



Student Financial Planning Guide College of Graduate & Extended Studies 2018-2019

ATTENTION STUDENTS:
Please review carefully and retain for reference.

Mission:

Central Methodist University prepares students to make a difference in the world by emphasizing academic and professional excellence, ethical leadership, and social responsibility.

Table of Contents

Financial Readiness Checklist Includes	3
Student Billing Statements	3
Student Billing Statements on myCMU	3
2018-2019 Tuition & Fees.....	4
Tuition & Fee Payment Deadlines	4
Payment Options	4
Financial Aid.....	5
Late Charges/Holds.....	7
Outside Payment Policies	7
Financial Aid Options	8
Book Vouchers	12
Withdrawal Tuition Refund Schedule.....	12
Return of Title IV Funds.....	13
Important Dates	15

This guide will assist you in understanding your student account at Central Methodist University for the 2018-2019 academic year. Your student account reflects all charges and payments for tuition and fees.

Financial Readiness Checklist Includes

- Admissions Application completed
- Official Transcripts received
- Fully admitted to CMU as a degree seeking student
- FAFSA received
- Loan paperwork completed (if applicable)
- Financial Aid Package complete
(all documentation required has been submitted)
- Contract for Payment submitted
- Payment plan set or Payment-in-full received

Student Billing Statements

CMU mails monthly statements to all undergraduate and graduate students with a current balance. Estimated billing statements/notifications will begin the month prior to the start of classes and continue until the semester starts. After the start of classes, confirmed tuition and fees will be posted to student accounts and a statement of confirmed charges sent. You may also view a copy of your billing statement on your myCMU account.

Student Billing Statements on myCMU

To view your estimated billing statement for an upcoming session- Log into your myCMU account- Select the "Student" tab along the top- Select "Billing and Payments"- Select "Upcoming Course and Estimated Fee Statement" - Select "Set Options" at the bottom of the page, select the session and year you wish to view. To view your current billing statement with confirmed charges - Log into your myCMU account- Select the "Student" tab along the top- Select "Billing and Payments"- Select "Student Billing Statement".

2018-2019 Tuition & Fees

All CGES tuition rates are per credit hour.

Undergraduate:

Undergraduate - On-site (all locations except St. Louis)	\$210
Undergraduate - Online	\$250
Accelerated Nursing Program - Columbia	\$540

2018-2019 Tuition & Fees (cont.)

All CGES tuition rates are per credit hour.

St. Louis Area:

Undergraduate - Business, Psychology, RN-BSN	\$285
Undergraduate - Child Development on-site	\$210
Master of Education	\$280

Graduate:

Graduate Tuition - Online	\$290
Masters of Clinical Counseling	\$380
Masters of Education - On-site	\$250
Masters of Education - St. Louis	\$280
Masters of Education Mathematics Courses	\$380
Masters of Nursing	\$380
Masters of Mathematics	\$380
Graduate Tuition - VESI Courses	\$290

Other Fees:

Student Service Fee	\$15/credit hour
VESI Software Fee (All ED6** Courses)	\$140/course*
Foliotek Fee	\$120
Student Teaching Fee	\$35/credit hour
Graduation Fee	\$75
Re-issued Refund Checks	\$25
Returned Check Fee	\$30

* Subject to change initiated by vendor

Tuition & Fee Payment Deadlines

Fall 2018 payment due date: August 20

Spring 2019 payment due date: January 14

Summer 2019 payment due date: 1st day of enrolled class

Payment Options

Determining how to pay for college can be overwhelming, but paying for your future can be more affordable than you think. CMU recognizes that each family's financial situation is unique. That is why we offer a variety of payment options to meet your needs.

- Payment in full by semester due date
- Enroll in a payment plan through Enterprise (available through student's myCMU account)
- Financial Aid
- 3rd party payer (Military, Employer, etc.)

Acceptable payment methods include: cash, check, money order, cashier's check, and credit card payments through Enterprise.

Cash or Check Payments

Checks* can be dropped off at the CMU Business Office (Brannock Hall) or any extended studies off-site location or mailed to:

Business Office
411 Central Methodist Square
Fayette, MO 65248

*Please include your student ID number on the check. Please do not mail cash. ACH payments in full can be made through: Enterprise.

Credit Card Payments

Credit Card payments can be made in full through Enterprise. Credit card payments are accepted and processed by our partner, Nelnet Campus Commerce. A service fee of 2.75% is added to credit card payments. Credit card payments are only accepted through the Enterprise; credit card payments will not be accepted in-house.

Financial Aid

The Office of Financial Assistance is available to assist students with both need-based and non-need based assistance. If you are awarded financial aid, it will be reflected on your student account. You can track needed documents for your financial aid through your myCMU account (Select the "Student" tab – Select "Financial Aid" – Select "Financial Aid Document Tracking").

The Office of Financial Assistance may be reached at 660-248-6245 for questions about your financial aid package or to learn about more financial aid opportunities.

Accessing Enterprise Payment System,:

Go to: www.centralmethodist.edu

Log into your myCMU account

Select the "Student" tab at the top of the page

Choose "Billing and Payments"

Click on "Sign Up for a Payment Plan"

Payment Plan Information

Fall 2018 (Available April 1, 2018)

Last Day to Enroll	Required Down Payment	No. of Payments	Months of Payments	Enrollment Fee
May 25	None	6	June - Nov.	\$50
June 23	None	5	July - Nov.	\$50
July 25	20%	4	Aug. - Nov.	\$50
August 21	25%	3	Sept. - Nov.	\$50
August 31	33%	2	Oct. - Nov.	\$25
September 14	40%	3	Oct. - Dec.	\$50
October 5	50%	2	Nov. - Dec.	\$25

Spring 2019 (Available November 1, 2018)

Last Day to Enroll	Required Down Payment	No. of Payments	Months of Payments	Enrollment Fee
November 21	None	6	Dec. - May	\$50
December 18	None	5	Jan. - May	\$50
January 15	20%	4	Feb. - May	\$50
January 22	25%	3	March - May	\$50
January 31	33%	2	March - April	\$25
February 22	40%	3	March - May	\$50
March 20	50%	2	April - May	\$25

Summer 2019 (Available May 1, 2019)

Last Day to Enroll	Required Down Payment	No. of Payments	Months of Payments	Enrollment Fee
May 24	33%	2	June-July	\$25
June 25	50%	1	July	\$25

Late Charges/Holds

The student is responsible for ensuring all CMU charges are personally paid or covered with financial aid by the first day of class each semester. A financial registration hold will be placed for students who have a delinquent account. This financial registration hold will prevent you from registering for further classes and/or receiving an official transcript or diploma. Delinquent accounts will be assessed a late fee of \$100 at the end of each sub-session for which the student is enrolled. Failure to resolve a delinquent account may result in your account being placed with a professional collection agency. Should this happen, you will be required to pay any and all collection fees, late charges, interest, legal fees, and other recovery expenses incurred by the University, their successors or assignors.

Outside Payment Policies

Third Party Billing

The Business Office must receive an authorization from the third party payer no later than the tuition due date for the semester. This authorization must contain the student name, CMU ID#, and allowable fees. Authorizations should be sent to:

Business Office
411 Central Methodist Square
Fayette, MO 65248

Fax: 660-248-3469 or Email: cgesfinserv@centralmethodist.edu

Once we receive the authorization from the third party payer, we will submit an invoice to them per their instructions. Any amount the third party payer does not pay is the student's responsibility.

Outside Scholarships

Outside scholarships will not be calculated into the student balance until CMU receives payment from the sponsor. If an invoice is required, the Business Office must receive authorization from the organization or company in order to generate an invoice. Outside scholarships will automatically be split evenly between the fall and spring semesters, unless specifically stated or requested otherwise. Outside scholarship leads may be found at:

www.centralmethodist.edu/admissions/financial-aid/scholarships.php

Veteran Services

If you have questions regarding VA benefit programs, visit the GI Bill website or call the toll free education number: 888-442-4551. The Department of Veterans Affairs (DVA) makes all determinations for which an individual qualifies.

In order for us to certify your enrollment, we need your Certificate of

Eligibility. You may scan and email your Certificate of Eligibility to aaquino@centralmethodist.edu. You may also fax the form to 660-248-3469 or mail the form to:

Central Methodist University
c/o Ana Aquino
411 Central Methodist Square
Fayette, MO 65248

The Request for Certification Form must be completed each semester (www.centralmethodist.edu/admissions/veteran-military/veteran-certificate.php). We will not automatically certify you again unless we are notified through completion of the online Request for Certification Form. Please be sure to check all on ground and online semesters/terms that apply.

As your Certifying Officials, you must notify the CGES Business Office if you add or drop a course, withdraw from school, change your major, or make any other changes in your enrollment. Failure to do so may result in delay of benefit payment, or overpayment by the VA. The student will be held responsible for any overpayment of VA benefits. You must maintain satisfactory academic progress as outlined in the CMU catalog.

Questions? Call Ana Aquino at 660-248-6670 or email aaquino@centralmethodist.edu.

Financial Aid Options

Financial Aid Eligibility

The student must complete the FAFSA, be fully admitted and be in compliance with SAP (Student Academic Progress). Financial aid eligibility is based on enrolled hours. Consortium hours will count towards enrolled hours as long as the student is enrolled in at least one credit hour at CMU during the semester financial aid is desired.

Consortium Agreement

A Consortium Agreement is an application process for a degree-seeking student to request approval to receive federal aid from Central Methodist University for a course taken at a host school (another institution). The student is responsible for completing the student information section. The host institution section must be completed by the school where the additional course(s) will be taken. The student's CMU academic advisor must approve, sign, and submit the form to the financial aid department, along with a copy of the student's class schedule from the host school. Once the agreement has been

approved, those hours will be included in the student's financial aid package. With or without an approved agreement, the student is fully responsible for payment arrangements to the host institution.

Federal Pell Grant

The Pell Grant program provides grants to undergraduate students who demonstrate financial need based on the results of their FAFSA application. Students are eligible for up to 12 semesters of Pell awards. The Pell award amounts for the 2018-2019 academic year range from \$652-\$6,095 for students with Expected Family Contributions (as calculated by the FAFSA) of \$5,486 or less.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG program is a campus-based federal grant available to undergraduate students who demonstrate an exceptional financial need based on their FAFSA application. CMU is given limited FSEOG funds. Priority is given to those students who have submitted their FAFSA by Feb. 1 and are a Federal Pell Grant recipient.

State Grants

An Access Missouri Grant is available for Missouri residents who are attending full time, have submitted their FAFSA by Feb. 1, prior to each academic year, and demonstrate financial need based on FAFSA results. To maintain the grant award, students must achieve at least a 2.5 cumulative GPA. Access Missouri Grant award amounts depend on state legislative activity. The estimated award for 2018-2019 academic year is \$1,500-\$1,910.

Federal Direct Loans

To receive federal Direct loans the student must be enrolled in at least six credit hours per semester. If taking 8 week classes, the student must be enrolled in a cumulative 6 credit hours for both 8-week sessions within the 16-week semester.

First time students must complete Entrance Counseling and a Master Promissory Note online through the U.S. Department of Education using their FSA ID and password, <https://studentloans.gov/>

Subsidized Federal Direct Loan

Subsidized Federal Stafford Loans are need-based loans. Subsidized loans disbursed after July 1, 2018, accrue a fixed 5.045% interest. The Federal government pays the interest while the student is continuously enrolled for at least half-time. Repayment begins 6 months after departure from school.

Note: The Federal Government retains 1.069% origination fee on subsidized Direct loans before disbursing funds to CMU.

Unsubsidized Federal Direct Loan

Unsubsidized Federal Direct Loans are not need-based loans. For loans disbursed after July 1, 2018, the interest accrues at a fixed 5.045%. The student is responsible for paying all the interest after the loan is disbursed. Students have the option to pay the interest as it accrues or defer it as long as they are enrolled at least half-time. Repayment begins 6 months after departure from school.

Note: The Federal Government retains 1.066% origination fee on unsubsidized Direct loans before disbursing funds to CMU.

# of credit hours completed	Dependent			Independent or Dependent w/Plus denial		
	Subsidized*	Unsubsidized	Total	Subsidized*	Unsubsidized	Total
0-29 hours	\$3,500	+ \$2,000	= \$5,500	\$3,500	+ \$6,000	= \$9,500
30-59 hours	\$4,500	+ \$2,000	= \$6,500	\$4,500	+ \$6,000	= \$10,500
60 or more	\$5,500	+ \$2,000	= \$7,500	\$5,500	+ \$7,000	= \$12,500
Graduate				\$20,500 = \$20,500		

Unsubsidized Graduate Federal Direct Loan

Unsubsidized Graduate Federal Direct Loans are not need-based loans. For loans disbursed after July 1, 2018, the interest accrues at a fixed 6.595%. The student is responsible for paying all the interest after the loan is disbursed. Students have the option to pay the interest as it accrues or defer it as long as they are enrolled at least half-time. Repayment begins 6 months after departure from school.

Note: The Federal Government retains 1.066% origination fee on unsubsidized Direct loans before disbursing funds to CMU.

Parent PLUS Loan

If you're an undergraduate student enrolled at least half-time and dependent on your parents, your parents may qualify for a Parent PLUS Loan. The PLUS loan is available without regard to financial need; however, the parents must be U.S. Citizens, and the loan is credit based. The parents are responsible for repaying the loan and unless otherwise requested, repayment begins 60 days after the loan is fully disbursed. The interest rate is fixed at 7.595%. Parents may borrow

a Parent Loan for Undergraduate Students up to the full Cost of Attendance minus any financial assistance the student is receiving.

Note: The Federal Government retains 4.264% origination fee on Parent PLUS loans before disbursing funds to CMU.

*If a student's parent is denied for a PLUS loan, the dependent student is eligible for additional unsubsidized loans. Freshman and Sophomores are eligible for up to \$4000 in additional funds. Juniors and Seniors are eligible for up to \$5000 in additional funds.

Alternative Loans

Sometimes federal student and parent loans are not enough to cover all educational expenses. For this reason, students may consider applying for a private, alternative loan that may be used as a supplemental resource for paying college costs. A variety of privately funded loans are offered. More information can be found on the FastChoice website.

Go to: www.centralmethodist.edu/admissions/financial-aid/loans.php and select "FastChoice website" under Alternative Loans.

Other Resources for Financial Aid Information

www.studentaid.ed.gov

www.nsls.ed.gov

www.paybacksmarter.com



Book Vouchers

The CMU CGES Business Office will provide a list to eCampus for all students eligible for a book voucher, which can be used to purchase needed textbooks and supplies at the CMU Virtual Bookstore. To be eligible you must meet the following criteria: fully admitted degree-seeking student (all official transcripts received), registered for class(es), have all financial aid steps (including verification) completed, have a Title IV credit balance available, and complete a Book Voucher Request Form through your myCMU account (under “Billing and Payments” section) no later than TWO WEEKS before the start date of a term. The CMU CGES Business Office will provide a list to eCampus for all students eligible for a book voucher. Remember, the book voucher is an advance from your financial aid and the book charge is placed on your tuition account. If your financial aid does not fully cover your tuition/book charges, you will be billed for the remainder of the balance and are fully responsible for these charges. Even if eligible, students are not required to use the book voucher or purchase books through eCampus. The availability of your book voucher is dependent upon when you meet the criteria listed above.

Session	Date Eligibility Criteria Met	Book Voucher Availability
Fall & Session I, 2018	August 3	August 15-22
	August 10	August 18-22
Session 2, 2018	October 5	October 17-24
	October 12	October 20-24
Spring & Session 3, 2019	December 28	January 9-16
	January 4	January 12-16
Session 4, 2019	March 1	March 13-20
	March 8	March 16-20
Summer, 2019	May 17	May 29-June 5
	May 24	June 1-5

Withdrawal Tuition Refund Schedule

Note: Non-attendance or informing staff/faculty does not constitute withdrawal from a class(es). Students who wish to withdraw from CMU must complete a withdrawal form in myCMU.

Fall & Spring Semester (16 Weeks)	Refund
Withdrawal 1 st & 2 nd weeks	90% of tuition
Withdrawal 3 rd & 4 th weeks	50% of tuition
Withdrawal 5 th through 8 th weeks	25% of tuition
Withdrawal after 8 th week	None
8 Week Course	
Withdrawal 1 st week	90% of tuition
Withdrawal 2 nd week	50% of tuition
Withdrawal 3 rd & 4 th weeks	25% of tuition
Withdrawal after 4 th week	None
4 Week Course	
Withdrawal 1 st & 2 nd day of class	90% of tuition
Withdrawal 3 rd through 5 th day of class	50% of tuition
Withdrawal 6 th through 10 th day of class	25% of tuition
Withdrawal after 10 th day of class	None
3 Week Course	
Withdrawal 1 st & 2 nd day of class	90% of tuition
Withdrawal 3 rd & 4 th day of class	50% of tuition
Withdrawal 5 th through 8 th day of class	25% of tuition
Withdrawal after 8 th day of class	None

Return of Title IV Funds

Return of Title IV applies to all Title IV grant and loan recipients who withdraw or leave school before completing 60 percent of the payment period or period of enrollment. Once receiving notification that the student has either withdrawn or stopped attending class, the school must determine the amount of Title IV assistance the student has “earned” based on the length of time they were enrolled. The school is then responsible for returning any portion of the unearned Title IV funds to the appropriate Title IV program within 45 days.

Title IV Programs Include:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Stafford Loans

The definition of a student's withdrawal date is the last day of academic attendance, according to the school's documented attendance record, or the date documented on withdrawal paperwork the student must complete to properly withdraw. Return to Title IV funds are calculated by the Business Office. The student may owe money to the school upon withdrawal.

Students with direct loans are responsible for completing Direct Loan Exit Counseling when they graduate, leave school, or drop below half-time enrollment. Students should go to the Federal Student Aid (FSA) website to fulfill this requirement.

Return of Title IV Funds for CGES Sessions

Some of the CGES courses are offered in sessions; therefore, Returns to Title IV for those courses have special calculation considerations. A course offered in sessions does not last the entire semester, but just for a portion of the semester. These are sometimes referred to as 8-week courses or 4-week courses (there may also be others). For CGES, the semester is the payment period or period of enrollment. For example, there may be two 8-week sessions in a payment period or period of enrollment which would make up the entire 16-week semester. For all courses offered in sessions, a student is a withdrawal for Title IV purposes if the student ceases attendance at any point prior to completing the planned enrollment for the semester, unless the school obtains written confirmation from the student at the time of the withdrawal that he or she will attend another session that begins later in the same semester.

If a student is enrolled in sequential sessions in a semester and ceases enrollment in the second session of classes prior to the last day of the first session, the student's period of enrollment is shortened to less than the semester and would only consist of the first session. However, if a student ceases enrollment in the second session of classes the last day of the first session or after, the student is considered to have withdrawn from the entire semester (both the first and second session) and a Return of Title IV will be calculated. For example, a student enrolls in two sequential 8-week sessions. If the student begins attending the first session, and drops only the second session courses before the end date of the first session, the planned enrollment is only considered the first session and no Return to Title IV is calculated. However, if the student ceases attendance or enrollment (drops classes or does not show up for classes) of the second session on the last day of the first session or any day after, a Return to Title IV calculation must be completed.

Important Dates

August 10	Book Voucher Deadline for Fall & Session 1 Classes
August 20	Fall Payment Due Date
August 20	First Day of Fall & Session 1 Classes
October 1	Begin completing 2019-20 FAFSA (use 2016 tax/income information)
October 12	Book Voucher Deadline for Session 2 Classes
October 22	First Day of Session 2 Classes
November 17-25	Thanksgiving Break (16-week courses only)
January 4.....	Book Voucher Deadline for Spring & Session 1 Classes
January 14.....	Spring Payment Due Date
January 14.....	First Day of Spring & Session 3 classes
February 1	2018-19 FAFSA Deadline for MO Access Grant and priority deadline for FSEOG
March 8	Book Voucher Deadline for Session 4 Classes
March 16-24.....	Spring Break (16 week courses only)
March 18	First Day of Session 4 Classes



Contact Information

Business Office

660-248-6670, Fax: 660-248-3469
cgesfinserv@centralmethodist.edu

Financial Assistance

660-248-6245, Fax: 660-248-6288
finaid@centralmethodist.edu

Admissions

660-248-6677
cgesadmissions@centralmethodist.edu

Registrar's Office

660-248-6798
registra@centralmethodist.edu

Technology Helpdesk (myCMU)

660-248-6197
helpdesk@centralmethodist.edu

Online Programs

844-268-6654
cmuonline@centralmethodist.edu

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Fayette, MO 65248

877-CMU-1854
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