

## IV. FINANCIAL AID, FEES AND HOUSING

### Federal Financial Aid

To apply for federal financial aid, (loans and work study), you must complete a need analysis form (i.e. Free Application for Federal Student Aid). Preference will be given to those students whose FAFSA has been received by March 1. If you apply for federal financial aid at any other time of the year, UMR will attempt to fill your financial needs to the extent that funds or opportunities are available.

### Fellowships, Research Assistantships, Teaching Assistantships and Graduate Assistants

Financial assistance of five types is available to graduate students at UMR: graduate teaching assistantships, graduate research assistantships, graduate assistants, graduate instructorships<sup>1</sup> and fellowships.

#### Chancellor's Fellowships

A limited number of these fellowships are available to new highly qualified Ph.D. candidates independent of other forms of support. Students apply for these through their department chair. The fellowship shall consist of a waiver of the resident and applicable non-resident fees, and it may be renewed for as many as six semesters (and intervening summer sessions) as long as the graduate student maintains a 3.50 cumulative GPA.

#### National Science Foundation Fellowships

NSF Fellowships are awarded to the successful applicants directly. NSF pays the fees of the fellows. For the 2001-2002 year, NSF fellows will receive a total of \$16,000 for a 12-month appointment. Part-time teaching by NSF fellows may increase the appointment; some departments require this teaching experience.

#### Graduate Teaching Assistantships

Part-time teaching is mandatory in some departments, the purpose being achievement of professional experience and self-development. Departmental policies on this matter vary and inquiry should be made to the appropriate chair. Permissible schedules for graduate students holding part-time teaching appointments are described under "Permissible Schedules." Remuneration varies according to the number of academic hours taught. Half-time assistantships at \$14,500 for the academic year require 20 hours per week of effort. In-state student status for fee purposes is acquired by all graduate assistants employed 25 percent time or more.

<sup>1</sup> Graduate instructorships require full-time teaching effort and are appointed for only exceptional circumstances.

### Graduate Research Assistantships

Graduate research assistantships are offered in all departments. Half-time graduate assistant stipends pay up to \$14,500 per academic year. Holders of assistantships devote approximately 20 hours per week to laboratory effort and are, therefore, limited to a maximum of 12 credit hours of academic study per semester. Research credits toward a degree may require effort beyond that required of the appointment. A number of positions are available during the summer months. In-state student status for fee purposes is acquired by all graduate assistants employed 25 percent time or more.

### State and Federal Fellowships

UMR receives grants from various agencies.

### United States Department Of Education Fellowships

Under a cooperative agreement between the United States Department of Education and UMR, fellowships are offered for graduate study leading to a doctor of philosophy degree. DOE fellows receive a yearly stipend of \$15,000. DOE pays the fees for the fellow.

### Stephen P. Gorman Graduate Fellowships

Several fellowships of \$6,000 are provided each year by the Gorman Foundation for new graduate students who attended St. Louis city high schools. These fellowships may be held in addition to other fellowships and assistantships. Need is a factor. Application is to be made through the chair of the department concerned. Information also may be obtained from the Student Financial Aid Office at UMR.

### Industrial Fellowships

Several industrial fellowships are available, the number varying with the problems and support given by the industry. Industrial fellowship holders are required to work part time on the project to which they are assigned. The exact amount of time is governed by the character of the project and its applicability to thesis requirements. The stipend for industrial fellowships is variable, depending on support from industry, but appointments are ordinarily effective for a year at a time. Both academic and research work may be applied as credit to fulfill the requirements of the master of science or doctor of philosophy degrees. Complete information concerning the fellowships currently available may be obtained from the chair of the department concerned.

### Minority and Women in Engineering and Science Programs (MEP/WIES)

The MEP and WIES programs are designed to promote and support underrepresented minority (African American, Hispanic American, and Native American)

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and women students who are pursuing engineering or science degrees. The MEP/WIES office manages a select number of graduate fellowship opportunities (\$1,000-\$15,500) as made available through corporate, university, and/or governmental grants:

*CSEMS (Computer Science, Engineering, Mathematics, and Science)-- A NSF funded program for M.S. and Ph.D. candidates: \$3,000 fellowships awarded*

*MGE (UM Doctoral Studies in Life and Physical Sciences, Mathematics and Engineering Program) - A NSF funded program for Ph.D candidates: \$10,000 - \$15,300 fellowships and an estimated amount of \$8,000 in tuition/fees/books awarded up to five years (terms vary slightly during years 1-5 of the academic program).*

*Corporate: Based on the availability of fund*

In addition to financial support, the fellowship programs also include professional development activities, networking events, and opportunities to participate in regional and national conferences. UMR is also a member of the National Consortium for Graduate Degrees for Minorities in Engineering and Science, Inc. (GEM). To learn details about these opportunities contact: Floyd Harris, Director, Minority and Women in Engineering and Science Programs, 212 ERL, 573-341-4212, [mep@umr.edu](mailto:mep@umr.edu), [www.umr.edu/~mep](http://www.umr.edu/~mep) or [www.umr.edu/~women](http://www.umr.edu/~women).

### Miscellaneous Grants and Awards

Several miscellaneous awards also are available for graduate students in various disciplines. Research programs are carried on in a variety of fields and are sponsored by such donors as the National Science Foundation, various government agencies, and industrial companies. The periods of award and the amounts of the stipends vary widely according to the qualifications of the applicant and the funds available.

All graduate teaching assistants, graduate research assistants, graduate assistants, fellows, and holders of industrial fellowships must pay the regular fees required for enrollment as graduate students at UMR. However, many of the fellowships do provide for payment of these fees from fellowship funds and provide for waiver of out-of-state fees.

A brief description of some of these awards follows:

*Research Assistantships:* A number of research projects sponsored by federal agencies or other donors carry graduate research assistantships. The stipends and tenures vary according to the particular grant, but they are usually comparable with other assistantship figures. Specific information can be obtained from the department involved. Recipients work on a specified research program under the supervision of a member of the professional staff.

*Other Research Assistantships:* A number of research assistantships are offered each year in conjunction with UMR research centers. The research performed may supplement other credited research in the preparation of theses and dissertations.

Applicants must have a bachelor of science degree or its equivalent, have had the proper training in engi-

neering or science, and be qualified for admittance to graduate standing while doing research work. Fellows must register as candidates for one of the advanced degrees (master of science or doctor of philosophy).

## Fees

University reserves the right to modify by increase or decrease the fees charged for attendance and other services at the University, including but not limited to educational fees, at any time when in the discretion of the governing board the same is in the best interest of the University, provided that no increase can or will be effective unless approved by the governing board not less than thirty (30) days prior to the beginning of the academic term (semester, etc.) to which the fees are applicable and such increase does not exceed ten (10) percent over the fee level existing immediately prior to the increase, with all modification of fees to be effective irrespective as to whether fees have or have not been paid by or on behalf of a student prior to effective date of the modification.

## Educational Fee

All students enrolled at UMR are required to pay an educational fee.

### Educational Fee per credit hour

Missouri <u>Resident</u>	Non- <u>Residents</u>	Engr. Education <u>Center of St. Louis</u>
\$194.10	\$584.00	\$505.72

Courses audited and courses taken for reduced credit will be counted at their normal credit value in computing the amount of fees to be paid. Students enrolling in zero credit courses are required to pay fees according to the equivalent credit for the course.

The difference between the educational fee for nonresident and Missouri students is waived for a graduate or first professional degree student who is a teaching, research, or extension assistant holding a .25 or more FTE (full-time equivalent) appointment.

The difference between the educational fee for nonresident and Missouri resident students is waived for a graduate or first professional degree student holding a fellowship which does not include payment of required fees.

### Instructional Computing Fee

All students enrolled at the University of Missouri-Rolla (which includes the Engineering Education Center of St. Louis) are required to pay an Instructional Computing Fee of \$9.60 per credit hour.

### Engineering Supplemental Fee

An Engineering Supplemental Fee is charged to all students, graduate and undergraduate, enrolled in engineering courses (except courses offered by the Department of Geology and Geophysics) at the rate of \$42.60 per credit hour. This fee does not apply at the Engineering Education Center in St. Louis.

### Student Fee Surcharge

On May 31, 2002, the Board of Curators of the University of Missouri System approved a \$9 per credit hour surcharge for the Fall and Winter 2002-2003 semesters in order to partially meet an additional \$41.2 million state withholding to the University's general operating appropriation. This withholding by the state was the latest in a series of withholdings totaling roughly \$89 million. The \$9 surcharge will generate funds equaling approximately one-fourth of the amount of the withholding for UMR. If you have questions regarding the surcharge, please contact the Cashiers Office at 573/341-4195.

### Student Activity Facility Fee

A fee of \$169.13 is charged to cover the various extracurricular activities. These include intramural sports, use of the golf course, and admission to home athletic contests. Included also is admission to the series of general lectures given throughout the year. In addition, the student activity fee covers subscription to the Missouri Miner, the weekly newspaper published by the students. Other activities supported by the activity fee may include glee club, dramatics, forensics, and others, which may benefit the entire student body.

The student activity fee is charged to all students, graduate and undergraduate, except that the yearbook fee (\$11.11) will remain optional for all graduate students. Students attending the Engineering Education Center of St. Louis pay \$27.22 per credit hour for the UMSL student activity fee during the fall, winter, and summer.

The fee of \$169.13 is charged to cover the various extracurricular activities and also includes the Intramural and Recreational Facility Design Fee (\$10.00) and the University Center Facility Fee (\$15.10).

The student activity fee will be prorated, based on the number of credit hours, for those students enrolled for less than 10 semester hours.

The summer activity fee for the eight-week session is \$65.46 and will be prorated for students enrolled for less than 5 semester hours.

### Health Service Fee

The Health Service Fee is charged to all students, graduate and undergraduate (full or part time enrolled). This fee does not apply at the Engineering Education Center of St. Louis.

For fall/winter session: \$71.00 per session  
For summer session: \$35.50

### UMSL Parking Fee

Students attending the Engineering Education Center of St. Louis are charged for parking.

Summer Semester: \$18.00 per hour with a maximum charge of \$144.00

Fall/Winter Semesters: \$20.00 per hour with a maximum charge of \$320.00

### Time of Payment of Fees

All fees must be paid in full, or payment arrangements made, at the time of registration at the opening of each semester or term as a condition of admission to classes. Registration is not complete until all fees are

paid. Consult the academic calendar for date of registration and payment of fees.

### Minimum Fee Payment Plan

The student's account (to include fees, housing, telephone, traffic violations, etc.) will be billed for the full amount each month with a minimum payment allowed. The minimum payment is derived by dividing the full account balance by the number of scheduled payments remaining in the semester. If a STUDENT CHOOSES TO PAY THE MINIMUM PAYMENT AMOUNT, A 1% PER MONTH INTEREST CHARGE WILL BE ASSESSED ON THE REMAINING UNPAID ACCOUNT BALANCE.

#### Fall Semester Payment Due Dates:

Preregistered students: five installments due July, August, September, October and November 15<sup>th</sup>. Regular registration students: four installments with the first one due at registration and the remaining due September, October and November 15<sup>th</sup>.

#### Winter Semester Payment Due Dates:

Preregistered students: five installments with December, January, February, March and April 15<sup>th</sup>. Regular registration students: four installments with the first one due at registration and the remaining due February, March and April 15<sup>th</sup>.

#### Summer Term Payment Due Dates:

Preregistered students: 50% of fees due May 15<sup>th</sup> and 50% due June 15<sup>th</sup>.

Regular registration students: total fees due at registration.

### Personal Checks

Personal checks will be accepted only for the amount due from the student. A late registration fee will be assessed if a check presented in payment of student fees is returned unpaid and remains unpaid after the close of regular registration.

### Credit Cards

MasterCard, VISA and DISCOVER credit cards are accepted toward payment of fees up to the credit limit of the card holder.

### Late Registration Fee

A student who registers later than the regular registration day for a semester will be charged the late registration fee of \$153.40. Also, by registering late a student may find certain sections or entire courses closed to registration. Each school reserves the right to close sections or courses, or even to close enrollment in a department, when the capacity of the class is reached.

### Offset of Missouri Income Tax

For those non-residents who pay Missouri income tax, the non-resident educational fee shall be credited in an amount equal to the actual Missouri income tax paid for the previous calendar except that the remaining obligation shall not be less than the amount of the resident education fee. Unemancipated minor or adult dependent students are eligible for reason of payment of Missouri income tax by the non-resident individual or individuals having legal custody of said students. Students entering in January shall be regarded as entering in the fall for purposes of determining previous calendar year.

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For students entering after January, previous year means immediate past calendar year.

To effect an offset, the student shall furnish to the Cashier satisfactory evidence that the tax was paid, the date of payment, and that the student is entitled to an offset. Ordinarily evidence of payment and the date thereof will be by exhibiting to the Cashier a copy of the state Income Tax return, together with cancelled checks (if any) or photostatic copies thereof: or if all taxes were withheld, the MO-WH-2 form, or photostatic copy thereof, showing amount of tax withheld must be presented. After reviewing the evidence submitted, the Cashier may request other evidence of payment of tax.

Tax credit thus established may be used only once as an offset against the non-resident Educational Fee but any tax credit not used in a given term may be carried forward to be used in subsequent term, subject to the time limitation stated above. If several students from the same family claim allowable tax credit, the tax credit shall be applied as the taxpayer directs, if the taxpayer does not direct application, the Cashier shall make such application. Tax credit may be offset against the Non-resident Educational Fee only, and may not be offset against any other fees or obligations.

### Refund of Fees

Fees subject to refund include: Educational Fee, Instructional Computing Fee, Engineering Supplemental Fee, Student Activity/Facility Fee, Health Service Fee, and any instruction-related miscellaneous fees which may be assessed. Deductions may be made from any refund of fees for any financial obligation due the university.

Students who have registered for credit courses, made payment of fees, and whose registration is subsequently canceled, who withdraw from the university or reduce their course load, will be subject to certain exceptions and upon written request to the Cashier's office, receive a refund of the fees paid in accordance with the following schedule: class day of cancellation, withdrawal, or change of course load.

### Fall/Winter Semester - 16 weeks

Before the first day of classes, 100% refund, less an enrollment cancellation fee of \$20.00

Class days 1-5 . . . . .	90% refund.
Class days 6-10 . . . . .	70% refund.
Class days 11-25 . . . . .	50% refund.
After class day 25 . . . . .	NO REFUND.

### Summer Semester - 8 weeks

Before the first day of classes, 100% refund, less an enrollment cancellation fee of \$20.00

Class days 1-3 . . . . .	90% refund.
Class days 4-5 . . . . .	70% refund.
Class days 6-13 . . . . .	50% refund.
After class day 13 . . . . .	NO REFUND.

Class days are counted by excluding Saturdays, Sundays, and holidays.

### Cap and Gown Fee

Candidates for a master's degree pay a charge of \$45.96 for the purchase of a cap, gown, hood, and tassel for commencement exercises.

Candidates for doctoral degrees pay a charge of \$49.96 for rental of a cap and gown, hood, and a gold tassel. The hood for a doctoral candidate may be purchased by the student for \$124.50 and a rental fee of \$25.98 for robe, hat, and tassel. The above prices are current and subject to change. Candidates wishing to purchase all doctoral regalia to own must place an order at the UMR Bookstore at least eight weeks prior to commencement. Additional information is available at the Bookstore and at:

<http://www.umar.edu/~regwww/grad.html>

### Examination Fee

A candidate for a graduate degree who, before the end of a semester, has submitted to the school/college dean's office his/her thesis/dissertation, may enroll during the intersession for the final examination only (course 493) for no hours credit and pay the examination fee of \$136.70. If the submission of Graduate Form II/VIII and library copy of the thesis/dissertation are not completed before the next semester begins, the student may register in one hour of research (490) good through the end of the fourth week of the semester or second week of a summer session. If the submission of graduate Form II/VIII and library copy of the thesis/dissertation are not completed by then, the student must enroll in a minimum of three credit hours for the semester. The one hour of 490 should be approved by the advisor, department chair, and dean (following the same approval process as 493). A candidate for a graduate degree beyond commuting distance of campus who returns to defend his/her thesis/dissertation may enroll for the final examination only (Course 493), for no hours credit and pay the examination fee of \$136.70.

## International Student Fees

### Sponsored Student Program

A full range of services for sponsored international students is provided through the Office of International and Cultural Affairs (IA). International students sponsored by international agencies receive special services and are required to pay \$250 per semester per student administrative fees.

### Mandatory Health Insurance for International Students

All international students, as a condition of their enrollment, are required to purchase UMR international student health insurance. This includes all F-1 and J-1 visa students. In addition, the J-2 dependents of the J-1 visa holders are required to maintain the UMR international student health insurance. Premiums must be paid within two weeks of the beginning of the Fall and Winter semester (Summer premiums are included in the Winter Semester).

For more information on the mandatory health insurance requirement, contact the Office of International Affairs, 103 Norwood Hall, 573-341-4208.

## Residential Life-Housing

Graduate students are responsible for selecting the type of housing accommodations best suited to meet their lifestyle needs. While some graduate students choose to live in off-campus housing, others prefer to contract for housing in one of the residential communities that are operated by UMR's Residential Life Department. The university offers graduate students the opportunity to select from either residence hall or apartment style housing.

The UMR apartments are situated in two different locations on campus and the residence halls are composed of two separate complexes. The Residential Life Department's intention in operating all of these facilities is to provide students with a living environment that is best designed to meet the academic and personal needs of the individual student. All of the facilities are administered by live-in professional and trained para-professional residential life staff members.

Nagogami Terrace, located on the west side of the campus, includes 36 two-bedroom apartments that have outside exits which face directly into a courtyard setting. Both married and single graduate and undergraduate students are housed in this community. Adjacent to the Nagogami apartments there is a children's playground and volleyball court. Stuart Apartments occupy a building that is located at the extreme south end of campus. This facility includes one-bedroom apartments and efficiencies and is occupied by both upper-class undergraduate and graduate students.

The Quadrangle residence hall complex is located on the south end of the campus. It currently houses approximately 400 residents in five halls, McAnerney, Kelly, Holtman, Altman and Farrar. All of these halls are co-ed facilities with Holtman Hall also having been designated to house undergraduate and graduate students over age 21. The facilities and the environment in Holtman Hall are administered with the intent of trying to meet the unique needs of its special population. Included in Holtman Hall is a career development resource center.

Thomas Jefferson Hall, the larger residence hall complex, is located at the north end of the campus. This is a co-ed facility that is capable of housing up to 920 residents in two high-rise towers. Although this community is comprised of a predominantly undergraduate population, each year some graduates have chosen to live in this area.

Six different food service plans are available to all students. The plans are designed to allow students the opportunity to select the meal plan that is best tailored to meet their needs. Students who live in the residence halls are required to contract for one of these six plans. Students who live in the University's apartments or who live off campus have the option of purchasing a food plan if they so choose.

Additional information about the housing and food services offered by the University is available through the Residential Life Office, 104 Norwood Hall, or by calling (573) 341-4218

## Music and Theater

Graduate students are welcomed in UMR performing ensembles. These include: bands, choirs, orchestra, Highland Pipe Band, Collegium Musicum, and theater productions. Interested graduate students should obtain an interest form in the Philosophy and Liberal Arts Department Office. Instruments and equipment are provided without fee.

## Council of Graduate Students

The Council of Graduate Students (CGS) is the authorized representing body for the graduate students on the UMR campus. As such, it provides a liaison between the school administration and the graduate student population, representatives to many faculty and administrative committees, and information on graduate student procedural matters and general campus social events.

All graduate students at UMR are members of the Council of Graduate Students. The Executive Board of the CGS consists of the department representatives and the officers. The department representatives are chosen from each graduate degree-granting department. One representative serves for each 25 graduate students in a single department. The department secretary has a listing of the department's representatives and the Provost can provide further information about the organization and its present officers.

The Council of Graduate Students has been recognized and aided by both the Student Council and the Academic Council and maintains open lines of communication with both bodies. The association also has a working relationship with the graduate student associations in Columbia and St. Louis. Regular campus meetings are held.

