

JUNE 2019

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 beautiful 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.

Upon admission to MLC you were emailed from Network Services directions regarding online forms to be completed. These forms must be completed to finalize the process of your acceptance. You were also mailed the health and financial aid forms that you must complete and send back. If you didn't receive such a mailing, or have questions about this, **please phone as soon as possible. Call 507-354-8221, ext. 280.** [*Please note that our campus nurse was on maternity leave until early June and, as a result, may not have processed your medical form yet.*]

NEW STUDENT CHECKLIST You are probably familiar with the MLC New Student Check List. Please make sure that your boxes are all checked! If you aren't familiar with this Check List, call MLC Admissions at 507-354-8221.

REGISTRATION You will be able to register for your courses online beginning the week of July 8th. You will receive a letter shortly with more detailed instructions. **You have already received an MLC email address. 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.**

PAYING YOUR STUDENT BILL 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 2019-20 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.

Credit and debit card payments are subject to a 2.5% convenience charge assessed to the card holder. We also offer an e-check option online for a \$3 fee per transaction fee.

FINANCIAL AID ON THE INTERNET MLC Financial Aid communications are electronic and are relayed to you via email and your personal Net Partner account. Net Partner puts you in charge of your information. By accessing Net Partner via MLC's Portal or the Financial Aid link on www.mlc-wels.edu, you will be able to access your financial aid information from anywhere in the world. The MLC Financial Aid Office sends you an email when Net Partner is available for use or when action is required by either parent or student. After setting up your account, you will have the ability to view the status of your financial aid package, documentation necessary for packaging and award acceptance, as well as provided access to 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 22 from 8 am – 7 pm or Friday morning, August 23 from 8 am until noon. **Please make sure to arrive before noon on Friday, Aug. 23!** Please do not arrive earlier than Thursday the 22nd unless you are involved in fall athletics and have been asked to arrive at an earlier time. If you have questions about your arrival time, please contact the Student Life Office.

STUDENT PHOTO ID Photo ID and Senior photos will be scheduled within the first week of school. At your scheduled time, please meet at the Network Services photo studio dressed for the photo. Graduating seniors should be in Sunday dress. All other students – men in a neat, collared shirt and women in a nice top. These photos are used in many publications, and promotional materials that represent MLC, so your cooperation with the proper attire is appreciated!

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, females are directed to go to Centennial Hall regardless if you were assigned to live there or not. All men are directed to go to Concord Hall regardless if you were assigned to that dormitory. **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 23rd to receive your orientation packet. Please plan on attending the transfer orientation session on Friday at 4:00pm in Old Main 225.**

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 identical material is presented on each day and we hope that this schedule will accommodate most parents and their travel plans.

OPENING SERVICE The Opening Worship Service for the 2019-20 school year will be held on **Monday, August 26**. We will celebrate our forgiveness and fellowship in Christ 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 for all students begins on Saturday, August 24. 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 23, in the air-conditioned cafeteria and is free of charge for you and your family!**

HAVE A FAIR-LY GOOD TIME! MLC is providing an entry ticket and transportation to the Minnesota State Fair on Saturday, August 31, to the first 50 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 24.)

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 It is a good practice for students to use some kind of planner to organize their classes, assignments and schedules. Most students purchase a planner on their own, with features that they prefer. Some students have gone digital and use an app on their phone. MLC also prints a limited quantity of very basic paper planners in a plastic cover -- *The Knight's Day Planner*. The *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. If you would like a copy of *the Knight's Day Planner*, you can pick one up at the Student Life Office across from the reception desk.

THE STUDENT HANDBOOK In addition to a student planner, the college also publishes its policies electronically on our website at... <https://mlc-wels.edu/student-life/handbook-home/> . 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 900+ 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—The Big Ballroom Blast—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 4:00pm in Old Main 225 designed for those students who have attended college at another institution. During this time we will also help with getting your student ID and network account established.

Your School Address 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]	Katie Luther
	[Your Box #]	Box 5-1234
	1995 Luther Ct.	1995 Luther Ct
	New Ulm, MN 56073-3965	New Ulm, MN 56073-3965

Jobs Both on- & off-campus jobs help students meet college costs. To view on- and off-campus job opportunities, please visit <https://mlc-wels.edu/student-employment/> as it will be updated frequently. (Yes, visit this site right now!) In addition, many jobs are advertised in the 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, but many students spend less than this. 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 Admissions Office sent you a health form: a report of medical history, a report of health evaluation which includes a physical examination, and a record of student immunizations. **If you have not completed this form 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 our nurse Kelsey Horn.

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. If permission is

granted, students will be charged **\$15 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 holiday 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 2019-20, your lot assignment and a parking map are enclosed with this mailing. **Please remember to pick up your permanent parking sticker in your dormitory office as SOON as you check in. 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 register your vehicle using the online form that is part of your new student checklist. Registration fees will be charged to your Student Account. **Married and students living off-campus need to register their car as well!**

A Special Parking Notice: MLC has enough parking spaces for student cars and we desire to be good and helpful neighbors in our community. In addition, our nearby neighbors become quite upset when students park by their homes. For these reasons, students are not permitted to park on city streets. Failure to abide by this policy will subject a student to a \$100 parking ticket.

ROOMS AND ROOMMATES Housing assignments for most new students have been made and this letter includes a sheet 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. 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 assure your sheets will fit, we recommend buying the XL twin size.

ROOM FURNISHINGS: BEDS, DRESSERS, DESKS & CHAIRS MLC has furnished sturdy, long-lasting furniture items for you to use in the dormitory room. We provide this sturdy furniture in an effort to be wise stewards and managers of the Lord’s resources. With this in mind, please note that **you may not disassemble any of the furnishings provided by MLC**. In addition, the beds in Concord and Centennial Halls are not designed to be moved around or rearranged in the room. It should also be noted that the furniture which the college has placed in a room should never be moved out of that room. Your dormitory supervisor will help you understand and apply these stewardship-minded principles.

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.** We don’t have to publish it, **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.

CABLE TELEVISION SERVICE & WIRELESS NETWORK Each dorm room is supplied with digital cable service. Residents will be able to connect to about 60 channels. Digital cable television service (Comcast Xfinity) is provided to each dorm room as an amenity and students will not be billed separately for this service. Should you desire additional services from Comcast, you must purchase them yourselves.

WI-FI ON CAMPUS Virtually all of the MLC campus has wi-fi coverage. This will mean that students are asked to not bring their own wireless routers to campus and instead make use of the campus wireless network for their connectivity needs. Up-to-date instructions on which wireless networks are available along with how to connect can be found at <https://kb.mlc-wels.edu/network-services/wireless>. If you have any IT questions or concerns, you can always reach MLC Network Services by visiting <https://mlc-wels.edu/support> or by calling Network Services at 507-233-9100.

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.

SMOKING/VAPING POLICY In light of medical evidence and for the comfort of our campus family, MLC urges students not to smoke or chew tobacco or to vape. A small number of students, nevertheless, do choose to smoke or chew or vape. Please understand that **smoking/vaping and any other tobacco use will only be permitted within the confines of college parking lots. This means that there should be no smoking/vaping next to building entrances whatsoever and no smoking/vaping 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.** Vaping and electronic cigarettes are included in this policy – only permitted in parking lots and nowhere else.

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 its 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 or call/text my cell phone at 507-217-9764

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, 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

2019-2020 Tuition, Room and Board

	<u>Cost per semester</u>	<u>Cost per year</u>
Tuition (in-state or out-of-state)	\$7,935	\$15,870
Room and Board	\$3,130	\$6,260

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 \$335 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 2019-20 school year, this amount is \$1,840.
- 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 2019-20 school year, the amount is \$3,130.
- 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.

Continuing Education

The tuition for continuing education courses is \$310 per credit.

Variable Costs

The cost of books, supplies, travel, laundry, personal and miscellaneous expenses varies with the individual. For 2019-2020 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, 2019, and October 10, 2019. Payment in two equal installments for semester two by January 10, 2020, and March 10, 2020.
- **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. If two payments are returned for any reason (insufficient funds, account closed), the student will automatically be assigned to the twice-a-semester 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 15 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 default to 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 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.
- 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 the owner of that email address.
- For students matriculating the second semester, the initial billing is emailed the first 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.
- 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 fee will be applied to the student's account when a payment is returned for any reason. This includes insufficient funds, incorrect account numbers, account closed, etc...
- 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 and debit card payments as well as echeck payments on student accounts under the twice-a-semester payment plan. Card payments and echecks are not allowed under the monthly payment plan.
- Credit and debit card payments are subject to a 2.5% convenience charge assessed to the cardholder.
- Payments made online via echeck are subject to a \$3 per transaction charge, assessed to the account owner.

Refunds/Withdrawals

- All refunds due to students will be issued via check from the Financial Services office, regardless of payment method.
- 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 \$98 per day on campus is charged when a full-time resident student discontinues prior to midterm of a semester. A flat fee of \$72 per day is charged when a full-time student living off campus discontinues prior to midterm of a semester. Any account overpayment 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 \$335 per credit / 17 weeks per semester x number of weeks before withdrawal. A fee of \$26 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 \$335 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**