

TUITION AND FEES

BILLINGS

**BILLING
ADJUSTMENTS**

PAYMENTS

**DEFERRED
PAYMENT PLAN**

REFUNDS



TUITION AND FEES

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The University Bursar's Office is available to provide you with convenient courteous service to assist in making financial arrangements to finalize your registration each semester. Be certain, however, to follow the directions outlined in the financial aid section of this catalog, if any portion of your bill is to be covered by scholarships, grants, loans, etc. Following these guidelines will assist in a timely credit of funds to your account. Please contact the Bursar's Office at (443) 885-3108, if we can be of further assistance.

APPLICATION FEE

The non-refundable \$35 application fee for undergraduate programs partially defrays the cost of processing MSU's admissions. By written request, students may update their applications by one semester or term without paying an additional application fee.

The application fee may be waived when payment would cause serious financial hardship. Requests for waiver should be accompanied by a written recommendation from a teacher, counselor, minister or other responsible member of the community.

ENROLLMENT CONFIRMATION DEPOSIT

A non-refundable \$150 enrollment confirmation deposit is required of all new, degree-seeking freshman and transfer students. This deposit is credited to the student's account upon enrollment.

SCHEDULE OF TUITION AND FEES

Tuition and fees charges are determined on an annual basis and vary between Maryland resident and nonresident students. The cost of attending for one academic year, exclusive of books, travel, clothing and other personal items, is as follows:

SCHEDULE OF TUITION AND FEES FULL-TIME UNDERGRADUATE (12 CREDIT HOURS OR MORE)

	Fall 2010	Spring 2011	TOTAL
Tuition-Maryland Resident	\$2,204	\$2,204	\$4,408
Tuition- Non-Resident	\$6,772.50	\$6,772.50	\$13,545
Mandatory Fees	\$1,159.50	\$1,159.50	\$2,319
Tuition and Fees - Maryland Resident	\$3,363.50	\$3,363.50	\$6,727
Tuition and Fees - Non-Resident	\$7,932	\$7,932	\$15,864

PART-TIME UNDERGRADUATE TUITION AND FEES (Fall 2010 – Spring 2011) (FEWER THAN 12 CREDIT HOURS)

	Tuition	Fees	TOTAL
Tuition-Maryland Resident (per credit)	\$200	\$71	\$271
Tuition-Non-Resident (per credit)	\$536	\$71	\$607

GRADUATE TUITION AND FEES (Fall 2010 – Spring 2011)

	Tuition	Fees	TOTAL
Tuition-Maryland Resident (per credit)	\$312	\$71	\$383
Tuition-Non-Resident (per credit)	\$609	\$71	\$680

All tuition and fees are reviewed at least annually and are subject to revisions.

NOTE: Schedules of Tuition and Fees are available each semester: online via www.morgan.edu and the University Bursar's Office.

DEFINITIONS AND EXPLANATIONS OF MANDATORY FEES

Mandatory fee assessments provide for the following services and benefits:

Athletic and Intramural Fee

Entitles the student admission to all athletic contests sponsored directly by the University and use of the athletic facilities, i.e., athletic fields, tennis courts, exercise rooms, swimming pool, racquetball courts, etc.

Student Activities Fee

Entitles the student admission to cultural activities such as concerts, presentations, lectures and copies of the University newspaper, *The Spokesman*. The fee also supports the Student Government Association, associated activities and events.

Health Insurance Fee

Provides semester coverage to full-time undergraduate students for accidents sustained and illnesses that occur during the semester. Optional plans are available for part-time undergraduate and graduate students.

Student Center Fee

Supports the operation of the Student Center and programs and activities housed within it.

Auxiliary Facilities Fee

Contributes toward the construction of major repairs and refurbishment of self-supporting facilities to maintain quality commuter and resident life services and facilities.

Academic Facilities Fee

Supplements the State's investment in maintaining up-to-date instructional facilities and equipment.

Shuttle Bus Fee

To maintain a convenient and reliable campus transportation system.

OTHER FEES OR ASSESSMENTS***Late Registration Fee***

A late registration fee of \$50 will be charged (beginning the first day of walk-in registration) to returning students who were registered during the previous semester and failed to select classes and make satisfactory financial arrangements on or before the prescribed deadline. Students are encouraged to make financial arrangements by the prescribed deadline to avoid this charge. Deadline payment dates are published in the academic calendar available on the university website and are provided at the time of class selection.

Graduation Fee

Students planning to graduate must pay a \$75 graduation

fee to defray a portion of the cost of graduation exercises and diploma materials. To graduate, both academic and financial requirements must be fulfilled. Fulfillment of financial requirements includes payment of all financial obligations, including a graduation fee.

Transcript Fee

There is a charge of \$5 per in-person transcript pick-up. The University will mail two (2) transcripts without fee. There is a charge of \$5 for additional requests for mailed transcripts. Acceptable forms of payment include checks or money orders made payable to Morgan State University. To obtain a transcript, registered students' accounts must be current and former students' accounts must be clear. Exceptions may be considered on a case by case basis by an authorized University official.

Student Professional Liability Insurance Fee

All students who are required to work in medical or related facilities for classes or internships will be assessed a fee for insurance coverage. The students will be required to pay this fee before placement in the facility. (This fee is not related to the Health Insurance Fee.) Please contact your instructor for further information.

ROOM AND BOARD**Lodging and Meals Per Semester**

All students residing in the residence halls are required to subscribe to a meal plan. The options for Fall 2010 - Spring 2011 are:

Room Charges	Rate Per Semester
Residence Halls (On Campus)	\$2,760
Marble Hall (Off Campus)	\$3,485

Board Charges

19 Meals Per Week	\$1,550
14 Meals Per Week	\$1,430
10 Meals Per Week*	\$1,330

**Only available to occupants in designated residence halls, contact the Office of Residence Life for details.*

Commuter Meal Plans

7 Meal Plan	\$900
5 Meal Plan	\$690
Any 100 Meals	\$750
Any 75 Meals	\$575
Any 50 Meals	\$385
Any 25 Meals	\$205

Meal plans provide for unlimited seconds and offer a wide variety of offerings at each meal. Rates are subject to change.

NOTE: Meal Plan rates after the 2010 - 2011 academic year can be obtained from the University Bursar's Office and the web.

Residence Hall Room Reservations

Campus accommodations for first-time students seeking on campus housing are very limited. To be considered for available housing, admitted students must submit, along with a housing application, a \$200 non-refundable application fee. This fee must be paid in the form of a certified check or money order made payable to Morgan State University. The priority deadline date for the submission of the housing application is April 1st for the next academic year. Please note that application for campus housing is for the entire academic year inclusive of the Fall and Spring semesters. Students intending to matriculate starting with the Spring semester must submit the housing application by October 1st. Applications must be submitted by these dates to be considered priority. After these deadlines, applications will be considered on a first-come basis pending satisfactory financial arrangements as stipulated by the Office of the Bursar, and/or clearance of the cost of tuition, fees, room, and board.

After applications are processed, students will receive a letter informing them that a room will **be finalized after financial arrangements have been completed. If satisfactory arrangements for the entire bill are not made by the deadline date, students will not be allowed to check-in to housing.**

Housing Contract Agreement

A housing application and residence hall agreement that is submitted to the University is legally binding and holds the student to the financial obligations of the entire contract period, the Fall and Spring semesters. Students with extreme circumstances will be considered for release on a case by case basis.

The **Request for Housing Contract Release** form may be obtained from the Office of Residence Life and Housing's web page. If submitted after July 1 and before the first day of classes, students who planned to matriculate in the Fall semester are subject to a penalty fee equal to 50% of their room and base board costs. For students who planned to matriculate in the Spring semester, housing contract release requests submitted after December 15 and before the first day of classes, are subject to a penalty fee equal to 50% of their room and base board costs. Applications for students who matriculate during Spring semester are subject to the cancellation policy governing the entire year.

Cancellation requests granted after the first day of classes are subject for review on a case by case basis. **Failure to pick up a key will not release a student from the contractual agreement.** Students officially withdrawing from the University may be entitled to a partial reduction of charges for **room and/or board.** In these cases if applicable, the room adjustment will be computed to include 20% of the charge for the semester as a service charge, and the remainder prorated on a daily basis. For board charges, an adjustment will be computed by including 20% of the charge for the semester as a service charge, and the remainder prorated on a weekly basis if applicable. No adjustment for room or board will be made after the semester ends. Weekly basis shall be defined as a complete week or any fraction thereof.

OTHER EXPENSES

Textbooks and Supplies

Textbooks and classroom supplies purchased at the Bookstore will vary with each course pursued, but may average \$600 per semester.

The Bookstore has extended hours during the first two (2) weeks of class – Monday thru Friday 8:30 a.m. to 7 p.m. Normal Bookstore hours (after the first two (2) weeks of class) are Monday thru Friday 8:30 a.m. to 5 p.m.

The Bookstore accepts the following methods of payment: cash, credit cards (VISA, MasterCard, American Express and Discover), Bear Necessity Card (with PIN number) and Bookstore gift card. The Bookstore does not accept personal checks.

Vehicle Registration

All vehicles parked on campus must be registered with the University. Commuter parking is \$150.00 per year and resident parking is \$250.00 per year as space is available. *Rates are subject to change without notice.*

FINES AND PENALTIES

Lost Residence Hall Keys or Cards

A fee will be assessed to replace each key or card. The fee will vary dependent upon the residence hall in which a student resides.

Loss or Destruction of University Property

Should students lose or damage University property, they will be charged an amount sufficient to cover facility and equipment repairs or replacements. Any expenses incurred in an emergency by the University for students will become a charge to the student.

University One Card — “Bear Necessity” Card

All students are required to have a “Bear Necessity” Card which will be issued at registration. In addition to serving as the official University identification card, it also serves as an authorization card for meals, library services and health services; a privilege card for athletic, academic and special events and provides access to residence halls, University facilities and labs. When monies are deposited into the card account, it functions as a debit card for University purchases (bookstore, convenience store, canteen, print shop, laundry machines, sweet shop and more). There is no charge for issuing the initial card; however, there is a replacement fee of \$25 for lost or stolen cards.

Parking Citations

Parking citations vary dependent upon the violation. A late fee of \$20.00 will be assessed, if the fine is not paid within 30 calendar days.

Bad Check

A service fee of \$25 will be charged for all bad checks under the amount of \$1,000 and a service fee of \$50 will be charged for all bad checks over the amount of \$1,000. A bad check includes insufficient funds, stop payments and closed accounts. This service fee is charged to the student account. Personal checks may not be accepted after receipt of one bad check.

Overdue Library Material

Fines are charged for each day that each item is returned late. Overdue reserved material fines are charged for each hour that an item is returned late. If an item is lost or mutilated, the borrower is charged the estimated cost of the item plus a processing fee to cover acquisition and cataloging costs. Fine rates may vary dependent upon the particular type of material and/or collection where it is housed.

Students are to pay library fines at the University Cashier’s Office, then present their receipt at the Circulation Desk in the library for clearance. Thirty (30) days after billing, a nonrefundable service charge will be added to the bill by the Bursar’s Office.

BILLINGS

After selecting classes, students are required to print their bill using WebSIS (Morgan State University’s website). **Registration is not considered complete, nor is the student considered enrolled, until payment in full or other satisfactory financial arrangements are made.** Please refer to the University Calendar online for due date. (Reminder: If selection of classes is performed during the late registration period, payment is due upon selection.)

The University will also send periodic statements to the students’ billing address to reflect their updated account balance. Students should not wait for the statement to send their remittance.

PAYMENTS

Any outstanding balance (amount not covered by verified loans, grants and scholarships) is due prior to registration being finalized and an official clearance is completed. Failure to make satisfactory financial arrangements for the balance due, by the prescribed date, may necessitate a cancellation of the class schedule.

Balance due can be paid by one of the following preferred means: cash (in person only), certified check, cashier’s check, money order, VISA, MASTER CARD, DISCOVER CARD and AMERICAN EXPRESS. Personal checks are acceptable, but if returned for non-sufficient funds (NSF), the check amount will be charged back to the student’s account with a \$25/\$50 added penalty. Personal checks may not be accepted after receipt of one NSF check.

Money intended for the personal use of a student should not be included in any payment drawn in favor of Morgan State University.

Mail-in payments should be addressed to:

Morgan State University
P.O. Box 2341
Baltimore, MD 21203-2341

All checks and money orders should indicate the student’s name, address and account number.

In-person payments are made at the Cashier’s window of the Bursar’s Office in Montebello A-124 between 8:30 a.m. to 4:45 p.m., Monday thru Friday. The office may be open for extended hours during registration.

Correspondences concerning bills should be forwarded to:

Morgan State University
Office of the Bursar
1700 E. Cold Spring Lane
Baltimore, MD 21251

Via E-mail:

bursar@morgan.edu

PAYMENT PLANS

Monthly Payment Plan

Parents/students may be able to make annual or semiannual arrangements, for the amount not covered by financial aid, with a University-endorsed company. By paying a nominal participation fee, parents/students may divide tuition, room and board charges into equal installments. The annual plan allows for 10 monthly payments and the semi-annual plan allows for 5 monthly payments. These plans are interest free.

- **Parents/students seeking an annual plan for both the Fall and Spring semesters should apply in May.**
- **Parents/students seeking a semi-annual plan for the Fall semester only should also apply in May.**
- **Parents/students seeking a semi-annual plan for the Spring semester only should apply in October.**

For your convenience, applications are available on-line through AMS Tuition Pay (www.TuitionPayEnroll.com) and in the Bursar's Office.

University Plan

The deferred payment plan is an arrangement available through the Bursar's Office. Generally, a minimum of 80% of all charges (tuition, fees, room and board) is due to finalize registration. Only 20% may be deferred and divided into two equal installments to be paid on dates established at the beginning of the semester. Exceptions may be considered on an individual basis. A service charge of \$25 is assessed each time a deferment is granted. A late fee of \$30 is charged for each late payment.

Third Party Agreements

Third Party Agreements are defined as any external entity providing benefits/funding to a student based on an invoice. All students using third party agreements are required to submit written verification to the Office of the Bursar prior to the semester's prescribed due dates (payment dates).

Acceptable Third Party Agreements:

- Employer Tuition Assistance Program
- Military Tuition Assistance Program
- Pre-Paid College Plans
- State or Federal Sponsored Tuition Assistance Programs

Please Note: Tuition Reimbursement Plans based on

academic performance are not acceptable Third Party Agreements.

Delinquent Accounts

A delinquent University account or NDSL/Perkins loan may result in one or a combination of the following:

1. No transcripts, official recommendations or other transactions, including graduation, will be processed or forwarded for any student who fails to meet his/her commitments or who owes the University for any other reason(s).*
2. Failure to satisfy delinquent student accounts will result in the transfer of the said account to the Central Collection Unit (CCU) of the State of Maryland. A collection fee of 17% or greater will be assessed on all accounts placed with CCU.

***NOTE:** Exceptions may be considered on a case by case basis by an authorized University official.

BILLING ADJUSTMENTS

Withdraws/Class Drops

If a student is compelled to leave MSU any time during the semester, he/she must file an application for withdrawal (see instructions in the Academic Affairs section). Students may also drop classes. For both withdrawals and class drops, tuition and fee charges are fully reversed up to the end of the designated drop/add period. Thereafter, only tuition is prorated for part-time undergraduate and graduate students that withdraw or drop classes. Tuition charges for full-time undergraduate students are prorated only upon official date of withdrawal.

Tuition Billing Adjustment Schedule

Period	Adjustment
Prior to the end of Drop/Add Period	100%
After Drop/Add period	
Within the first week	80%
Within the second week	60%
Within the third week	40%
Within the fourth week	20%
Over four weeks	0%

Note:

1. No fee adjustment after Drop/Add period.
2. For full-time undergraduate students, after the drop/add period, schedule only applies to students officially withdrawing but not class drops.

Withdrawal by Financial Aid Recipients

Students who receive financial assistance must consult the Financial Aid Office before withdrawing from the University. Recipients who receive a refund may owe a portion of that refund to the financial aid program from which they benefited. Such students are expected to repay those benefits to which they are not entitled. Failure to repay the adjusted funds will result in a delinquent account which would be transferred to the Central Collections Unit (See Delinquent Accounts).

For any refund due, the University reserves the right to apply all or a part thereof to cover any outstanding indebtedness incurred by the student.

Room and Board

Students officially withdrawing from the University may be entitled to a partial reduction of charges for **room and/or board**. In these cases, the room adjustment will be computed by including 20% of the charge for the semester as a service charge, and the remainder prorated on a daily basis. For board charges, an adjustment will be computed by including 20% of the charge for the semester as a service charge, and the remainder prorated on a weekly basis. No adjustment for room or board will be made after the semester. Weekly basis shall be defined as a complete week or any fraction thereof.

REFUNDS

In the event total account credits exceed total tuition and fees, students are entitled to a refund.

Refunds associated with Federal Direct Loans are processed automatically. Otherwise, a refund request form must be completed by the student and submitted to the Bursar's Office. Processing time for refunds is six-eight weeks.

Please Note:

- Refunds, as is the case with all payments, are processed outside the University in the State Treasurer's Office in Annapolis.
- Refunds are subject to State review during processing; therefore, any student with an outstanding State liability may have his/her refund confiscated.

For students who have received the benefit of scholarships and loans from University funds, the computation of refunds

to be remitted to the student will be made in such a way as to return the maximum amount to the scholarship and loan accounts without loss to the University. The University reserves the right to apply any refund or part thereof to cover an outstanding indebtedness incurred by the student.

OTHER ISSUES

Veterans

Veterans under Public Laws 550 and 887, and children of deceased veterans under Public Law 364, must pay fees in full at the time of registration.

Students who are eligible for benefits under the Veterans Educational Assistance Act, must notify the University in writing each semester that they are enrolled so that they may be certified to receive the appropriate benefits.

Students who have never applied for benefits must submit an application (VA Form 22--1990) along with a copy of their DD--214 and all documents necessary to support evidence of dependency.

VA certification will be done in the Registrar's Office during registration.

Evening and Extension Classes

Tuition and fees for evening and extension classes are the same as the rates published for full-time and part-time tuition and fees.

Summer School

Tuition and fees for summer school classes are the same as the rates published for regular part-time tuition and fees. A studio fee for certain science courses may be assessed according to the nature of the laboratory.

Residence halls are available for the duration of the summer school period. Rates for the 2010 summer session are as follows:

Room	\$940 per session
Board	
19 Meals Per Week	\$520 per session
14 Meals Per Week	\$495 per session

NOTE: Rates for the Summer of 2011 can be obtained at the University Bursar's Office in the Fall of 2010.

UNIVERSITY EMPLOYEES

Employee Tuition Waiver

Students who are full-time regular employees at MSU

may take up to eight (8) credits of undergraduate and graduate courses per semester free of tuition charge. Part-time regular employees are entitled to tuition waiver credits proportional to the hours worked based on the maximum of eight (8) credit hours per semester (fall, spring and summer school sessions) on a space available basis. Dependents of MSU regular employees (who have been employed at the University for two (2) years prior to the anticipated date of registration for course work) may take a full load of undergraduate and graduate courses. Tuition waived may be subject to Federal and State taxes. Payment of all University fees, both undergraduate and graduate, is the responsibility of the student. An approved Tuition Waiver form, which may be obtained from the Office of Human Resources, must accompany the payment of fees before registration can be finalized.

Employees and their dependent children may also qualify for limited benefits at other Maryland colleges and universities. The employee must reference the associated institution's policies for the benefits offered and procedures to follow. In addition, the Office of Human Resources may be of assistance.