

**University of Nebraska Omaha
Cashiering/Student Accounts Office**



Schedule of Student Charges

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Student Account Billing

The Cashiering/Student Accounts Office (CSA) generates monthly e-bill statements on the last business day of the month. Students can view their e-bill through MavLINK at mavlink.nebraska.edu. The billing statement contains a list of charges and payments, the amount owed, and due date. Penalties are assessed and holds blocking future enrollment are placed until the balance is paid in full.

Students are notified via their UNO email account only when e-billing statements are available. Statements are located on the 'My Account' tab under 'Student Accounts' in MavLINK. The most recent invoice is displayed at the top, or you may select 'View All' invoices. Any unpaid and unbilled balances receive a monthly e-bill.

The screenshot shows the MavLINK interface. On the left is a navigation menu with 'Student Accounts' highlighted. The main content area displays 'My Balance' at \$150.00 with a 'MAKE A PAYMENT' button. To the right, an 'Invoices' table lists one invoice: Last Invoice Date 12-21-2021, Invoice Due Date 01-23-2022, Total \$150.00. A 'View All' button is located below the table, highlighted with a red box and a red arrow.

*If your plans change and you decide not to attend UNO, you **must** withdraw from classes using the official withdrawal procedures outlined by the Registrar's Office or you may still be responsible for all tuition and fees assessed. Information regarding withdrawal is located at <https://www.unomaha.edu/registrar/students/after-enrollment/adding-swapping-dropping-or-withdrawing-from-a-course.php>.*

Student Billing Due Dates By Semester

Term	Billing Date	Payment Due Date	Amount Due
Fall	Last Business Day of August	September 23rd	Total Balance
Spring	Last Business Day of January	February 23rd	Total Balance
Summer	Last Business Day of April	May 23rd	Total Balance

Please note, the last billing for December may have a different due date based upon the holiday closedown calendar. Penalties, such as late payment fees and blocking future enrollment, are assessed two business days after the stated due date.

Methods of Payment

The Cashiering/Student Accounts Office accepts the following methods of payment on your student account:

- **Cash**
 - Payments are accepted at our office located in the Eppley Administration Building, Room 109.
- **Personal check, money order or cashier's check**
 - Payments are accepted in person at our office or via mail. Payments should be made payable to the University of Nebraska Omaha or UNO and include the student's 8-digit NUID number. The amount of the payment may not exceed the amount due on the student account at the time of payment.
 - Please note that payments made by personal check for a prior term balance may be subject to a 30-day hold. This hold may be lifted upon proof that payment has cleared the banking institution.
- **Electronic checks (e-checks)**
 - Payments are accepted via the student's MavLINK account > Student Accounts > My Account > click on Make a Payment button. Select e-check option and input the bank routing and checking/savings account number. **DO NOT ENTER YOUR DEBIT CARD NUMBER.**
- **Debit/Credit card**
 - Payments are only accepted ONLINE via MavLINK. This method of payment is not accepted in person nor by phone. There is a non-refundable convenience fee of 2.75% on all debit/credit card payments. This fee is 4.25% on international card payments. The convenience fee is assessed by and paid directly to our payment processor.
- **Foreign Currency**
 - Payments are accepted only via MavLINK and selecting pay by Foreign Currency. The University works with Western Union Business Solutions to secure the transfer of funds from your home country's bank. Once the payment is received from Western Union Business Solutions, it is posted directly to the student account balance.
- **College Savings/529 Payment Plans**
 - Payments are accepted via mail and in person only if made payable to UNO. Please request your payment at least 10 days prior to the stated due date to ensure for processing and mail time. Please be sure to include your 8-digit NUID number as the account/reference number.

Please visit our website at <https://www.unomaha.edu/accounting-services/cashiering-and-student-accounts/paying-student-accounts/index.php> for more information.

Third-Party Payments

It is the student's responsibility to provide the necessary paperwork to the Cashiering/Student Accounts Office if a third party (another state agency, your employer, etc.) is to be billed for your tuition and fees. The paperwork must be received by the stated payment due date each semester. Students must make the payment required by the due date if the paperwork is not submitted on time. Students that receive reimbursement from their employer for tuition and fee costs after grades have been issued, **MUST** meet the regular payment deadline set

by UNO to avoid any penalties. Review the information below on the employer reimbursement program to determine eligibility for the program.

Employer Reimbursement Deferred Payment Plan (ERDPP)

Students may be eligible for ERDPP if their employer pays part or all their educational tuition and fees after the semester has ended. Any tuition and fees not covered by employer reimbursement are due and payable based upon stated tuition due dates.

An ERDPP application must be submitted for each term the student will utilize this program along with the non-refundable \$50 application charge. The following are the deadlines for submitting an ERDPP application:

Spring Term	February 15th
Summer Term	May 15th
Fall Term	September 15th

Benefits of the ERDPP program include late payment fees suspended for the term you are participating in and no past due hold barring pre-registration for the next term (unless you are responsible for other charges not covered by ERDPP on your account).

Returned Payment Policy

When a check or e-check payment is returned unpaid to UNO for any reason, a non-refundable \$30 returned payment fee is applied to the student account for each item returned. The student will receive notification in writing and will have ten (10) business days to make full restitution of the amount paid plus the returned check fee. Acceptable methods of payment are cash, money order, or cashier's check. Students that have 3 or more returned check/e-check payments may have their check/e-check privileges suspended for up to two years.

Financial Aid

Anticipated aid may appear on the billing statement if the Office of Financial Support and Scholarships indicates there is pending financial aid for the current term that has not yet posted to the student account. Anticipated aid may be taken into consideration when determining the amount due for the billing period. Therefore, please review your statement carefully as payment in full may be required by the stated due date.

Your financial aid may be adjusted due to changes in your cost of attendance (COA). Please contact the Office of Financial Support & Scholarships if you have question regarding any adjustments in your aid.

Contact the Office of Financial Support and Scholarships to determine the status of your financial aid if it has not credited to your student account. Their office is in the Epley Administration Building, Room 103. You may also contact them by phone at 402-554-2327 or email at unofinaid@unomaha.edu.

Tuition and Fees

The University reserves the right to correct billing errors which may increase/decrease your balance.

Undergraduate Tuition Rates

Undergraduate 2022-2023 On & Off Campus/Offutt Tuition Rates - per credit hour				
College	Resident	Non-Resident	MAP	Audit
Undergraduate UNO	\$235.00	\$738.00	\$353.00	\$118.00
Undergraduate UNO CBA	\$305.00	\$842.00	\$458.00	\$153.00
Undergraduate UNO IS	\$283.00	\$884.00	\$425.00	\$142.00
Undergraduate UNL Engineering	\$371.00	\$1,082.00	\$557.00	\$186.00

Undergraduate 2022-2023 Distance Education, Hybrid and Remote Tuition Rates - per credit hour			
College	Resident	Non-Resident	MAP
Undergraduate Arts & Science (AS)	\$259.00	\$452.00	\$389.00
Undergraduate CBA (CB)	\$305.00	\$650.00	\$458.00
Undergraduate CCFAM (CF)	\$259.00	\$452.00	\$389.00
Undergraduate College of Education (ED)	\$259.00	\$398.00	\$389.00
Undergraduate CPACS (CP)	\$259.00	\$534.00	\$389.00
Undergraduate Criminal Justice (CJ)	\$259.00	\$534.00	\$389.00
Undergraduate University Division (UD)	\$259.00	\$452.00	\$389.00
Undergraduate IS&T (IS)	\$293.00	\$524.00	\$440.00
Undergraduate Emergency Management (EM)	\$259.00	\$411.00	\$389.00
Undergraduate Aviation (AV)	\$259.00	\$411.00	\$389.00
Undergraduate UNL Engineering (EN)	\$371.00	\$1,082.00	\$1,082.00

Graduate Tuition Rates

Graduate 2022-2023 On & Off Campus/Offutt Tuition Rates - per credit hour				
College	Resident	Non-Resident	MAP	Audit
Graduate UNO	\$341.00	\$820.00	\$512.00	\$171.00
Graduate UNO CBA	\$393.00	\$968.00	\$590.00	\$197.00
Graduate UNO IS	\$356.00	\$994.00	\$534.00	\$178.00
Graduate UNL	\$341.00	\$996.00	\$512.00	\$171.00
Graduate UNL Engineering	\$472.00	\$1,285.00	\$708.00	\$236.00

Graduate 2022-2023 Distance Education, Hybrid and Remote Tuition Rates - per credit hour			
College	Resident	Non-Resident	MAP
Graduate Arts & Sciences and (AS)	\$375.00	\$617.00	\$563.00
Graduate CBA (CB)	\$393.00	\$807.00	\$590.00
Graduate CCFAM not MFA (CF)	\$375.00	\$617.00	\$563.00
Graduate CCFAM – MFA (MF)	\$514.00	\$514.00	\$771.00
Graduate College of Education (ED)	\$351.00	\$457.00	\$527.00
Graduate CPACS (CP)	\$375.00	\$617.00	\$563.00
Graduate IS&T (IS)	\$375.00	\$632.00	\$563.00
Graduate UNL Engineering (EN)	\$472.00	\$1,285.00	\$1,285.00

Audit Tuition

The audit “not for credit” rate 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.

Mandatory Semester Student Fees

Fee Name	Flat Rate Amount	Per Credit Hour Amount
Cultural Enrichment	\$7.50	
International Student	\$75.00	
Library Services		\$6.25
MavCard Services	\$7.75	
Online Distance Education (sections 820, 850, 860)		\$35.00
Student Access and Success	\$114.00	
Student Research		\$1.50
Technology		\$11.00
UPF	\$521.60	

Other Student Fees

New Student Enrollment Deposit	\$100.00
Late Registration Fee – assessed if registration is on or after the first day of the semester.	\$25.00
International and Domestic Student Health Insurance – for rate please visit Student Health Insurance Information Student Life University of Nebraska Omaha	See Website
MavCard Replacement Fee	\$15.00
Returned Payment – per item	\$30.00
Last Payment Fee – account balance of \$100.00 to \$999.99 each month	\$25.00
Late Payment fee – account balance of \$1,000.00 and greater each month	\$50.00

Cultural Enrichment Fee - \$7.50 flat

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/equipment and staffing.

Library Fee - \$6.25 per credit hour

This fee provides and supports library services, materials, and online technologies in the UNO Criss Library. The Library Fee is refundable at the same percentage as tuition based upon the stated refund policy.

MavCard Services Fee - \$7.75 flat

This fee supports MavCard operations and management. It also supports MavCard usage across various locations on campus, as well as nearby vendors who accept the MavCard payment.

Online Distance Education Fee - \$35.00 per credit hour

The Distance Education fee provides resources needed for developing and supporting a course that significantly utilizes online learning technologies. Specifically, the costs associated with instructional design and support, faculty development and training, accessibility and other quality standards, course development, and learner orientation, communication, and support. This fee is assessed on 820, 850 and 860 course sections.

Student Access & Success Fee - \$114.00 flat

The Student Access & Success Fee supports 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.

Student Research Fee - \$1.50 per credit hour

This fee supports research opportunities across campus for all students to be involved and participate in. The Student Research Fee is refundable at the same percentage as tuition based upon the stated refund policy.

Technology Fee - \$11.00 per credit hour

The Technology Fee provides educational information technology resources to UNO students. The Technology Fee is refundable at the same percentage as tuition based upon the stated refund policy.

University Program and Facilities Fee (UPF) - \$521.60 flat

All students enrolled in on-campus (001 sections) and/or hybrid (860 sections) will be assessed the UPF fee. This fee supports a variety of on campus and online student programs and services, such as:

- Counseling and Psychological Services
- The Nebraska Medicine-UNO Health Center
- Transportation Services
- Campus Recreation
- A wide variety of activities and programs affiliated with the Milo Bail Student Center

UPF fees are divided into two separate funds: Fund A and Fund B student fees.

The Fund A portion of the UPF fees is 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 (\$21.60) 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.

New Student Enrollment Deposit

The enrollment deposit is assessed as a one-time charge of \$100.00 to all newly enrolled undergraduate students during their first semester. This fee supports efforts to effectively plan for class offerings and student resources for each semester.

Late Payment Fee

Each time a student does not make a required payment by the stated payment due date, a late payment fee is assessed. A student can receive up to four (4) late payment fees each semester for a maximum of \$200.00.

Students are responsible for making sure mailed payments are received in the UNO Cashiering/Student Accounts Office by the stated payment due date. Postmarks that are on or before the due date will not prevent the assessment of a late payment fee. Failure to receive billing statements does not excuse students from payment responsibility, nor from late payment fees.

Other Department Charges

Other department charges include but are not limited to parking permits and fines, housing charges, 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 specific department initiating the charge.

Student Refunds

Withdraw dates 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. Refunds are computed from the date the withdrawal is received by the Registrar, NOT from the date of withdrawal from classes. For specific withdrawal dates, please refer to the student schedule in MavLINK or by visiting <https://www.unomaha.edu/registrar/students/after-enrollment/adding-swapping-dropping-or-withdrawing-from-a-course.php>. Withdrawals not made on or before the stated refund dates will result in the grade of "F".

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.

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. Consult with the Office of Financial Support and Scholarships to determine the withdrawal implications that may be applicable to you based on Department of Education guidelines.

UNO's preferred method for issuing student refunds is through direct deposit. This must be set up by the student via MavLINK. Detailed instructions on how to set up Direct Deposit are located at <https://www.unomaha.edu/accounting-services/cashiering-and-student-accounts/tuition-fees-and-refunds/index.php>. Your refund will be delayed by 7 days to allow you time to enter your banking information. If you choose not to provide your banking information, your refund will be issued by paper check and mailed to your current or permanent address on file.

Appeals Process

An appeals process exists for students who feel that individual circumstances warrant exceptions from published charges and refund schedules. Individuals who desire to file an appeal should direct their requests to the Office of the Registrar, Eppley Building 105, phone 402-554-2314. Additional information regarding student appeals is located at <https://www.unomaha.edu/registrar/faculty-and-staff/additional-information/student-appeals-process.php>.