

BURSAR'S OFFICE NEWSLETTER

BURSAR CONTACT INFORMATION

Website:

www.tnstate.edu/bursar

Address:

Tennessee State University

3500 John A. Merritt Blvd.
P.O. Box 9621
Nashville, TN 37209

Telephone:

Office: (615) 963-5600

Toll Free: (877) 288-0028

Fax: (615) 963-7632

Office Hours:

Fall/Spring: Monday–Friday

8:30AM until 4:30 PM

Summer Hours: Monday–

Thursday

8:00 AM until 5:30 PM

Closed on Fridays

WELCOME TSU TIGERS!

Welcome to the Spring 2024 semester and the second Bursar's Office Spring Newsletter!

Here you will find new and exciting news, relevant reminders, upcoming deadlines, and special notices to assist you this spring and throughout the school year.

TSU BURSAR'S OFFICE

What is the Bursar's Office?

The TSU Bursar's Office is responsible for ensuring that student accounts are accurate and paid in a timely manner. The Bursar Office assists in:

- Student Account Bills
 - Tuition
 - Fees
 - Room & Meal Charges
- Refunds
- Direct Deposit
- Account Holds

RELEVANT REMINDERS

Classes begin Tuesday January 16, 2024, for Spring 2024

- Check your student account billing statement monthly to ensure there are no changes. To check your billing statement, visit [MyTSU](#) TODAY!
- **For Spring 2024:** Students missing any expected financial aid, scholarships, or grants, or are awaiting loans to be applied (**Subsidized, Unsubsidized, PLUS, alternative, private, etc.**), *CHECK YOUR EMAIL FIRST*. The Financial Aid Office sends emails with any additional items they may need from you. If you still have questions or concerns, you may contact the [Office of Student Financial Aid](#).
- **Unpaid Balance:** Students with unpaid balance at the beginning of the next term are considered delinquent and are placed in the collection process. Please contact the [Bursar Office](#) to discuss.

INCLUDE YOUR UNIVERSITY ID NUMBER ON ALL CORRESPONDENCES.

ALL STUDENTS MUST HAVE THEIR ACCOUNT IN GOOD STANDING
IN ORDER TO REGISTER FOR SUBSEQUENT SEMESTERS, RECEIVE TRANSCRIPTS, OR DIPLOMAS.

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PAYMENT/ BILLING INFORMATION

Ways to Pay:

Checks & Money Orders
Credit or Debit Cards **(Fees Apply)**
Electronic Check/WebCheck **(Free)**
Domestic Wire Transfer of Funds
(Fees Apply)
Prepayment

Payment Options:

Log into your Flywire Payment Portal. There you can make a one-time payment or establish a payment plan for the balance due on your account.

Direct Deposit:

All students are encouraged to sign up for direct deposit of student refunds. Students who do not sign up will receive their refunds via checks mailed to their permanent address on file.

Direct Deposit Instructions

Billing:

To access your billing statement online:

- Log into your MyTSU account

Statements and payments are completed in real-time and are available **ONLINE ONLY**.

Routinely review your student account online to stay updated

UPCOMING DEADLINES

SPRING 2024 PURGE DATE JANUARY 30, 2024

• Waivers

- All waivers are due by the **14th day** of the semester they are submitted.
- Fee Waiver Forms **WILL NOT BE PROCESSED** for students that are received **AFTER THE 14TH DAY OF THE SEMESTER**.
- Spring 2024 waivers are due **NO LATER** than January 29, 2024.

• The 2nd Installment for Spring balances is due, February 1, 2024.

- Currently enrolled students, a Statement Reminder for unpaid charges will be emailed and available through MyTSU at the beginning of every month. **Students are expected to pay the amount due immediately: If not on a payment plan.**
- Students enrolled in a *Payment Plan*, please follow your scheduled payment dates. **Payments are due on the first of the month.**

SPECIAL NOTICES



Check your student account billing statement online at least monthly to ensure there are no changes or additional charges.



Check your TSU email account for updated information.



Follow-Up, Follow Up, Follow Up

Financial Aid: Ensure your expected aid has posted to your student account.

Academic Advisor: Ensure your course hours are at the level you necessary to maintain any aid with hour requirements.

Scholarship/Benefactor: Ensure any payments that are to be sent on your behalf have made it to the University.

**THE BURSAR OFFICE IS A CASHLESS ENVIRONMENT.
MONEY ORDERS ARE AVAILABE IN THE STUDENT CENTER POSTAL
SERVICES CENTER**