

University of Nebraska Omaha Cashiering/StudentAccounts
[Schedule of Student Charges – Summer 2019](#)



Contents

Student Accounts Policies:	2
Billing and Payment Policies.....	2
Returned Check Policy.....	2
Third-Party Payments & ERDPP	3
Financial Aid.....	3
Tuition and Fees.....	3
Student Fees:	5
Tuition Refunds & Refund Schedule	8
Other Department Charges	8
Appeals Process	8

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> on the last business day of each month. 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. Follow up bills will be generated monthly on any unpaid/unbilled balances.

All Summer 2019 charges are due on May 23, 2019 regardless of when you register. Penalties will be assessed after May 23rd. Please see the Late Payment Fee Policy. We bill monthly for any outstanding balance and new unbilled charges.

Students choosing to pay their student account charges by credit/debit card must be done through their MavLink and will be charged a non-refundable 2.75% convenience fee for domestic payments and 4.25% for international payments. Cashiering/Student Accounts accepts payments in person at the office, EAB 109, via cash, check, money order or cashier's check.

Summer 2019 Tuition Due Date		
Billing Date	Payment Due Date	Amount Due
April 31, 2019	May 23, 2019	Balance Due

Returned Payment Policy

When a check or e-check 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. Check writing privileges shall be suspended and current semester tuition and fees shall become due in full if restitution is not received within ten (10) business days.

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.

Employer Reimbursement Deferred Payment Plan (ERDPP) 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 15th; Summer: May 15th; Fall: September 15th. 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 Summer 2019 semester if there is Anticipated Aid showing on your billing 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 on 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, housing or special services not listed in this schedule. Tuition and 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/debit 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 to withdraw 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.

2018-2019 Tuition Rates – per credit hour				
On & Off-Campus/Offutt	Resident	Non-Resident	MAP	Audit
Undergraduate – UNO	\$223.25	\$699.00	\$334.87	\$111.62
Undergraduate – UNO CBA	\$289.00	\$797.50	\$433.50	\$144.50
Undergraduate – UNO IS	\$267.25	\$836.50	\$400.87	\$133.62
Undergraduate – UNL	\$245.00	\$771.50	\$367.50	\$122.50
Undergraduate – UNL Architecture	\$331.25	\$986.00	\$496.87	\$165.62
Undergraduate – UNL Engineering	\$351.25	\$1005.00	\$526.87	\$175.62
Graduate – UNO	\$299.00	\$777.00	\$448.50	\$149.50
Graduate – UNO CBA	\$372.00	\$917.25	\$558.00	\$186.00
Graduate – UNO IS	\$336.75	\$941.25	\$505.12	\$168.37
Graduate – UNL	\$323.25	\$925.25	\$484.87	\$161.62
Graduate – UNL Architecture	\$428.25	\$1177.25	\$642.37	\$214.12
Graduate – UNL Engineering	\$447.00	\$1193.75	\$670.50	\$223.50

2018-2019 Distance Education Tuition Rates – Per credit hour		
College	Resident	Non-Resident
Undergraduate Arts & Sciences (AS)	\$280.00	\$432.60
Undergraduate CBA (CB)	\$280.00	\$648.90
Undergraduate CCFAM (CF)	\$280.00	\$432.60
Undergraduate College of Education (ED)	\$280.00	\$365.00
Undergraduate CPACS (CP)	\$280.00	\$515.00
Undergraduate Criminal Justice (CJ)	\$280.00	\$515.00
Undergraduate University Division (UD)	\$280.00	\$432.60
Undergraduate IS&T (IS)	\$280.00	\$498.75
Undergraduate Emergency Management (EM)	\$280.00	\$390.00
Undergraduate Aviation (AV)	\$280.00	\$390.00
Undergraduate UNL Agriculture (AG)	\$280.00	\$568.75
Undergraduate UNL Architecture (AR)	\$331.25	\$986.00
Undergraduate UNL Engineering (EN)	\$351.25	\$1005.00
Graduate Arts & Sciences and (AS)	\$356.50	\$600.00
Graduate CBA (CB)	\$356.50	\$782.80
Graduate CCFAM not MFA (CF)	\$356.50	\$600.00
Graduate CCFAM – MFA (MF)	\$500.00	\$500.00
Graduate College of Education (ED)	\$342.00	\$420.25
Graduate CPACS (CP)	\$356.50	\$600.00
Graduate IS&T (IS)	\$356.50	\$612.15
Graduate UNL Agriculture (AG)	\$356.50	\$628.50
Graduate UNL Architecture (AR)	\$428.25	\$869.25
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.

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

Student Fees:

University Program and Facilities Fee (UPF)

All students enrolled for on-campus courses will be charged a flat fee of \$297.90 (for 0 to 6 credit hours) or \$481.10 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.**

Student Access & Success Fee

The Student Access & Success Fee is charged at a flat rate of \$98.05. The purpose of the Student Access & Success Fee is to support direct services for students in admissions, registration and other campus services. Through these programs students are provided resources to assist them in their campus needs. This fee is assessed to all students, regardless of residency or campus location. This fee is nonrefundable after the 100% refund period.

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.

MavCard Services Fee

The MavCard Services Fee is assessed at a flat rate of \$7.75. The purpose of this fee is to support MavCard operations and management. This fee also helps support the MavCard usage across various locations across campus, as well as nearby vendors who accept it for payment.

Library Fee

The Library Fee is assessed at a rate of \$6.25 per credit hour. The purpose of the Library Fee is to support the UNO Criss Library including support of library services, materials and technologies.

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.

Student Research Fee

The Student Research Fee is assessed at a rate of \$1.50 per credit hour. The purpose of this fee is to support the research opportunities across campus for all students to be involved and participate in if they choose.

Enrollment Fee

The Enrollment Fee is assessed to all newly enrolled undergraduate students during their first semester. This fee is assessed at a one-time charge of \$100.00. The purpose of this fee is to effectively plan for class offerings and student resources in preparation for each semester.

Per Semester Fees (All Students)	
Mandatory	
UPF Flat Fee (non-refundable) for 0 to 6 credit hours	\$297.90
UPF Flat Fee (non-refundable) for 7 or more credit hours	\$481.10
Student Access and Success Fee (non-refundable)	\$98.05
Cultural Enrichment Fee (non-refundable)	\$7.50
MavCard Services Fee (non-refundable)	\$7.75
Library Fee (refundable upon withdrawal & based on refund schedule)	\$6.25/ credit hour
Technology Fee (refundable upon withdrawal & based on refund schedule)	\$11.00/ credit hour
Student Research Fee (non-refundable)	\$1.50/credit hour
International Student Fee	\$27.56
Distance Education Fee - per credit hour for all distance education courses	\$35.00
International and Domestic Student Health Insurance	\$1,090.95, Fall \$1,507.77, SP/SU
Late Registration - assessed if registrations occurring on/after the first day of the term.	\$25.00
Enrollment Fee - one-time for new Undergraduate students	\$100.00
Returned Payment – per item For more information, see Returned Check Policy .	\$30.00
Late Payment on Account with balance of \$100.00-\$999.99	\$25.00
Late Payment on Account with balance of \$1,000.00 and Above	\$50.00
Replacement of MavCard / Student I.D.	\$15.00
Deposits	
Keys (per key with authorization – refundable upon return of key)	\$5.00
ROTC Uniform Deposit – Refundable	\$25.00
Locker Deposit – (Refundable upon return \$10.00 of lock) Mandatory for students taking HPER service classes. Also faculty, staff and students using HPER facilities. Locker rental charges vary and can be found at http://www.unomaha.edu/student-life/wellness/campus-recreation/membership.php	
Testing Fees – 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: http://www.unomaha.edu/enrollment-management/testing-center/index.php	

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 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.

The preferred method for payment of refunds is through direct deposit as set-up through the students MavLINK. Payment of refunds will be made by check if banking information for direct deposit is not provided. Consult with the Financial Support and Scholarships Office to determine the refund regulations applicable to you.

Students may use MavLINK to change their schedules. Any students needing assistance with withdrawing from any class can contact the Office of University Registrar at unoregistrar@unomaha.edu or 402-554-2314. Withdrawals must be made on or before the following dates **or a grade of "F" will result.**

Summer 2019 Tuition Refund Schedule					
Percent Refunded	Last Drop or Withdrawal Date Session 1 May 13 – June 21	Last Drop or Withdrawal Date Session 2 May 28 – June 28	Last Drop or Withdrawal Date Session 3 July 1 – August 9	Last Drop or Withdrawal Date Session 4 July 8 – August 9	Last Drop or Withdrawal Date Session 5 May 13 – August 9
100%	May 15	May 30	July 3	July 10	May 9
75%	--	--	--	--	May 26
50%	May 19	June 2	July 7	July 14	June 2
25%	May 26	June 9	July 14	July 21	June 9
Last day to withdraw with a "W"	June 7	June 20	July 26	August 1	July 19

Other Department Charges

Other department charges include, but are not limited to: parking charges such as permits and fines, housing charges such as rent, student health charges and bookstore charges. If you have a question about a charge on your student account please contact Cashiering/Student Accounts at unocsa@unomaha.edu or 402-554-2324. Specific questions regarding charges should be directed to the 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 or 402-554-2262.