The Board of Regents of Higher Education approves all student fee charges. Fees are subject to change at any time.

Student charges and refunds are posted under the student's name, not the parent's. Therefore, all fee statements, bills, and refund checks are mailed to the student, not the parents. (Exception: Refund checks generated as a result of a Parent PLUS loan are mailed to the parents unless the Financial Aid Office has written authorization to disburse the funds to the student.) Students are personally responsible for meeting their financial obligations at the times stated in the term calendar. A student's registration is not complete until all fees are paid.

All students are urged to safeguard their personal funds by establishing checking accounts. It is most helpful for a student to be able to write checks for exact amounts for fees, board and room, and other necessary expenses. A local bank account is also good identification while on campus.

A check presented to MSU which is subsequently returned by the bank for insufficient funds or other reasons may cause the cancellation of a student's registration, reporting to federal agencies, and/or a request to terminate board and room. A returned check service charge of $25 is assessed for all returned checks.

Estimated Expenses

Academic Year Estimates

The expenses shown below reflect typical costs for a student carrying a full-time load (12 or more credits) for fall and spring semesters, 2004-2005. These expenses include fees and other charges. These figures are subject to change at any time and should be regarded as estimates only. The actual cost of books and supplies may vary greatly depending upon curriculum, while personal/miscellaneous expenses may vary depending on individual circumstances.

<table>
<thead>
<tr>
<th>Category</th>
<th>Resident</th>
<th>Nonresident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition/fees</td>
<td>$4,590</td>
<td>$14,190</td>
</tr>
<tr>
<td>Room/Board*</td>
<td>5,500</td>
<td>5,500</td>
</tr>
<tr>
<td>Books/Supplies</td>
<td>990</td>
<td>990</td>
</tr>
<tr>
<td>Personal/Miscellaneous</td>
<td>2,470</td>
<td>2,470</td>
</tr>
<tr>
<td>Total</td>
<td>$13,490</td>
<td>$25,090</td>
</tr>
</tbody>
</table>

*Does not include a $669.00 per semester supplemental health insurance fee required of students who do not have proof of insurance coverage.

**Food and housing costs vary depending on a student's living arrangements and lifestyle. Room and board figures are an average of costs incurred by students living on campus in a residence hall and off campus in a shared apartment.

Special Fees and Charges

Application Fee

A $30 application fee must accompany all applications for admission. This fee is not refundable nor is it applied toward the payment of any other fee. The application fee is honored for one year from the semester for which the student is applying.

Additional Fees Paid by Post-Baccalaureate and Graduate Students

Graduate students or students who have already received one undergraduate degree (post-baccalaureate) will be charged fees at a higher rate than undergraduates. (Please see the Fee Schedule.)

Additional Fees Paid by Out-of-State Students

Resident or non-resident status for fee purposes is determined by Montana statutes and regulations of the Board of Regents. A copy of these regulations may be obtained by visiting or writing the Office of Admissions.

Students of legal age and minors whose parents have not established residence for fee purposes are required to pay the non-resident fees. See Residency Requirements for Fee Purposes.

Non-matriculated Fees

An adult not regularly enrolled at Montana State University may, with permission of the instructor, register for a non-laboratory class upon the payment of the same fees as students enrolled for credit. The person so registering may not participate in class discussion or take examinations. Applications for non-matriculated enrollment should be made through the Registrar, who will provide a form for approval by the instructor.

Auditor's Fee

Regularly enrolled students who register for courses without credit pay the same fees as students enrolled for credit.

Extended Studies

Extended Studies courses are open to regularly enrolled MSU students as well as non-MSU students. Courses of particular interest to MSU students are listed along with their fees on a special page in the Schedule of Classes. Many of these courses are offered during the evening hours to accommodate student schedules. For information contact the Office of Extended Studies at (406)994-6683, e-mail at outreach@montana.edu or online at btc.montana.edu/outreach

Testing Fees

The Montana State University Testing Service administers certain testing and examination programs for which fees are charged. The fees are established by testing agencies (companies) other than MSU.

EXPENSES

For the most up-to-date catalog information:

www.montana.edu/wwwcat
# FALL 2006 FEE SCHEDULE

The following table of fees are the per credit, per semester charges for resident, and non-resident students. More detailed listings of specific fees are also available.

<table>
<thead>
<tr>
<th>Credits</th>
<th>Resident</th>
<th>Nonresident</th>
<th>Resident</th>
<th>Nonresident</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>253.15</td>
<td>658.35</td>
<td>287.35</td>
<td>692.35</td>
</tr>
<tr>
<td>2</td>
<td>443.50</td>
<td>1,253.90</td>
<td>511.90</td>
<td>1,322.30</td>
</tr>
<tr>
<td>3</td>
<td>633.85</td>
<td>1,849.45</td>
<td>736.45</td>
<td>1,952.05</td>
</tr>
<tr>
<td>4</td>
<td>824.20</td>
<td>2,445.00</td>
<td>961.00</td>
<td>2,581.80</td>
</tr>
<tr>
<td>5</td>
<td>1,014.55</td>
<td>3,040.55</td>
<td>1,185.55</td>
<td>3,211.55</td>
</tr>
<tr>
<td>6</td>
<td>1,204.90</td>
<td>3,636.10</td>
<td>1,410.10</td>
<td>3,841.30</td>
</tr>
<tr>
<td>7</td>
<td>2,327.50*</td>
<td>5,163.90*</td>
<td>2,566.90*</td>
<td>5,403.30*</td>
</tr>
<tr>
<td>8</td>
<td>2,517.85*</td>
<td>5,759.45*</td>
<td>2,791.45*</td>
<td>6,033.05*</td>
</tr>
<tr>
<td>9</td>
<td>2,708.20*</td>
<td>6,355.00*</td>
<td>3,016.00*</td>
<td>6,662.80*</td>
</tr>
<tr>
<td>10</td>
<td>2,898.55*</td>
<td>6,950.55*</td>
<td>3,240.53*</td>
<td>7,292.55*</td>
</tr>
<tr>
<td>11</td>
<td>3,088.90*</td>
<td>7,546.10*</td>
<td>3,464.88*</td>
<td>7,922.08*</td>
</tr>
<tr>
<td>12</td>
<td>3,279.25*</td>
<td>8,141.65*</td>
<td>3,689.65*</td>
<td>8,552.05*</td>
</tr>
</tbody>
</table>

* These figures do include the $669.00 fee for medical insurance, which can be waived with proof of insurance.

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**Exemptions from Payment of Certain Fees**
- Registration and Incidental Fees: Undergraduate students holding high school honors, merit, or Indian scholarships and Maine citizens shall be exempt from registration fees. Undergraduate students with dean's or honor roll scholarships may be exempted from the registration and incidental fees, in amounts to be determined by the scholarship committee depending upon funds available for this purpose.
- Incidental Fees: Professional staff and non-professional staff employed at least three-quarter time are exempt from incidental fees for six credits only. Certain graduate research assistants and graduate teaching assistants on staff appointments, on date of registration, are exempted from Student Activity and Health Service Fees. Certain professional staff and non-professional staff employed at least three-quarter time.
- Student Activity and Health Service Fees: Students who are required by the university to complete their entire semesters work off campus and more than fifty miles from home are exempt from Student Activity and Health Service Fees.
- In Absentia: Students registered in absentia pay only the registration fee.

**Other Charges**
- The following fees are in addition to those listed in the fee schedule. Fees are subject to change at any time. Non-matriculated students pay the same fees as regularly enrolled students. See also Course Fees.

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**Course Fees**
- Ski Fee (does not include transportation, lift fees, or equipment rental)
- Alpine:
- Nordic:
- Reading Improvement Lab, per semester:
- Residence Hall Social Fee, per semester:
- Student Activity and Health Service Fee:
- Late Registration: assessed the first day after regular registration:
- Additional late fee after 15th day of class:
- Nursing Students:
- Uniforms and shoes (estimate):
- College of Nursing pin (estimate):
- Upper division pension deposit:
- Extended Studies, per credit hour (minimum):
- (credit or no credit):
- Doctoral Dissertation, for microfilming and publication of abstract in "Dissertation Abstracts:
- Exams given by special request:
- May include Graduate Record, College Entrance, and Placement, GED, Miller Analogies, Doppel, and Minnesota Engineering exams:
- Course Materials Fee:
- Distance Learning Fee:
- Residence Hall Prepayment:
- Student Teaching Fees:

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**Material/Science Core Lab**
- Course Fee:
- Returned Check Service Charge:
- I.D. Card Fee:
- Duplicate I.D.:
- Vehicle Registration Fee:

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**Intensive English**
- Language Fee (per credit):
- Foreign Student Administrative Fee, per semester (including summer):
- Graduation Fee:
- New Student Orientation Fee:
- Freshman:
- Transfer:
- Graduate:
- In Absentia Registration Fee:
- Challenge Fee (per credit):
- Distance Learning Fee (per credit):

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**Other Information**
This information is subject to change. Consult the department for the most current information.
Veteran Fee Waiver

3. At some time eligible for VA educational benefits but benefits were exhausted or have expired (VEAP eligible veterans who withdrew a portion of their VEAP contribution before benefits expired are not eligible for the Fee Waiver).
4. Qualifies under one of the following:
   a. Served December 7, 1941 to December 31, 1946; June 22, 1950 to January 31, 1955; or January 1, 1964 to May 7, 1975. Waiver is available to all otherwise qualified undergraduate and graduate students who served during one of these periods.
   or
   b. Working on initial undergraduate degree and received an Armed Forces Expeditionary Medal for service during one of the following periods: Grenada, October 23, 1983 through November 21, 1983; Lebanon, June 1, 1983 through December 1, 1987; Panama, December 20, 1989 through January 31, 1990.
   or
   c. Working on initial undergraduate degree and received the Southwest Asia Service Medal for service in the Persian Gulf between August 2, 1990 and April 11, 1991.

Qualified recipients may receive the fee waiver for a total of twelve semesters and must maintain satisfactory progress as established by the Board of Regents.

Application for this waiver must be made through the MSU Office of Veterans' Affairs, Montana State University, P.O. Box 173960, Bozeman, MT 59717-3960 at least two weeks before fee payment for the semester in which the recipient expects to qualify. Phone 406-994-3661 for additional information.

Special Fees and Charges for Foreign Students

An additional administrative fee will be charged to all foreign students who come to the University.

Special Exemptions

Honorable Discharged Veteran Fee Waiver

A veteran who meets all of the following conditions is eligible for a waiver of registration and incidental fees:
1. "Honorable" discharge ("General Under Honorable Conditions" will not be accepted) from any branch of the U.S. Armed Forces for service on active duty for other than training purposes.
2. Bona fide resident of Montana for fee and tuition purposes.
3. At some time eligible for VA education benefits but benefits were exhausted or have expired (VEAP

State Benefits

The registration and incidental fees are waived at any of the units of the Montana University System for children of members of the United States armed forces who served on active duty during World War II, the Korean conflict or the Viet Nam conflict, and who, at the time of entry into the services, had legal residence in Montana and who were killed in action or who died as a result of injury, disease, or other disability incurred while in service. Children who desire to study under the

"War Orphans" educational law must enter any of the Montana University System institutions before the age of twenty-one to be eligible for waiver of the registration and incidental fees. Application for the waiver of fees must be made, well in advance of the date of anticipated enrollment, to the Commissioner of Higher Education (2500 Broadway, Helena, Montana 59620-3101), who will determine eligibility and notify the student and the Office of Financial Aid Services of the institution.

Senior Citizens

Registration and incidental fees are waived for Montana citizens who are sixty-two years of age or older.

Staff Members

Professional and non-professional staff employed at least three-fourths time for the entire term may be exempt from payment of the activity and health fees, and incidental fees on the first six credits. Staff members should notify the Office of Financial Aid Services with their date of appointment.

Refund of Fees

Refunds are processed twice a week throughout the semester.

Drop/Add

Students dropping courses during the first fifteen class days are currently given a full refund for those courses. Fees for courses dropped after the fifteenth class day will not be refunded. The drop refund policy is subject to change.

The health, dental, and athletic activity fees will not be refunded to students dropping to a credit load of less than seven credits.

University Withdrawal

Fees except those listed below will be refunded based upon the following schedule, unless otherwise required by the Higher Education Act of 1965 as amended. The Dean of Students' Office records will establish the date used for refunding. Refunds will not be granted for withdrawals after the completion of the term.

Nursing Students

Nursing students are charged a program fee each semester which covers such costs as mandatory liability insurance while taking clinical courses, pre-NCLEX testing fees, fingerprinting costs, specialized equipment and distance delivery support.

Costs for board, room and transportation will vary in relation to the facilities available in the community where assigned for upper division. If a student does not have a car, she/he must make arrangements for transportation.

Health Insurance

Students carrying seven or more credits are automatically enrolled in the student insurance plan each semester. Students carrying fewer than seven credits, spouses, and dependents must enroll themselves if they desire coverage. Forms are available for students wishing to apply for exemption from the insurance plan; proof of other medical insurance coverage is required. Those students who provide proof of insurance coverage after they pay fees may apply for a refund at the Student Health Center during the first fifteen class days of the term.

Complete information on student insurance may be obtained from the Student Insurance Office in the Swingle Student Health Center.
Non-refundable fees are: registration fee, ID fee, orientation fee, late fee, deferred installment fees, and social fees.

If health and/or dental services have been provided, NO refunds of those fees will be given.

If health and/or dental services have NOT been provided, the refund amount will be based upon the following schedule:

<table>
<thead>
<tr>
<th>Days of Instruction</th>
<th>Percent Refunded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Day</td>
<td>100</td>
</tr>
<tr>
<td>1-5</td>
<td>90</td>
</tr>
<tr>
<td>6-10</td>
<td>75</td>
</tr>
<tr>
<td>11-15</td>
<td>50</td>
</tr>
<tr>
<td>16-on</td>
<td>0</td>
</tr>
</tbody>
</table>

Financial Aid and Student Employment

Office of Financial Aid Services

The Office of Financial Aid Services at Montana State University administers federal, state, and institutional aid programs designed to help eligible students pay for their educational expenses. Amounts of awards vary and depend upon the student's demonstrated and verified financial need as well as the amount of funds available for distribution. Need is determined by subtracting from estimated educational costs. The family contribution is estimated on the basis of their income and assets with consideration given to taxes and family expenses. A formula mandated by Congress, known as the Federal Methodology, is used to evaluate the family's financial circumstances.

Students applying for financial assistance are considered for all aid programs for which they are eligible. Assistance is offered in the form of grants, scholarships, long-term loans that must be repaid after leaving school, and work opportunities. Publications describing the different programs, eligibility criteria, satisfactory progress, and application procedures are available via the Internet at http://www.montana.edu/wwwfa/ or can be requested by writing to the Office of Financial Aid Services, Montana State University, P.O. Box 174160, Bozeman, MT 59717-4160 (telephone: (406) 994-2845).

The Office of Financial Aid Services also administers a short-term, emergency loan program for both qualified undergraduate and graduate students who find themselves in temporary financial difficulties. Special application forms are available through the Office of Financial Aid Services.

Both undergraduate and graduate students may apply for aid through the Office of Financial Aid Services. Assistance to graduate students is generally limited to long-term loans and work opportunities. Information on graduate fellowships, scholarships, and assistantships may be obtained from the graduate program adviser in the individual department or program, or by contacting the College of Graduate Studies.

To be eligible for financial aid, an individual must be a citizen or permanent resident of the United States and have applied for admission to the University as a degree-seeking student. First consideration is given to applicants who are pursuing their first degree at any level (first baccalaureate, first master's, etc.). Priority consideration is also given to students who apply before the University financial aid priority filing date, which is generally March 1 of the preceding year (e.g., March 1, 2004 for the academic year beginning in September 2004).

Although student expenses at the University will vary according to differences in courses of study, residency status, housing arrangements, transportation costs, and other factors, the table of estimated expenses may be used to determine the projected cost of education for a school year (two semesters). In estimating university costs, between-semester expenses should not be overlooked.

Please remember, policies and procedures governing financial assistance and application-filing dates at MSU are subject to change at any time without prior notification or publication due to change in university, state, and/or federal guidelines and regulations.

The Office of Financial Aid Services is open Monday through Friday from 8:30 a.m. to 4:30 p.m. or as otherwise posted. The office is located in Room 135 in the Strand Union Building which is equipped with an elevator for disabled students.
REGISTRATION PROCEDURES

For the most up-to-date catalog information:
www.montana.edu/wwwcat

- Dates for Registration
  The dates for registration each semester are published in the Schedule of Classes which is printed prior to registration and is available from the Registrar's Office. Before the beginning of each semester, the Admissions Office mails acceptance letters to new students who have been accepted for admission, and the Registrar's Office mails letters to former students who have submitted Intent to Register forms. A continuing student in good standing will receive registration times and access information from academic departments. Information on registration and course offerings is also provided in the Schedule of Classes.

- Class Rolls
  Immediately after registration, the Registrar's Office prepares preliminary class rolls for each course for instructors. Only students who are registered for a course may attend (see the Schedule of Classes).

  During the third day of University instruction and thereafter, those students who have registered but have not attended class may be required by the instructor to drop the course when space and/or equipment is limited and other students are wanting to add that class. Students are not automatically dropped. This requires a student-initiated drop/add form.

  About ten days before the end of each semester, the Registrar's Office prepares master grade rolls for instructors. Final grades are recorded on the master grade rolls, which must bear the instructor's signature. Final grades on the master grade rolls are due in the Registrar's Office within forty-eight hours after the final examination in each course. No grade or credit will be given to students in courses for which they are not properly registered.

- Late Registration
  To register after the regularly scheduled registrations, students should report to the Registrar's Office for instructions.

  Students who register after the regularly scheduled registration day(s) will be charged a late registration fee of $40. Students who are permitted to register and pay fees after the 15th class day will be required to pay an additional $40, i.e., a total $80 in late fees.

  Students must pay all fees at the scheduled time of fee payment. (See semester Schedule of Classes for fee payment times.)

- Evening Registration
  Certain classes are scheduled during evening hours. Because registration for these classes varies, students should contact the Registrar's Office for specific information about registering for evening classes.

- Normal Credit Load
  Full-time students will normally carry fourteen to sixteen credits each semester. The total number of credits required for graduation in each curriculum is stated in the curriculum tabulations.

  Undergraduate students who are enrolled for twelve or more credits and graduate students for nine or more credits will be certified and reported as full-time students.

  Undergraduate Student Petitions for Registration and Reservation of Certain Courses

  Undergraduate students may petition to register for certain graduate-level courses either to fulfill undergraduate requirements or to reserve for future application to a graduate program. Undergraduate students also may petition to reserve 400-level courses outside their undergraduate major for possible application to a graduate program. Reserved 400-level courses may be applicable to either the major or minor areas of a graduate program. A successful petition must meet all of the following criteria:

  1. The student is of senior standing.
  2. The student has a cumulative grade-point average of at least 3.25.
  3. All prerequisites for the course(s) have been completed.
  4. The course does not have "graduate standing" or an equivalent prerequisite.
  5. The student has not reserved more than nine (9) credits total of all 400- and graduate-level courses taken prior to completion of a baccalaureate degree.
  6. The petition does not include any of the following courses for either registration or reservation: 470, 570, 589, 590, 689, 690.
  7. The petition is filed prior to registering for the course.
  8. The student, through a petition, has received approval from the head of the department offering the course, the head of the department from which the student will receive the bachelor's degree, the instructor(s), and the Graduate Dean.

  A graduate-level course approved by petition may be used either for fulfilling undergraduate or graduate program requirements, but not for both. The student must indicate on the petition form the intended use of the registered/reserved course credits.

  Undergraduate senior students with financial aid should be aware that credits reserved for future application to a graduate program may affect their current financial aid eligibility.

  Petition forms may be obtained from the student's departmental office or from the College of Graduate Studies.
Drop/Add Regulations
Beginning the first day of the semester, to add courses or change sections the student must initiate a properly completed Drop/Add form. However, students may continue to drop courses using the Web through the 10th class day. After that date, a properly completed student initiated Drop/Add form is required for dropped courses. Note that if the student has paid fees and wishes to drop all courses, a University Withdrawal must be obtained through the Dean of Student's Office. Each student is responsible for fees of all courses after the 15th day of the semester. See academic calendar for actual dates.

Add Procedure
From the 1st day of the semester through the 10th day, all adds require the signatures from the instructor and advisor. After the 10th day of the semester, all adds require the additional signature of the Dean of your major curriculum on the Drop/Add form.

Drop Procedure
Students may drop on the Web until the 10th day of the semester using their Advisor Code found on the PDF. After the 10th day of the semester, all drops require the signatures of the instructor and advisor. Although no refund will be given after the 15th day of the semester, students may continue to drop one or more courses with a grade of "W" up through the last day of the official registration period for the following semester, with the approval of the academic advisor and their course instructor.
1. Student obtain the Drop/Add form from their advisor, department, or Registrar's Office.
2. Discuss with your advisor the reason for the change. If the advisor approves and signs the sheet, seek the approval of the instructor.
3. The student must return the completed Drop/Add form to the Registrar's Office with a picture ID, unless you dropped courses on the Web.

Auditor
Registered students may, with the permission of the instructor, enroll in a course as auditors and earn zero credit. A student must decide to audit a course by the tenth class day of the semester. Auditors pay the same fees as students enrolled for credit.

Non-matriculated Student (Listener)
Any adult not regularly enrolled may, with the permission of the instructor, register for a non-laboratory class. Application forms for non-matriculated enrollment are obtained from the Registrar's Office, and the Registrar reviews the completed application for compliance. Payment is required upon approval at the rate charged a regularly enrolled in-state student. A listener may not participate in class discussions or take examinations.