

Finances

2024-2025 Tuition, Housing and Food

| | <u>Cost per term</u> | <u>Cost per year</u> |
|------------------------------------|----------------------|----------------------|
| Tuition (in-state or out-of-state) | \$9,060 | \$18,120 |
| Housing and Food | \$3,950 | \$7,900 |

Notes:

- TRADITIONAL UNDERGRADUATE PROGRAM:
 - 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 term excluding audits) is \$545 per credit.
 - Because education students living off campus do not pay housing and food to the college, they are assessed a fee to cover expenses for any housing and food arranged by the college during their professional term. A student providing their own housing and food will not be charged for those portions of the fee. For the 2024-25 school year, these fees are as follow:
 - 10-week experience \$2,325 (Housing \$1,085, Food \$265, Program supervision \$975)
 - 9-week early childhood experience \$375 (Program supervision \$375)
 - Because staff ministry and parish music interns living off campus do not pay housing and food to the college, they are assessed a fee to cover expenses for any housing and food arranged by the college during their professional term. A student providing their own housing will not be charged for the housing portion of the fee. For the 2024-25 school year, the fees are as follow:
 - 17-week experience \$3,950 (Housing \$2,290, Program supervision \$1,660)
 - The cost of audits for non-degree seeking students is \$125 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
- COMPETENCY BASED THEOLOGY EDUCATION MINOR
 - Tuition is a flat rate and is not assessed based on the number of competencies that the student does or does not complete.
 - Students must have access to a computer and internet connection. Open educational resources are used for most courses.
 - Students are not eligible to participate in the Federal Title IV and state financial aid programs.
- The actual cost of enrollment is reduced by a budgetary operating subsidy from the Wisconsin Evangelical Lutheran Synod (WELS).
- The MLC Governing Board reserves the right to revise charges and procedures for all programs as economic conditions warrant.

Graduate Fees

The tuition for graduate courses is \$350 per credit.

Variable Costs

The cost of books, supplies, travel, laundry, personal and miscellaneous expenses vary with the individual. For 2024-2025 the estimate per individual in the traditional undergraduate program is \$4,075.

Automobile Registration

Automobile registration is \$110 (\$130 after June 1 for returning students) and \$55 per year for students living off campus. 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-TERM PLAN:** Payment in two equal installments for term one by August 10, 2024, and October 10, 2024. Payment in two equal installments for term two by January 10, 2025, and March 10, 2025.
- **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 a payment is returned for any reason, (insufficient funds, account closed), the account will automatically be assigned to the twice-a-term payment plan until payment has been received to cover the returned charges. If a subsequent ACH payment is returned for any reason, the student will no longer be allowed on the monthly payment plan for the remainder of the school year. In a subsequent year, if an additional ACH payment is returned, the student will be removed from the monthly plan permanently.

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 during the registration process. Each student is responsible for meeting his or her obligation for tuition, housing and food 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-term 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-term 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 an administrative fee. The administrative fee will not be assessed to veterans.
- Graduates and CBTE students 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.
- Student accounts, excluding veterans, cannot be more than \$500 past due before they can complete course registration or return to campus for the following term unless an exception has been granted by the college administration.
- Martin Luther College may not assess late fees or other late charges for veterans who are eligible to receive federal or state educational assistance and who have applied for that assistance but not yet received it, nor may they prevent these students from registering for a subsequent term because of outstanding tuition charges that arise from delayed federal or state payments. MLC may request, without delay, the amount of tuition above expected federal and state educational assistance and may require payment of the full amount of tuition owed by the veteran within 30 days of receipt of the expected federal or state educational assistance.

Billing Procedures

- Billing statements will be available for all students beginning the month before the term starts or upon registration, whichever is later. 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. Students should refer to the schedule above for their first required payment.
- 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 term 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.
- Each payment includes a prorated portion of tuition, housing, and food charges for the year. The payment amount varies according to the plan selected.
- Failure to meet payment deadlines places a student in delinquent status. Students, excluding veterans, with a past due balance of \$500 or more will be prevented from registering for a subsequent term, until payment has been made reducing the past due balance to less \$500 or less. 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. Students, excluding veterans, with a past due balance in excess of \$500 as of the midpoint of a term will be assessed a \$25 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 term 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 e-check payments on student accounts under the twice-a-term payment plan. Card payments and e-checks 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 e-check (maximum of \$20,000 per transaction) 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 funds unless the college has received an authorization form from the student or parent borrower (in the case of a PLUS loan) to hold excess Title IV funds on the student account. (See Federal Title IV Funds Policy section below for form.)
- Credit balances on student accounts generated by Minnesota state financial aid funds will be refunded within 14 days of receipt unless the college has received an authorization form from the student to hold excess state on the student account. (See Federal Title IV Funds Policy section below for form.)
- TRADITIONAL UNDEGRADUATE PROGRAM
 - o A flat fee of \$120 per day on campus is charged when a full-time resident student discontinues prior to midterm of a term. A flat fee of \$85 per day is charged when a full-time student living off campus discontinues prior to midterm of a term. Any account overpayment will be refunded during this period. Students discontinuing after midterm of a term will not receive a credit for tuition, housing, and food. Dropping a course after midterm of a term will not result in a credit for tuition.
 - o A prorated fee will be used when a part time student discontinues prior to midterm of a term. The tuition charge will be calculated as the number of credits x \$545 per credit / 17 weeks per semester x number of weeks before withdrawal. A fee of \$35 per day times number of days on campus will be charged for housing 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 \$545 per credit / 17 weeks per term x number of weeks remaining in the term after dropping the course.
 - o A professional term is defined as a term in which student teaching or an internship occurs. A professional term is considered one complete term, regardless of when individual courses start or are completed. Refunds during the professional term are made in the same manner as other terms.
- COMPETENCY BASED THEOLOGY EDUCATION MINOR
 - o Tuition will be prorated when a student discontinues prior to the midpoint of a term. The tuition charge will be calculated as the \$1700/15 weeks per term X number of weeks before withdrawal. Students discontinuing after the midpoint of a term will not receive a reduction in their tuition.
 - o Students that drop a course between the two-week mark and midpoint of a term will receive a prorated credit for the course dropped. The credit will be calculated as follows: \$850/15 weeks per term x number of weeks remaining in the term after dropping the course. Students dropping a course after the midpoint of a term will not receive a reduction in their tuition.
- Students may have medical issues (including but not limited to COVID-19), family issues, or personal issues for which the best course of action is to travel home for a period of time (this may include circumstances in which the college requests a student to return home temporarily.) Refunds or account adjustments are not issued in cases of temporary absence from campus.
- 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 term 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 terms.
- 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 term.
- 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.
- Students that withdraw owing a balance to MLC will be allowed to establish a payment plan with MLC to pay their outstanding balance. Balances owed the college must be paid in a period of 48 months or less.

Federal Title IV Funds Policy

Title IV is a term that refers to federal financial aid funds. Federal regulations state that any federal funds disbursed to a student's account in excess of allowable charges must be returned to the student (or parent in the case of an undergraduate PLUS loan).

If other non-allowable charges (such as vehicle registration, bookstore charges, etc.) are on the account, an outstanding balance due may exist after the Title IV excess has been returned.

To prevent an outstanding balance due, students or parents (in the case of a parent PLUS loan) may authorize the college to apply excess funds to the student account for non-allowable charges by signing an authorization form. These forms are found on the *Finances* section of the MLC website under *Tuition and Payments, 2024-2025*.

- [Federal Title IV Student Authorization Form](#)
- [Federal Title IV Parent Authorization Form](#)

Students (or parents in the case of an undergraduate PLUS loan) will be notified via email from the Financial Services Office when there are excess Title IV funds on the student account. The appropriate Federal Title IV Student/Parent Authorization Form will be included in the email. If the student (or parent) chooses to complete the Authorization Form and replies to the email, Title IV funds will be applied to non-allowable charges. If a reply is not received by the due date listed within the email, the excess Title IV funds will be returned to the student (or parent) within 14 days of receipt of the Title IV funds.

Students enrolled in the Competency Based Theology Education minor are not eligible to participate in the Title IV federal financial aid program.

Please see the *Tuition and Payments 2024-2025* section found under *Financial Services* on the MLC website for more information.

**Questions regarding payment policies or procedures should be directed to the
Financial Services Office.
(507) 354-8221**