



Schedule of Student Charges

Spring, 2004

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SCHEDULE OF STUDENT BILLING INFORMATION

Spring Semester 2004

Billing Date	Payment Due Date	Amount Due
January 16, 2004	February 3, 2004	½ Balance Due
February 6, 2004	February 24, 2004	Remaining Balance Due

Billing and Payment Policies

When mailing credit card information, please use the remittance form on your billing statement. Credit card payments will be accepted only with the cardholder's signature. We will not process a credit card transaction in person if your name is not on the credit card. In addition, we will not process a transaction from the remittance stub unless ALL information has been provided. Credit card payments are accepted in person, via the mail and via the web at www.ses.unomaha.edu/cash. UNO also accepts cash, checks and money orders for payment of tuition and fees. Payment may be made in person, sent by mail or dropped in the Cashiering/Student Accounts drop-box.

Third-Party Payments

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 minimum payment required**. If your employer will reimburse you for tuition and fee costs after grades have been issued, you **MUST** meet the regular payment deadlines set by UNO.

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 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. Refer to 'Late Fees and Penalties', page 4 of this brochure, for late fee charges. Failure to receive billing statements does not excuse students from payment responsibility, nor from Late Payment fees. Students who register after the first week of the semester will not receive a billing statement for the first payment due date however, those students are still responsible for making the required payment by the payment due date. Students who register after the first payment due date will be assessed a Late Payment Fee for each payment due date prior to the day of registration. No adjusted billings are generated. A Late Payment fee will be assessed regardless of the reason for billing adjustment. Exchanges of classes will not preclude a student from paying the original billed charge.

Financial Aid

The UNO Financial Aid Office has indicated that you should receive financial aid for the Spring 2004 semester if there is an extension comment at the top of your account detail on your billing statement. This extension postpones your payment due date to allow time for your financial aid award to be processed. The extension also obligates you to the charges listed on your statement. Therefore, 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 Aid Office, Eppley 103, 554-2327, before your payment due date. If your billing statement does not have the comment at the top of your account detail on your billing statement, the Financial Aid Office may be able to grant you an extension. If not, then your billed balance is due by the payment due date indicated at the bottom of your billing statement.

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 anytime the Financial Aid Office deems your extension invalid because your aid has been alleviated or you have changed your enrollment status disqualifying you for financial aid, a revocation will be placed on your extension and you are eligible for all applicable late payment fee penalties and holds.**

Tuition, Fees, Deposits and Refunds

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 the Cashier. 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, denial of registration for ensuing terms and withholding of diplomas 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 check will result in a 45 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.**

Tuition

Per Semester Credit Hour

Programs administered by the University of Nebraska at Omaha (includes all courses offered by the University of Nebraska at Omaha except for those courses offered by the College of Architecture, College of Engineering and Technology, the College of Human Resources and Family Sciences, and the College of Agriculture):

On Campus Program	<i>Undergraduate</i>	<i>Graduate</i>
Resident of Nebraska (see Residency Statute)	\$117.25	\$146.00
Non-resident	\$345.25	\$384.00

Off Campus Program		
Resident of Nebraska	\$117.25	\$146.00
Non-resident	\$345.25	\$384.00

Distance Learning Program		
Resident of Nebraska	\$117.25	\$146.00
Non-resident	\$167.25	\$196.00

Programs administered by the University of Nebraska at Lincoln (includes all courses offered at the University of Nebraska at Omaha by the College of Architecture, College of Engineering and Technology, the College of Human Resources and Family Sciences, and the College of Agriculture):

On Campus program	<i>Undergraduate</i>	<i>Graduate</i>
Resident of Nebraska (see Residency Statute)	\$128.25	\$169.75
Non-resident	\$381.00	\$457.25

Off Campus Program		
Resident of Nebraska	\$128.25	\$169.75
Non-resident	\$381.00	\$457.25

Distance Learning Program		
Resident of Nebraska	\$128.25	\$169.75
Non-resident	\$178.25	\$219.75

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 semester to qualify for the audit rate. In addition, students registering for audit must pay the appropriate student fee. 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.

Student Fees

University Program and Facilities Fee (UPFF):

All students enrolled for on-campus courses will be charged a flat fee of \$50 plus \$7.50 per credit hour with a cap at 12 hours.

The UPFF 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 (\$8.00) are refundable upon request by applying at the Administrative Offices of the Milo Bail Student Center during the third through sixth weeks of the 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 UPFF 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 \$6.00 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.

Intercampus Shuttle Fee

The Intercampus Shuttle Fee is charged each semester to all students enrolled for on-campus courses. The fee is charged at a rate of \$.50 per credit hour, capped at 12 credit hours, or \$6.00 per semester. Revenue from this fee is used to defray the operating costs of the intercampus shuttle service.

Other Per Semester Fees (all students)

Mandatory

Photo I.D. Fee (non-refundable)	\$2.00
Library Fee (per credit hour-refundable upon withdrawal)	\$2.00
Enrollment Service Fee (non-refundable)	\$20.00
New Student Fee (non-refundable)	\$50.00

(All first-time, undergraduate students will be charged a “New Student Fee” of \$50. This one-time fee supports the Testing Center and the Office of New Student Orientation.)

Other Charges

Distance Education Course Fees

Mandatory: Non-refundable

Distance Education Fee (Per course charge for all
Distance Learning courses) \$60.00

Late Fees and Penalties

Mandatory for Services: Non-refundable

Late Registration (day or evening class) \$25.00
*(assessed upon registrations occurring on or after the first
day of the semester.)*

Late Payment on Account

Balance of \$400.00 or less	\$25.00
Balance over \$400.00	\$50.00

Retroactive late payment fees may be assessed on classes
added after the semester begins.

Returned Check - per check \$15.00
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 further information, see Returned Check Policy.

Replacement of I.D./Activity Card \$5.00

Deposits

Mandatory for Services: Refundable

Keys (per key with authorization – refundable upon
return of key) \$5.00

ROTC Uniform Deposit – Refundable \$25.00

Locker & Towel Deposit - (Refundable upon return
of lock & towel) \$7.50
Mandatory for students taking HPER service classes. Also faculty,
staff and students using HPER facilities. Locker rental charges
vary and can be found at www.unomaha.edu/~wwwocr/.

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, EAB 113, Omaha, Nebraska 68182-0299, (402) 554-4800 or by visiting: <http://www.unomaha.edu>, under General Services, Testing Center.

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 semester 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 your account was paid by credit card.

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 Aid Office to determine the refund regulations applicable to you.

Students may use E-BRUNO during the regular hours of availability to change their schedules through the 100% refund period for each session (see below).

After the 100% refund period, schedule changes must be done at the Records and Registration Office. To drop ALL courses, you must obtain a Withdrawal Slip from the Records and Registration Office, have it signed in the Counseling Office, EAB 115, and return it to the Records and Registration Office, 6001 Dodge Street, Omaha, NE 68182-0286. Requests by phone or a third party are not accepted.

Withdrawals must be made on or before November 7, 2003 **or a grade of "F" will result.**

University Refund Schedule

Regular Semester

Jan. 12 – 16	100%
Jan. 20 – 23	75%
Jan. 26 – 30	50%
Feb. 1 – 5	25%

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 Vice Chancellor, Student Affairs, Eppley Building 211, telephone 554-2779.

Returned Check Policy

When a check is returned unpaid by the drawer bank, the person issuing the check shall be notified in writing by Cashiering/Student Accounts. Full restitution for the unpaid check 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 and/or money order. Failure to honor the returned check may result in disenrollment or legal action.

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 check and payment of the service charge within thirty (30) days of the date the returned check was received from the University's bank will be denied check writing privileges within the University community for a period of not less than two (2) years. After the two year suspension period has elapsed, check writing privileges will be granted only if full restitution of the returned check 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) checks within a six (6) month period which are subsequently returned unpaid by his or her bank, check writing privileges within the University community will be suspended for a period not less than two (2) years from the date the third returned check was received by the University's bank. After the two year suspension period has elapsed, check writing privileges will be granted only if full restitution for the returned checks and payment of the service charge has been received by the University.

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

**Laboratory/Special Instructional Fees –
Nonrefundable**

In addition to tuition and student fees, certain courses may be assessed special fees related to that course. These fees can include cost of laboratory equipment, special materials used by students, or materials used by the instructor to present the course. A full listing of these fees can also be viewed on our website.

Agriculture:		CEEN 1030, 1060, 2184, 2234, 2240, 3100, 3130, 3520, 3610, 4330, 4360, 4660, 4980, 8336, 8636, 8666	\$10.00	Geology:	
HORT 2610, 2620	\$50.00	CEEN 3250	\$20.00	1170, 1180, 3104, 3310 - Field Trips	\$3.00
Architecture:		CEEN 4630	\$60.00	1170, 1180, 2754, 2764, 4610, 4950, 8616	\$10.00
ARCH & IDSG courses have a per credit charge		CET 1250, 2000, 2020	\$15.00	3100, 3300, 3454	\$5.00
charge for students in the AR college	\$18.00	CET 2300	\$20.00	Health & Physical Education:	
Biology:		CIVE 221, 319, 334, 378, 434, 436, 454, 465, 468, 495, 834, 836, 854, 865, 868	\$15.00	HED 3030	\$6.00
4654, 4664, 8654, 8664	\$40.00	CIVE 451, 851	\$25.00	Backpacking (PEA111Z)	\$64.00
1020	\$5.00	CIVE 327, 828, 829	\$40.00	Scuba (PEA 111W)	\$95.00
3104	\$3.00	EET 1040, 1060, 1090, 2430, 4620	\$10.00	PE 3040	\$16.00
All other lab courses (except 1750, 2740, 2840, 4120, 8126)	\$15.00	ELEC 2330, 2340	\$10.00	PE 2700	\$22.00
Business Administration:		EMEC 1110, 1120, 4520, 8520	\$15.00	International Studies:	
BSAD 1500	\$20.00	EMEC 3760, 4600, 4800	\$10.00	4140 (trip fee, spring only)	\$2,100.00
Chemistry Courses:		GET 2130	\$20.00	Mathematics:	
2274	\$60.00	ISMG 3150	\$15.00	1310, 1320	\$5.00
2404, 3514, 3654, 4404, 4654, 4664, 8409, 8519, 8654, 8664	\$40.00	IST 1160, 1180	\$20.00	Music:	
3414, 3424, 8419, 8429	\$35.00	IST 1170, 2110	\$18.00	Applied (Mandatory for enrollment in voice & all instrument courses)	
2214	\$30.00	IST 3160	\$17.00	One Credit Hour	\$100.00
1194, 3354, 3364, 8359, 8369	\$25.00	IST 2200	\$22.00	Two Credit Hours	\$200.00
1184	\$20.00	IST 3230	\$15.00	Three Credit Hours	\$300.00
1144	\$15.00	IST 2830	\$19.00	Applied Music Fee (115, 167, 168, 1690, 215, 2670, 2680, 2690, 315, 415, 815)	\$25.00
1014	\$10.00	MENG 1300	\$25.00	Music equipment & maintenance	
Communications:		MENG 3100	\$20.00	1090, 1100, 1110	\$3.00
BRCT 2310	\$14.00	METE 3600	\$20.00	Natural Science:	
BRCT 2370, 3370	\$6.00	Fine Arts:		2010, 2020	\$7.00
BRCT 3030, 3320, 3330, 4350, 4450, 8356	\$15.00	History, Survey & Seminar Courses	\$10.00	Nutrition:	
JOUR 2150, 2160, 3110, 3270, 3500	\$15.00	ART 1210, 1220, 2000, 3050, 3300, 3360, 4300, 4330, 4340, 8510	\$20.00	2450, 3440	\$45.00
JOUR 4430 (trip fee)	\$2,050.00	ART 1110, 3410, 3420, 4410, 4420, 4430 4440, 8416	\$25.00	3710, 4520	\$20.00
SPCH 1110 (4 credit sections only)	\$25.00	ART 3230, 3250, 3510, 3520, 3530, 4510, 4520, 4530, 4540, 8516	\$50.00	1700, 4500, 8736	\$15.00
Criminal Justice:		ART 2100, 2110	\$55.00	3700	\$10.00
CJUS 4800, 8190 (trip fee, spring only)	\$1,825.00	ART 3200, 3220, 3610, 3620, 4610, 4620, 4630, 4640, 8616	\$60.00	Physics:	
Education:		ART 3310, 3320, 4310, 4320, 8310, 8316	\$100.00	All labs	\$5.00
COUN 8230	\$30.00	THEA 1050	\$14.00	Political Science:	
SPED 4510, 4520	\$5.00	Foreign Languages:		1000 (4 credit sections only)	\$25.00
English:		All 1000 and 2000 level courses	\$6.25	4500, 8506 (trip fee, spring only)	\$2,100.00
1050	\$5.00	All 2050 courses	\$25.00	Psychology:	
1090, 1100	\$2.50	FREN 4900, 4960, 8906, 8966 trip fee (summer only)	\$330.00	1024, 4280, 4310, 8316	\$15.00
1154, 1164	\$4.00	SPAN 4900, 4960, 8906, 8966 trip fee (summer only)	\$330.00	4234	\$25.00
1154 (4 credit sections only)	\$25.00	Geography:		8530, 9580	\$35.00
Engineering:		1030 Field Trip	\$5.00	8540	\$55.00
All courses in ET college have a per credit fee	\$10.00	1030, 1060, 1070	\$5.00	Textiles:	
AE 3130, 3230	\$10.00	3540	\$15.00	2060, 4280	\$10.00
		4050, 4610, 4630, 8056, 8616, 8636, 8990	\$10.00	1210, 4030, 4160	\$15.00
				2090, 2160, 3250, 4100	\$20.00
				1404, 1414	\$35.00
				University Seminar:	
				US1010	\$25.00
				HONR 1011	\$25.00
				Writer's Workshop:	
				All labs	\$10.00