To confirm, access myTSU and do the following: 

1. Review Banner Services.
2. Click on Student tab.
3. Select Account Detail for Term/Confirm Enrollment/Credit Card Payment.
5. Review Account Summary for accuracy.
6. Select Confirm Registration. Click Yes, I will attend Spring Term 2015.

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.
Fee Adjustment Deadlines for Dropped Courses:

<table>
<thead>
<tr>
<th>Part of Term</th>
<th>Spring 2015</th>
<th>100%</th>
<th>75%</th>
<th>25%</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-Full Term and R-RODP</td>
<td>January 19</td>
<td>February 2</td>
<td>February 15*</td>
<td></td>
</tr>
<tr>
<td>RA1-RODP Accelerated Term 7-Weeks</td>
<td>January 19</td>
<td>January 25*</td>
<td>January 30</td>
<td></td>
</tr>
<tr>
<td>RA2-RODP Accelerated Term 7-Weeks</td>
<td>March 15*</td>
<td>March 22*</td>
<td>March 28*</td>
<td></td>
</tr>
</tbody>
</table>

*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, 2015 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, 2015 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 Fall term will be available December 1, 2014.

**FINANCIAL AID REFUNDS**

Refunds for Spring semester 2015 will be available on student ID cards (for comdata accounts only) beginning January 20, 2015, 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 address. Students dropping or 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://studentloans.gov/myDirectLoan/index.action](https://studentloans.gov/myDirectLoan/index.action).
- **First time borrowers** also must complete the entrance counseling at [https://studentloans.gov/myDirectLoan/index.action](https://studentloans.gov/myDirectLoan/index.action).
- **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 16, 2015, 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. The Bursar’s Office must review these loans and process checks in the parents’ names. Parents may request expedited reviews beginning February 16, 2015, if they have credit balances on myTSU and are certain that refunds are due.

**CONTACT INFORMATION**

Website: [www.mstate.edu/bursar](http://www.mstate.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) 288-0026 (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.)