



## Missouri University of Science and Technology Statement of Financial Responsibility

By signing this document, I, the student, agree that I am fully responsible for the charges incurred as the results of this action. I further state that I fully understand and agree to the terms and conditions below.

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### PAYMENT OF FEES

All fees are due and payable to the University and are the student's responsibility to pay as the result of registration or other activity that incurred as charges to the student. A minimum payment option is available for students unable to complete their financial arrangements at the time of registration. Students with delinquent accounts will NOT be allowed to register in subsequent semesters. All payments received are final, no changes or adjustments allowed to the payment amount once the payment has been processed. Reassessment of fees will still occur based on the established reassessment schedule.

### ELECTRONIC BILLING

Electronic billing is the official method for billing all enrolled students. Billing statements are updated monthly. Students are notified at their Missouri S&T email address when the statement is available for viewing. Electronic billing statements can be viewed from Joe'SS.

### E-MAIL AND ONLINE STATEMENTS

E-mail is the official University method of communication with the student. It is the student's responsibility to check and responsibly manage their email account so that important information can be received. As billing statements are available online, your failure to receive a billing statement does not constitute a valid reason for not paying a bill in a timely manner. Actions and charges that result from failure to pay charges on time or to respond to a Cashier's Office message are the student's responsibility.

### DELINQUENT INDEBTEDNESS

The University will pursue any and all collection efforts and practices including referring the account to a collection agency and/or attorney and reporting to the credit bureau. The account will be assessed all additional collection charges associated with the collection of the debt including but not limited to: collection agency fees, reasonable attorney's fees, court costs and all other charges allowed by law not to exceed 50% of the total charges.

### LATE PAYMENT FEES

Student accounts will be subject to a late fee of \$10.00 when payment is not received and processed by the scheduled due date as communicated on the student's Monthly Billing Statement.

### FINANCE CHARGES

The University will assess a 1% per month finance charge on any account that remains unpaid after the payment due date. A finance charge is always assessed on the unpaid balance that has been billed after the payment due date; therefore, it is to the advantage of the student to avoid finance charges by paying the account in full.

### LATE REGISTRATION FEE

Any student registering on or after the first day of classes will be assessed a late registration fee equal to the cost of one credit hour of Educational Fee at the undergraduate rate.

### FINANCIAL HOLD

If payment is not received by the due date communicated on your monthly billing statement a financial hold will be placed on your account. This hold will prevent you from receiving transcripts and your diploma.

### RIGHT TO MODIFY

The 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 increases 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, 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 the effective date of the modification.

### WITHDRAWAL

It is the student's responsibility to formally notify the Registrar's Office and to follow proper procedures when withdrawing from the University. Failure to pay fees, failure to receive financial aid, failure to attend class or refusing financial aid does NOT constitute an official withdrawal from Missouri University of Science & Technology.

### FEE REASSESSMENT FOR ADDING CLASSES, DROPPING CLASSES, CANCELLATION OR WITHDRAWAL FROM SCHOOL

Fees will be reassessed for students who officially cancel classes, withdraw from the University or add/drop classes. Fees included in this reassessment are the Educational Fee; Non-Resident Fee; Student Activity Fee; Information Technology Fee; Course Fee (if applicable). Such fees are reassessed and reduced in accordance with the reassessment schedule for each term found on the Cashier's website. The official refund policy can be found at <http://chancellor.mst.edu/documents/III16.pdf>.

MINIMUM FEE PAYMENT PLAN

The student's account is billed for the full account balance for each payment date; however, a minimum payment amount is allowed. The minimum payment amount is derived by dividing the current term charges by the number of scheduled payment dates remaining in the semester, and adding the total of any previous semester remaining balance.

Fall (August-December) Semester Payment Due Dates  
July 15, August 15, September 15, October 15, November 15

Winter (January-May) Semester Payment Due Dates  
December 15, January 15, February 15, March 15, April 15

Summer (May-July) Semester Due Dates  
May 15, June 15

The required minimum payment must be made by the due date to avoid finance charges and late fees. You may pay the total due or any amount greater than the required minimum. Any payment amount less than the total due results in a 1% monthly finance charge on the unpaid billed balance. Enrollment is not complete until the minimum payment is made.

PERSONAL BANKING ONLINE PAYMENTS

Payments made with YOUR online banking service may result in a significant delay in the processing. We make no guarantees that your payment can be received and processed by the due date.

FINANCIAL AID

Financial aid (grants, scholarships, loans) that has been approved but has not yet paid to the student account is considered to be "anticipated". Anticipated aid is deducted from the current term balance in the Billed Balance Calculation area of your monthly billing statement. The balance remaining will be billed to the student and the minimum payment must be paid by the due date communicated on the billing statement. The remaining balance is subject to the 1% monthly finance charge and late fee. When the aid is received, it will be applied to the student account but there will be no reduction in the amount due since the aid was already taken into consideration and deducted from the current term balance. Current term aid should not be used to pay past term balances. Aid is intended to be used for the semester for which it was applied.

THIRD PARTY SPONSORSHIP

If part or all of your educational expenses are paid by an embassy, agency or company, you can elect to have them billed through our Sponsor Billing process. Written authorization from your sponsor is required and should be directed to Cashiers Office, Missouri S&T, G-4 Parker Hall, Rolla, MO 65409-1160 Attn: Sponsor Billing. Upon receipt of a completed billing authorization, a credit will be posted to your student fee account for the amount authorized. We will bill the sponsor directly on your behalf. If the sponsor does not pay in a timely manner, the third party credit will be removed from you account and you will be responsible for payment.

If you do not have full sponsorship for all your fees, you must make at least the minimum payment in order to hold your classes. If you make the minimum payment, you will be subject to a 1% monthly finance charge on the unpaid billed balance. If you owe a past term balance, it must be paid in full.

PAYMENT METHODS

Personal checks - The amount of the personal check may not exceed the amount due from the student. A student whose checks are returned from the bank unpaid will incur a \$15 service charge per check. *A student presenting a check for fees to the University that is returned unpaid and remains unpaid after the close of the regular registration period will be considered a late registrant and will be subject to the late registration fee; the enrollment may also be subject to cancellation.*

E-check - Electronic check payment can be made for the amount due online at Joe'SS. There is no processing fee associated with electronic check payments.

MasterCard and Discover - Credit card payments may only be made through our third party vendor which can be accessed through Joe'SS. Payment will be accepted on the student's account up to the credit limit of the cardholder and may not exceed the amount due. Please be aware that a 2.75% convenience fee will apply to the amount of the payment. Refunds based on credit card payments will be refunded to the credit card.

RETURNED CHECKS

Any check not honored by your bank will result in a \$15 returned check fee. If the returned check, including e-check payments, was attempting to pay a prior term balance your classes may be subject to cancellation.

BANKRUPTCY

Educational and related fees are generally non-dischargeable in bankruptcy and will survive after the bankruptcy has closed. Except in certain limited situations, this means that a student will still owe the debt to the university after the bankruptcy.

By signing this document, I, the student, agree to all above terms and conditions.

Student Signature		Student Name (Printed)	
Date	Student Identification Number	Term (Semester)	