

26 TUITION AND FEES

dents should ascertain before enrolling at an institution that desired courses will satisfy degree requirements at the home institution.

Course Audit Policy

Students may audit a class with the permission of the instructor and if seating is available. Academic credit is not awarded for an audited course and no academic record is maintained. The cost for auditing a course is based on regular tuition. The Tuition and Fees Table is available on MSCD's Web site (<http://www.mscd.edu/enroll/admissions/tuition.htm>). Audit approval forms are available in deans' and academic department offices.

Changes in Registration

Enrolled students may adjust schedules by dropping and/or adding classes. Complete information concerning dropping and/or adding classes and the tuition and fee refund schedule can be found on MetroConnect (<http://metroconnect.mscd.edu>).

Students who reduce their course load after the 12th day of classes and before the beginning of the fifth week will receive an "NC" notation for each course they have dropped. A NC/Withdrawal Form must be submitted by the deadline to the Registrar's Office.

Students reducing their course load between the beginning of the fifth and the end of the tenth week of classes during fall and spring semesters may receive an "NC" notation for each course, provided faculty approval is granted. Additional restrictions regarding assigning the "NC" notation may be set by each school, department and/or faculty member for the period between the beginning of the fifth and the end of the tenth week of the semester (or proportional time frame). Students are advised to seek faculty signatures well before the deadline. An NC/Withdrawal Form must be submitted by the deadline to the Registrar's Office. See the sections on grades, notations, course load and class attendance in this *Catalog*.

Proportional time frames are applied for part-of-term courses, workshops and summer terms. Procedures for adding or dropping a part-of-term course after the course has begun are described on MetroConnect (<http://metroconnect.mscd.edu>).

Registration Status

The College generally defines full-time status as being registered for 12 semester hours in fall and/or spring semesters, eight semester hours in the summer. However, to complete a degree in four years or eight semesters, students need to take at least 15 hours a semester. Similarly, half-time is generally defined as six semester hours, fall and spring and four semester hours for summer. Less than half-time is the other term used, which is generally defined as less than six semester hours in the fall and spring and less than four semester hours in the summer. However, for financial aid purposes 12 semester hours is also the full-time standard in the summer. (See page 29 of this *Catalog*). To be eligible for health insurance coverage automatically, the numbers are 10 semester hours in the fall and spring and eight semester hours in the summer. (See page 29 of this *Catalog*). You can order an enrollment verification on MetroConnect (<http://metroconnect.mscd.edu>).

TUITION AND FEES

Tuition Classification

A student is classified as an in-state or out-of-state student for tuition purposes at the time of admission. This classification is based upon information supplied by the student on the application for admission and is made in accordance with the Colorado Tuition Classification Law, CRS S23-7-101 et seq. (1973), as amended. Once determined, a student's tuition classification status remains unchanged unless satisfactory evidence that a change should be made is presented. A Petition for In State Tuition Classifica-

tion Form and the evidence requested must be submitted to the Registrar's Office if a student believes she or he is entitled to in-state status.

The tuition classification statute requires that in order to qualify for in-state status, a student (or the parents or legal guardian of the student in the case of students under 23 years of age who are not emancipated) must have been domiciled in Colorado for one year or more immediately preceding the first day of the semester for which such classification is sought.

Domicile for tuition purposes requires two inseparable elements: (1) a permanent place of habitation in Colorado and (2) intent to remain in Colorado with no intent to be domiciled elsewhere. Some examples of connections with the state that provide objective evidence of intent are: (1) payment of Colorado state income tax as a Colorado resident, (2) permanent employment in Colorado, (3) ownership of residential real property in Colorado, (4) compliance with laws imposing a mandatory duty on any domiciliary of the state, such as the drivers' license law and the vehicle registration law and (5) registration to vote. Other factors unique to the individual can also be used to demonstrate the requisite intent.

Any questions regarding the tuition classification law should be directed to an admissions officer at the College. In order to qualify for in-state status for a particular semester, the student must prove that domicile began not later than one year prior to the first day of classes for that semester. The dates for qualifying and for submitting petitions are available under Academic Calendar on MSCD's Web site (<http://www.mscd.edu/academic/acal.htm>).

College Opportunity Fund (COF)

Every eligible Colorado resident who will be a student *must* sign up for the College Opportunity Fund (COF) in order to authorize payment of the state's contribution toward tuition at any public college or university in the state of Colorado that the student plans to attend, such as Metropolitan State College of Denver.

These funds, called "stipends," will be applied to a student's college account each semester and are available for up to 145 credit hours of college-level undergraduate study. The actual value of the stipend will be determined by the Colorado Legislature each year.

Students *must* apply online for the stipend at www.CollegeInColorado.org once. Then, each semester they must authorize the use of the stipend during registration.

The COF application requires students to submit only their legal name, date of birth and Social Security Number, and needs to be completed **only once** in a student's lifetime. The application *must be completed* before the stipend can be credited to a student's tuition and fee bill.

What happens if a student does not sign up? That student will not be eligible for the stipend and will be responsible for paying the total in-state tuition – both the student's share and the state's share.

Eligibility: In-state, undergraduate students will be eligible for the stipend regardless of age, income or financial aid status. Students who are seeking a second bachelor's degree or post bachelor degree credit are eligible to use the stipend for up to 30 credit hours.

For more information, visit the College's Q&A section on COF at: http://www.mscd.edu/news/cof/cof_faq.htm.

Tuition and College Service Fees

The Board of Trustees, the governing board of the College, reserves the right to alter any or all tuition and fees for any semester without notice.

Tuition and college service fees are determined by the trustees shortly before the beginning of each academic year. Information regarding tuition and fees can be found by going to the Tuition and Fees Table on MSCD's Web site (<http://www.mscd.edu/enroll/admissions/tuition.htm>).

28 TUITION AND FEES

Standard Fees

An application fee is required of any applicant for admission to the College. This fee is nonrefundable and will not be applied to tuition.

Application fee	\$25
International student application fee	\$40
Matriculation fee	\$50
Special fees	
Returned check charge	\$17

Student Health Insurance

All students taking 10 credit hours or more in the fall or spring semester or eight credit hours or more in the summer semester are required to participate in the College-sponsored student health insurance coverage unless proof of outside health insurance is provided that meets the standards set by the college.*

Students are automatically billed for student health insurance on their tuition bill under the health insurance fee heading. Students who have outside insurance coverage are responsible for completing a waiver form and providing proof of outside health insurance coverage (a copy of the front and back of your insurance card or documentation from your insurance company showing amount of deductible, co-insurance, and annual maximum benefit) by the deadline indicated on the appropriate semester waiver form. Waiver forms will not be accepted after the published deadline. Waiver forms and insurance brochures are available at the Student Health Insurance Office located in the Health Center at Auraria (PL 150). Waiver forms are also available from the Health Center's web site at <http://www.mscd.edu/student/resources/insurance>.

Health insurance waiver forms are valid for only one year. Continuing students must complete a waiver form ANNUALLY prior to each fall semester. Students with a break in academic enrollment, and those who begin classes in the spring or summer, must complete a waiver form by the appropriate deadline for the semester in which they enroll and every fall semester thereafter.

Dependents of a student participating in the Student Health Insurance Program are also eligible for optional insurance coverage. Adult dependents (18 and up) may use the Health Center at Auraria after they pay the center's per-semester usage fee. Dependents 17 years old or younger are not eligible for services at the Health Center. Please call the insurance office for information regarding pediatric care. In addition, ongoing students enrolled during the spring semester are given the option of purchasing summer health insurance without attending classes, provided that payment is received by the deadline listed on MSCD's Web site (URL given above). Students with questions regarding Student Health Insurance should contact the Student Insurance Office at 303-556-3873.

**Effective August 1, 1998, the Colorado Indigent Care Program (CICP) will NOT be accepted as proof of comparable outside health insurance coverage for waiver purposes. This special program is not considered health insurance and was not designed by the state legislature for this purpose. Comparable coverage information may be found at our Web site or call 303-556-3873.*

Student Dental Insurance

Voluntary Program for all Students

Voluntary Dental Insurance is available to students taking one credit hour or more. Information and application forms can be obtained at the Student Insurance Office in the Health Center at Auraria (PL 150).