

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION
Policy and Procedures Manual

SUBJECT: ACADEMIC AFFAIRS

Policy 305.1 – Registration; Simultaneous

Effective: Academic Year 2002; Issued: November 8, 2005

I. Board policy:

- A. In order to make the best use of educational resources and provide maximum educational opportunity, simultaneous registration is authorized at two campuses of the Montana university system (MUS), where this is feasible and beneficial to the student.
- B. This policy does not apply to continuing education or extension courses and it does not apply to summer session, except for the case where the student attends the full summer session at both institutions.
- C. The commissioner of higher education shall promulgate guidelines to implement this policy.

II. Procedures:

- A. A student who wishes to attend simultaneously two campuses of the MUS must pay the application fee to each campus and be admitted to each campus.
- B. The student must register at each unit for the course(s) to be taken from that campus, and pay fees for those course(s) as determined by the fee schedule for each campus. The student must pay health service fees and student activity fees only at the campus where he/she resides for the major portion of the semester, and is therefore entitled to a refund of health service and student activity fees paid at the campus where he/she resided for the minor portion of the semester, if these fees were paid at both campuses.
- C. To request a refund of excess fees paid because of simultaneous registration at two campuses, the student must initiate a "Request for Refund" form between the end of the fifth week of instruction and the end of the semester concerned.
- D. On the "Request for Refund" form the student will list the names of the campuses attended, the dates of attendance, and receipt numbers.
- E. The business office of the institution where the student applies for the refund will complete the information applicable to that institution (lines 1 through 9, column 1 only), and submit the partially completed form to the business office of the second institution.
- F. The business office of the second institution will complete the remainder of the form, compute the total amount of the refund and remit the refund to the student. This business office will then bill the first business office for its share of the refund. Payment will be made on a no-warrant transfer.
- G. The refund is the difference between the sum of student fees paid at each institution for registration fees, tuition, building fees, nonresident building fees and nonresident tuition and the sum of student charges which would be assessed if each institution's student charge were weighted proportionately to its student credit hours. The formula for the computation is:

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$$R = [A + B - (C + D)] + E$$

where

R = Total Refund = Refund paid by first institution plus refund paid by second institution plus refund for student activity and health service fees paid to institution where student resided for the minor portion of the semester, if these fees were paid at both institutions.

A = Actual student fees paid to the first institution

B = Actual student fees paid to the second institution

C = Student fees that should have been paid to the first institution hours taken

Student credit hours at first institution
= _____ X
Total student credit

Student fee charged if total credit hours had been taken at first institution

D = Student fees that should have been paid to the second institution hours taken

Student credit hours at second institution
= _____ X
Total student credit

Student fee charged if total credit hours had been taken at second institution

E = Refund for health service and student activity fees paid at institution where the student resided for the minor portion of semester if these fees were paid at both institutions.

Refund paid by first institution = $A - C + E^*$

Refund paid by second institution = $B - D + E^*$

**"E" added where applicable.*

III. Form:

The attached form must be used when requesting a refund of excess fees paid because of simultaneous registration.

History:

Item 15-001-R1276, December 13, 1976; as revised January 7, 1980; Memo from Lawrence K. Pettit, Commissioner of Higher Education to Presidents, March 11, 1977, "Simultaneous Registration at Two Units of the University System"; policy revised November 18, 1999 (Item 104-103-R0999) and as revised by the Task Force on Fees Report approved by the Board of Regents on March 24, 2000 with an effective date of Academic Year 2002.

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MONTANA UNIVERSITY SYSTEM				
Request for Refund				
Of Excess Fees Paid Because of Simultaneous Attendance				
At Two Campuses of The Montana University System				

Name				Social Security Number	
	Last Name	First Name	M.I.		

Mailing Address				
	P.O. Box or Street Address	City	State	Zip

Names of Campuses Attended		
Dates of Attendance		
Receipt Numbers		

Signature		Date	
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F O R O F F I C E U S E O N L Y

Institution Names		INSTITUTION A	INSTITUTION B	TOTAL CREDITS
1	Credits Carried			
2	Health Service Fees			
3	Student Activity Fees			