

**NORTHWEST MISSOURI STATE UNIVERSITY  
SCHEDULE OF MISCELLANEOUS FEES  
FY 17-18**

**EFFECTIVE DATE: BEGINNING OF FALL TRIMESTER; UNLESS OTHERWISE NOTED**

<b>USER FEES - STUDENTS, EMPLOYEES, AND UNIVERSITY AFFILIATES</b>	<b>FY 17-18</b>
<b>ACT Prep Fee</b>	100.00
<b>Application Fee</b>	
<b>Freshmen/Transfer (one-time, non-refund)</b>	
Web Applications	-
Paper Applications (credit to student account if enrolls)	25.00
<b>International Students</b>	
Admissions Deferral/International shipping one way (July 1 start)	50.00
Office Shipping Request: Domestic one way (July 1 start)	30.00
OPT Processing: Initial Application (July 1 start)	60.00
OPT Processing: Extension Application (July 1 start)	90.00
Passport Photo Services	9.00
International Undergraduate Student Services Fee	30.00
(fee is per trimester, if enrolled in 5 hours or less during summer term then no fee will be assessed)	
International Graduate Student Services Fee	75.00
(fee is per trimester, if enrolled in 2 hours or less during summer term then no fee will be assessed)	
<b>Online Professional Application (Business and Education Programs)</b>	50.00
<b>Airport Pickup and Delivery</b>	
Scheduled Arrival & Departure days	130.00
Non-Designated Arrival & Departure Days	130.00
Orientation Fee	75.00
<b>Archives</b>	
<b>Reproduction Fees</b>	
Walk-In/Onsite copy request (per basic image**)	0.25
Walk-In/Onsite copy request (per enhanced image***)	8.00
Remote/Offsite copy request (per basic image**)	0.50
Remote/Offsite copy request (per enhanced image***)	10.00
Shipping & Handling Charge (no charge for delivery via e-mail, package rate charges based on current postal charges)	postal rate
** Basic Image - paper copy, JPEG (200 dpi), PDF b/w (multipage PDF charged per page)	
*** Enhanced Image - production quality, JPEG (>200 dpi), PDF color (multipage PDF charged per page), TIFF file, other enhancements requested by patron (cropping, etc.), any manipulations which require additional staff time and labor to produce a good image (i.e. damaged photographs, oversized items, items requiring special handling).	
<b>Media Use Fees</b>	
Commercial (for-profit), non-scholarly and non-University publication or display (per image use)	60.00
<b>Agricultural Department</b>	
Materials Charge: students enrolled in 03-112 Intro to Agricultural Mechanics	45.00
Materials Charge: students enrolled in 03-352 Meat Science	40.00
Materials Charge: students enrolled in 03-130 Plant Science	10.00
Materials Charge: students enrolled in 03-150 Animal Science	10.00
Materials Charge: students enrolled in 03-234 Soil Science	10.00
* Fee for materials/lab supplies are per course	
<b>Art Department Unreturned key</b>	25 + Cost

<b>USER FEES - STUDENTS, EMPLOYEES, AND UNIVERSITY AFFILIATES</b>	<b>FY 17-18</b>
<b>Art Department - "Art Store" Materials</b>	market value
<b>Athletic Department</b>	
Athletic Tickets (Includes sales tax as applicable)	
Football	
Single Game Ticket	
Football Reserved	23.00
Football General Admission (standing room only)	12.00
Student General Admission (K-12 & visiting school with valid ID)	11.00
Northwest Student (regular session)	ID
Season Tickets	
Football Reserved - price per game	19.00
Football Facility Fee	1.00
Football Processing Fee	1.00
Football Convenience Fee - Online Ticket Printing	7.00
Football Convenience Fee - Will Call	7.00
Basketball	
Single Game Ticket	
Basketball Chairback, Reserved	20.00
Basketball Railback, Reserved	15.00
Basketball General Admission	12.00
Student General Admission (K-12 & visiting school with valid ID)	7.00
Senior Citizens (Age 65+)	7.00
Northwest Student (regular session)	ID
Season Tickets - General Public	
Basketball Chairback, Reserved - price per game	14.00
Basketball Railback, Reserved - price per game	11.00
Basketball General Admission - price per game	10.00
Senior Citizens (Age 65+)	-
Student General Admission (K-12 - age 5+)	-
Season Tickets - Faculty/Staff **	
Basketball Chairback, Reserved - price per game	12.00
Basketball Railback, Reserved - price per game	10.00
Basketball General Admission - price per game	10.00
Basketball Processing Fee (includes Faculty Emeritus/Retired Employee; Northwest students exempt)	1.00
Basketball Convenience Fee - Online Ticket Printing	7.00
Basketball Convenience Fee - Will Call	7.00
Volleyball, Soccer, Track, Baseball, Softball - General Admission	
Adult	5.00
Student (K-12 & visiting school with valid ID)	3.00
***University Affiliate: Employee, Spouse & Dependent Children; Retiree, Retiree's Spouse & Dependent Children; Student, Spouse & Dependent Children; Spouse of Deceased Retiree & Dependent Children; Retiree is defined as Emeritus Faculty or Retired Employee who is eligible for benefits under MOSERS	
<b>Camps/Clinics and Contests</b>	
Agriculture Contest	
School-single teacher department w/< 50 students	150.00
School-multiple teacher department(s) w/>=50 students	250.00
Per Individual fee (to cover cost of specific scan cards)	6.00
Music Camp	
Commuter/participant	market driven
Resident/participant	market driven
<b>Career Services Fees</b>	
Hire A Bearcat (HAB) Database (alumni fee)	25.00

<b>USER FEES - STUDENTS, EMPLOYEES, AND UNIVERSITY AFFILIATES</b>	<b>FY 17-18</b>
Career Day Registration Fee	75.00
Late Registration	100.00
Each Additional Representative	15.00
<b>College Fair Fee</b>	50.00
<b>Commencement</b>	
Commencement video (tax included)	9.99
<b>Computing Services Department</b>	
Tampering with Hardware	50.00
Abuse of network - Disciplinary Action -Plus Fine up to	100.00
Opening of CPU case, monitor, or wall jack-Discipline Action-plus Fine up to	100.00
Theft or destruction of PC by unknown person	1,500.00
Subject to investigation and prosecution (with police report)	750.00
Theft or destruction of PC by known person	Replacement
Subject to investigation and Prosecution	
Late return of borrowed Computing Services equipm (After 1 day)/day	20.00
Non-return of full-time level Notebook when credit hours drop below full-time	750.00
Notebook computers	
Damaged notebook - repairable	Cost
2011 or later Notebook Model Damaged - up to \$1500	1,500.00
Printing	
Laser/page - black/white	0.10
Laser Color/page	1.00
Laser Color Transparency/page - black/white	1.65
Color photo printer - 12" x 10"	4.50
Color photo printer - 12" x 18"	7.00
Miscellaneous	
Username or Password Replacement	5.00
Equipment Breakage/Damage	Equip. Chg.
Lost/Damaged CD/DVD players	30.00
Residence Hall Personal Equipment Configuration	25.00
Rental to keep notebook over Summer, if student pre-enrolled for fall	75.00
<b>Copying (includes sales tax)</b>	
<i>Please contact the Mail/Copy Center x1137 or x1109 for volume discount pricing</i>	
Copy Center	
All copies on white paper	0.05
Cover/document	0.15
Binding & Cover/document	1.50
Color	0.25
Lamination/foot	1.25
Acetate/Special Covers	0.60
Posters	
24"	6.00
36"	7.00
42"	8.00
<b>Credit by Departmental Examination Fee (Processing Fee)</b>	70.00
(Fee is assessed whether Credit is granted or not)	
<b>Dining Rates - for Bearcat Commons (no meal plan)</b>	
Breakfast	7.39
Lunch	8.59
Dinner	9.69
<b>Equipment Breakage/Damage/Loss</b>	Cost

<b>USER FEES - STUDENTS, EMPLOYEES, AND UNIVERSITY AFFILIATES</b>	<b>FY 17-18</b>
<b>Early Childhood Center (Lunch is extra in all cases)</b>	
Early Care & Education	
Morning Program (7:30-11:00 a.m.)	
5-day (Daily) a.m. Only Program / month	180.00
School Day Program (7:30-3:00 p.m.)	
5-day (Daily) School Day Program / month	355.00
3-day (M,W,F) School Day Program / month	205.00
Full-Day Program (with Extended Day) (7:30-5:30 p.m.)	
5-day (Daily) Full-Day Program / month	430.00
3-day (M,W,F) Full-Day Program / month	265.00
Childcare (on school dismissal days) and Bearcat Club Fees	
Daily Maximum Rate (over 4 hours)	20.00
Half-Day Rate (less than 4 hours)	10.00
Late Fee per minute (after 5:30 p.m.)	1.00
Lunch/estimate (ARAMARK Contract determines rates)	
Childcare and Pre-Kindergarten	2.29
Kindergarten and school-age	2.55
Adult	4.19
Extra Milk	0.50
Holiday/Special Adult Price - costs high for event so don't have to increase day to day costs to compensate as much	4.49
<b>Facility Fees</b>	
<b>Ryland Milner Complex</b>	
Facility Rental fees for Non-University Non-Profit Groups	
Groups outside Nodaway county or Groups charging entrance fees for profit will be charged twice the amount listed or 12% of gross, whichever is greater.	
Non-Refundable Deposit (App. to Cost - 1/2 or full day)	225.00
Northwest Student Recreation Center	
Full Day	450.00
Hourly	60.00
Hourly-Basketball/Volleyball Court	25.00
Hourly-Racquetball/Tennis Court	15.00
Lock-in (Partial use - up to 4 hours)	250.00
Summer Camp Facility Use	
Rec Center/person/camp or week	2.00
Bearcat Stadium (football only)	1,000.00
Bearcat Stadium (track only)	500.00
Lamkin Activity Center Arena	
Full Day	550.00
Hourly	70.00
Lamkin Activity Center Basement	
Full Day	150.00
Hourly	20.00
Martindale Gym	
Full Day	200.00
Hourly	25.00
Dance Studio	
Full Day	100.00
Hourly	20.00
Classroom (FFC, MH, LAC)	
Full Day	125.00
Hourly	25.00
Studio Rental (FFC, MH301)	
Full Day	125.00
Hourly	25.00
Additional Charges	
University Supervisor per hr if needed during activity	12.00

<b>USER FEES - STUDENTS, EMPLOYEES, AND UNIVERSITY AFFILIATES</b>	<b>FY 17-18</b>
University Custodian per hr if needed during activity	10.00
Labor for set-up/tear-down, cost billed	Cost
Equipment Needs	Cost
University Events--Special Event Supervisor per hour	20.00
<b>Performing Arts Facilities</b>	
Charles Johnson Theater	
Stage & seating area - performance or presentation/day (Non-University)	240.00
<i>Per Hour</i> Stage & seating area - performance or presentation/day > 5 hours (University Groups)	25.00
Stage & seating area - performance or presentation/day (Local Groups)	160.00
On-duty student technician *** (all categories)	8.65
Equipment fee	Cost
Ron Houston Center for the Performing Arts	
Mary Linn Performing Arts Center:	
Stage & seating area - performance or presentation/day (Non-University)	470.00
<i>Per Hour</i> Stage & seating area - performance or presentation/day (University Groups)	35.00
Stage & seating area - performance or presentation/day (Local Groups)	265.00
Use of foyer/lobby independent of theater/day (Non-University)	50.00
Use of foyer/lobby independent of theater/day (Local Groups)	25.00
On-duty student technician *** (all categories)	8.65
Equipment fee (all categories)	Cost
Studio Theater	
Stage & seating area - performance or presentation/day (Non-University)	425.00
Stage & seating area - performance or presentation/day (University Groups)	300.00
Stage & seating area - performance or presentation/day (Local Groups)	350.00
Use of foyer/lobby independent of theater/day (Non-University)	50.00
Use of foyer/lobby independent of theater/day (Local Groups)	25.00
On-duty student technician *** (all categories)	8.65
Equipment fee (all categories)	Cost
College Park Pavilion & Shelter	
Stage & seating area - performance or presentation/day (Non-University)	250.00
<i>Per Hour</i> Stage & seating area - performance or presentation/day (University Groups)	25.00
Stage & seating area - performance or presentation/day (Local Groups)	150.00
On-duty student technician *** (all categories)	8.65
Equipment fee (all categories)	Cost
Miscellaneous Fees (all categories)	
<i>Per Hour</i> Design Services (lighting, scenic, sound or other)	10.00
<b>Group Classifications-</b>	
University Groups - recognized members of the university community, university community participants or community service participants	
Local Groups - Nodaway County groups, local participants, or personal use (w/university affiliation)	
<b>Important notes-</b>	
***University groups are allowed a total of 5 hours per event without being charged the hourly rate. This includes rehearsal and/ Technical support which is included in the rental price: Sound, up to two(2) microphones of any type and power-up of the so Lighting, full-stage lighting with no color. Drapery, to include the standard hanging plot of legs, travelers and borders.	
***One(1) technician for up to five (5) hours per event. This five (5) hours includes setup and tear-down of equipment. This is per EVENT, not per day. Any requirements above this will be charged according to the above pay scale. Staffing de made solely by the Performance Facility Manager taking into account safety of the patrons & employees, protection of the fa needs of the event or presenter (in that order).	
<b>Facility Fees</b>	
Brown Hall Gymnasium	
Available only after reg. building hrs. (Activity area only)	100.00
Staffing fee/hour*	10.00
Classrooms: All Academic (including labs, etc., unless otherwise noted)	
Full Day	50.00

<b>USER FEES - STUDENTS, EMPLOYEES, AND UNIVERSITY AFFILIATES</b>	<b>FY 17-18</b>
Half Day	30.00
Hourly	10.00
<b>Student Union and Station Reservation Fees</b>	
Reservation Categories:	
Internal Groups: No Charge - Members of the University Community or Student Org. Groups (May be required to pay on-duty Student Tech Fee & Event Set-up Costs)	
Alumni/Employee/Military: 25% discount of established rate (May be required to pay on-duty Student Tech Fee & Event Set-up Costs)	
Community Groups: 25-100% discount of established rate (University (May be required to pay on-duty Student Tech Fee & Event Set-up Costs)	
Cancellation fee	25.00
Late reservation fee	25.00
<b>J. W. Jones Union Facilities</b>	
Ballroom - \$325/hour up to 3 hours; then full-day rate:	1,100.00
Balance due at least one week prior to event	
Ballroom cancellation fee (written notification received at least 3 months prior to event)	full refund
Ballroom cancellation fee (issued if less than 3 months from event)	50% of rate
Small Meeting Rooms - \$50/hour up to 3 hours; then full-day rate:	200.00
Large Meeting/Dining Rooms-\$100/hour up to 3 hours; then full-day rate:	400.00
The Station - (Food/Catering-see Catering Manager)	
Meeting rooms	
East Room - \$50 up to 3 hours, then full-day rate:	200.00
West Room - \$50 up to 3 hours, then full-day rate:	200.00
Center Room - \$50 up to 3 hours, then full-day rate:	200.00
All Three Rooms - \$150 up to 3 hours, then full-day rate:	550.00
Executive Room - \$50 up to 3 hours, then full-day rate:	150.00
additional setup support fee per hour	12.00
<b>Exceptions:</b>	
Others at discretion	
<i>These fees not subject to the above reservation categories, i.e. all pay 100%</i>	
<i>Note: Event Set-up Costs/Service Fee includes set up, cleanup, staff service/technical support/AV equipment, and parking</i>	
<b>Facility Event Set-Up</b>	
<i>Contact Facility Services at extension x1183 for availability and pricing options</i>	
<b>Gaunt House Events</b>	
<i>Contact the President's Office at extension x1110 for reservation and pricing options</i>	
<b>Graduation Fee (Includes Tassel)</b>	
Baccalaureate Degree	52.00
Master's and Specialist's Degree, if conferred at same time	62.00
Additional Degree (not double major)	10.00
Replacement Diploma	35.00
Cap & Gown Rental - Fac. & Adm. (includes sales tax)	Cost
<b>Horace Mann</b>	
<b>Students Enrolled Prior to FY 2013-2014</b>	
Grades K-6-Tuition/Year - One Child	1,425.00
<b>Students Enrolling after FY 2013-2014</b>	
Grades K-6-Tuition for August through May	2,160.00
sibling discount of 10% is available to all Horace Mann families	
Grade K-6 Tuition for Summer 2016	210.00
Meals/meal - (ARAMARK Contract determines rates - estimate)	
Childcare & Prekindergarten	2.29
Kindergarten and school-age	2.55
Adult meals	4.19
Extra Milk	0.50

<b>USER FEES - STUDENTS, EMPLOYEES, AND UNIVERSITY AFFILIATES</b>	<b>FY 17-18</b>
Holiday/Special Adult Price - costs high for event so don't have to increase day to day costs to compensate	4.49
<b>Finance Charge (Late payment Fee 1% per month for any unpaid billed balance)</b>	12% APR
<b>Institutional Research</b>	
Per hour data fee for Non-Northwest Requests (2 Hour Minimum), hourly rate charged for IR staff completing request	labor cost
<b>Institutional Testing</b>	
ACT Residual (Test Fee; Including Processing Fee to Northwest)	59.50
CLEP Test (Applicant Pays Fee to CLEP; Processing Fee to Northwest)	20.00
GRE subject area, ACT, SAT, Praxis Series (See Institutional Testing Webpage; Applicant Pays Fee to Agency)	
MOGEA (proctoring fees per scheduled test hour)	5.00
Correspondence Testing	35.00
<b>Joint Admissions Resident (living on campus, but attending school in Trenton)</b>	
Per Trimester	214.90
Per Trimester with Laptop (rates based on Activity, Wellness, Readership, Safe Rides, Fitness Center, Sustainability, Technology Fees at flat 14 credit hour rate)	504.70
<b>Lab Manuals (prepared locally), Class Projects, etc. -Cost + Sales Tax</b>	cost+sales tax
<b>Library</b>	
Library Borrower Card	
Individual without Maryville Card - 1st. Year	20.00
After first year/yr.	10.00
Library Fines	
Reserve/hr.	5.00
Unreturned book (after 30 days)	\$15 + cost
Unreturned MOBIUS book (after 45 days)	120.00
Mutilated Library Materials	Equip. Chg.
Late fee for audiovisual equip. returned after due date (after 1 day)/day	10.00
Unreturned audio visual equipment (late fee accumulates until billed)	Repl. Cost
Faculty/Staff	Repl. Cost
Horace Mann Library Fines	
Unreturned book (after 30 days)	\$15 + cost
<b>Locker Rental - Colden Hall/Trimester</b>	10.00
<b>Mass Comm Department</b>	
Missourian Advertising ( <i>call extension x1530 for options and pricing</i> )	
Tower Yearbook (Sales tax additional)	34.50
<b>Missouri Academy</b>	
Program Fee - to defray costs associated with programs such as Bridge Program, Summer Research, FBLA, robotics, Model-UN and mathematics competitions	\$6/credit hour
Shuttle Fee - to defray costs associated with providing transportation to designated locations	80.00
<b>Music Department</b>	
Compact disc/day (Late fee-nonrefundable)	Text Bk Serv
Maximum	Text Bk Serv

<b>USER FEES - STUDENTS, EMPLOYEES, AND UNIVERSITY AFFILIATES</b>	<b>FY 17-18</b>
Compact Disc Replacement (additional - dependent on vendor price)	Text Bk Serv
Show Choir Festival	200.00
NAfME MS/JH Festival	
Solo	8.00
Ensemble	10.00
Jazz Festival	
Bands	250.00
Combos	200.00
Yuletide Feast Tickets	market rate
Bearcat Marching Band Flip folder and lyre (as needed)	25.00
Bearcat Marching Band Uniform	500.00
Colorguard Uniforms (as needed)	100.00
Dry Cleaning for Choir Tuxedo, Band Tuxedo, or Marching Band Uniform	cost
Replacement Costs for Concert and Marching Band Supplies	Repl. Cost
Music Lab Software	cost
Piano Headsets	cost
Tower Choir and Madralier/Celebration Supplies	cost
Unreturned key	25 + Cost
<b>New Undergraduate Orientation Student Fee</b>	165.00
<b>Parking Permit</b>	
Returned permit - \$10 plus \$2 per week	
Replacement of Permit -Same as original	
Charge if Permit Returned: \$10 + \$2.00/week	
Commuter/Resident Student	
September - August	90.00
January - August	70.00
May - August	50.00
Faculty/Staff	
Personal Funds	
September - August	90.00
January - August	70.00
May - August	50.00
Benefit	250.00
Hang-tag for personal vehicles	115.00
Motorcycle	
September - August	50.00
January - August	40.00
May - August	30.00
Temporary Permit (nonregistered vehicle)/week	20.00
Fitness Center Members/trimester	30.00
Recreation Club Members/trimester	30.00
Other non-students not members of any campus prog./tri.	40.00
<b>Parking and Safety Violations (cost of repair is assessed if damage is involved)</b>	
Parking Violations	
Parking in handicap reserved space	100.00
Parking by fire hydrant or in a fire lane	50.00
Parking on grass	50.00
Remove, alter, or destroy a parking control device	50.00
Parking in loading zone (red lines)	30.00
Parking in no parking zone (yellow lines or curb)	30.00
Parking on roadway or on crosswalks	50.00
Parking on the curb or sidewalk	50.00
Parking in a reserved area	30.00
Parking which creates a safety hazard	50.00
Failure to register or display a permit	30.00



<b>USER FEES - STUDENTS, EMPLOYEES, AND UNIVERSITY AFFILIATES</b>	<b>FY 17-18</b>
Failure to properly display (hangtag or permit)	30.00
Failure to report a change of vehicle	30.00
Failure to register bicycle	30.00
Towing	100.00
Other	50.00
<b>Traffic Violations</b>	
Too fast for conditions	50.00
Failure to observe a traffic control device	50.00
Wrong way on one-way street	50.00
Failure to stop or obey University Police Officer	50.00
Careless driving	50.00
Driving on grass or sidewalk	50.00
Illegal U-turn	50.00
Speeding	50.00
Other	50.00
<b>Surcharge through Department of Motor Vehicles for car without Northwest registration</b>	
	5.00
<b>Performing Arts Tickets</b>	
CAPS Tickets	Market
Homecoming Tickets	Market
Music Productions Tickets	Market
Music Concert Tickets	Market
Theater Tickets	Market
<b>Professional Development Training</b>	
Career Pathing	Market
Client Based Seminars	Market
<b>School Health Science &amp; Wellness (Programs begin with fall trimester unless otherwise specified)</b>	
<b>Foster Fitness Center &amp; Recreation Center Memberships</b>	
<b>Northwest Student</b>	
Annual	ID
Monthly	ID
Daily	ID
<b>Employee/Retiree/Dependent/Spouse</b>	
Annual	120.00
Monthly	20.00
Daily	5.00
<b>Fitness Classes/Personal Training</b>	
Per Class/Session	5.00
30 Class/Session pass	60.00
Group of 3 (each)	55.00
Group of 4 (each)	50.00
Group of 5 or more (each)	45.00
<b>Locker Rental (limited availability; split between FFC/RC)</b>	
Annual	60.00
Trimester	30.00
Daily	5.00
<b>NOTE:</b>	
Fitness & Recreation Center/year - Annual Memberships are one year from date of purchase	
All passes purchased are non-refundable.	
No one under 18 admitted to recreation center without Northwest ID.	
Effective June 2015, only established community members will be grandfathered membership privileges at published employee rates and must maintain concurrent annual membership to maintain privileges.	

<b>USER FEES - STUDENTS, EMPLOYEES, AND UNIVERSITY AFFILIATES</b>	<b>FY 17-18</b>
Community Programs - Facilities usage (\$50 deposit/\$50 per hour)	50.00
Dance	40.00
CPR Certification	30.00
Wellness Assessment	40.00
Stress Test	50.00
Human Performance class	30.00
Fitness/Movement Assessment	10.00
Cholesterol Screening	35.00
Mozingo Outdoor Education & Recreation Area (MOERA)	
Challenge course (\$60 deposit) Team Building	
1/2 Day (3 hours)-groups	
Northwest Student Groups/cost per participant (11 or less)	30.00
Northwest Staff & Non-profit Groups/cost per participant (12 or more)	25.00
Corporate/for profit groups	40.00
Full Day (6 hours)	
Northwest Student Groups/cost per participant (11 or less)	50.00
Northwest Staff & Non-profit Groups/cost per participant (12 or more)	50.00
Corporate/for profit groups	60.00
Climbing Structures (Tower, Wall) (\$60 deposit)	
1/2 Day (3 hours)	
Northwest Student Groups/cost per participant	30.00
Northwest Staff & Non-profit Groups/cost per participant	30.00
Corporate/for profit groups	40.00
Full Day (6 hours)	
Northwest Student Groups/cost per participant	50.00
Northwest Staff & Non-profit Groups/cost per participant	50.00
Corporate/for profit groups	60.00
User Fees/Rentals (Sales tax included where applicable)	
MOERA Building Use (\$30 deposit):	
One-Half Day	50.00
Full-Day	100.00
Challenge Course/per hour per person	10.50
Archery Equipment Rental	50.00
Monthly Archery Shoot	15.00
Canoe Rental/day	20.00
Kayak Rental/day	20.00
Boat trailer (canoes/kayaks)	50.00
Field Archers Membership (annual pass) or \$3 per day	25.00
Trap/round (25 shots)	7.00
Ammo sales/box	8.00
Trap Class	60.00
Archery Class	25.00
Gun Rental/day	10.00
Shooting sports class	60.00
Rounds = 100	20.00
Paintball/airsoft equipment rental (100 rounds)	
Rounds = 100	20.00
Rounds = 300	30.00
Rounds = 500	40.00
Paintball ammo	
Rounds = 100	7.00
Rounds = 500	25.00
Rounds = 1,000	40.00
Rounds = 2,000	60.00
Shooting sport facility rental	15.00
Nature & Welcome Center Building Use:	
Deposit	100.00
One-half day per room	50.00
Full-day or evening per room	75.00

<b>USER FEES - STUDENTS, EMPLOYEES, AND UNIVERSITY AFFILIATES</b>	<b>FY 17-18</b>
One-half day entire facility	100.00
Full-day or evening entire facility	300.00
Front or Back lawns per 1/2 day	40.00
Front or Back lawns per full day	60.00
<b>Bike rentals</b>	
Deposit	25.00
Per hour per bike	9.50
Per day per bike	15.00
Group rental of 6 or more bikes 1/2 day	35.00
Group rental of 6 or more bikes full day	45.00
Climbing Class	20.00
Challenge Course Facilitation Class	30.00
Fish and Stream Experience	500.00
Exploring Recreation Resources	699.00
Fish and Stream Experience	500.00
Internship and Field Wk Practicum	75.00
Nutrition Practicum Supervision	50.00
Material Charge: Food Lab Consumables and Related Supplies	50.00
Material Charge: Diet and Nutrition Lab	30.00
ISPP Program	8,800.00
<b>President's Office</b>	
Paper Copies of Board Minutes - min/set - per statute: \$.10/page plus research and supplication fees at the hourly rate to pay for clerical staff	\$.10/page + labor
<b>Registrar's Office</b>	
Electronic Transcript Delivery Fee (school to school)	2.25
Electronic Transcript Delivery Fee (to employer or individual)	3.00
Transcript Fee	
Northwest	5.00
Northwest Missouri Community College	5.00
Tarkio College	5.00
Photocopy fee for non-transcript documents/page (Includes Sales i.e. Course Syllabi)	0.25
FAX Fee/document (for special processing and rush service) (or cost if greater than amount listed)	7.00
Late Registration/Verification	15.00
<b>Residential Life</b>	
Student Personal Property Insurance	Set by Co.
Improper check out	50.00
Damage fine	Equit. Chg.
Large item removal	100.00
Key/fob not returned (key and core must be replaced)	cost
Lock-out fee - After desk hours:	
First three free - Four thru six/each additional	15.00
Seven and beyond/each	20.00
Late sign-up for break	15.00
Pet non-refundable deposit	200.00
Pet fine violation	up to \$200
Pet fee - per Month	30.00
Housing Pre-payment	150.00
Apartment Agreement Cancellation Fee (1 month's rent)	one month's rent
Cancellation Policy for Academic Year (Room and Board)	
Processing Fee	50.00
From date signed until April 1	-

<b>USER FEES - STUDENTS, EMPLOYEES, AND UNIVERSITY AFFILIATES</b>	<b>FY 17-18</b>
April 2 - May 1	50.00
May 2 - August 1	100.00
August 2 - August 21	200.00
Spring Agreements Only - November 2 to January 9	100.00
After first day of Fall/Spring term 35% of remaining balance	35% of Bal
Requires Approval of Extenuating Circumstances	
Room Contract Change after change period	35.00
Room Rental-Guest Room (includes sales tax)	
Overnight guest rooms - Single	40.00
Each additional guest - \$10.00	10.00
Long term (taxable unless	140.00
contracted in advance for 30 days or more)/wk	
Guest Apartment (per month)	500.00
Room Rental-nightly for Camps and students/bed	
Double	
Highrises	15.00
Modified Suites	17.00
Single	
Highrises	18.00
Modified Suites	21.00
Forest Village Apartments	23.00
Linen Service nightly for camps (rate per person)	
Bath Set	2.00
Bed Set	4.25
Room Contract Extension - Prorated based on trimester contract price	
Room Rental-SOAR nightly	
2-person suite	25.00
4-person suite	50.00
Linen Service for SOAR (rate per person)	
Bath Set	2.00
Bed Set	4.24
Room Rental-Upward Bound Students (chrg for full program)/bed	12.00
Hotel Rate-per room (non-contract individual, per room)	25.00
Sorority Chapter/Storage Room Fee (per year)	300.00
Hall Desk Fees	
Ping Pong Balls	Replacement
Envelops/ea.	0.10
Broken Equipment	Replacement
I.D. Replacement (tax will be added)	20.00
Meal plan late change fee	50.00
Declining Balance Increments	25.00
sales tax added if not on a meal plan:	
Meals (Contact ARAMARK for any not listed)	
<b>Returned Check Service Charge</b>	<b>35.00</b>
<b>Rodeo Arena</b>	
Horse Run/Stall Rental - per month rate	125.00
Horse Stall Rental - per month rate	100.00
Arena Rental - first day rate	900.00
Arena Rental - additional day rate	200.00
Arena Rental with lights (daily rate noted above plus hourly rate for lights)	25.00
<b>Safety Office</b>	
Incident report requests	3.00
Event Security	150.00
Armed Intruder Training/Active Shooter Training - 8 hour course	75.00
Interactive Use of Force Simulation Training - 4 hour course	150.00

<b>USER FEES - STUDENTS, EMPLOYEES, AND UNIVERSITY AFFILIATES</b>	<b>FY 17-18</b>
<b>Student Affairs</b>	
Posting Violation/max	25.00
Discipline Fines/per offense	up to \$400
<b>Student Health Insurance (Student Only)</b>	Set
International Students (under age 24)-Annual (Coverage Required)	by Company
<b>Experiential Educational Professional Liability Insurance Fee</b>	35.00
<b>Student Materials (sales tax applicable)</b>	Cost
<b>Study Abroad</b>	
Administrative fee for Study Abroad and student teaching program	125.00
Administrative fee for Direct Pay incoming students	125.00
Administrative fee for faculty led programs and internships internationally	50.00
<b>Textbook Fines/day</b>	5.00
Maximum	50.00
(If not returned/lost charged cost of course materials and sales tax in addition to fine)	
Textbook Rental (graduate students; including GA's-500 level)/book.	20.00
Late Textbook Pickup	30.00
<b>University Relations</b>	
Photography (on-line reprint sales)	
4X6 reprint	8.00
5X7 reprint	10.00
8X10 reprint	20.00
11X14 - 13X19 reprint	30.00
16X24 reprint	40.00
24X36 reprint	111.00
5 x 7 team/reunions/camps, etc. (when purchased in quantity)	4.00
8X10 team/reunions/camps, etc. (when purchased in quantity)	5.00
DVD of video services project (per disk)	8.00
<i>For print only, does not include matting or frame</i>	
<b>Wellness Center</b>	
Designated Wellness Fee covers clinical office visit charges, not paid by insurance; co-pays for clinic visits; counseling visits; access to health education; and promotion programming.	
There are some medical fees not covered and these can be obtained by contacting Wellness Services at 660-562-1348.	
<b>Wire Transfers</b>	
Incoming International transfers	100.00
<b>Other Notes</b>	
Child Development Workshops (currently none are offered)	
Continuing Education Recording Fee (if CEUs desired)	5.00
Regional Professional Develop Center	
Varying fee covering supplies, instruction, and miscellaneous costs	cost
<b>INTERNAL DEPARTMENTAL CHARGE-BACKS</b>	
<b>Athletic Facility setup/teardown</b>	
Athletic Contests	175.00
Other events requiring tables/chairs on BB floor	225.00

<b>USER FEES - STUDENTS, EMPLOYEES, AND UNIVERSITY AFFILIATES</b>	<b>FY 17-18</b>
<b>Camps (rates effective Summer 2017)</b>	
Continental Breakfast/Sack Breakfast	6.38
Breakfast	6.91
Lunch/brunch	7.94
Dinner	9.05
Sack Lunch	7.34
<b>Copy Center</b>	
<i>Please contact the Mail/Copy Center x1137 or x1109 for volume discount pricing</i>	
Copies produced at Copy Center/copy	
B & W 8.5 X 11 Copies/Prints on White Paper	0.03
Color 8.5 X 11 Copies/Prints on White Paper	0.10
Colored paper	0.035
Astro-bright paper	0.04
Cover stock	0.065
Binding	0.50
Lamination/foot	1.25
Acetate/Special Covers	0.50
Copies on departmental copiers/copy	
Black & White copies	0.05
Color copies	0.12
<b>Posters</b>	
24"	5.00
36"	6.00
42"	7.00
<b>Sign Shop</b>	
<i>Contact Sign Shop at extension x1183 for items available and pricing</i>	
<b>Telephone Service (Dependent on State rates to NW)</b>	
Local Service/month	18.90
Additional appearance of a number	18.90
Voice mail/month	3.50
Toll/minute	0.14
CenturyLink directory listing	4.01
Cell/Mobile-staff-data & voice (based on University's provider pricing)	
<b>Transportation Department</b>	
Vehicle Use	
<i>Charge subject to change due to changes in fuel costs</i>	
Cars/mile	0.45
Mini-van/mile	0.55
Maxi-van/mile	0.80
Bus/mile	3.50
Bus/Sitting Daily Rate (includes driver costs) - starts after first night	150.00
Shuttle Bus (handicap access.)/mile	1.00
Box-Moving Truck/mile	1.00
Driver Provided for car or vans	
Regular time/hour	17.50
Overtime/hour	25.00
Bus Internet Fee - per 1GB	10.00
Short Trip Charge (City/University Campus/Mileage Restrictions)	
Cars (less than 100 mi.)/trip or day	45.00
Mini-vans (less than 100 mi.)	55.00
Maxi-vans (less than 100 mi.)	80.00
Buses-local (city/University <=4 hours)	150.00
Driver charge for trips > 4 hours - regular time/hour (flat rate + hrly rate for hrs >4)	25.00
Driver charge for trips > 4 hours - overtime/hour (flat rate + hrly rate for hrs >4)	40.00

<b>USER FEES - STUDENTS, EMPLOYEES, AND UNIVERSITY AFFILIATES</b>	<b>FY 17-18</b>
Buses-outside local (under 100 miles <=8 hours)	350.00
Driver charge for trips > 8 hours - regular time/hour (flat rate + hrly rate for hrs >8)	25.00
Driver charge for trips > 8 hours - overtime/hour (flat rate + hrly rate for hrs >8)	40.00
Box/Moving Truck/day	60.00
Shuttle Bus (handicap access) 1-50 miles = \$50/day	50.00
Shuttle Bus (handicap access) 51-100 miles = \$50/day	100.00
Cleaning fee (if bus returned in unsatisfactory condition)	50.00
Golf Cart - 4 Person - Daily Rate	50.00
Golf Cart - 4 Person - 4 hr Rental	30.00
Golf Cart - 6 Person - Daily Rate	75.00
Golf Cart - 6 Person - 4 hr Rental	40.00
<b>Notes:</b>	
For any fees requiring sales tax; taxes will be applied at effective State and Local rates	