedule.

Tuition and fees for graduate studies, extended studies, summer session, workshops, and conferences may be in addition to or in lieu of the required fees. Please consult the publications pertaining to the special session, course, workshop or conference to determine those fees.

## Fee Schedule Explanation

### Required Tuition and Fees Per Semester

#### Registration Fee

A \$30.00 nonrefundable fee is assessed each enrolled student per semester.

#### Tuition Fee

Students are charged tuition each semester to pay for the delivery of the education they are receiving. Resident students are subsidized by the State of Montana and pay a reduced tuition rate.

#### Associated Students Activity Fee & Recreational Activity Fee

Students enrolled for seven credit hours or more each semester are required to pay for activities sponsored by the Associated Students of Montana State University

Billings. Students enrolled for less than six credit hours pay a reduced activities fee each semester. Online only students outside of the following counties **do not** pay this fee: Yellowstone, Carbon, Treasure, Musselshell, Golden Valley, Stillwater, and Big Horn.

#### Academic Building Fee

The Academic Building fee varies based on the number of credit hours taken. The funds generated from this fee are used to pay a portion of the costs of repair, maintenance, and operation of the state owned buildings on campus.

#### Resident and Nonresident Building Renewal and Replacement Fee

All students are charged a building fee for the building and replacement of campus structures. A reduced rate is charged to students taking less than 7 credits. In addition, a nonresident building fee is collected from all students who are not residents of the State of Montana.

#### Equipment Renewal and Replacement Fee

Enrolled students are assessed an Equipment Renewal and Replacement Fee each semester. This fee is used to replace obsolete equipment with new equipment and cover costs of equipment repairs.

#### Student Union Fee

Each semester students are assessed a fee pledged for the operation of the Student Union.

#### Computer Fee

Students are assessed a computer fee to cover the expense of student used computer equipment and labs.

#### Athletic Fee

Students enrolled at City College at MSU Billings are assessed a fee to subsidize the University's athletic department and associated activities. Students enrolled for seven credits or less pay a reduced athletic fee. Online only students outside of the following counties **do not** pay this fee: Yellowstone, Carbon, Treasure, Musselshell, Golden Valley, Stillwater, and Big Horn.

#### Library/Assessment Fee

All students are assessed a Library/Assessment fee. Funds generated from this fee are used for the purchase of electronic resources, new and replacement books, periodicals, and other materials for the Library. This fee is also used for assessment and accreditation tools for the university as a whole.

#### Academic Support Center Fee

All students are assessed a per credit Academic Support Center fee.

#### Technology Replacement Fee

All students are assessed a tech replacement fee. This fee is used to support the information technology infrastructure. All students accessing email or the web are utilizing and benefiting from the tech replacement fee.

#### Technology Connection Fee

The Technology Connection Fee is replacing the Misc. Online Fee over Fall 23 through Spring 25. It is designed to defray the cost of electronic class delivery which includes personnel, computers, software, and related equipment which supports online learning.

### Comprehensive Health Plan

Student health coverage consists of two parts:

#### Health Service

All students are entitled to services provided by the Student Health Service. Students enrolled in 7 or more credits are charged a mandatory fee. Students enrolled for 6 credit hours or less may have the benefits of the Student Health Service by paying the semester fee. Online only students outside of the following counties **do not** pay

this fee: Yellowstone, Carbon, Treasure, Musselshell, Golden Valley, Stillwater, and Big Horn.

### Health Insurance

All Montana State University Billings students enrolled in 6 or more credits are required to have some form of health insurance. Before registering, students will be asked to elect or waive the student health insurance. A student health insurance policy is available to MSU Billings students. All students are eligible for health insurance if enrolled for 6 or more credits. The waiver or election process must be completed by the 15th day of fall and spring semesters. The premiums are paid on a semester basis along with tuition and fees. Each semester the premium is for a period of 6 months, therefore, they will be covered whether or not they are taking summer semester classes. Online-only students should contact Student Health Services regarding insurance availability.

## Additional Information Regarding Fees

### Withdrawing from All Classes and Refunds

The following refund schedule applies to the standard semester format. For courses taught in nonstandard format such as Intercession, and special workshops, there are no refunds after the first day the class meets. See the Business Office ([www.msubillings.edu/boffice](http://www.msubillings.edu/boffice) (<https://www.msubillings.edu/boffice/>)) for information regarding the refund policy during summer.

- Registration fee is nonrefundable.
- 90 percent of all remaining mandatory fees will be refunded to the end of the fifth classroom day.
- 75 percent of all remaining mandatory fees will be refunded to the end of the 10th classroom day.
- 50 percent of all remaining mandatory fees will be refunded to the end of the 15th classroom day.
- Refunds will not be made after the 15th day of classes. Exceptions to this may occur in the case of financial aid students subject to the federal pro rata refund policy.
- Refunds are determined as of the day the student officially withdraws from college and not from the date of last class attendance.
- Classroom days are determined by the college calendar—not by the student's class schedule.

City College at MSU Billings students receiving Title IV funds and who officially or unofficially withdraw or are expelled, up to the 60% point of the semester, may be required to return federal funds. Students may also be entitled to a post withdrawal refund up to the 60% point of the semester. Copies of the Federal Title IV policy may be obtained at the MSU Billings Financial Aid Office.

Financial aid recipients will not receive refunds until their financial aid is repaid (Pell Grant, SEOG Grant, SSIG Grant, Perkins Loan, FFEL Loans, fee waivers, and some scholarships). If the refund is insufficient to repay the financial aid programs, students will be billed for the over-awards.

Students who owe over-award repayments to any federal aid programs cannot receive future financial aid until repayment is made in full.

### Changes in Credit Load after Payment of Fees

Students adding classes after payment of fees are required to pay additional fees created by the change in credit load. Payment for these charges is due immediately.

Students dropping classes (but not withdrawing) will receive a 100 percent refund on classes dropped before the end of the 15th classroom day. Refunds will not be made after the 15th classroom day. Students will be assessed a \$5.00 drop fee for each class dropped.

## Payment of Fees

Financial Aid students must pay for fees prior to the first day of classes. The student's financial aid will be applied to the student's account with any refund being direct deposited or mailed to the student prior to the first day of classes. Call the Business Office at (406) 247-3002 for details, or visit us at [www.msubillings.edu/boffice](http://www.msubillings.edu/boffice) (<http://www.msubillings.edu/boffice/>).

Payment may be made by credit card (VISA, MasterCard, and Discover) in person, by mail, or via the internet by accessing the student secure website and selecting the student online payment option.

Fees may be paid after courses are selected. To avoid a \$40.00 late registration charge, fees must be paid by the date posted for each semester as indicated in the calendar. Fees may be paid online or by mail. To request that a fee statement be mailed to you, call (406) 247-3002.

Students may elect to pay their fees in installments. The installment payment for Fall/Spring requires approximately 1/4 down, 1/4 within 30 days, 1/4 within 60 days, and 1/4 within 90 days. Summer session installments will require 1/3 down, 1/3 on June 1, and 1/3 on July 1. A \$30.00 administrative charge is assessed to students using the installment method. Students not paying in accordance with the terms of the deferred fee contract will be charged a \$15.00 late payment fee per installment, and may have their enrollment canceled.

If the student withdraws from the University and the installment contract is not paid in full, any refund due the student is applied first to the unpaid balance of the contract. Withdrawal from the University does not void the contract and the University refund policy will be followed.

### Non-Payment of Fees

No person who owes Montana State University any fees, fines, or other charges will be permitted to

- receive academic credit or grades;
- register;
- secure a transcript, diploma, or other record; or,
- access any MSU Billings facilities or services, regardless of the relationship there of to the amount owed, until the full amount due has been paid or satisfactorily adjusted with Business Services.

All legal means will be used to collect any unpaid loans. Collection fees may be based on a percentage at a maximum of 33% of the debt, and all other expenses, including reasonable attorneys' fees the University incur in such collection efforts.

MSU Billings shall have the right to apply any portion of any amount it may owe such individual for any reason, including wages, to payment of the balance owed MSU Billings.

## Other Fees

### Late Registration Fee

A nonrefundable fee of \$40.00 is payable by all students who do not pay during the designated fee payment period unless their late payment was due to the fault of Montana State University Billings. If a bank declines payment on a check and returns it to Montana State University Billings, a late registration fee shall be charged to the student offering the check in payment of fees. The late registration fee applies to students enrolled for six credit hours or less beginning the second week of classes.

### Audit Fee

Students who elect to audit a course must pay the normal per credit hour fee as outlined in the student fee schedule.

## Listening Fee

Any person not otherwise enrolled, and who does not want to register in a course for college credit, may with instructor approval enroll upon payment of a per credit hour fee as outlined in the Inventory of Fees. Listening fees are nonrefundable.

## Application Fee

A \$30.00 nonrefundable application fee is assessed to each person applying for admission for the first time as an undergraduate student. Normally, this fee applies only to the period for which the person is making initial application at the undergraduate level. If the applicant is accepted and does not register, admission to City College is cancelled. The applicant has one calendar year from the semester of initial application to apply for readmission without paying an additional application fee. After one year, the \$30.00 application fee is assessed again.

## Course-Related Fees

Several City College at Montana State University Billings courses require additional fees. Examples of these are art classes, science labs, or field trips. Some practicum and internship classes require an extra fee for professional liability insurance. A complete schedule of course related fees are available from the Business Office web site: [www.msubillings.edu/boffice](http://www.msubillings.edu/boffice) (<http://www.msubillings.edu/boffice/>)

## Electronically Mediated Course Fees

Interactive television courses and online courses are assessed additional fees per credit hour. Electronic mediated fees are non-returnable after the 5th classroom day.

## Graduation Fee

A nonrefundable fee is assessed per degree for each application to graduate. Late graduation applications will be assessed a late fee of \$25.00. Please call (406) 247-3000 for details.

## Transcript Fee

Students may receive one free official transcript. Each official transcript thereafter costs a minimal fee. Call (406-247-3000).

## Returned Check Fee

An administrative service fee is assessed each time a check is returned by a bank.

Any check tendered in payment of fees and returned by a bank may result in the postponement of a student's registration and a late registration charge. Student registration is not complete until all fees have been paid or arrangements made for payments. Tuition and fees are paid per semester.

## Parking Fees

### Parking

University Police, (406) 697-1403/657-2147

[www.msubillings.edu/police/parkinginfo.htm](http://www.msubillings.edu/police/parkinginfo.htm) (<http://www.msubillings.edu/police/parkinginfo.htm>)

City College at MSU Billings provides parking for students for a fee. All vehicles parked on University property must display a current MSU Billings parking permit on weekdays when the University is in session during the hours specified in the "MSU Billings Traffic and Parking Regulations" brochure. Students may purchase parking permits online and have the permit mailed to them or they can go to the University Police Office on the University campus, which is located on the southwest side of the ground floor of the parking garage, to purchase and pick up the parking permits. University Police is open Monday through Friday, 7:30 a.m. to 5:00 p.m.

## Residence Halls Meal Plan

All students living on campus are required to purchase a meal plan each semester. Check online at [msubillingsdining.sodexomyway.com](https://msubillingsdining.sodexomyway.com/) ([https://](https://msubillingsdining.sodexomyway.com/)

[msubillingsdining.sodexomyway.com/](https://msubillingsdining.sodexomyway.com/)) for meal plans, benefits of the plan, and services.

## Western Undergraduate Exchange (WUE)

City College at Montana State University Billings participates in the Western Undergraduate Exchange (WUE), a program of the Western Interstate Commission for Higher Education and other western states. Through WUE, students from Alaska, Oregon, California, Colorado, Nevada, South Dakota, Hawaii, New Mexico, Utah, Idaho, North Dakota, Washington, and Wyoming may enroll in degree programs paying resident tuition plus 50 percent of that amount (plus other fees that are paid by all students). Students should be aware that the Montana Board of Regents may change regulations concerning Montana's participation in the WUE Program. Students may contact the Office of Admissions at City College, (406) 247-3000 or 1-800-565-MSUB for more information.

## Determination of Resident Fee Status

The Montana University System classifies all applicants for admission and students as either in-state or out-of-state. The basic rules for making the classification are found in Board of Regent's policy. It is each student's responsibility to secure and review a copy of the policy. Failure to be aware of the rules will not be cause for granting exceptions to them. A copy of the policy is available from the Office of Admissions at City College at Montana State University Billings. Each residency determination is based on the unique set of facts found in each individual's case.

If students have questions regarding their case, they should contact the Office of Admissions.