

# Business Office Registration Information

## Payment Due Dates

May Mini  
Monday, May 13, 2024

Summer I  
Friday, May 31, 2024

Summer II  
Friday, July 5, 2024

Fall  
Monday, August 23, 2024

Midwestern State University reserves the right to change fees in keeping with actions of the Texas Legislature or the University Board of Regents.

- Students are responsible for maintaining their mailing addresses.
- All payments are due in accordance with university payment schedules.

## Installment Plan

An installment contract is available online only (log into your portal [login.msutexas.edu](http://login.msutexas.edu) and click on the Touchnet link and then click on the Payment Plan tab) for payment of tuition, fees, housing, and meal plans. The installment contract is available for the Fall, Spring, Summer I, and Summer II semesters and allows you to pay your bill in three (two in summer) separate payments. A non-refundable fee in the amount of \$22.50 is assessed for the use of this payment option.

## Student Financial Responsibility Agreement

When registering for classes, you acknowledge and agree to all terms and conditions set forth by Midwestern State University including liability for all tuition, fees, room, board, and other related charges. Failure to pay your student financial obligation in full by the due date for the semester allows Midwestern State University to exercise its right to pursue other legal action for collection. This includes, but is not limited to, placing your past due account with a collection agency and/or other third party such as an attorney. In addition to paying your past due account, you will be obligated to pay all reasonable costs and expenses of collection, including, without limitation, reasonable court costs and attorneys' fees and/or collection agency fees and charges. Midwestern State University may also disclose to credit bureau organizations that you have defaulted on your student financial obligation to Midwestern State University. Failure to attend classes does not absolve you from financial liability. In all cases, it is your responsibility to drop classes by the published drop/add date or you will be held liable for those classes. You can find the form at the following link:

<https://msutexas.edu/busoffice/responsibility-agreement.php>.

Tuition and fees may be paid by electronic check (ACH) or credit/debit card by logging into [login.msutexas.edu](http://login.msutexas.edu) and clicking on the Touchnet link. Cash, checks, and money orders are accepted at the Business Office window. MasterCard, VISA, Discover, and American Express are accepted online only. A 2.95% convenience fee is assessed on all credit card payments. Credit card payments are not accepted by telephone or at the Business Office window.

## Emergency Tuition and Fee Loan

Go to [www.msutexas.edu/busoffice/payment-plans.php](http://www.msutexas.edu/busoffice/payment-plans.php) to print a copy of the contract that you will sign and return to the Business Office by email, [bus.office@msutexas.edu](mailto:bus.office@msutexas.edu), fax to 1-940-397-4302, or brought in person before the loan will be applied. Non-refundable fees in the amount of \$22.50 plus a 1% interest charge will be assessed for the use of this payment option.

Students taking only online courses are not required to pay the Student Union/Center Fee and the Recreational Fee (if SB1210 eligible). Registration amounts listed do not include instructional enhancement fees, distance learning fees, property deposit, orientation fee, 3-Peat fee, excess hour fee, or graduate/doctoral tuition. Add appropriate fees to estimate the total semester cost for tuition and fees.

- Graduate courses are an additional \$40 per semester credit hour.
- Doctoral courses are an additional \$50 per semester credit hour.

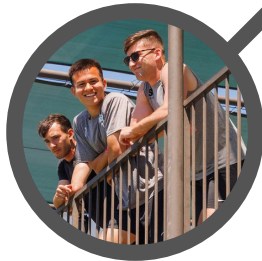
A fee of \$55 per credit hour will be added to all courses designated as distance learning.

## Tuition & Fees

Semester Credit Hours	Texas Resident	U.S. Non-Texas Resident	Non-Resident
12	\$4,123.40	\$4,903.40	\$9,163.40
9	\$3,174.55	\$3,759.55	\$6,954.55
6	\$2,199.70	\$2,589.70	\$4,719.70
3	\$1,224.85	\$1,419.85	\$2,484.85

Please visit [www.msutexas.edu/busoffice](http://www.msutexas.edu/busoffice) for detailed tuition/fee information.

Students can make payment 24 hours a day, 7 days a week by logging into [login.msutexas.edu](http://login.msutexas.edu) and clicking on the TouchNet link. This is an immediate posting to the account and eliminates standing in line. Payment is due by the below dates whether or not a student receives an E-Bill. All bills will be sent to the students university email address.



## Estimate Of Cost Per Semester

Resident students taking 12 semester credit hours

State Tuition \$50/credit hour .....	\$ 600.00
Designated Tuition \$145.90/credit hour .....	\$1,750.80
Mandatory Fees.....	\$2,036.45
Instructional Enhancement Fees (estimated).....	\$ 250.00
	<b>\$4,637.25</b>

Books (estimated) .....\$ 600.00

Please check with the MSU Housing Office for meal plans, availability and prices at <http://www.msutexas.edu/housing>

Students subject to non-resident tuition, or other tuition options should add the applicable fees to the above cost estimate to arrive at a total cost for the semester.

## School Email Update

Students will receive all official email communication from Midwestern State University at their university assigned email address.

## Window Hours Update

The Business Office teller hours are 8:15am to noon and 1:00pm to 4:30pm. The Teller window is closed from noon to 1:00pm daily (M-F). Business Office staff are available 8:00am to 5:00pm daily (M-F) by phone or email to assist you with your student account questions.

## Instructional Enhancement Fees

\$14.00	COBA IEF Dillard College of Business Administration
\$16.00	COED IEF West College of Education
\$20.00	COFA IEF College of Fain Fine Arts
\$24.00	COHSHS IEF College of Health Sciences & Human Svcs
\$14.00	COHSS IEF College of Humanities and Social Sciences
\$20.00	COSM IEF College of Science and Mathematics
\$5.00	MWSU Instructional Enhancement Fee
\$70.00	AMUS Applied Music Fee (flat rate)
\$10.00	LAB Laboratory Fee (flat rate)

## Differential Enhancement Fees per credit hour

\$9.00	MENG PETE	Engineering Differential Instructional Enhancement Fee
\$40.00	DNHY	Dental Hygiene Differential Instructional Enhancement Fee
\$16.00	MUSC	Music Differential Instructional Enhancement Fee (except MUSC 1033)
\$37.00	NURS	Nursing Differential Instructional Enhancement Fee
\$7.00	RESP	Respiratory Care Differential Instructional Enhancement Fee

## Senate Bill 1210

Effective Fall 2014, the Texas Legislature passed Senate Bill 1210 which requires Texas state exemption and/or waiver recipients to meet MSU's Financial Aid Satisfactory Academic Progress (SAP) requirements and for males to have met selective service registration requirement. These SAP requirements include:

- A cumulative grade point average (CGPA) for Undergraduate and 2nd Baccalaureate must be 2.0, Graduate must be 3.0, and Teacher Certification must be 2.5.
- If you are in Excess Hours status, you may not be eligible for some exemptions.

If your Cumulative GPA is not meeting the SAP requirement, as indicated above, and/or you have exceeded the excess hours rule, you will not be eligible to receive your exemption and/or waiver for the upcoming semester.

SB 1210 Appeal form: <https://msutexas.edu/busoffice/images/military-ta/SAPAppeal082614.pdf>

## Miscellaneous Fees

• Installment Plan Fee	\$22.50
• International Advisory Fee	\$50.00
• Lab Fee	\$10.00
• Late Registration Fee	\$25.00
• Loan Origination Fee	\$22.50
• Math NCBO (ALEKS) Lab Fee	\$150.00
• Reinstatement Fee	\$100.00
• Returned Check/Credit Card Fee	\$30.00
• Remote Teaching Fee	\$500.00
• Orientation Fee (1st time UG/Transfer Student)	\$75.00
• Property Deposit (1st time UG/GRAD Student)	\$10.00
• Student Health Insurance	\$1,158.00



## Tuition for Repeated Hours

Following action by the 78th Texas Legislature, universities no longer receive formula funding for semester credit hours attempted by a student who has enrolled in any course(s), other than non-degree-credit developmental course(s), containing the same content three or more times since the Fall semester 2002. The Texas Higher Education Coordinating Board has determined that the following types of coursework are exempt from this provision: courses that involve different or more advanced content each time they are taken, including but not limited to, individual music lessons, theater practicum, music performance, ensembles, certain physical education and kinesiology courses, and studio art; independent study courses; and special topics and seminar courses. In accordance with Senate Bill 1782 certain exceptions may apply for students who had 50 semester credit hours successfully completed at an institution of higher education before a 24 month break in enrollment.

Students will be assessed an additional tuition charge of \$150 per semester credit hour for courses taken at MSU for the third (or more) time since Fall semester 2002.



## Tuition for Excess Hours Beyond Degree Requirements

The Texas Legislature established that universities will not receive funding for students entering higher education in Fall 1999 or later or who exceed 45 semester hours above the degree requirements. For students entering Fall 2006, this limit is 30 hours above the degree requirements. Effective Spring 2013, the Board of Regents has determined that MSU will assess an additional tuition charge of \$150 per semester credit hour for excess semester credit hours in which students enroll above these limits. To avoid being charged extra tuition, students should be aware of the number of credit hours required for their degree programs and avoid taking excess hours. Numerous drops, withdrawals, and change of degree programs can also affect this status. In accordance with Senate Bill 1782 certain exceptions may apply for students who had 50 semester credit hours successfully completed at an institution of higher education before a 24 month break in enrollment.

## Scholarships

A student who has been awarded an MSU scholarship will have the full amount of the scholarship applied as an account credit toward payment of tuition and fees AFTER the student has accepted the scholarship award in WebWorld. If a scholarship has been awarded from an outside organization, MSU must receive the check before credit will be applied to the student account; otherwise, the student should be prepared to make the required payment at the time of registration and will be reimbursed when the scholarship check is received. If the scholarship is not available at registration, check with the person, program, or organization awarding the scholarship.



Term	Registration Period	E-Bill Sent	Payment Due
May Mini	April 1 - May 5	Yes	May 13
May Mini	May 5 - May 12	No	
Summer I	April 1 - May 27	Yes	May 31
Summer I	May 28 - June 2	No	
May Mini	April 1 - June 30	Yes	July 5
May Mini	July 1 - July 7	No	

## Withdrawal and Dropped Class Refunds

Withdrawal procedure: Students who decide not to remain enrolled must contact the Student Affairs office to invalidate (void) their class schedules if it is prior to the semester beginning or to withdraw if it is after the semester has begun. Student Affairs office is located in the Clark Student Center, room 108, or call 940-397-7500.

A Student must drop a course within the first 12 class days of a Fall/Spring semester or first 4 class days of a summer semester to be eligible for a refund of applicable tuition and fees for the course dropped.

Withdrawal and Dropped Class Refund Schedules are located at:  
<https://msutexas.edu/busoffice/wd-schedule.php>

Refunds of tuition and fees will be made by check or e-refund to the student. This policy will apply in all cases where the original source of the payment was from non-university funds. To receive an e-refund, log into [login.msutexas.edu](http://login.msutexas.edu) and click on the Touchnet link to provide the banking information.

All student accounts are subject to audit. Any fees due after an audit is conducted are the responsibility of the student. Likewise, if a student has a reduction in charges after an audit is completed, the student will be refunded accordingly.