

**BURSAR'S OFFICE INFORMATION SHEET  
(Summer 2014)**

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

**EARLY REGISTERED STUDENTS ONLY**

**Summer 2014 fee payment and confirmation begins April 28, 2014.** Bills will not be mailed and will be available through your myTSU account beginning April 28, 2014.

The fee payment and confirmation of registration deadline is 4:30 p.m. on **May 8, 2014** for all summer sessions including Maymester and RODP. 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 May 8, 2014 for all summer sessions including Maymester and RODP.

**BURSAR'S OFFICE HOURS OF OPERATION:**

<u>Dates</u>	<u>Part of Term</u>	<u>Location</u>	<u>Time</u>
May 8, 2014	All Summer Sessions	Suite 130 Administration Bldg.	8:30 a.m. - 4:30 p.m.
May 12, 2014	All Summer Sessions	Suite 130 Administration Bldg. (Late - \$100 fee)	8:30 a.m. - 4:30 p.m.
June 2-4, 2014	All Summer Sessions	Suite 130 Administration Bldg. (Late - \$100 fee)	8:30 a.m. - 4:30 p.m.
July 7, 2014	2 <sup>nd</sup> Summer Session	Suite 130 Administration Bldg. (Late - \$100 fee)	8:30 a.m. - 4:30 p.m.

**THIRD-PARTY PAYMENTS**

Signatures on employee dependent discount forms should **not be obtained before April 7, 2014.**

State/TBR employee registration begins **April 14, 2014 for Maymester, May 5, 2014 for Full/ 1<sup>st</sup> Summer sessions,** and **June 9, 2014** for Summer II. Fee waiver forms can only be honored for classes selected on or after **April 14, 2014 for Maymester, May 5, 2014 for Full/ 1<sup>st</sup> Summer sessions,** and **June 9, 2014** for Summer II. . Completed forms should be submitted By April 7, 2014 via fax, mail or in person.

TBR/UT (spouse/dependent) and TN public school teacher/State Employee (dependent) discount forms must be submitted by **April 7, 2014.** Completed forms should be submitted prior to the fee payment/confirmation deadline to prevent class schedules from being deleted.

**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 to prevent class schedules from being deleted.

**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):

- **May 8, 2014** --- Students who register **April 7 – May 8, 2014** (All Summer Sessions)
- **May 12, 2014** --- Students who register **May 9-12, 2014** (All Summer Sessions)
- **May 30, 2014** --- Students who register **May 13 – May 30, 2014** (All Summer Sessions)
- **June 4, 2014** --- Students who register **June 2-4, 2014** (All Summer Sessions) **Late - \$100 fee**
- **June 8, 2014** --- Summer I (Census Date)
- **June 15, 2014** --- Full/RODP (Census Date)
- **July 7, 2014** --- Students who register **July 7, 2014** (Summer II session only) **Late-\$100 fee**
- **July 13, 2014** --- Summer II (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, or personal check will need to coordinate logon 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 logon 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: (April 28, 2014)

- Click on *Banner Services*.
  - Click on *Student* tab.
  - Select *Account Detail* for Term/Confirm Enrollment/Credit Card Payment.
  - Select Summer 2013 term.
  - Review *Account Summary* for accuracy
  - Select *Confirm Registration*. Click *Yes, I will attend Summer 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.
- \* To pay the balance in full, click on *Make Payment* 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 Summer 2014	Last day for 100%	Last day for 75%	Last day for 25%
Maymester	May 11*	May 13	May 16
Full Summer	June 1*	June 10	June 18
Summer I	June 1*	June 5	June 9
Summer II	July 6*	July 10	July 14
RODP	June 1*	June 10	June 18

\*Date falls on a 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 PLAN**

**The Deferred Payment Plan is not available for the summer term.**

**FINANCIAL AID REFUNDS**

Refunds for Summer semester 2014 will be available on student ID cards (for comdata accounts only) beginning May 30, 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 June 16, 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 July 12, 2013, 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 July 14, 2014 if they have credit balances on myTSU and are certain that refunds are due.

**CONTACT INFORMATION**

Website: <http://10.52.128.224/bursar/index.aspx>  
 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.**)