

**University of Nebraska Omaha Cashiering/StudentAccounts**  
**[Schedule of Student Charges – Spring 2018](#)**



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## **Student Accounts Policies:**

### **Billing and Payment Policies**

Billing statements for current students are placed on their account and can be viewed through MavLINK at <https://mavlink.nebraska.edu>. The billing statement shows a list of charges and payments along with the amount owed and the due date before penalties are assessed. An email is also sent to the student's UNO campus email account to notify that bills have been placed on MavLINK and can be viewed. Current term bills are e-bills and no paper bills will be sent until the account is one term delinquent. To view in MavLINK, billing statements are found by selecting 'Student Accounts' on the side menu bar. This will display the most recent invoice in the 'My Account' window. You may select 'view all invoices' to view older invoices.

**All Spring 2018 charges are due on February 23, 2018 regardless of when you register.** Penalties will be assessed after February 23<sup>rd</sup>. Please see the Late Payment Fee Policy. We bill monthly for any outstanding balance and new unbilled charges.

Effective September 28, 2017, the Cashiering/Student Accounts Office will no longer accept credit card payments by mail or in person. The only means of paying student account charges (tuition, fees, room and board, or other University charges) with a credit card, is online through MavLINK at <https://mavlink.nebraska.edu>. Students choosing to pay their student account charges by credit card will be charged a non-refundable 2.75% convenience fee for domestic payments and 4.25% for international payments. Cashiering/Student Accounts accepts payments via check, money order or cashier's check by mail and in person, by cash, check, money order or cashier's check.

Spring 2018 Tuition Due Date		
Billing Date	Payment Due Date	Amount Due
January 31, 2018	February 23, 2018	Balance Due

Follow up bills will be generated monthly on any unpaid/unbilled balances.

### **Returned Check Policy**

When a payment is returned unpaid by the drawer bank, the person issuing the payment shall be notified in writing by Cashiering/Student Accounts. Full restitution for the unpaid payment and payment of the service charge assessed by the University must be received within ten (10) business days. The acceptable methods of payment are cash, money order, or cashier's check. If a check which was issued either for payment of the minimum registration deposit or payment of a past due account to release a "stop enrollment" is returned unpaid by the drawer bank and full restitution is not made within ten (10) days, check writing privileges shall be suspended, current semester tuition and fees shall become due in full, and the individual shall be recommended for immediate disenrollment.

Any student, faculty or staff member or non-university person who fails to make full restitution of the returned payment and payment of the service charge within thirty (30) days of the date the returned payment was received from the University's bank will be denied payment writing privileges within the University community for a period of not less than two (2) years. After the two-year suspension period has elapsed, payment writing privileges will be granted only if full restitution of the returned payment and payment of the service charge has been received by the University.

When any student, faculty or staff member, or non-university person issues three (3) payments within a six (6) month period which are subsequently returned unpaid by his or her bank, payment writing privileges within the University community will be suspended for a period not less than two (2) years from the date the third returned payment was received by the University's bank. After the two-year suspension period has elapsed, payment writing privileges will be granted only if full restitution for the returned payment and payment of the service charge has been received by the University.

University departments which accept payments in the normal course of business will be notified no less frequently than once each month of the individuals whose payment writing privileges have been suspended. In the event that any of these departments should accept a payment from any such individual, and the payment is subsequently returned unpaid by the drawer bank, the full amount of the payment, shall be immediately charged against the account to which the payment was credited upon its original receipt in Cashiering/Student Accounts.

The returned payment shall then be forwarded to the responsible department for collection. Provided sufficient evidence, the Manager of Cashiering/Student Accounts shall have the right to reinstate payment writing privileges to individuals who have had this privilege suspended as a result of a bona fide bank error.

## Third-Party Payments & ERDPP

If a third party (another state agency, your employer, etc.) is to be billed for your tuition and fees, it is your responsibility to provide the necessary paperwork, to the Cashiering/Student Accounts Office, by the payment due date or **you must make the payment required**. If your employer will reimburse you for tuition and fee costs after grades have been issued, you **MUST** meet the regular payment deadline set by UNO.

**ERDPP**, which is the **Employer Reimbursement Deferred Payment Plan**. If your employer pays part or all of your educational tuition and fees, but pays you after the semester has ended, you may be eligible for ERDPP. All late payment fees will be suspended through the dates of your participation only if your employer reimburses you 100% of your outstanding tuition and fees. You will also be allowed to pre-register for the next semester while covered by ERDPP. There is a non-refundable application charge of \$50 due at the time of your application. All tuition and fees not covered by your employer reimbursement are due and payable at the time the ERDPP application is submitted. The deadlines for submitting an application are: Spring: February 15<sup>th</sup>; Summer: May 15<sup>th</sup>; Fall: September 15<sup>th</sup>. A new application form (and charge) will need to be submitted every semester. Stop by Cashiering/Student Accounts, EAB 109, or call 402-554-2324 with questions.

## Financial Aid

The UNO Financial Support and Scholarships Office has indicated that you should receive financial aid for the Spring 2018 semester if there is Anticipated Aid showing on your billing statement. This postpones your payment due date to allow time for your financial aid award to be processed. However, other charges not covered by anticipated aid obligate you to **pay** the charges listed on your statement. Please remember that if you change your plans and decide not to attend the current semester at UNO, you must withdraw from classes using the withdrawal procedures outlined by the Registrar.

If you have applied for financial aid for the current semester and it has not yet been credited to your tuition and fees account or disbursed directly to you, you must contact the UNO Financial Support and Scholarships Office, Eppley 103, 402-554-2327, before your payment due date. If your billing statement does not show Anticipated Aid, you should contact the Financial Support and Scholarships Office. Otherwise your entire balance is due at the due date. If your financial aid award is insufficient to cover your total balance or if your financial aid award is canceled, then it is your responsibility to pay any remaining balance by the payment due date indicated at the bottom of your billing statement.

**If at any time the Financial Support and Scholarships Office deems your Anticipated Aid Amount is invalid because your aid has been alleviated or you have changed your enrollment status disqualifying you for financial aid, you will be eligible for all applicable late payment fee penalties and holds.**

## Tuition and Fees

The University reserves the right to change the amount of tuition, deposits or fees at any time, and to assess charges for breakage, lost property, fines, penalties, parking, books, supplies, food or special services not listed in this schedule. Tuition and related fees are payable in full upon billing. Registration is not complete until cleared by Student Accounts. **Failure by a student to pay a financial obligation owing to the University or to any department, division, or agency thereof, will result in denial of readmission, denial of transcripts, and denial of registration for ensuing terms until such debt is paid.** Debts that are older than the current term must be paid by cash, money order, cashier's check or credit card. Payment by personal check will result in a 30-day delay on release of holds. Students will not be withdrawn from classes for non-payment of tuition and fees. If you register and do not plan to attend, you are responsible for withdrawing from classes. If you do not attend and do not withdraw, you will still be responsible for the payment of tuition and fees and may receive a failing grade.

2017-2018 Tuition Rates – per credit hour				
On & Off-Campus/Offutt	Resident	Non-Resident	MAP	Audit
Undergraduate – UNO	\$216.25	\$677.25	\$324.37	\$108.13
Graduate – UNO	\$269.50	\$753.00	\$404.25	\$134.75
Undergraduate – UNO CBA	\$270.25	\$758.00	\$405.37	\$135.13
Graduate – UNO CBA	\$350.50	\$874.50	\$525.75	\$175.25
Undergraduate – UNL	\$237.50	\$747.50	\$356.25	\$118.75
Undergraduate – UNL Architecture	\$321.00	\$955.50	\$481.50	\$160.50
Undergraduate – UNL Engineering	\$340.25	\$973.75	\$510.37	\$170.13
Graduate – UNL	\$313.25	\$896.50	\$469.87	\$156.63
Graduate – UNL Architecture	\$415.00	\$1140.75	\$622.50	\$207.50
Graduate – UNL Engineering	\$433.25	\$1156.75	\$649.87	\$216.63

2017-2018 Distance Education Tuition Rates – Per credit hour		
College	Resident	Non-Resident
Undergraduate Arts & Sciences (AS)	\$272.00	\$420.00
Undergraduate CBA (CB)	\$272.00	\$630.00
Undergraduate CCFAM (CF)	\$272.00	\$420.00
Undergraduate College of Education (ED)	\$272.00	\$355.00
Undergraduate CPACS (CP)	\$272.00	\$500.00
Undergraduate Criminal Justice (CJ)	\$272.00	\$395.00
Undergraduate University Division (UD)	\$272.00	\$420.00
Undergraduate IS&T (IS)	\$272.00	\$475.00
Undergraduate Emergency Management (EM)	\$272.00	\$345.00
Undergraduate Aviation (AV)	\$272.00	\$345.00
Undergraduate UNL Agriculture (AG)	\$272.00	\$551.00
Undergraduate UNL Architecture (AR)	\$316.50	\$942.76
Undergraduate UNL Human Services (EH)	\$272.00	\$551.00
Undergraduate UNL Engineering (EN)	\$335.50	\$960.70
Graduate Arts & Sciences and (AS)	\$346.00	\$583.00
Graduate CBA (CB)	\$346.00	\$760.00
Graduate CCFAM not MFA (CF)	\$346.00	\$583.00
Graduate CCFAM – MFA (MF)	\$500.00	\$500.00
Graduate College of Education (ED)	\$332.00	\$408.00
Graduate CPACS (CP)	\$346.00	\$583.00
Graduate IS&T (IS)	\$346.00	\$583.00
Graduate UNL Agriculture ( AG )	\$346.00	\$609.00
Graduate UNL Architecture ( AR )	\$409.50	\$869.25
Graduate UNL Human Services ( EH )	\$346.00	\$609.00
Graduate UNL Engineering ( EN )	\$630.00	\$630.00

## **Audit Fee**

The audit “not for credit” fee is set at one-half of the resident undergraduate or graduate tuition rate. Audit Registration must be completed before the drop/add period ends for the course to qualify for the audit rate. In addition, students registering for audit must pay the appropriate student fees. Registration for audit requires the permission of the instructor and is subject to available class space after credit registration ends. Students who register to take a course for credit and who later change to audit registration will be required to pay the full resident or non-resident tuition rate.

## **Late Payment Fee Policy**

Students are responsible for making sure mailed payments are **received** in the UNO Cashiering/Student Accounts Office by the Payment Due Date. Postmarks that are on or before the due date will not prevent the assessment of a Late Payment Fee. Each time a student does not make a required payment by the payment due date, a late payment fee will be assessed, up to a maximum of four fees each semester. Failure to receive billing statements does not excuse students from payment responsibility, nor from Late Payment fees.

<b>Late Payment on Account (per payment due date)</b> <i>Retroactive late payment fees may be assessed on classes added after the semester begins.</i>	
<b>Balance of \$100.00 to \$999.99</b>	<b>\$25.00</b>
<b>Balance over \$1,000.00</b>	<b>\$50.00</b>

## **Student Fees:**

### **University Program and Facilities Fee (UPF)**

All students enrolled for on-campus courses will be charged a flat fee of \$291.10 (for 0 to 6 credit hours) and \$469.85 for (7 or more credit hours).

The UPF receipts are divided into two separate funds: Fund A student fees and Fund B student fees. Fund A fees are established and allocated by the elected Student Government subject to the approval of the Chancellor in accordance with Board of Regents policy. **Fund A student fees (\$19.60) are refundable upon request** by applying at the Cashiering/Student Accounts Office during the third through sixth weeks of the fall and spring semesters, or during the third week of each session during the summer semester. Students requesting a Fund A refund will no longer be entitled to the student activities supported by Fund A student fees.

The Fund B portion of the UPF is designed for services, staff salaries, maintenance of facilities and related expense, and those additional items designated by the Chancellor. This portion is budgeted separately with emphasis upon continuing support. The Vice Chancellor for Student Affairs submits the projections to the President and the Board of Regents for their final approval. **Fund B student fees are not refundable unless the student drops classes during the first week of the semester.**

### **Technology Fee**

The UNO Technology fee is assessed at a rate of \$11.00 per credit hour. The purpose of the Technology Fee is to provide educational information technology resources to UNO students. This fee is assessed to all students, regardless of residency or campus location. Upon withdrawal from a course, the Technology Fee is refundable at the same percentage as tuition. Additional information regarding the Technology Fee can be obtained from the Vice Chancellor’s office for Student Affairs.

### **Cultural Enrichment Fee**

All students enrolled for on-campus courses will be charged a flat fee of \$7.50. The Cultural Enrichment Fee provides access for all UNO students to the cultural events offered by Theatre, Music, Art, and Writers Workshop. The fee allows UNO students to attend all music, theatre, guest artists, and other cultural activities with no additional charge. The fee provides for enhanced artistic experiences for all UNO students and would be used to support productions, maintain facilities and equipment, and staffing.

Other Per Semester Fees (All Students)	
Mandatory	
UPF Flat Fee (non-refundable) for 0 to 6 credit hours	\$291.10
UPF Flat Fee (non-refundable) for 7 or more credit hours	\$469.85
Technology Fee (per credit hour)- as explained above	\$11.00
Cultural Enrichment Fee (non-refundable)	\$7.50
MavCard Services Fee (non-refundable)	\$7.75
Library Fee (per credit hour – refundable upon withdrawal & based on refund schedule)	\$6.25
Student Research Fee (per credit hour and non-refundable)	\$1.50
<b>Student Access and Success Fee (non-refundable)</b> <i>The Student Access and Success Fee funds direct services to students in admissions, registration, and other campus support services. Through these programs, students are provided resources to assist them in being successful in their educational endeavors.</i>	\$92.95
International Student Fee	\$27.56
Other Charges	
Distance Education Fee (per credit hour for all distance education courses)	\$35.00
International and Domestic Student Health Insurance	\$996.05, Fall \$1375.71, SP/SU
Late Registration (day or evening class) (assessed upon registrations occurring on or after the first day of the course session.)	\$25.00
<b>Returned Payment – per item</b> Dishonored checks must be redeemed in cash prior to the date for late registration, otherwise the late registration fee will be assessed in addition to the returned check charge. For more information, see <a href="#">Returned Check Policy</a> .  <b>Late Payment on Account with balance of \$100.00-\$999.99</b> <b>Late Payment on Account with balance of \$1,000.00 and Above</b>	\$30.00  \$25.00 \$50.00
Replacement of I.D./Activity Card	\$10.00
Deposits	
Keys (per key with authorization – refundable upon return of key)	\$5.00
ROTC Uniform Deposit – Refundable	\$25.00
<b>Locker Deposit – (Refundable upon return \$10.00 of lock)</b> Mandatory for students taking HPER service classes. Also faculty, staff and students using HPER facilities. Locker rental charges vary and can be found at <a href="http://www.unomaha.edu/student-life/wellness/campus-recreation/membership.php">http://www.unomaha.edu/student-life/wellness/campus-recreation/membership.php</a>	
<b>Testing Fees</b> – A variety of graduate admissions and other exams are offered by the Testing Center. Detailed information on exam fees and/or registration materials is available by contacting the Testing Center, KH 522 Omaha, Nebraska 68182-0299, 402-554-4800 or by visiting: <a href="http://www.unomaha.edu/enrollment-management/testing-center/index.php">http://www.unomaha.edu/enrollment-management/testing-center/index.php</a>	

## **Tuition Refunds & Refund Schedule**

Refunds are computed from the date application is **received by the Registrar**, NOT from the date of withdrawal from classes.

Students paying tuition and fees on a deferred payment basis or under any other loans granted by the University, and who withdraw before the account is paid in full, are not relieved from payment of the balance due. Refunds will be applied to unpaid balances, and any remaining balance must be paid. Refunds for withdrawals are figured from the official beginning of the session in which the class is offered as stated in the University's academic calendar, not from the beginning of students' individual class schedules.

**Payment of refunds will be made by check, unless you have provided banking information for direct deposit.** Students receiving Financial Aid refunds in the form of a Scholarship, Federal Perkins Loan, Stafford Loan, Pell Grant, etc., may be applied first to the source of the financial aid. Consult with the Financial Support and Scholarships Office to determine the refund regulations applicable to you.

Students may use MavLINK during the regular hours of availability to change their schedules. **Withdrawals** must be made on or before the following dates **or a grade of "F" will result.**

Spring 2018 Tuition Refund Schedule	
Percent Refunded	Last Drop or Withdrawl Date
100%	January 14
75%	January 21
50%	January 28
25%	February 4
Last day to withdraw with a "W"	April 1

## **Other Department Charges**

Other department charges include, but are not limited to: parking charges such as permits and fines, housing charges such as rent, health charges, and bookstore charges. If you have a question about a charge on your student account please contact Cashiering/Student Accounts at 402-554-2324; otherwise, contact the relevant department whom would be responsible for initiating the charge.

## **Appeals Process**

An appeals process exists for students who feel that individual circumstances warrant exceptions from this published schedule of charges and refund schedule. Individuals who desire an exception to the charges and refund policies outlined herein should direct their requests to the Office of the Registrar, Eppley Building 105, phone 402-554-2314. Individuals who desire an exception to the fee charges outlined herein should direct their requests to the Office of Student Affairs, Eppley Building 202, phone 402-554-2262.