

## 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
Summer	Through May 17, 2016	100%	0%
	May 18, 2016	50%	50%
<b>Sub-Sessions</b>			
Session U1	Through May 17, 2016	100%	0%
	May 18, 2016	50%	50%
Session U2	Through Jun. 28, 2016	100%	0%
	Jun. 29, 2016	50%	50%

### GENERAL FEE INFORMATION TUITION – SUMMER 2016 RATES

	Undergrad Fees Per Credit Hour
Summer Rate	\$199

### MANDATORY FEES – SUMMER 2016

Description	Rate
Technology Fee	\$52.50
Student Center Fee	\$117
Student Activity Fee	\$52.50

## CREDIT AND FEE RATES

### COURSE FEES SUMMER 2016 RATES

# of Credit	In-State	
Hours	Rate	Fees
1	199.00	222.00
2	398.00	222.00
3	597.00	222.00
4	796.00	222.00
5	995.00	222.00
6	1,194.00	222.00
7	1,393.00	222.00
8	1,592.00	222.00
9	1,791.00	222.00
10	1,990.00	222.00
11	2,189.00	222.00
12	2,388.00	222.00
13	2,388.00	222.00
14	2,388.00	222.00
15	2,388.00	222.00
16	2,388.00	222.00
17	2,587.00	222.00
18	2,786.00	222.00
19	2,985.00	222.00
20	3,184.00	222.00

### LATE REGISTRATION

**Student registrations that occur during the late registration period, starting May 16, 2016 (SU,U1) & June 27, 2016 (U2), is 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 with 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 **25-50** percent of your total balance due (i.e. fees, credit hour load charges, housing). The remaining balance must **be paid** in monthly installments. Students residing in a residence hall may have an extended payment plan for housing fees.

The closing date for billing is the 20<sup>th</sup> of the month. **We do not mail billing statements.** Email notifications sent to your hornets.hssu.edu account. Charges are posted daily to student accounts. Payments are due on the 5<sup>th</sup> of the following month.

### FINANCIAL HOLDS

Billing HOLDS are added to all student accounts with a balance, after financial aid has posted.

Students with an unpaid balance will not be permitted to register for future terms, receive their transcripts and/or diplomas.

# HARRIS-STOWE

STATE UNIVERSITY

## OFFICE OF THE BURSAR

### SUMMER 2016

Office of the Bursar  
Billing and Payment Information  
5/16/2016 – 08/05/2016

**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](mailto:Cashier@hssu.edu)

### PAYMENT OF FEES

All fees are due and payable to the University at the time of registration. Financial clearance must be completed by **Friday, May 13, 2016** for **Summer 12-week** and Sub-session **U1** and **Thursday, June 23, 2016**, for Sub-session **U2**. 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.

### SUMMER SEMESTER 2016 DUE DATES

# OF PAYMENTS	DUE DATE
1 Payment	<b>DUE NOW</b>
<b>2 Payment Date</b>	<b>06/05/2016</b>
<b>3 Payment Date</b>	<b>07/05/2016</b>
<b>4 Payment Date</b>	<b>08/05/2016*</b>

\*Installment agreements completed by June 15, 2016, may have a four-payment date of 8/05/16.

Failure to make payment on **05/13/16 (SU,S1)** or **6/23/16 (U2)** 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 and late registration 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 Play 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 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 which are in a “refund status” will receive a student refund check. 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 Office of the Registrar 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.**

### OFFICE HOURS

**Monday - Thursday**      **8 a.m. – 5:00 p.m.**  
**Friday**                      **Closed**

### PAYMENT METHODS

Harris-Stowe State University will accept a payment via mail, in person, over the phone and online. Harris-Stowe 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 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, 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 page at [www.hssu.edu](http://www.hssu.edu) From the CAMPUS SERVICES section, click “Bursar/Cashier”, click on the [online payment](#) link. 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

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.