



## MOUNT MARY UNIVERSITY TUITION AND FEES FOR GRADUATE/DOCTORATE STUDY 2023-2024

Mount Mary University works to keep our graduate/doctorate education tuition at rates that are competitive with other regional institutions. We are committed to providing high-quality educational programs. Below are the tuition rates effective starting June 1, 2023 (Summer 2023- Spring 2024 academic year).

For additional information about enrolling at the graduate level, please contact the Office of Graduate Admissions at (414) 930-3049 or [gradinfo@mtmary.edu](mailto:gradinfo@mtmary.edu). Also, check out [www.mtmary.edu](http://www.mtmary.edu) for further details about Mount Mary University in Milwaukee.

Mount Mary University reserves the right to make adjustments in costs without advance notice. Tuition, room and board, and all other fees reflect charges in effect at the time of publication.

### 2023-2024 GRADUATE/DOCTORATE TUITION

**Tuition for courses are per credit hour, year-round (including summer sessions), except as noted.**

<b>Graduate Standard</b>	\$905
<b>Art Therapy</b>	\$915
• Doctorate	\$1,080
<b>Business Administration</b>	
• General Management	\$780
<b>Counseling</b>	
• Counseling	\$870
• Doctorate	\$1,080
<b>Dietetics</b>	\$800
<b>Education</b>	\$800
• Summer Session Only	\$550
• Waldorf Education Only	\$800
• Waldorf Education Audit Only	\$500
• ULC	n/a
<b>Occupational Therapy</b>	
• Professional Entry	\$905
• Post Professional Masters	\$960
• Doctorate Professional Entry and Post Professional	\$980
<b>Food Science</b>	
• Masters	\$770

Continuing Registration fee, per credit, will align with the cost identified for that particular major.

### TUITION REDUCTIONS AND DISCOUNTS

- Tuition reductions and discounts are calculated using the tuition rate per credit identified above
- Summer school courses are excluded from tuition reductions and discounts, unless indicated above
- Reductions and discounts cannot be combined
- Doctorate programs are generally not subject to discounts. Exceptions may occur at the sole discretion of the University's President

Mount Mary University Baccalaureate Alumni: 50% reduction in price on undergraduate courses, up to four credits per semester but no reduction on graduate credits

## *TUITION REDUCTION AND DISCOUNTS, cont.*

Auditing: 50% reduction for part-time and non-degree seeking students

School Sisters of Notre Dame: No tuition charge for a maximum of six credits per semester

The Archdiocese of Milwaukee Full Time Employees: 50% discount for employees who enroll full-time or part-time in the Master of Arts in Education or Master of Science in School Counseling or part-time in the Post Baccalaureate Certificate Program in Education. Part-time status is eleven credits or fewer per semester for post-baccalaureate study.

- Students currently enrolled at Mount Mary University in the Urban Learning Collaborative (formerly Milwaukee Teacher Education Center) **are not eligible for the discount.**
- Discount for the Master of Arts in Education and Post Baccalaureate Certificate programs in Education applies only to the Fall and Spring semesters and DOES NOT include the summer session
- Discounts do not include independent study, thesis credits, private lessons, course supplies and course fees

Mount Mary University Full-time and Part Time Employees:

- Full Time Employee: 100% graduate and doctoral tuition waiver granted, up to 8 credits per semester, including summer on a space available basis, upon completion of required employee terms as indicated in the employee handbook.
- Part Time Employee: 100% graduate and doctoral tuition waiver granted, up to 4 credits per semester, including summer on a space available basis, for full-time employees upon completion of required employee terms as indicated in the employee handbook.
- Spouse/Dependent: 50% graduate tuition waiver granted, up to 8 credits per semester, including summer on a space available basis, for spouses and dependents (as defined by the IRS) of full-time employees upon completion of required employee terms as indicated in the employee handbook.
- Does not include independent study, thesis credits, private lessons, course supplies and course fees.

Please note that tuition waivers by Universities for their employees in excess of \$5,250 in a single calendar year are subject to Federal, State and FICA taxes and withholding.

## *REQUIRED FEES*

**General Fee includes:** Counseling services (academic and personal); career services and advising (mock interviews, resume writing workshops, interest inventories); parking pass; bus pass; e-mail account; attendance at athletic, campus ministry and student activities events; and use of the student success center, library, computer lab and fitness center.

<b>General Fee: Full-Time Students (6+ credits)</b> Per Semester	\$290
<b>General Fee: Part-Time Students (1-5 credits)</b> Per Semester	\$150
<b>Application Fee (Non Refundable)</b> Domestic International Student	\$45 No Charge
<b>Tuition Deposit (Non Refundable)</b> New Students only-selected programs Applied towards tuition Financial aid cannot be applied to the tuition deposit	\$200
<b>Graduation Fee</b>	\$160
<b>Printing Fee</b> Per Semester < 400 Pages (B&W, per side, letter size) > 400 pages Color, other sizes	No Charge \$.10/page Varies

<b>Transact Payment Plan Enrollment Fee</b>	\$35
<b>Non-sufficient Funds Fee</b>	\$50
<b>Resident Activity Fee</b>	\$100

## SPECIAL FEES

The following are examples of some special fee assessments that may apply and is NOT a comprehensive list but is intended to provide guidance.

Liability Insurance: Professional liability insurance fees may apply as required by program/departments.

Course Fee: Courses may have attached fee's specific to the course with varying amounts (may include background checks)

Continuing Registration Fee: Related to continued work in a Graduate/Doctorate program; covers services implicit in the advisor/advisee relationship and continuation of University services (library use, computer use, and statistical consultation). This is charged as a 1 credit fee.

Official Transcripts: Available upon request, via the web, with no outstanding financial obligations to the university. Fees vary and are subject to change per provider. Enrollment verification is also provided as a service without official transcript request.

- [National Student Clearinghouse](#) - no login required
- [Student Clearinghouse](#) - MMU login required

Please order all transcripts via the web. The rates below are subject to change based on provider.

- Mailed Official transcript, each: \$9.90
- Transcript delivered as a pdf file via email: \$8.00
- Transcript held for pickup: \$7.50
- Teaching credentials via web, additional each: \$2.00
- Rush processing, additional per online order: \$10

Mount Mary University Business Office will provide official transcripts as an immediate service at a cost of \$15 each. Please inquire within.

Finance Charge: 1% monthly charge based on outstanding balances due

**Health Insurance: Mount Mary University encourages all students to comply with regulations of the Affordable Care Act through enrollment in a qualifying health insurance plan. To aid students in complying with this regulation, Mount Mary offers a voluntary health insurance offering, through Wisconsin Physicians Service (WPS), that is available to most students. For more student health insurance information and forms, please visit Campus Life tab on My Mount Mary.**

## PAYMENTS

Mount Mary University provides the following options for payment of tuition:

### Pay in full by the first day of classes

- Fall 2023 term due by August 28<sup>th</sup>, 2023
- Spring 2024 term due by January 22<sup>nd</sup>, 2024
- Summer 2023 term due by June 27, 2023 (or day prior to start of session)
- Cash or check accepted in the Business Office
- Credit card or e-check accepted online at: <https://my.mtmary.edu/ICS/>
  - Log into your my.mtmary.edu account
  - Navigate to Finances tab
  - Go to Transact Payments

Enroll in a Payment/Installment Plan

- Plan to be completed by end of semester
  - A payment plan is not eligible for summer session
  - Signing up for a payment plan immediately will allow for up to 6 months for payments
    - Any delay in signing up for a payment plan will reduce the length of time to make payments. (The sooner you sign up the longer time available to pay and the lower each payment will be.)
- The fee to enroll is \$35.00 per semester
- Complete payment plan online at: <https://my.mtmary.edu/ICS/>
  - Log into your my.mtmary.edu account
  - Navigate to Finances tab
  - Go to Transact Payments

### *PAYMENTS, cont.*

**Students must either pay in full or sign up for a payment plan by the dates noted above. Failure to do so will temporarily interrupt your access to your Mount Mary accounts (email, CANVAS, etc.).**

Mount Mary is committed to working with students and families, to the extent possible, to facilitate continuous enrollment and progress toward a degree without financial burden. Longer terms may be available in extenuating circumstances at the discretion of the Mount

Mary University President. Questions regarding payments can be addressed in person at the Mount Mary University Business Office (Room 159 Notre Dame Hall) or by phone at (414) 930-3033.

**Outstanding student account balances prohibit receipt of official transcripts, a diploma or participation in graduation exercises. (See policy on graduation participation for students with balances remaining; found under your Mount Mary, Campus Life, and Commencement Information.)**

### *ROOM AND BOARD FEES*

Mount Mary's residence halls, offers a variety of room options and other amenities. Graduate student housing in Caroline Hall is ONLY an option if you have resided in Caroline Hall or Lorenz House as an undergraduate. Graduate housing in Trinity Woods is available to female graduate students. Applications for student housing must be filed with the Admission Office.

- \$100 housing security deposit required with housing application
- Contracts cover the entire academic year
  - Exceptions are made for mid-year graduates and new spring semester students
- \$100 per year housing activity fee is due prior to room occupancy that covers hall programming
- Housing is subject to availability
- Fees include room accommodations and selected meal plans (unless noted), per semester

Multiple meal plans are available with each offering a different combination of number of meals served and "Munch Money." Please refer to <https://mtmary.edu/campuslife/dining/index.html> for more details.

<b>Bathroom included</b>	
Single	\$5,680
Double	\$5,060
Triple	\$4,815
<b>Bathroom NOT included</b>	
Single	\$5,005
Double	\$4,735
Triple	\$4,495
<b>Shared bath</b>	
Double	\$4,910
Single-Double suite	\$5,250
Single Suite	\$5,365
<b>Meal Plans NOT Included*</b>	
<b>Trinity Woods**</b>	
Grad Single	

○ Fall/Spring	\$5,150
○ Summer, June/July	\$2,060
Grad Double	
○ Fall/Spring	\$3,090
○ Summer, June/July	\$1,240
Mom – Note: Meal Plan Included	
○ Fall/Spring	\$6,180
Summer, June/July	\$2,480

\*Meal plans are available for purchase through our food service provider. See link for info on dining options & meal plans at <https://mtmary.edu/campuslife/dining/index.html>.

\*\* Trinity Woods requires a 12 month contract.

Specific details and the housing application are available online at <https://mtmary.edu/campuslife/housing/residence-life.html>

## REFUNDS

A student receiving financial aid must check with the Financial Aid Office to understand the impact of withdrawal on the student's financial aid eligibility before withdrawing. Mount Mary University is obligated to follow federal, state and private donor guidelines regarding financial aid refund calculations, and any funds returned to the source will be invoiced to the student.

- Withdrawals must be processed through the Registrar's Office
- Refund schedule is based on the date of official withdrawal

### Semester Refunds

<b>Fall/Spring Semesters</b>	
Week 1	100%
Fall Semester add/drop date September 6 <sup>th</sup> , 2023	0%
Spring Semester add/drop date January 30 <sup>th</sup> , 2024	0%
<b>Courses beginning after above add/drop dates</b>	
Before 2 <sup>nd</sup> class session	100%
After 2 <sup>nd</sup> class session	0%

### Summer Refunds (Short session courses)

<b>Summer Session</b>	
Before 2 <sup>nd</sup> class session	100%
After 2 <sup>nd</sup> class session	0%

### Accelerated Refunds

<b>Four-Week Course</b>	
Before 1 <sup>st</sup> class session	100%
After 1 <sup>st</sup> class session	0%
<b>Eight-Week Course</b>	
Before 2 <sup>nd</sup> class session	100%
After 2 <sup>nd</sup> class session	0%
<b>Sixteen-Week Course</b>	
<ul style="list-style-type: none"> <li>• Same as Fall/Spring Semester refunds indicated above</li> </ul>	

Room and Board: Caroline Hall and Trinity Woods student must request a cancellation of residency by filing a Contract Cancellation Request Form with the Office of Residence Life. The cancellation request date shall be the date of receipt in the Office of Residence Life, unless student requests a future date. The following submission method shall be used to determine the date of receipt:

- The postmark date of a letter requesting cancellation will be considered the cancellation request date

- The date of receipt will be used as the cancellation request date for those that are hand delivered personally to the Office of Residence Life
- The security deposit is returned less deductions for property damage, cleaning charges, assessed fines or outstanding fees (including tuition and academic fees)
- If the student has a balance due to the University, the security deposit will be applied toward payment of said balance.
- If student is returning to Room the following academic year, the eligible security deposit amount will carry over to the following year's residency
- Student forfeits the security deposit if she is dismissed for any reason during the academic year or if she fails to adhere to the cancellation guidelines

Room and Board: Trinity Woods

- There is an application and selection/interview process for students wanting to live in Trinity Woods
- Leases are generally signed for 12 months
- Sub-leasing is not permitted unless specifically approved by the Mount Mary University President

For additional room cancellation information, please refer to the Housing Contract available online at <http://www.mtmary.edu/residencelife.html>.

Mary John Place has a separate contract and can be found at <http://www.mtmary.edu/residencelife.html>.

## *ACCELERATED STUDENT STATUS*

- Status is based on the semester credit load total, NOT a single term.
  - Terms 1 and 2 are a subset of the fall semester
  - Terms 3 and 4 are a subset of the spring semester
- Part-time, graduate/doctorate accelerated students cannot exceed 5 credits in a semester
- Part-time, undergraduate accelerated students cannot exceed 11 credits in a semester
- Full-time, graduate/doctorate accelerated students must be registered for 6 or more credits in a semester, but cannot exceed 12 credits
- Full-time, undergraduate accelerated students must be registered for 12 or more credits in a semester, but cannot exceed 18 credits

If you have any questions regarding accelerated student credit loads, please contact the Registrar's Office.