

Message from the Bursar

FROM: BURSAR'S OFFICE

TO: ALL STUDENTS

Welcome to Tennessee State University, "**The land of golden sunshine**". 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.

A student is not officially enrolled until all fees are paid in full (or students must confirm registration if their fees will be covered by scholarship, authorized deferments and/or financial aid). Changes to class schedules or room/board, including withdrawing from the university, may result in a balance due to the university. Students are encouraged to better plan their schedules and retain their full-time status on their way to a timely and successful graduation.

PRIOR BALANCES

Tennessee State University policy states that no student may register for classes until all balances from prior terms have been cleared. These balances cannot be offset by financial aid in a future term and are not eligible for deferment. Please make arrangements to immediately pay any prior balance reflected on myTSU.

FINANCIAL AID REFUNDS

Financial Aid Refunds:

Refunds for Summer semester 2019 will be available beginning June 7, 2019 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. All students are required to sign up for Direct Deposit. 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 24, 2019. To sign up, log on to myTSU and select Student, then Refund Account Information. If your parents have secured a Plus loan and the refund will be returned to them, or if your financial aid is "Authorized or Memo Aid" (i.e. pending), you must make other arrangements for books.

If you change your schedule of classes after you receive your refund or if you officially withdraw from the university, please monitor your account balance to determine if a portion of your refund must be returned. Class schedules may be deleted if you receive a refund and subsequently incur additional

charges by adding more courses or room and board.

All first-time borrowers must sign promissory notes with their lenders and complete entrance loan counseling.

Parent Plus Loan Refunds:

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. The Bursar's Office must review these loans and process checks in the parents' name. Parents may request expedited reviews beginning July 12, 2019, if they have credit balances on myTSU and are certain that refunds are due.

Financial Aid Deferments:

Students in need of a financial aid deferment must see their financial aid counselor to determine if they are eligible for a deferment. No financial aid deferments will be given until all eligibility requirements have been satisfied.

Scholarships:

Regular refunds are not automatically generated if scholarships from any source are credited to students' accounts. The Financial Aid Office must review these scholarships to ensure refunds are allowed. Students may request expedited reviews beginning July 12, 2019, if they have credit balances on myTSU and are certain that refunds are allowed and due.

Summer 2019 FEE PAYMENT/CONFIRMATION DEADLINE DATES

(All students must confirm, including those whose fees are paid in full. **The Deferment Payment Plan is not available for the summer term.**)

MAYMESTER:

May 3 - Students who entered class schedules in myTSU during Registration (April 1, 2019– May 3, 2019) are required to pay and confirm by 4:30 p.m. to prevent their classes from being cancelled.

May 7 - Maymester Census Date

Summer Sessions:

May 24- TN eCampus – Students who entered TN eCampus class schedules in myTSU (April 1, 2019 – May 24, 2019) are required to pay and confirm by 4:30 p.m. to prevent their classes from being cancelled.

May 31 - Students who entered class schedules in myTSU (April 1, 2019 – May 31, 2019) are required to pay and confirm by 4:30 p.m. to prevent their classes from being cancelled.

June 5 – TN eCampus Census Date

June 6 – Summer I Census Date

June 11 – Full Summer session Census Date

July 8-10 - Students who entered Summer II Session class schedules in myTSU are required to pay and confirm by 4:30 p.m. to prevent their classes from being cancelled. (Late - \$100 fee)

July 11 – Summer II session Census Date

STUDENTS, PLEASE MONITOR YOUR ACCOUNTS DAILY THROUGH July 11, 2019 TO ENSURE YOU ARE OFFICIALLY REGISTERED, PAID, AND CONFIRMED. Students not listed on class rosters will not be able to remain in classes or in residence halls. If you fail to make fee arrangements or fail to confirm your attendance through myTSU -- even if you have a \$0 or credit balance your courses will be canceled. For confirmation instructions, use the Bursar's Office link at www.tnstate.edu/bursar and click on Confirmation of Attendance.

REFUND OF TUITION AND FEES

Students who officially drop or withdraw from classes will have their charges adjusted based upon the dates established by the Tennessee Board of Regents that are posted on the TSU website. Adjustments to financial aid, if required, will be based on federal regulations.

Fee Adjustment Deadlines for Dropped Courses:

Term: Summer 2019	Last day for 100%	Last day for 75%	Last day for 25%
Maymester	May 5, 2019*	May 7, 2019	May 10, 2019
Full Summer/Accelerated/ Executive MBA	June 2, 2019*	June 11, 2019	June 19, 2019
Summer I	June 2, 2019*	June 6, 2019	June 10, 2019
Summer II	July 7, 2019*	July 11, 2019	July 15, 2019
TN eCampus	May 27, 2019	June 5, 2019	June 13, 2019
PT May Term	May 12, 2019*	May 16, 2019	May 20, 2019
PT First Summer Term	June 16, 2019*	June 20, 2019	June 24, 2019

*Date falls on a Sunday or Holiday

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.**

TN eCampus courses **cannot** be evenly exchanged with TSU courses when students drop/add on or after the first day of classes. TN eCampus classes can be identified by section number R01, R25, or R50. TN eCampus courses are charged separately from TSU courses.

webpage contact: Bursar