TUITION REFUNDS

Tuition refunds are made in varying amounts to students who officially withdraw from the University within specific dates from the official first day of class. Such refunds are computed as percentages of the tuition that the student has been assessed at the time of his or her registration.

Semester	Withdrawal/Drop Date	Tuition % Refund	Tuition % Due HSSU
Spring	Through Jan. 13, 2017	100%	0%
	Jan. 14 through Jan. 20, 2017	50%	50%
	Jan. 21 through Jan. 27, 2016	25%	75%
ABSB			
Spring I	Through Jan. 9, 2017	100%	0%
	Jan. 10 through Jan. 12, 2017	50%	50%
Spring II	Through Mar. 13, 2017	100%	0%
	Mar. 14 through Mar. 16, 2017	50%	50%

GENERAL FEE INFORMATION
TUITION –SPRING 2017 RATES

	Undergrad Fees Per Credit Hour
Missouri Residents	$199.00
Non-Residents	$392.03

MANDATORY FEES – SPRING 2017 RATES

Description	Rate
Technology Fee	$52.50
Student Center Fee	$117.00
Activity Fee	$52.50
Book Rental Fee **	$300.00 (12-16 HRS)

CREDIT AND FEE RATES
COURSE FEES
SPRING 2017 RATES

# of Credit Hours	In-State Rate	Out-of-State Rate	Fees
1	199.00	392.03	222.00
2	398.00	784.06	222.00
3	597.00	1,176.09	222.00
4	796.00	1,568.12	222.00
5	995.00	1,960.15	222.00
6	1,194.00	2,352.18	222.00
7	1,393.00	2,744.21	222.00
8	1,592.00	3,136.24	222.00
9	1,791.00	3,528.27	222.00
10	1,990.00	3,920.30	222.00
11	2,189.00	4,312.33	222.00
12	2,388.00	4,704.36	222.00
13	2,388.00	4,704.36	222.00
14	2,388.00	4,704.36	222.00
15	2,388.00	4,704.36	222.00
16	2,388.00	4,704.36	222.00
17	2,587.00	5,096.39	222.00
18	2,786.00	5,488.42	222.00
19	2,985.00	5,880.45	222.00
20	3,184.00	6,272.48	222.00

*Tuition rate held flat at $2,388.00 (in-state) & $4,704.36 (out-of-state) between 12-16 credit hours.

**HSSU will have a new textbook program in Fall 2016/Spring 2017. Check Hornet email for updates. Book Rental Fee may change.

LATE REGISTRATION

Student registrations that occur during the late registration period, starting January 3, 2017 are assessed a late registration fee of $45. This fee is not refundable.

Payment due date is based on a student's original registration date for the term. Subsequent add/drop activity will not change the payment due date.

HSSU MONTHLY PAYMENT PLAN

Students who do not wish to pay their charges in full, do not have financial aid covering 100 percent of their charges, or are not confirmed third-party recipients at the time of registration, must execute a Harris-Stowe State University Payment Plan. Students will complete an Installment Agreement in the Office of the Bursar, HGA Room 018. Students who will have an unpaid balance will not be financially cleared for enrollment until this form has been completed.

All students on the installment plan will be assessed a $35 non-refundable fee. The first installment payment will be the sum of the applicable fees plus 25 percent of your total balance due (i.e. fees, credit hour load charges, housing). The remaining balance **will be paid** in monthly installments. Students residing in a residence hall may have an extended payment plan for housing fees.

WE DO NOT MAIL BILLING STATEMENTS. The closing date for billing is the 20th of the month. Email notifications will be sent to your hornets.hssu.edu account. **Charges update daily**. **Payments are due the 5th of the following month.**

FINANCIAL HOLDS
Holds placed on all student accounts with a balance due. Students with an unpaid balance will not be permitted to register for future terms, view/receive their transcripts and/or diplomas. **Holds are removed when your student account balance equals zero.**

HARRIS-STOWE STATE UNIVERSITY
OFFICE OF THE BURSAR

SPRING 2017

Office of the Bursar
Billing and Payment Information
01/07/17 – 05/05/17

HARRIS-STOWE STATE UNIVERSITY
**Office of the Bursar
Dr. Henry Givens, Jr.
Administration Building
Room 018
3026 Laclede Avenue
St. Louis, MO 63103**
Phone: (314) 340-3343
Fax: (314) 340-5784
E-Mail: Cashier@hssu.edu

OFFICE HOURS 1/09/17 - 1/27/17

Monday and Tuesday	**8 a.m. – 5 p.m.**
Wednesday	**8 a.m. – 6 p.m.**
Thursday	**8 a.m. – 5 p.m.**
Friday	**9 a.m. – 3 p.m.**

OFFICE HOURS STARTING 1/30/17
**Monday-Thursday 8 a.m. – 5 p.m.
Friday 9 a.m. – 3 p.m.**

PAYMENT OF FEES

All fees are due and payable to the University at the time of registration. Financial clearance must be completed in (advance) by Monday, December 12, 2016 or (regular) Friday, January 6, 2017. A monthly payment plan option is available for students unable to pay in full at the time of registration. Students with delinquent accounts will not be allowed to register in subsequent semesters.

FINANCIAL CLEARANCE

Students are required to secure financial clearance when registering for courses. Financial clearance for registration defined as demonstrating financial arrangement to pay total tuition and fees from one or more of the following resources:

- Financial Aid Awards
- Payment Plans
- Scholarships/Institutional Waivers
- Third-party Payers

Students securing financial clearance utilizing the University's payment plan must comply with the payment deadlines as established in the University's installment agreement. The University reserves the right to cancel the registration and administratively withdraw any student that fails to secure financial clearance by the noted deadline.

SPRING SEMESTER 2017 DUE DATES

# OF PAYMENTS	DUE DATE
1 Payment	DUE NOW
2 Payment	01/05/2017
3 Payment	02/05/2017
4 Payment	03/05/2017
5 Payment	04/05/2017*

*5ᵗʰ Payment extended to students residing on campus

Failure to make payment on **12/12/16 OR 1/6/17** will result in a cancellation of the courses selected.

POLICY AND PROCEDURES RELATED TO FINANCIAL CLEARANCE

1. The University will attempt to notify students who have not secured financial clearance prior to canceling their registration**. (EMAIL NOTICE)**
2. Students will be administratively withdrawn prior to the first day of class.
3. During late registration, students will be administratively withdrawn daily.
4. The University will nullify related tuition and fees, excluding the admissions fee, for cancelled registrations.
5. The University reserves the right to assess charges and fees for any courses attended.
6. Students that have been administratively withdrawn may not attend classes without re-enrolling and securing financial clearance.

FINANCIAL AID

Awarded financial aid is used to reduce the outstanding balance on a student's account. On MyHSSU, the financial Aid Award section includes aid for all semesters for the financial aid award year. If you only receive a partial award, then you must pay the remainder of your student fees and complete an Installment Agreement. See Monthly Payment Plan for more information.

Total Charges – Anticipated Aid = Net Charges

Net Charges x Minimum % Due = Monthly Payment Due

Anticipated/Awarded Aid is financial aid that has not been posted to your account. Student refunds are processed only on posted funds that exceed the charges.

REFUNDS

Student refunds are normally processed within 14 days after a credit balance has been created on the student account. Student refunds are sent by mail to the students address on their account. There may be an option to receive direct deposit to your personal banking account. Charges added to the student's account after a refund has been processed will become the student's responsibility. Only student accounts that are in a "refund status" will receive a student refund. A "refund status" results when posted funds are in excess of your charges, tuition, fees, books, etc., creating a credit balance. Pending aid is **not posted** aid.

FINANCIAL RESPONSIBILITY

Students at HSSU will incur certain financial obligations. Although, they may be eligible for various forms of financial aid, the final responsibility for those obligations will be the student. The University has developed an Installment Payment Plan designed to make as convenient as possible the payment of tuition, fees and other charges. Failure to comply with the installment agreement will prevent access to transcripts and diplomas. Continued failure to pay a past-due debt may result in the debt being referred to a collection agency. In that event, collection costs will be added to the student's account.

WITHDRAWAL

It is the student's responsibility to formally notify the Registrar's Office and to follow proper procedures when withdrawing from the University. **Failure to pay fees, failure to receive financial aid, failure to attend class or refusing financial aid does NOT constitute an official withdrawal from Harris-Stowe State University.**

PAYMENT METHODS

Harris-Stowe State University will accept a payment via mail, in person, over the phone and online. Harris-Stowe State University accepts cash (in person only), money order, check, credit cards **(Mastercard, Visa, American Express, Discover)** and debit cards.

Mail – Submit payment to the Office of the Bursar, Dr. Henry Givens, Jr. Administration Building, Attn: Office of the Bursar , HGA Room 018, 3026 Laclede Ave., St. Louis, MO 63103. **Please do not mail cash.** Checks or money orders should include the student ID number and student name. Payable to: Harris-Stowe State University (HSSU)

In Person – Payments will be accepted at the Office of the Bursar, HGA Room 018, Dr. Henry Givens, Jr. Administration Building. **Please see office hours.**

Phone – You may make a payment with a credit or debit card via the phone. Please call (314) 340-3343 and a cashier will take pertinent information to process a payment. Receipts mailed upon request.

Online – Payments may be made online by accessing the Office of the Bursar webpage at www.hssu.edu. From the bottom of the main page, go to CAMPUS SERVICES section, click Bursar/Cashier, and click on Online Payments. Online payments may be made via credit card/debit card, checking and saving accounts. A confirmation of payment will be emailed to confirm a successful payment.

RETURN CHECKS

Personal checks are electronically processed at time of payment. Any check payable to Harris-Stowe State University that is returned unpaid will be assessed a $25 return check fee.