

## **Policies for Adjustment of Educational Fees or Waiver of Late Registration Fees**

Missouri University of Science and Technology  
Office of the Registrar

103 Parker Hall  
300 West 13th Street  
Rolla, MO 65409-0930  
Phone: (573) 341-4181  
fax: (573) 341-4362  
registrar@mst.edu  
<http://registrar.mst.edu/>

A student who believes that a greater adjustment of educational fees should be issued than provided for in the established schedule or who feels that they should not be charged a late registration fee may file a Fee Adjustment Appeal.

Exceptions to the established university policies are not made lightly and will generally be considered only for unique and difficult circumstances experienced by the student. Be sure to include all information requested (including specific course information).

Not all fees are refundable or adjustable. The written appeal must be submitted within twenty days of the bill being issued. All adjustments are final as of the last day of classes for the current term. The Registrar's Office is charged with the responsibility of considering and approving exceptions to the published educational fees refund policy. Any change in assessment can only be adjusted to a rate already established.

The refund policy can be found at <https://sfs.mst.edu/billingpayments/receiving-refunds/>

### **Process for Adjustment of Educational Fees or Waiver of Late Registration Fees**

1. Fee Adjustment Appeal forms can be found on the Registrar's Office website under forms.
2. Fill out form, including a typed statement complete with reason for request of adjustment and attach any supporting documentation.
3. Your request for adjustment exception must meet one or more of the criteria listed below:
  - a. Written documentation of an illness, accident, injury, or situation which could not be influenced, planned for, or prevented by the student and which subsequently caused a change in the class schedule, thus changing the assessment. This provision specifically excludes conditions or chronic illnesses that remain static and are known to the student at the time of registration as well as situations that involve a student's employment.
  - b. Written documentation of substantiated circumstances involving deadlines where a student has in good faith relied on information provided by a named University official, or the official's interpretations of the text of a University document or publication, and was consequently misled or mistaken about its terms.
  - c. In individual cases and when it is in the best interest of the student and the institution, the designated official in the Registrar's Office may grant an exception that is not stated in the criteria elsewhere.
4. Generally, failure to complete a registration transaction via Joe'SS will not be grounds for consideration of an appeal. Students are ultimately responsible to verify that registration transactions are completed.
5. Students called to Active Military Duty
  - a. Students who are called to active military duty and their activation conflicts with the current academic semester dates will be refunded full educational fees if they completely withdraw from all courses.
  - b. Students must present a copy of their military orders to the Registrar's Office.
  - c. Depending on the time of the student's activation, the student is advised to consult with their faculty members in regards to academic issues and grading for completed work.
6. Refund of tuition and fees in the event of student death
  - a. When a student dies prior to completing the current academic semester, the designated official in the Registrar's Office will authorize a full refund of educational fees for the current semester. Any refund will be made payable to the administrator or executor of the estate of the deceased student. Documentation of student death should be submitted to the Division of Student Success, 106 Norwood Hall, 320 W. 12th St., Rolla, MO 65409, Phone: 341-4292.
7. Keep copies for your records.
8. Return appeal form to: Registrar's Office, 103 Parker Hall, Rolla, MO 65409

# Current Term Fee Adjustment Appeal Form

*Applicable only for current term*

Student Name: \_\_\_\_\_ Term: \_\_\_\_\_

Student ID: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

I hereby request a:

- ☐ Waiver of late registration fee  
☐ Degree plan change after Tuition Lock-In Deadline  
☐ 100% • ☐ 50% • ☐ 25% adjustment of fees for the following course work

Course Number(s)	Course Title	Number of Credit Hours

Did you receive Financial Aid (loans, scholarships, grants) during the semester for which you are appealing? ☐ Yes ☐ No

**If yes, it is important that you discuss your request for an adjustment with the Student Financial Services office before proceeding with this request. Located in G-1 Parker Hall**

Did you receive Veteran's Benefits during the semester for which you are appealing? ☐ Yes ☐ No

**If yes, it is important that you discuss your request for an adjustment with the Student Veteran Affairs Officer before proceeding with this request. Located in 103 Parker Hall**

---

**On a separate sheet of paper, please type an explanation for fee appeal. Give as much detail as necessary as to why you are requesting a waiver of the late registration fee/adjustment. Please supply supporting documentation with your petition. For example, requests for a refund due to extenuating medical/health concerns should include documentation from a physician, mental health professional, etc.**

---

## Refund of Tuition and Required Fees

Any student who enrolls in classes for a given term is responsible for payment of the tuition assessed for that term. If a student drops a course (or courses), withdraws completely, or is dropped for non-payment, the student is still liable for the appropriate portion for that semester, regardless of whether the tuition and fees have been paid in total at the time of the drop or withdrawal. If a student drops, withdraws, or is dropped for non-payment during the term, a refund will automatically be processed according to the schedule found at <https://sfs.mst.edu/billingpayments/>

If a student's account with the University shows a Balance Due at the time a refund is processed, the refund will be applied to the outstanding balance. If some type of financial aid was applied to the student's tuition, part or all of any refund may have to be returned directly to the appropriate financial aid fund rather than to the student. Any funds returned to the student will ordinarily require two to three weeks for processing. If you anticipate receiving a refund, please check Joe'SS to make certain that your current address is on file with the university.

## Waiver of Late Registration Fees

A late fee equal to one undergraduate credit hour will be assessed starting the first day of class. Waivers may be granted if the student can provide documentation of unusual or extreme circumstances beyond the students' control that caused the late registration.

## Title IX Policy

The University of Missouri's Equal Employment/Education Opportunity policy [UM System CR&R 600.020, which is compliant with Federal laws prohibiting discrimination, requires that faculty, student employees and staff members, with some exceptions, report any known, learned or rumored incidents of sex discrimination, including; sexual harassment, sexual misconduct, stalking on the basis of sex, dating/intimate partner violence or sexual exploitation and/or related experiences or incidents, regardless of whether the recipient of the behavior is a student, employee, volunteer or visitor of the university. To report sexual misconduct or ask questions about the policies and procedures regarding sexual misconduct, contact the Title IX Coordinator, at <http://titleix.mst.edu/>.

(For Office Use Only)

\_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_ Request \_\_\_\_\_ More Information \_\_\_\_\_ Appointment

---

Registrar's Signature

Date