

BURSAR'S OFFICE INFORMATION SHEET
(Spring 2014)

All fees are subject to change July 1, 2014, by the Tennessee Board of Regents.

EARLY REGISTERED STUDENTS ONLY

Spring 2014 fee payment and confirmation begins December 2, 2013. Bills will not be mailed and will be available through your myTSU account beginning December 2, 2013.

The fee payment and confirmation of registration deadline is 4:30 p.m. on **January 10, 2014**. All registration fees must be paid in full (or students must **confirm** registration if their fees will be covered by scholarship, authorized deferments and/or financial aid). Since bills will **not** be mailed, students should access myTSU at <http://myTSU.tnstate.edu> to view account balances, pay fees and confirm registration. Payments should be mailed **seven days** prior to scheduled deadlines or may be made in person at the cashier window (which will be open until **4:30 p.m.** on January 10, 2014) or myTSU (which will be open until **6:00 p.m., for online payments only**, on January 10, 2014).

BURSAR'S OFFICE HOURS OF OPERATION: (The Bursar's Office will be closed **December 24, 2013 - January 1, 2014**)

<u>Dates</u>	<u>Location</u>	<u>Time</u>
January 13 -15, 2014	Suite 130 Administration Bldg.	8:30 a.m. - 4:30 p.m.
January 16 – 17, 2014	Suite 130 Administration Bldg.	8:30 a.m. - 4:30 p.m. (Late - \$100 fee)
January 18 – 20, 2014	Access "myTSU" to register, confirm, and pay fees	Administrative Offices closed (Late - \$100 fee)
January 21 -24, 2014	Suite 130 Administration Bldg.	8:30 a.m. - 4:30 p.m. (Late - \$100 fee)

THIRD-PARTY PAYMENTS

Signatures on TSU employee dependent discount forms should **not be obtained before December 1, 2013**.

- **State/TBR** employee registration begins **December 19, 2013**. Fee waiver forms can only be honored for classes selected on or after **December 19, 2013**. Completed forms should be submitted in **advance** of this date via fax, mail or in person, but students should wait until **December 19, 2013** for registration/confirmation.
- **TBR/UT (spouse/dependent) and TN public school teacher/State Employee (dependent)** discount forms must be submitted by **December 1, 2013**. Completed forms should be submitted prior to the fee payment/confirmation deadline.
- **Other third-party sponsors** that will be billed for students' fees (e.g., employers, prepaid tuition programs, government agencies, foreign embassies, etc.) should submit authorization paperwork to the Bursar's Office in **advance** of the registration/confirmation deadline.

Fee Payment /Confirmation Deadline Dates

Class schedules will be deleted on the following dates if registration fees are not paid in full (or if registration is not confirmed when payment will be covered by scholarship/ authorized deferment/aid):

- **January 10, 2014** - (Students who register November 11, 2013 – January 10, 2014)
- **January 15, 2014** - (Students who register January 11- 15, 2014)
- **January 24, 2014** - (Students who register January 16 – 24, 2014) **Late - \$100 fee**
- **January 29, 2014** - (Census Date)

WHAT'S NEW?

Several Bursar's Office procedures related to fee payment, billing, confirmation of attendance, deferred payment plan online enrollment, refunds, and 1098Ts will change because of new online systems. Since myTSU is the major mode of communication with students, it is imperative that all students check their "myTSU" email accounts regularly.

Access myTSU @ <http://mytsu.tnstate.edu> to:

- Check account balances.
- Pay fees with MasterCard, Visa, American Express, or check. (Parents paying fees online using MasterCard, Visa, American Express, Discover, or personal check will need to coordinate login information with students.)
- Print account statements. (Please review bill for accuracy.)
- Print detailed class schedules.
- Print 1098T tax statements. (Tax statements will not be mailed. Parents will need to coordinate login information with students.)
- Confirm Registration.

For assistance with myTSU, please call the Help Desk at (615) 963-7777

CONFIRMATIONS

All students who use deferments/aid to pay all or a part of their fees **MUST CONFIRM** (i.e., those with loans, grants, scholarships, state or disabled veterans' vocational rehabilitation benefits, veterans' benefits, certain veterans' dependents education benefits, senior citizen benefits to audit classes, staff scholarships, etc.). Confirmation affirms that students plan to attend the classes for which they are registered and gives the university permission to apply financial aid. **Students who register/confirm and subsequently decide not to attend must drop all classes before the first day of classes to avoid a penalty.**

To confirm, access myTSU and do the following: (**Available December 2, 2013**)

- Click on *Banner Services*.
- Click on *Student* tab.
- Select *Account Detail* for Term/Confirm Enrollment/Credit Card Payment.
- Select Spring 2014 term.
- Review *Account Summary* for accuracy
- Select *Confirm Registration*. Click *Yes, I will attend Spring Term 2014*.

1. If the balance due is \$0 or a credit (-) (i.e., authorized/memo aid is equal to or greater than amount due), the student will be given a

confirmation number when he/she successfully completes the process.

2. If a balance is owed, the student will be directed to a secure site “[TSU Bill Payment Suite](#)” to pay in full or enroll in a deferment plan.

* To pay the balance in full, click on *Make Payment* and follow the instructions.

* To enroll in the Deferred Payment Plan Online click on the *Enroll in a deferment plan* tab and follow the instructions.

• Write down the confirmation number as verification of completion of the confirmation process. The system will enter a code into the computer to hold the student’s classes. If in doubt, the student may try the process again and the system will tell him/her if registration has already been confirmed. The confirmation will not be repeated. If a student decides not to attend classes after confirming, an official *withdraw from the University is required. If the student decides to attend after checking that he/she will not attend, then he/she must contact the Bursar’s Office to reverse the negative response and prevent his/her class schedule from being deleted.*

Fee Adjustment Deadlines for Dropped Courses:

Part of Term Spring 2014	100%	75%	25%
1-Full Term and R-RODP	January 15	January 29	February 12
RA1-RODP Accelerated Term 7- Weeks	January 15	January 22	January 28
RA2-RODP Accelerated Term 7- Weeks	March 16*	March 23*	March 29*

*Date falls on a Saturday or Sunday.

Note: Refunds are calculated based on liable credit hours. Therefore, in some instances, a refund may not be applicable. Students are encouraged to better plan their schedules and retain their full-time status on their way to a timely and successful graduation. Students dropping and adding another class on or after the first day of classes must process both the Add and the Drop **ON THE SAME DAY** and the Add must be **processed first**. RODP courses **cannot** be evenly exchanged with TSU courses when students drop/add on or after the first day of classes. RODP classes can be identified by section number R50. RODP courses are charged separately from TSU courses.

PAYMENT PLANS

Deferred Payment Plan enrollment is available online if a student’s total balance is at least \$600 after all discounts, financial aid, and other credits have been applied. **The Deferred Payment Plan is not available for the summer term.** Students who wish to use this plan must select the Deferred Payment Plan Online option before the system will compute installment payments. At the time of enrollment in the plan, 50% of the current balance, a \$50 administrative fee, and any prior balance must be paid in full. Students must pay at least the minimum down payment amount calculated when enrolling in the deferment plan. ***To ensure that the plan was successfully processed, students should review their myTSU email accounts for the Payment Plan enrollment confirmation.*** The amount deferred is payable in three installments due February 25, March 25, and April 25, 2014 for the Spring term. Bills will *not* be mailed. A late payment charge of \$25 will be assessed on February 26, March 26, and April 26, 2014 for each installment not paid on or before a due date. If the due date falls on a weekend, payments not received by Friday will be assessed this fee. If any additional charges are made to a student’s account after enrolling in the plan, such as adding classes or room/board, the additional amount due must be paid or the Bursar’s Office must be contacted to recalculate the plan. Deferred Payment Plan online enrollment for the spring term will be available December 2, 2013.

FINANCIAL AID REFUNDS

Refunds for Spring semester 2014 will be available on student ID cards (for comdata accounts only) beginning January 15, 2014, after 9:00 p.m. for students who have registered, completed all paperwork in the Financial Aid Office, confirmed that they will be attending for the term on myTSU and have actual aid credited to their accounts. Direct deposit is required if you are a freshman, transfer, or a returning student with a new ID card. Direct Deposits may take up to three business days to post to bank account. Students who do not sign up will receive their refunds via checks mailed to their permanent addresses on file, beginning February 19, 2014. To sign up, log on to [myTSU](#) and select *Student*, then *Refund Account Information*. If parents have secured Plus loans (and the refund will be returned to them) or if your financial aid is *Authorized or Memo* (i.e., pending), you must make other arrangements for books.

- **Changes to class schedules or room/board**, including withdrawing from the university, may result in a balance due to the university after a refund has been processed. Please monitor your account balance to prevent your class schedule from being deleted after receiving a refund.
- **ALL borrowers** must sign a promissory note with direct lending at <https://dlenote.ed.gov/empn/index.jsp>.
- **First time borrowers also** must complete the entrance counseling at <https://www.dl.ed.gov/borrower/BorrowerWelcomePage.jsp>
- **Scholarship recipients** who have scholarships credited to their accounts from any sources will not receive automatic refunds. The Financial Aid Office must review these scholarships to ensure refunds are allowed. Students may request expedited reviews beginning February 19, 2014, if they have credit balances on myTSU and are certain that refunds are allowed and due.
- **Parent Plus Loan** refunds will be sent directly to parents unless authorization to refund excess funds to student is indicated on the [Federal Direct Parent Plus Loan Application](#) submitted to the Financial Aid Office by January 10, 2014. The Bursar’s Office must review these loans and process checks in the parents’ names. Parents may request expedited reviews beginning February 19, 2014, if they have credit balances on myTSU and are certain that refunds are due.

CONTACT INFORMATION

Website: www.tnstate.edu/bursar

Address: Tennessee State University, Bursar’s Office

3500 John A. Merritt Blvd.

P. O. Box 9621

Nashville, TN 37209

Telephone: (615) 963-5472 (office)

(877) 288-0028 (toll free) - (615)963-7632 (fax)

Office Hours: 8:00 a.m. until 4:30 p.m. (**Cashiers: 8:30 a.m. until 3:30 p.m.**)