Policy and Payment Information for 2012-2013

Tuition/Fees
Tuition for Fall 2012 and Spring 2013 is $16,975 (12-16 credits) per semester. Other fees include a $28 activity fee per semester. The per-credit rate is $1,615. Tuition, fees, and proof of health insurance are due no later than 4:00 p.m. on the first day of each semester. A $250 late fee will be assessed on all accounts not paid in full by the 20th business day of classes for the fall or spring semester or the 13th business day of the summer term. Students who have not paid their tuition by the 20th business day of classes will not be permitted to continue until they have developed a payment plan acceptable to the Business Office.

Auditing Courses
Full-time students may audit up to four credits per semester without charge. Full-time students who register to audit more than four (4) credits in any semester will be charged $807.50 (½ the regular per credit rate) for each credit over four (4) credits. Part-time students are charged $807.50 (½ the regular per credit rate) for each audit credit. No credit is awarded for courses that are audited.

Overload Policy
Students who pay full-time tuition are entitled to take between twelve (12) and sixteen (16) credits in a given semester. Students who wish to take more credits may either: 1. pay for the additional credit at the current full per credit rate, or 2. defer the overload credits to a subsequent semester in which they pay full-time tuition and take fewer than sixteen (16) credits. Students who defer overload charges without an equivalent underload in a subsequent semester will be required to pay the current full per credit rate for the overload credits remaining when they register for their final semester.

Refund Schedule
Non-attendance does not constitute an official drop or withdrawal. There are no refunds unless courses are officially dropped by the student within the refund schedule dates. Please see Registrar for official drop/withdrawal procedures.

NOTE: If withdrawing from the Institute, refund amounts are based on tuition charges less the non-refundable tuition deposit. Summer refund schedules differ from below.

<table>
<thead>
<tr>
<th>Fall &amp; Spring Semesters Refund Schedule:</th>
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<tbody>
<tr>
<td>Through the 10th day of semester:</td>
<td>100%</td>
</tr>
<tr>
<td>11th day to 20th day</td>
<td>50%</td>
</tr>
<tr>
<td>After 20th day of semester</td>
<td>0%</td>
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</tbody>
</table>

Student Health Insurance
If you are a student, taking six or more credits in the fall or spring semester, or four or more credits in a summer program, you are required to have health insurance. If you choose to enroll in our Student Health Insurance Plan, you must visit the following website to enroll online: https://studentinsurance.wellsfargo.com (click on Student Insurance, then “find your school’s plans” then search for the Monterey Institute of International Studies). The deadline to enroll is by 4pm on the first day of classes.

INSURANCE POLICY TERMS AND COST

- **Annual**
  - August 27, 2012 – August 26, 2013 *(2,171)*

- **Fall**

- **Spring/Summer I (new students)**
  - January 1, 2013 – August 26, 2013* *(1,406)*

- **Spring/Summer II (renewing students)**
  - January 28, 2013 – August 26, 2013* *(1,231)*

- **Spring Only (new/renewing students)**
Decline Health Insurance

If you are choosing to waive out of the Student Health Insurance Plan because you have your own private health insurance, then you must complete the Online Waiver. **This is required EACH SEMESTER. Please visit the following website to complete and submit your Waiver Form:** [https://studentinsurance.wellsfargo.com](https://studentinsurance.wellsfargo.com) (click on Student Insurance, then “find your school’s plan” then enter Monterey Institute of International Studies).

Be aware that if you choose to waive out of the Institute’s Plan, **private health insurance is mandatory and must be in effect—not a pending application—by 4 p.m. on the first day of classes (each semester).**

Students who are waiting for a financial aid refund check to pay for health insurance will have two weeks from the time they receive their refund check to enroll in a student health plan.

If you have questions regarding the Institute’s Student Health Insurance Plan, medical/dental referrals, adding dependents to the plan, etc., please contact the Office of Student Services at: [student.services@miis.edu](mailto:student.services@miis.edu) or 831-647-4128.

**ENROLLING IN OUR STUDENT HEALTH INSURANCE PLAN OR WAIVING OUT OF OUR PLAN IS REQUIRED EACH SEMESTER.**

PAYMENT INFORMATION

In an effort to promote sustainability at the Monterey Institute, the Institute will electronically deliver all student account statements. E-Billing allows you to view and download your billing statement from the Web as well as submit payments online. You will also have the ability to authorize a third party to receive a copy of your E-Bill by creating an authorized user account. You and your authorized users will be notified by email when an E-Bill is available for viewing.

You can also transfer funds to our bank, however, please be aware that there will be fees charged by each bank involved in the transfer. If you transfer funds for only the required amount for the Monterey Institute, the amount credited to your account will be less the amount of the fees charged by the bank. Please contact Cheryl Rowe at 831-647-6434 or [cashier@miis.edu](mailto:cashier@miis.edu) for wire instructions.

*All policies and payment information contained herein is subject to change. Please see the Academic Policy and Standards Manual for further information and additional policies, or contact the appropriate department.*