

JUNE 2017

GREETINGS FROM NEW ULM!

All of us at MLC – faculty and staff– are looking forward to seeing you in August as, together, we start a new school year. Yes, I understand that carefree summer weeks still stretch out in front of us, but I'm sending this letter to help you start thinking about August and the return to your studies! Plenty of information is included for you in this letter, but if you find, after reading through these materials, that you still have questions, please contact me.

Earlier in the year you received a mailing from the Admissions Office asking for important information that will help the staff make plans for your arrival. If you didn't receive such a mailing, if you lost your copy or simply haven't gotten around to sending back the information requested, **please phone as soon as possible. Call 507-354-8221, ext. 280.**

REGISTRATION AND PAYMENT Don't let this word "registration" alarm you. You will be able to register for your courses online beginning the week of July 10th. You will receive a letter shortly after this mailing with more detailed instructions. **You will receive an MLC email address very soon as well. Please access it immediately, because this is how we will communicate with you from this point forward.** If you have problems accessing it, please call our Network Services at 507-233-9100.

COURSE REGISTRATION FOR TRANSFER STUDENTS Your course registration is taken care of by the Records Office. You do not have to register for classes now or when you arrive-it's done for you! **Your class schedule will be mailed to you soon (perhaps you have already received it.) However, you will need to check it again once you arrive on campus to make sure no changes have occurred.**

Most students should already have received their financial aid award letter. If you were contacted because additional verification information was needed from you, please return the information requested as soon as possible!

As you know, the MLC payment plan requires all new and returning students to choose the payment method they prefer. The financial statement you receive will reflect the choice you made and will remind you of payment dates:

- If you chose to pay on a monthly basis, your first payment will be due August 10.
- If you chose to pay for the semester in two installments, your first payment is due August 10 and the remainder is due October 10.

If your loans and financial aid package is in order your statement should reflect a lowered or adjusted payment amount. Please remember that payment is due upon receipt of your statement. It is very important that your first college payment is received before your arrival on campus! A copy of the pertinent pages from the 2017-18 MLC Catalog, which detail the payment policies of the college, are provided for you in this letter. Please take the time to read through these important policies so that you are fully aware of payment procedures and options. If you have any questions concerning your bill, please contact the MLC Financial Services Office at 507-354-8221, ext. 217.

Effective July 1, 2017, credit and debit card payments are subject to a 2% convenience charge assessed to the card holder.

FINANCIAL AID ON THE INTERNET MLC Financial Aid is electronic and you can benefit greatly by setting up your personal Net Partner account. Net Partner puts you in charge of your information. By going to MLC's Portal and the secure Net Partner site, you will be able to access your financial aid information from anywhere in the world using only an internet browser. The MLC Financial Aid Office sends you an email when Net Partner is available and you are able to set up your account. You will then have the ability to view the status of your financial aid package, documentation needed, etc. and you can also download necessary forms. If you haven't already set up your Net Partner account, please contact our Financial Aid Office and find out how to do so at 507-354-8221, ext. 293.

ARRIVAL We are asking all incoming students to plan their arrival on campus for Thursday, August 17 from 9 am – 7 pm or Friday morning, August 18 from 8 am until noon. **Please make sure to arrive before noon on Friday, Aug. 18!** Please do not arrive earlier than Thursday the 17th unless you are involved in football, volleyball or soccer and have been asked to arrive at an earlier time. If you have questions about your arrival time, please contact the Student Life Office.

AIRPORT TRANSPORTATION You should also be aware of a very useful shuttle service that operates between Mankato/St. Peter MN and the Minneapolis airport. The service is called "Land to Air Express" and their website address is: <http://landtoairexpress.com/>.

Students are expected to make their own shuttle arrangements. **Additional information about shuttle service is included in this packet of information. Make sure to book your flight in coordination with the appropriate shuttle times or arrangements!!! Note: the college will be able to pick you up from the shuttle drop-off spot in St. Peter, Minnesota. Please notify the Student Life Office and let us know about your shuttle plans. (507-354-8221, ext. 289)**

WHEN YOU GET ON CAMPUS When you arrive, first proceed to your dormitory. If you are rooming in Summit Hall enter the campus via the Summit Avenue entrance. If Augustana, Concord or Centennial is your new home, enter the campus via the Center Street entrance. Someone will direct you to an appropriate parking area. Dorm supervisors will give you keys and instructions. Faculty members will be stationed in the dormitory lobby to hand out folders of information to all new students. Summit Hall residents please see your dorm supervisor, Tutor Paul Spaude. **Then let the unloading begin!** Our dorm staff of similarly t-shirted RA's will greet you and your family and they will help you unload your belongings into your dorm room. When you're finished, please remember to move your car or van from the unloading area so that others can use those handy parking spaces. Someone will show you where you may re-park.

Our Dorm Staff members (a.k.a. "RAs" or Resident Assistants) not only help you unload, but will help you sign up for a campus orientation during which you get your college ID picture taken and your computer network account established. I will meet with you at various times during the orientation weekend to discuss the common sense policies intended to guide your lives on and off campus as well as in the dormitory. **Married or students living off campus --please come to the Student Life Office before noon on Friday, August 18th to receive your folder, t-shirt. Please plan on attending the transfer orientation session on Friday at 2:30.**

The goal of our dorm staff is to "orient" you to life at MLC and serve as Christian friends and resource persons for you on campus. A schedule of orientation activities for you and for your parents is included in this mailing. Please show the schedule to your parents so that they will know about their opportunities to speak with administrators, financial services personnel and others. Remember, however, that this schedule is still preliminary—changes may occur before you arrive on campus.

You will note that activities for parents are planned for Thursday evening and Friday afternoon and evening. Your parents are invited to stay in New Ulm for these activities. Nothing more is planned for parents after Friday evening. You notice that short presentations for parents concerning MLC financial information, MLC academics and MLC student life issues are offered on two separate occasions – once on Thursday evening and once again on Friday afternoon. The same material is presented on each day and we hope that this schedule will accommodate most parents and their travel plans.

OPENING SERVICE When you are settled into the dormitory and have become somewhat familiar with the campus, please remember that we will begin the new school year with the Lord. The Opening Worship Service for the 2017-18 school year will be held on **Monday, August 21**. We will celebrate our fellowship and forgiveness during that opening service and new faculty members will be installed or ordained. Classes will also begin on Monday morning according to the special schedule prepared for this day. The schedule will be given to you when you arrive on campus.

MEALS DURING ORIENTATION The regular food service meal plan begins on Saturday, August 19. When you arrive on campus you will find an "orientation meal pass" for new students in the folder of information given to you. This pass will admit you to the cafeteria for meals during the orientation days. Your parents may also want to eat some of their meals in the cafeteria and may purchase them there. **A campus picnic/meal is planned for Friday evening, August 18, in the air-conditioned cafeteria and is free of charge for you and your family!**

HAVE A FAIR-LY GOOD TIME! The Minnesota State Fair in St. Paul is a big deal – you betcha! MLC is providing an entry ticket and transportation to the Fair on Saturday, August 26, to the first 100 people who sign up. Buses will leave campus at 10am and return to campus at 6pm. Spend the afternoon with old and new friends at Minnesota's biggest get-together! You can sign up for the trip during Saturday morning orientation meetings (August 19th.)

FINANCIAL LITERACY As a student at MLC, you will have opportunities to develop/enhance your financial understanding through our financial literacy program called "M (money) L (life) C (career) Direction." To improve your understanding of loans and borrowing, budgets, insurance, investing, and other financial topics there are several requirements during your first year on campus. You will be required to attend a group session along with a personal consultation sometime during the year. Another way students will obtain this vital information is through the **CashCourse Online Learning System**. Instructions for setting up your account are included in this packet. Please follow the directions to activate your account prior to coming to campus. During the first week of classes, you will receive further instructions on this system and the expectations for fulfilling your financial literacy requirements. If you have any questions, please send an email to: direction@mlc-wels.edu.

THE KNIGHT'S DAYPLANNER When you arrive on campus you will receive a plastic bound edition of the 2017-18 MLC student planner – *The Knight's Day Planner*. Your *Day Planner* contains note pages, class schedule charts, layouts for the academic center, a parking

map...and, of course, a calendar that you can use for scheduling and planning. Students should also know that a 'people directory,' master calendar, and campus news page are all readily available via the MLC computer network.

THE STUDENT HANDBOOK In addition to a student planner, the college also publishes its policies electronically on our website at....<http://mlc-wels.edu/student-life/>. Our policies are broken down into easy to navigate categories. I encourage you to read through the policies prior to your arrival on campus so that you know all about housing & parking policies, campus services, college policies, etc. but I also want you to know that I update the student handbook during the summer months.

Please note that by enrolling at MLC you accept the campus guidelines detailed in *The Student Handbook*. These guidelines serve to help the 800+ students, faculty and staff members live and work together in a God-pleasing, sensible, careful and courteous manner. **Read through the Handbook, know what is expected of you as an MLC student, and understand what you can expect from the people around you.**

ORIENTATION SCHEDULE Please find and read through the preliminary Orientation Schedule that comes in this mailing. There are several important meetings and events that you should not miss. You should also note that plans are being made for a wild new student party at a local hall for Friday night. When you arrive on campus a final schedule will be given to you.

ORIENTATION SESSIONS FOR TRANSFER STUDENTS Transfer students are asked to attend the same orientation sessions as the traditional freshman on Saturday and Sunday. In addition, you have an abbreviated orientation on Friday at 2:30 designed for those students who have attended college at another institution. During this time we will help with getting your student ID and network account established. The Big Ballroom Blast and State Fair events are optional.

Your School Address You will want to share your school address with people so that your school mailbox is always packed with letters. Your mailbox number is printed on the sheet of paper which indicates your housing assignment; during orientation you will receive your mailbox combination. Letters addressed to you should include your name, your mailbox number and address. It is not necessary to mention your dorm or your dorm room number.

Sample Address:	[Your Name]	<i>John Doe</i>
	[Your Box #]	<i>Box 5-1234</i>
	1995 Luther Ct.	<i>1995 Luther Ct</i>
	New Ulm, MN 56073-3965	<i>New Ulm, MN 56073-3965</i>

Jobs Both on- & off-campus jobs help students meet college costs. Good judgment needs to be practiced, however, so that part-time jobs don't overwhelm full-time studies. Many students work part-time jobs and use these earnings to help reduce the amount of loans needed to pay for their MLC education. To view on- and off-campus job opportunities, please visit <https://mlc-wels.edu/student-employment/> as it will be updated frequently. In addition, many jobs are advertised in the local newspaper, *The New Ulm Journal*.

PLEASE NOTE: Information about documents needed for employment is included in this mailing. PLEASE READ THROUGH IT so that you are sure to bring proper identification and documents if you intend to obtain employment either on or off-campus.

Books Books are not included in school fees paid to the Financial Services Office. Book lists for courses can be found on the MLC Portal (<http://portal.mlc-wels.edu>) under **Information**. Our Financial Aid office estimates that a student will need to spend around \$500 per semester for books and supplies. You may purchase (or rent when available) your books through the MLC Bookstore, buy them online or buy or rent them from other students. Most of our students take advantage of the MLC Bookstore's Textbook Reservation Option (TRO). You can learn more by visiting <https://mlc-wels.edu/bookstore/>.

Medical Forms The MLC Records Office sent you three health forms: a report of medical history, a report of health evaluation which includes a physical examination, and a record of student immunizations. You were asked to return these forms BEFORE YOU ARRIVE ON CAMPUS!! **If you have not had these forms completed and returned, or have not yet completed the necessary immunizations, please do so BEFORE you arrive in August. The required immunizations are against diphtheria-tetanus (within the last 10 years), Meningitis and MMR. This is not merely an MLC policy, but state law in Minnesota.** If you have any questions concerning health and immunization records, please contact the Student Life Office.

Academic Breaks All students should be aware that the dormitories are normally closed over the short Thanksgiving and Easter breaks and longer Christmas and Spring breaks. **When dormitories are closed, no one will be allowed to remain in the dormitory during these times.** If adequate building supervision can be arranged, students may make a request to stay in the dorm over these breaks. Please be aware that students will be charged **\$10 per night** to stay in dormitories when classes are not in session, unless those students have been asked to stay on campus by the college, e.g., athletics, choir tours, etc.

If supervision is not available, students will need to adjust work schedules and make arrangements to spend the long holiday weekend at the home of a friend or relative if going home is not an option. The academic schedule ends after classes on Tuesday prior to Thanksgiving and on Wednesday prior to Easter. An evening meal will be served in the cafeteria on those days and the dormitories will remain open until mid-morning of the next day. We hope that students will take advantage of these days for safe driving/safe travel. Having allowed for this extra travel time, the college is expecting **no requests for early departures** prior to these holiday breaks.

PARKING MATTERS! If you've already registered your vehicle for 2017-18, your lot assignment, a parking map, and a temporary parking pass that will be valid for the first day of school are enclosed with this mailing. **Please remember to pick up your permanent parking sticker at the Student Life office SOON after you arrive on campus. Make sure that you immediately place your permanent sticker in your vehicle window (right side of windshield) – if you lose your sticker you will have to pay again for a replacement!**

As you know, parking registration is handled on a first come-first served basis. You can still register your vehicle by mailing your registration form to the Student Life Office now...or you may register when you arrive on campus. Keep in mind, however, that latecomers will get whatever spots may be left over. Please contact the Student Life Office before you bring your vehicle. Registration fees will be charged to your Student Account. **Married and students living off-campus need to register their car as well!**

I am sorry to report that recent years have seen an increase in the number of students who bring a car to campus without registering the vehicle or obtaining a parking permit. Please understand that the Student Life Office will need to deal with these situations in a forceful way in order to ensure the best possible service for our students and staff and the welfare of our campus neighbors.

ROOMS AND ROOMMATES Housing assignments for most new students have been made and this letter includes a report indicating your dormitory, room number and roommate(s). If you did not receive your room assignment in this mailing, we have not received your roommate /housing form. Please send it to us ASAP. You are encouraged to contact your roommates prior to your arrival on campus so that you can coordinate your “stuff.” **Please remember that dorm rooms are small. Consciously limit the amount of “stuff” that you bring to the dormitory. Too many items too large for dorm rooms are finding their way into the dormitory!**

Concord Hall residents may want to consider the purchase of additional plastic storage shelving or drawers. There are two shelves in each student’s closet for folding clothes. Some of the desk drawers were also intended for socks and underwear. Nevertheless, you might decide that you need more drawer storage space and may want to bring some with you to the dormitory.

Mattress Sizes Many of you will be purchasing bedding over the summer. To help you with your shopping, here is a list of mattress sizes for the dorms. These would be the XL Twin size fitted sheet.

Augustana 80” long

Centennial 80” long

Concord 80” long

Summit The mattresses in Summit Hall are of various sizes. It might be a good idea to wait until you move into your room to purchase bedding.

A WORD ABOUT CELL PHONES **Unless you supply the college with your cell phone number, we don’t have an easy way to contact you when necessary or in an emergency.** If you plan to rely on your cell phone, please give the college your cell phone number. We don’t have to publish it in the directory, **BUT...IT IS ESSENTIAL THAT WE HAVE YOUR CELL PHONE NUMBER** so that we can contact you in cases of emergency using our Honeywell Instant Alert Plus messaging system which can send computer generated voice and text messages alerting you to weather, intruder, fire and other emergencies. We will pester you until we have your number!!!

CABLE TELEVISION SERVICE Each dorm room is supplied with cable service. In fact, our service was recently updated to “digital service,” allowing residents to view content on their TVs, computers or phones. Residents will be able to connect to about 60 channels. More information will be available from the Comcast Xfinity TV people when you arrive in August. Cable television service is provided to each dorm room as an amenity and students will not be billed separately for this service.

LAUNDRY FACILITIES MLC contracts with a Laundry Service vendor and that vendor maintains all the dormitory laundry machines. The machines are connected to the internet and students can find out what machines are available and when their loads are completed, etc. The washing machines require the use of **HE detergent only!** Using other detergents will cause the machines to malfunction. More information about using the laundry facilities will be available when you arrive in August.

HEALTH INSURANCE **The college strongly encourages all students to carry health insurance.** In fact, this is now the law of the land. The majority of students do have coverage under their parents’ policies. Students and parents should be aware that companies do offer very reasonable medical insurance policies to college age students. If you are without health insurance, perhaps you might investigate the

options available to college students by visiting with your local insurance agent. Of course, the state of Minnesota does offer MNSure insurance as part of the federal Affordable Health Care law.

SMOKING POLICY In light of medical evidence and for the comfort of our campus family, MLC urges students not to smoke or chew tobacco. A small number of students, nevertheless, do choose to smoke. Please understand that **smoking will only be permitted within the confines of college parking lots. This means that there should be no smoking next to building entrances whatsoever and no smoking on the Summit Hall “porch.”** Adherence to this simple guideline shows concern and love for fellow students and campus family members who are sensitive to smoke and who wish to eliminate contact with second hand smoke. Those students who use chewing tobacco should always dispose of it in a responsible and proper way – **and never use drinking fountains, sinks, urinals or toilets.**

CLASS ATTENDANCE AT MLC The faculty expects full attendance from students—a reasonable policy considering that one of the chief qualifications for service in the public ministry is faithfulness. Below you find the faculty’s policy and procedure:

What is the institutional philosophy in regard to class attendance?

- Class attendance is an important and valuable part of education and, as emphasized in our catalog, is also one training ground for learning the practical application of faithfulness—certainly one of the chief requirements of those serving in the public ministry of the Gospel.
- A policy that expects full attendance reflects the real world adults live in and students need to acquire this mature understanding. Inherent in this understanding is the recognition that every variety of selfish thinking comes from the sinful nature and not from faith. Similarly, an eagerness in attitude and a carefulness in practice are the beautiful fruits of the Holy Spirit who works in us through the Gospel of Jesus Christ and empowers us to serve and respect one another.
- MLC recognizes the value of student participation in athletic, dramatic, musical and service activities and acknowledges that students participating in MLC sponsored and sanctioned activities will be absent from class. In this regard, students and faculty will look upon participation in these sponsored activities as a privilege, one that carries with it a higher standard of academic responsibility.
- Absences and absence issues are best handled within the relationship that exists between instructor and student.

What are the Attendance Responsibilities of MLC Students?

- MLC expects students to attend class and, in this regard, to adhere to the published academic calendar, the class schedules assigned to them, and the policies outlined for them in their instructors’ syllabi.
- Students who participate in MLC sponsored athletic, dramatic, musical and service activities have the responsibility to complete coursework in a timely, proactive manner in view of their absence from class. Students will likewise recognize that being absent from class for athletic, dramatic, musical or service activities means that no other absences should occur during the semester.
- Instructors have the prerogative to determine attendance policy in their courses and will outline and explain their policies in the course syllabus. Instructors are able to excuse absences as well as to impose consequences for absences from class. Students will address attendance issues with their instructors.

What are the Attendance Responsibilities of ... the VP for Student Life?

- Serve as the liaison between students and professors in cases where multi-day absences occur (e.g., funerals, adverse traveling conditions, prolonged illness, family emergencies, etc.)
- Will post information concerning students involved in dramatics, musical activities and MLC sponsored or sanctioned service activities that take students out of class. Instructors and students will still be responsible for resolving absences resulting from these activities, however.

UNANSWERED QUESTIONS Reading through this letter and it's enclosures may help to answer some of your questions. But if you have questions that remain unanswered, please ask!

You may write to me.... c/o MLC, 1995 Luther Court, New Ulm, MN 56073

You may call my office at ... 1-507-354-8221, ext. 289

You may email me at ... schonejl@mlc-wels.edu

If you have access to the Internet you might wish to visit the MLC Web site for additional information. The address is: www.mlc-wels.edu

IMPORTANT! If you are led not to attend MLC in the fall, please let us know right away. Your notice will help us make better and more timely plans for the new school year.

New Ulm—and MLC’s campus—is a lush and green garden in the summertime! But what makes this an especially beautiful place are the people God brings and gathers here as he works with us and through us to prepare candidates for the Gospel ministry. I am also looking forward to welcoming you to college...and to the beginning of your college education. You are a gift to God's people and all of us at MLC are thankful for the opportunity to work with you. See you in August!

Your servant in Christ Jesus,



Pastor Jeffrey Schone, Vice President for Student Life

Finances

2017-2018 Tuition, Room and Board

	<u>Cost per semester</u>	<u>Cost per year</u>
Tuition (in-state or out-of-state)	\$7,340	\$14,680
Room and Board	\$2,895	\$5,790

Notes:

- The actual cost of enrollment is reduced by a budgetary operating subsidy from the Wisconsin Evangelical Lutheran Synod (WELS).
- Tuition for part-time (fewer than 12 credits per semester excluding audits) is \$310 per credit.
- Because education students living off campus do not pay room and board to the college, they are assessed a fee to cover expenses for any room and board arranged by the college during their professional semester. For the 2016-17 school year, this amount is \$1,700.
- Because staff ministry and parish music interns living off campus do not pay room and board to the college, they are assessed a fee to cover expenses for any room and board arranged by the college during their professional semester. For the 2016-17 school year, the amount is \$2,895.
- The cost of audits for non-degree seeking students is \$120 per course (excluding private music lessons) or \$90 per course for senior citizens (60 or older).
- The MLC Governing Board reserves the right to revise charges and procedures as economic conditions warrant.

Graduate Fees

The tuition for graduate courses is \$315 per credit.

Variable Costs

The cost of books, supplies, travel, laundry, personal and miscellaneous expenses varies with the individual. For 2017-2018 the estimate per individual is \$5,100.

Automobile Registration

Automobile registration is \$100 (\$120 after June 1 for returning students). This fee is paid directly to the Student Life Office.

Payment Plans

Students pay the cost of attending school through a combination of scholarships, grants, school arranged loans, privately arranged loans, work-study programs, private funds and jobs. Financial Aid and Financial Services counselors provide planning assistance to students upon request. Prior to the beginning of the school year (see details under Payment Policies), students are asked to select one of the following options for meeting their financial obligations:

- **TWICE-A-SEMESTER PLAN:** Payment in two equal installments for semester one by August 10, 2017, and October 10, 2017. Payment in two equal installments for semester two by January 10, 2018, and March 10, 2018.
- **MONTHLY PLAN:** Payment in ten installments through MLC’s tuition management plan. Students enrolled in this plan make monthly payments (August-May) via automatic withdrawal on the 10th of each month (or the next business day) from a checking or savings account they have

designated. There is no charge for participation, but students are required to provide appropriate bank account and routing information when enrolling in this plan.

Students who believe that extenuating circumstances make the standard payment plans temporarily unsuitable may request an exceptional payment plan subject to the approval of the director of finance. Such plans are granted only in rare circumstances (loss of employment, mounting medical expenses, etc.) and are intended as a temporary measure that should not exceed a single school year.

Payment Policies

- Students not enrolled at MLC in the prior year are required to select one of the two payment plans by June 10 (or December 10 for students matriculating the second semester). Each student is responsible for meeting his or her obligation for tuition, room and board according to the plan selected. If a student does not choose a plan prior to the deadline, the student will default to the twice-a-semester plan. A student that selects the monthly plan but fails to provide banking information by the above deadline will be assigned to the twice-a-semester plan.
- Students enrolled at MLC in the prior year will remain on the same payment plan that applied to their account in the prior year. Students on the monthly payment plan are responsible to notify MLC of any changes in their banking information prior to the next monthly withdrawal.
- Students must pay their fees on schedule and in full before grades and credit will be awarded for courses completed in that semester.
- Students may not charge their bookstore purchases to their student account unless a credit exists on their student account. Only books and supplies are allowed to be charged to a student account. The bookstore does accept MasterCard, Visa, Discover, debit cards and personal checks.
- Parking tickets, fines for dormitory infractions or past-due library books, and charges for the damage of school property are due immediately upon receipt. If these charges and fines are not paid within two weeks of receipt, they will be added to a student's account along with a \$10 administrative fee.
- The college will not confer degrees, issue diplomas or official transcripts to students with outstanding financial obligations.
- Graduates in arrears on their payment plan will not be eligible for a call or assignment until their account is current. They are, however, eligible to participate in the graduation ceremony.
- Past due financial accounts must be paid in full before a student can complete course registration or return to campus for the following semester unless an exception has been granted by the college administration.

Billing Procedures

- All billing statements will be sent to students via the campus email address assigned to the student. The initial billing statement will be emailed the first week of July. Additional statements will be issued on a monthly basis going forward. The first payment is due August 10 for all payment plans and considered past due if received after that date.
- MLC reserves the right to email additional statements to the student. MLC also reserves the right to send a printed paper statement to the student's permanent address at opportune times (such as semester breaks, etc.).
- Billing statements can be emailed to multiple email addresses. The student cannot remove the assigned campus email address from the tuition statement recipient list. It is the student's responsibility to update the campus portal with the additional addresses to where the student intends additional statements be sent.
- If a student chooses to have statements sent to multiple email addresses, the student is authorizing MLC to share billing and payment information with that owner of that email address.
- For students matriculating the second semester, the initial billing is emailed the last week of December. The first payment is due January 10 for all payment plans and considered past due if received after that date.
- Each payment includes a prorated portion of tuition, room, and board charges for the year. The payment amount varies according to the plan selected.
- Failure to meet payment deadlines places a student in delinquent status. Failure to make appropriate payment by the due date will result in a hold being placed on the student's records. If the delinquent status is not addressed in a timely manner, it may result in termination of enrollment. Students dismissed have the right to appeal. The appeal process/grievance procedure must be initiated within 30 days of the initial payment deadline. The appeal must be made in writing on the Student Appeal/Grievance Form located on the MLC website (www.mlc-wels.edu). The Student Appeal/Grievance Form and any supporting documentation are submitted to the vice president for administration.
- Individual past due notices will be sent via the student's campus email address. A \$25 administrative fee will be charged for each past due notice sent to the student. The Administration reserves the right to send paper copies of past due notices or billing statements to the student's home address.
- A student with a significant past due balance as of the midpoint of a semester will be assessed a \$100 administrative fee due to additional time required of MLC personnel to repeatedly address the collection issue with the student.
- A \$50 charge applies when an insufficient fund notice or a closed account notice is received from the bank on behalf of a student.
- Initial billing statements reflect financial aid allotments (if application and other deadlines have been met); loans or aid received after these deadlines will be reflected on later statements. If a student expects additional financial aid that is not reflected on the statement, it is the student's responsibility to address the discrepancy with the Financial Aid Office before the next payment is due.

- Scholarships will be allocated evenly to all payments for the semester to which they apply. Students are not allowed to reduce tuition payments based on anticipated scholarships that have not been confirmed in writing by the organization providing them.
- The college accepts credit card (Visa, MasterCard and Discover) and debit card payments on student accounts under the twice-a-semester payment plan. Credit card payments are not allowed under the monthly payment plan.

Refunds/Withdrawals

- Credit balances on student accounts generated by Title IV Federal Financial Aid funds will be refunded within 14 days of receipt.
- A flat fee of \$90 per day on campus is charged when a full-time resident student discontinues prior to midterm of a semester. A flat fee of \$65 per day is charged when a full-time student living off campus discontinues prior to midterm of a semester. Any account balance will be refunded during this period. Students discontinuing after midterm of a semester will not receive a credit for tuition, room, and board. Dropping a course after midterm of a semester will not result in a credit for tuition.
- A prorated fee will be used when a part time student discontinues prior to midterm of a semester. The tuition charge will be calculated as the number of credits x \$310 per credit / 17 weeks per semester x number of weeks before withdrawal. A fee of \$25 per day times number of days on campus will be charged for board students living on campus. Students that drop courses between the two-week mark and midterm (which changes a student's status from full-time to part-time) will receive a prorated credit for the courses dropped. The credit will be calculated as follows: the number of credits dropped x \$310 per credit / 17 weeks per semester x number of weeks remaining in the semester after dropping the course.
- A professional semester is defined as a semester in which student teaching or an internship occurs. A professional semester is considered one complete semester, regardless of when individual courses start or are completed. Refunds during the professional semester are made in the same manner as other semesters.
- A \$110 severance fee is charged for early termination of enrollment.
- A portion of any withdrawal refund may be used to repay financial aid programs.
- Students who withdraw during the first thirty days of a semester will not receive any institutional grants or scholarships administered by Martin Luther College.
- In the case of a withdrawing student who received scholarships, refunds will be granted under the intent of the donor organization. The donor organization will be consulted as to the application of the scholarship between semesters.
- Refunds will be issued after all departments have been given adequate time to report any additional charges that need to be applied to the student's account, such as parking fines, dorm fines, etc.
- Federal regulations require that a percentage of Title IV funds be returned if withdrawal occurs before completion of 60% of a semester.
- The Minnesota Office of Higher Education Refund Calculation Worksheet is employed to determine any Minnesota State Grant or SELF loan funds that need to be returned to the State of Minnesota upon withdrawal from MLC.

**Questions with regard to payment policies or procedures should be directed to the
Financial Services Office.**

(507) 354-8221