

MONTANA STATE UNIVERSITY - BILLINGS

Inventory and Validation of Fees  
Miscellaneous Fees

Fee Name	Authority Regents' Item	Amount	Fund Deposited In	Description	
<b>Unrestricted</b>					
<b>Tuition Surcharges</b>					
Application Fee	80-001-R0793	\$ 30.00	611000/31300	Charged to all first-time enrolling undergraduate students.	
Supplemental Application Fee	135-107-R0507	\$ 8.00	611000/31300	Charged to students when transferring within the MUS.	
Audit (Listeners)	22-001-R0978	\$ 5.00	611000/31300	Per credit hour, for classes in which the available student is a passive listener-not for matriculating students.	
Late Registration Fee	5-002-R0990	\$ 40.00	611000/31300	Charge to students paying fees after the established period.	
Student Fee Deferment	3-004-R0591	\$ 30.00	611000/31300	Administrative charge for paying fees in installments during a semester.	
<b>Other Unrestricted</b>					
Biology Field Station	71-001-R0691	\$ 1.00 \$ 45.00	611000/31300	To defray costs of food and lodging for students at the Field Station.	
Duplicate Receipt	57-001-R098	\$ 2.00	611000/31300	Charge for providing a copy of previously issued receipt.	
Reading Clinic	22-001-R0978	Varies	611000/31300	Per class. Includes testing, instruction, 6 week individualized tutoring. No credits	
<b>Designated Course Fees</b>					
<b>Art Classes:</b>					
Art Fundamentals for Elem. Teachers	101	71-001-R0691	\$ 40.00	633000/33300	Materials that become student property.
3-Dimensional Design	151,152	71-001-R0691	\$ 40.00	633000/33300	Materials that become student property.
Ceramics	142,242, 342, 442, 491,493	71-001-R0691	\$ 60.00	633000/33300	Materials that become student property.
Computer Graphics	255, 256, 257	111-101-R0501	\$ 15.00	633000/33300	Materials that become student property.
Drawing	161, 162, 261, 361, 461, 493	71-001-R0691	\$ 40.00	633000/33300	Materials that become student property.
Elem. Paint	272, 372, 472	87-001-R0595	\$ 25.00	633000/33300	Materials that become student property.
Lithography	217, 317, 417	71-001-R0691	\$ 50.00	633000/33300	Materials that become student property.
Photography	211, 311, 411, 493	71-001-R0691	\$ 40.00	633000/33300	Materials that become student property.
Printmaking	215, 315, 415, 493	80-001-R0793	\$ 60.00	633000/33300	Materials that become student property.
Sculpture	281, 381, 481, 493	111-101-R0501	Varies	633000/33300	Materials that become student property. Fee based on the weight of art work.
Studio Essentials	110	111-101-R0501	\$ 10.00	633000/33300	Materials that become student property.
<b>Auto Body (College of Technology):</b>					
Auto Body	111, 112, 121, 122, 131, 132, 141, 142	119-115-R0503	\$ 20.00	633000/33300	Defray cost of consumable lab supplies.
<b>Biological and Physical Sciences Classes:</b>					
Biology	114, 115, 117, 188, 189, 243, 246, 261, 273, 350, 354, 356,371,373	127-101-R0505	\$ 15.00	633000/33300	Defray costs of consumable lab supplies.
Chemistry	105, 118, 119, 325, 331, 335, 371, 431, 473	127-101-R0505	\$ 15.00	633000/33300	Defray costs of consumable lab supplies.
Earth Science	320	127-101-R0505	\$ 15.00	633000/33300	Defray costs of consumable lab supplies.
Physical Science	102	127-101-R0505	\$ 15.00	633000/33300	Defray costs of consumable lab supplies.
Science	102	127-101-R0505	\$ 15.00	633000/33300	Defray costs of consumable lab supplies.
<b>Curriculum and Instruction Classes:</b>					
Teaching Elementary Art	305	43-006-R0684	\$ 10.00	633000/33300	Defray cost of materials.
Teaching K-12 Art	315	75-001-R0692	\$ 15.00	633000/33300	Defray cost of materials.
<b>Fire Science Classes (College of Technology):</b>					
Fire Science	293	135-107-R0507	\$ 25.00	633000/33300	Supplies required by the Billings Fire Department.
	115	127-101-R0505	\$ 25.00	633000/33300	Supplies required by the Billings Fire Department.
<b>Diesel Technology (College of Technology):</b>					
Diesel Tech	115, 125, 135, 150	119-115-R0503	\$ 20.00	633000/33300	Defray cost of consumable lab supplies.
<b>Drafting (College of Technology):</b>					
Drafting	228	119-115-R0503	\$ 22.00	633000/33300	Defray cost of consumable lab supplies.
<b>Health and Physical Education Classes:</b>					
Golf	125	127-101-R0505	Varies	633000/33300	Actual amount to be determined by provider contract
Athletic Training	462,562,566,575	114-107-R0302	\$ 33.00	633000/33300	Defray the cost of supplies for instruction
First Aid	210,212	123-101-R0504	\$ 15.00	633000/33300	Defray cost of consumable supplies
Rappelling		123-101-R0504	\$ 15.00	633000/33300	Pass through fee for equipment rental
Bowling		123-101-R0504	\$ 35.00	633000/33300	Pass through fee for equipment rental

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Inventory and Validation of Fees

Effective Date: Fall 2007

Miscellaneous Fees

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Health and Human Performance 301, 431, 464	135-107-R0507	\$ 35.00	633000/33300	Pass through fee for equipment rental
<b>Health Occupation Classes (College of Technology):</b>				
Health Occupation and Paramedics 241	111-101-R0501	\$ 175.00	633000/33300	Pass through fee for testing.
246	111-101-R0501	\$ 350.00	633000/33300	Pass through fee for testing.
100	127-101-R0505	\$ 45.00	633000/33300	Pass through fee for testing
107	119-115-R0503	\$ 10.00	633000/33300	Defray cost of consumable lab supplies.
110, 206	119-115-R0503	\$ 15.00	633000/33300	Defray cost of consumable lab supplies.
134	127-101-R0505	\$ 125.00	633000/33300	Pass through fee for testing.
213	119-115-R0503	\$ 30.00	633000/33300	Defray cost of consumable lab supplies.
<b>Heating, Ventilation, and Air Conditioning Classes (College of Technology):</b>				
Heating and Ventilation 275	127-101-R0505	\$ 120.00	633000/33300	Pass through fee for testing.
200	111-101-R0501	\$ 45.00	633000/33300	Pass through fee for testing.
<b>Metal Fabrication (College of Technology):</b>				
Metal Fabrication 103,203,204	119-115-R0503	\$ 30.00	633000/33300	Defray cost of consumable supplies.
<b>Psychology Classes:</b>				
Psychology 314, 316, 317, 338, 428	90-001-R0369	\$ 7.50	633000/33300	Lab specimens
Psychology Clinical Assessment 525,592	135-107-R0507	\$ 15.00	633000/33300	Defray the cost of consumable supplies.
<b>Sociology and Political Science Classes:</b>				
Sociology 201 (See also PS 493)	75-001-R0692	\$ 25.00	634128/33300	To help recover telephone charges.
<b>Trade and Industry (college of Technology):</b>				
Trade and Industry 151	119-115-R0503	\$ 30.00	633000/33300	Defray the cost of consumable supplies.
152	119-115-R0503	\$ 20.00	633000/33300	Defray the cost of consumable supplies.
160	127-101-R0505	\$ 25.00	633000/33300	Pass through testing fee
140	135-107-R0507	\$ 55.00	633000/33300	Pass through testing fee
<b>Electronically Delivered Classes</b>				
Internet	103-001-R0599	\$ 40.00	632104/33300	Defray additional costs incurred with the delivery of courses by electronic means. Variable amount based on
Interactive Video		\$ 50.00	632104/33300	Commissioner's Office formula.
Field Experience	107-101-R0500	Varies	635900/33300	Defray costs of learning in a work environment.
<b>Other Designated Fees</b>				
<b>Testing Fees</b>				
CLEP	48-001-R0785	\$ 30.00	634111/33300	Pass through testing fee
ACT	80-001-R0793	\$ 35.00	634111/33300	Pass through testing fee
ACT Work Keys	127-101-R0505	\$ 45.00	634111/33300	Pass through testing fee
Career Assessment Students	48-001-R0398	\$ 3.00	634111/33300	Pass through testing fee
Self Directed Serv-Students	98-001-R0398	\$ 6.00	634111/33300	Pass through testing fee
MBTI (Meyers Briggs Type Ind)	60-003-R0788	\$ 10.00	634111/33300	Pass through testing fee
Proctoring Fee 35.00 an Hour	119-115-R0503	\$ 35.00	634111/33300	Cover costs of administering tests.
Strong Test – Students	98-001-R0398	\$ 10.00	634111/33300	Pass through testing fee
Dantes	98-001-R0398	\$ 60.00	634111/33300	Pass through testing fee
Compass Placement Test	107-101-R0500	\$ 15.00	634111/33300	Pass through testing fee
Computer and Industry Test and Certification	114-107-R0302	Varies	634108/33300	Pass through testing fee
Continuing Education Fee/ Credit (Sponsored)	2-007-R0973	Varies	632203/33300	Per course. Administrative fee assessed where an outside organization defrays all direct costs of operating the class. Minimum \$70.00.
Continuing Education Fee/ Credit (Not Sponsored)	71-001-R0691	Varies	632203/33300	Per semester credit hour for continuing education courses where the college pays cost of the program. Minimum \$70.00.
Continuing Education Fee/ (Noncredit)	22-001-R0978	Varies	632104/33300	Per course. Charge to defray costs of offering noncredit continuing education.
Drop Processing Fee	98-001-R0398	\$ 5.00	635114/33300	Cover costs related to the processing of the drops which occur after fee payment. Per course.

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E-Payment Fee	127-101-R0505	\$ 10.00	33300	Convenience fee for payments to University Student Accounts, alternate method.	
Field Trips	22-001-R0978	Varies	632202/33300	Costs are negotiated on the basis of what will be involved in the field trip. Field trips are educationally oriented and participants are usually regularly enrolled students. The trip costs are calculated on a "break-even" basis	
Fundeo	65-001-R0989	Varies	634142/33300	No credit. Community service program offered on weekends in swimming and gymnastics.	
Graduation Fees	111-101-R0501	\$ 50.00	633503/33300	To defray commencement costs and maintain quality program. Per degree.	
Graduate Application Fee	107-101-R0500	\$ 40.00	633503/33302	Funding for graduate academic advising.	
<b>ID Fee:</b>					
First Time	119-115-R0503	\$ 15.00	634118/33300	Per ID card.	
Replacement	22-001-R0978	\$ 15.00	634118/33300	Per ID card. Charged to those students, faculty and staff who lose and request new ID cards.	
International Student Services Fee	111-101-R0501	\$ 75.00	632102/33300	To provide student services for students in program.	
Intramural & Rec. Pass for Non-MSUB	71-001-R0691	\$ 30.00	638018/33300	Per semester. Fee assessed to non-college persons who live in the residence allow participation in the campus intramural and PE recreation program.	
Library Fines	127-101-R0505	Varies		Fines for late returns, damage and lost library materials	
MCHC	48-001-R0785	Varies	634138/33300	Diagnostic evaluation for Medicaid billing.	
New Student Services	135-107-R0507	\$ 70.00	633501/33300	Assessed to 1 <sup>st</sup> time students with seven or more semester hours.	
Outdoor Recreation Trips	48-001-R0785	Varies	638018/33300	Fee assessed for use of recreational equipment.	
<b>Placement &amp; Career Services:</b>					
Established Credentials	10 set for 30.00	98-001-R0398	\$ 30.00	633502/33300	For establishing placement credentials.
Additional Sets of Credentials	10 sets for 25.00	80-001-R0793	\$ 25.00	633502/33300	For additional placement credentials.
Credential File Updated	5 sets for 20.00	98-001-R0398	\$ 20.00	633502/33300	To Update name, address, etc. on placement credentials.
Program Completion Fee	Clinical Laboratory Science Option	127-101-R0505	Varies		Pass through fee, assessment based on tuition at participating institutions.
Racquet Rental Fee					
Students/Employees		48-001-R0785	\$ 0.50	638018/33300	Per day.
Others		48-001-R0785	\$ 1.00	638018/33300	Per day.
Recreational Pass – Pass		71-001-R0691	Varies	638018/33300	Fee charged to general public and MSU dependents for participation in leisure recreation program.
Recreational Pass – Employee		111-101-R0501	\$ 25.00	638018/33300	Fee assessed to each faculty and staff member for use of the PE building recreational facilities. Per semester.
Recreational Pass		22-001-R0978	\$ 60.00	638018/33300	Per year.
MSU Alumni (Gold Card)					
MSU STING Members					
Self Support Program Fee		90-001-R0396	\$ 100.00	632203/33300	Per credit hour. Fee for self support classes.
Special Summer Recreation Fee		71-001-R0691	\$ 22.50	638014/33300	Assessed students not enrolled during summer semester
Study Abroad/Exchange Program Fee		127-101-R0505	Varies	632102/33300	Pass through fees to pay participating institutions for study abroad.
Study Abroad Program Application Fee		111-101-R0501	\$ 150.00	632102/33300	Charged to students enrolling in study abroad program.
Summer Recreational Activities		48-001-R0785	\$ 25.00	634142/33300	Program Session
Student Fee Deferment/Late Install Penalty		3-004-R0591	\$ 15.00	633000/33300	Fee for not making timely installment payment.
Tennis Facility Fee		119-115-R0503	Varies	637000/33300	Usage fee for tennis center operations.
Thesis Binding Fee		83-001-R0594	\$ 24.00	634114/33300	
Transcript Fee		80-001-R0793	\$ 3.00	633504/33300	1) Each student may receive one (1) free official transcript. 2) For every transcript request thereafter, \$3.00 charged per copy.
Workshops and Conferences		22-001-R0978	Varies	632202/33300	Per credit hour. Fee is negotiated on the basis of what the participants to the workshop or conference wish to include. Individual contracts are negotiable. Charge will include regular student fee plus a workshop.
<b>Auxiliary</b>					

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Effective Date: Fall 2007

Fee Name	Authority Regents' Item	Amount	Fund Deposited In	Description
Damage Deposit Resident Hall	123-101-R0504	\$ 100.00	644407/34301	Deposit for recovery of extraordinary damages.
Emergency Loan Origination Fee	127-101-R0505	\$ 15.00	644407/34301	Fee to defray the cost of establishing and collecting emergency loans.
Handicapped Parking Fine	69-003-R0990	\$ 100.00	643000/34301	Fine for parking in handicapped zone.
Immunization	114-107-R0302	Varies	645001/34301	To defray the costs of supplies and administering immunization. Variable depending on cost of serum
Insight Fee	127-101-R0505	\$ 15.00		To defray cost of materials for residence hall alcohol policy violation.
Lock Change/Lost Key Fee	22-001-R0686	\$ 45.00	644407/34301	Charged to residence hall, lost key or lock change.
Motor Vehicle Registration Fee	123-101-R0504	\$ 40.00	643000/34301	Maximum semester fee for parking on senior and COT campus'.
Parking Fines	80-001-R0793	\$ 25.00	643000/34301	Maximum fine for each violation of motor vehicle or parking regulations. Schedule on file in Commissioner's office.
Residence Hall Guest Fee	135-107-R0507		644407/34301	Per night, per person to have a guest stay in a residence room.
	Double	\$ 20.00		
	Single	\$ 25.00		
Residence Network Fee	135-107-R0507	\$ 70.00	644407/34301	Provide internet access to dorm rooms.
<b>Agency</b>				
Liability Insurance	48-001-R0785	Varies	604000/80350	Student liability insurance for clinical courses.
Student Health Insurance	103-001-R0599	Varies	604000/80350	Option student health insurance per semester. Negotiated annually. MUS Student Health Insurance Consortium.
Student Accident Insurance	103-001-R0599	\$ 8.00	604000/80350	Accident student insurance for high risk program students per semester. Negotiated annually.

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Day Semester		\$ 45.00			
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Continuing Education Fee/ Credit (Sponsored)	2-007-R0973	Varies	632203/33300	Per course. Administrative fee assessed where an outside organization defrays all direct costs of operating the class. Minimum \$70.00.
Continuing Education Fee/ Credit (Not Sponsored )	71-001-R0691	Varies	632203/33300	Per semester credit hour for continuing education courses where the college pays cost of the program. Minimum \$70.00.
Continuing Education Fee/ (Noncredit)	22-001-R0978	Varies	632104/33300	Per course. Charge to defray costs of offering noncredit continuing education.
Drop Processing Fee	98-001-R0398	\$ 5.00	635114/33300	Cover costs related to the processing of the drops which occur after fee payment. Per course.

MONTANA STATE UNIVERSITY - BILLINGS

Inventory and Validation of Fees  
Miscellaneous Fees

Fee Name	Authority Regents' Item	Amount	Fund Deposited In	Description	
E-Payment Fee	127-101-R0505	\$ 10.00	33300	Convenience fee for payments to University Student Accounts, alternate method.	
Field Trips	22-001-R0978	Varies	632202/33300	Costs are negotiated on the basis of what will be involved in the field trip. Field trips are educationally oriented and participants are usually regularly enrolled students. The trip costs are calculated on a "break-even" basis	
Fundeo	65-001-R0989	Varies	634142/33300	No credit. Community service program offered on weekends in swimming and gymnastics.	
Graduation Fees	111-101-R0501	\$ 50.00	633503/33300	To defray commencement costs and maintain quality program. Per degree.	
Graduate Application Fee	107-101-R0500	\$ 40.00	633503/33302	Funding for graduate academic advising.	
<b>ID Fee:</b>					
First Time	119-115-R0503	\$ 15.00	634118/33300	Per ID card.	
Replacement	22-001-R0978	\$ 15.00	634118/33300	Per ID card. Charged to those students, faculty and staff who lose and request new ID cards.	
International Student Services Fee	111-101-R0501	\$ 75.00	632102/33300	To provide student services for students in program.	
Intramural & Rec. Pass for Non-MSUB	71-001-R0691	\$ 30.00	638018/33300	Per semester. Fee assessed to non-college persons who live in the residence allow participation in the campus intramural and PE recreation program.	
Library Fines	127-101-R0505	Varies		Fines for late returns, damage and lost library materials	
MCHC	48-001-R0785	Varies	634138/33300	Diagnostic evaluation for Medicaid billing.	
New Student Services	135-107-R0507	\$ 75.00	633501/33300	Assessed to 1 <sup>st</sup> time students with seven or more semester hours.	
Outdoor Recreation Trips	48-001-R0785	Varies	638018/33300	Fee assessed for use of recreational equipment.	
<b>Placement &amp; Career Services:</b>					
Established Credentials	10 set for 30.00	98-001-R0398	\$ 30.00	633502/33300	For establishing placement credentials.
Additional Sets of Credentials	10 sets for 25.00	80-001-R0793	\$ 25.00	633502/33300	For additional placement credentials.
Credential File Updated	5 sets for 20.00	98-001-R0398	\$ 20.00	633502/33300	To Update name, address, etc. on placement credentials.
Program Completion Fee	Clinical Laboratory Science Option	127-101-R0505	Varies		Pass through fee, assessment based on tuition at participating institutions.
Racquet Rental Fee					
Students/Employees		48-001-R0785	\$ 0.50	638018/33300	Per day.
Others		48-001-R0785	\$ 1.00	638018/33300	Per day.
Recreational Pass – Pass		71-001-R0691	Varies	638018/33300	Fee charged to general public and MSU dependents for participation in leisure recreation program.
Recreational Pass – Employee		111-101-R0501	\$ 25.00	638018/33300	Fee assessed to each faculty and staff member for use of the PE building recreational facilities. Per semester.
Recreational Pass		22-001-R0978	\$ 60.00	638018/33300	Per year.
MSU Alumni (Gold Card)					
MSU STING Members					
Self Support Program Fee		90-001-R0396	\$ 100.00	632203/33300	Per credit hour. Fee for self support classes.
Special Summer Recreation Fee		71-001-R0691	\$ 22.50	638014/33300	Assessed students not enrolled during summer semester
Study Abroad/Exchange Program Fee		127-101-R0505	Varies	632102/33300	Pass through fees to pay participating institutions for study abroad.
Study Abroad Program Application Fee		111-101-R0501	\$ 150.00	632102/33300	Charged to students enrolling in study abroad program.
Summer Recreational Activities		48-001-R0785	\$ 25.00	634142/33300	Program Session
Student Fee Deferment/Late Install Penalty		3-004-R0591	\$ 15.00	633000/33300	Fee for not making timely installment payment.
Tennis Facility Fee		119-115-R0503	Varies	637000/33300	Usage fee for tennis center operations.
Thesis Binding Fee		83-001-R0594	\$ 24.00	634114/33300	
Transcript Fee		80-001-R0793	\$ 3.00	633504/33300	1) Each student may receive one (1) free official transcript. 2) For every transcript request thereafter, \$3.00 charged per copy.
Workshops and Conferences		22-001-R0978	Varies	632202/33300	Per credit hour. Fee is negotiated on the basis of what the participants to the workshop or conference wish to include. Individual contracts are negotiable. Charge will include regular student fee plus a workshop.
<b>Auxiliary</b>					

MONTANA STATE UNIVERSITY - BILLINGS

Inventory and Validation of Fees  
Miscellaneous Fees

Effective Date: Summer 2008

Fee Name	Authority Regents' Item	Amount	Fund Deposited In	Description
Damage Deposit Resident Hall	123-101-R0504	\$ 100.00	644407/34301	Deposit for recovery of extraordinary damages.
Emergency Loan Origination Fee	127-101-R0505	\$ 15.00	644407/34301	Fee to defray the cost of establishing and collecting emergency loans.
Handicapped Parking Fine	69-003-R0990	\$ 100.00	643000/34301	Fine for parking in handicapped zone.
Immunization	114-107-R0302	Varies	645001/34301	To defray the costs of supplies and administering immunization. Variable depending on cost of serum
Insight Fee	127-101-R0505	\$ 15.00		To defray cost of materials for residence hall alcohol policy violation.
Lock Change/Lost Key Fee	22-001-R0686	\$ 45.00	644407/34301	Charged to residence hall, lost key or lock change.
Motor Vehicle Registration Fee	123-101-R0504	\$ 40.00	643000/34301	Maximum semester fee for parking on senior and COT campus'.
Parking Fines	80-001-R0793	\$ 25.00	643000/34301	Maximum fine for each violation of motor vehicle or parking regulations. Schedule on file in Commissioner's office.
Residence Hall Guest Fee	135-107-R0507		644407/34301	Per night, per person to have a guest stay in a residence room.
	Double	\$ 20.00		
	Single	\$ 25.00		
Residence Network Fee	135-107-R0507	\$ 75.00	644407/34301	Provide internet access to dorm rooms.
<b>Agency</b>				
Liability Insurance	48-001-R0785	Varies	604000/80350	Student liability insurance for clinical courses.
Student Health Insurance	103-001-R0599	Varies	604000/80350	Option student health insurance per semester. Negotiated annually. MUS Student Health Insurance Consortium.
Student Accident Insurance	103-001-R0599	\$ 8.00	604000/80350	Accident student insurance for high risk program students per semester. Negotiated annually.