



Welcome TSU Tigers!

Welcome to the 2022-2023 school year and the first Bursar's Office Spring Newsletter! Here you will find new and exciting news, relevant reminders, upcoming deadlines, and special notices to assist you this fall and throughout the school year.

Relevant Reminders

- Check your student accounts billing statement monthly to ensure there are no changes. To check your billing statement, visit [MyTSU](#) today!
- Review the Bursar Office Website for relevant information in between newsletters at: <https://www.tnstate.edu/bursar/>
- Check your Tennessee State University email account regularly for updated information; this is our official method of communication.

Upcoming Deadlines

Tuition and Fees

Tuition, fees, room, meals, and other student account charges are due each semester for all students, including those online according to the schedule below:

- Spring Semester Purge Date: January 6th (students with prior term balances)
- Spring Semester Purge Date: January 15th (all students registered)

Payment Plan Available Now!

Payment Plan enrollment is available online. A payment plan option is not available to assist in with your Fall Term or past due balances.

Students who use the Installment Payment Plan can view the plan amounts online. To ensure that the Plan was processed successfully, students should review their [MyTSU](#) accounts for an enrollment confirmation email.

- The required down payment shown, a \$50 Administrative Fee, and any prior-term balances must be paid in full at the time of enrollment.
- After the down payment, the remaining account balance is payable in three monthly installments each term.
 - The Installment Plan process will not calculate a current term Plan where balances are owed for prior terms.

- Additional term charges that are added after enrolling in the plan (i.e., adding additional classes or room/board or reduced financial aid) will change the monthly amount due. The additional amount can be paid separately before the next Plan due date to avoid a recalculation,
- A payment reminder or monthly statement is not mailed.
- A Late Payment Fee of \$25 is assessed for each installment not paid on or before a Plan's due date. When the due date falls on a weekend, payments not received by Friday will be assessed the Late Payment Fee. Late Charges occur each month an account is not paid in full or current on an approved payment plan.

Third-party payments

Signatures on TSU employee dependent discount forms should not be obtained before December 1, 2022.

- State/TBR employee registration begins December 20, 2022. Fee waiver forms can only be honored for classes selected on or after December 20, 2022. Completed forms should be submitted in advance of this date via fax, mail or in person, but students should wait until December 20, 2022, for registration/confirmation.
- TBR/UT (spouse/dependent) and TN public school teacher/State Employee (dependent) discount forms must be submitted by January 13, 2023. 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, etc.) should submit authorization paperwork to the Bursar's Office in advance of the registration/confirmation deadline.
- International Student third-party sponsors (e.g., foreign embassy financial guarantees, etc.) should submit authorization to the Office of Diversity in advance of the registration/confirmation deadline to prevent class schedules from being deleted.

Confirmation of Attendance is Mandatory!

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 now!)

- Click on Banner Services.
- Click on Student tab.
- Select Account Detail for Term/Confirm Enrollment/Credit Card Payment.
- Select Fall 2022 term.
- Review Account Summary for accuracy
- Select Confirm Registration. Click Yes, I will attend Fall term 2022.
 - 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.
 - 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.

Payment Options

- Checks and Money Orders
- Credit or Debit Cards (Fees Apply)
- Electronic Check/WebCheck (FREE)
- Domestic Wire Transfer of Funds (Fees Apply)
- Prepayment

Refunds

- 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.
- TNeCampus courses cannot be evenly exchanged with TSU courses when students drop/add on or after the first day of classes. TNeCampus classes can be identified by section number R01, R25, or R50. TNeCampus courses are charged separately from TSU courses.
- If your financial aid is *Authorized* or *Memo* (i.e., pending), refunds will not be distributed until the funds have been disbursed.
- If parent/guardian has a PLUS loan, the refund will be returned to them.
 - 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.
- Books may be included in your Book Bundle fees. If not included, you must be prepared to cover the costs out of pocket.

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, beginning February 2, 2023

To sign up, log on to myTSU and select *Student*, then *Refund Account Information*.

Direct Deposits may take up to three business days to post to bank account and is only for student account refunds.

**Student payroll maintains a separate process through a different system that is handled by Human Resources.*

Special Notices

- If you are missing any expected financial aid, scholarships, grants, or are awaiting loans (Subsidized, Unsubsidized, PLUS, alternative, etc....) to be applied, you may need to contact the [Office of Student Financial Aid](#).
- Reasons why funds might be in Authorize or Memo and not yet paid to the student's account:
 - ALL borrowers must sign a promissory note with direct lending at <https://studentloans.gov/myDirectLoan/index.action>. Delay in signing will result in late application of payment. Failure to sign will result in the loan being cancelled.
 - First time borrowers also must complete the entrance counseling at <https://studentloans.gov/myDirectLoan/index.action>. Delay in completion will result in late application of payment. Failure to complete will result in the loan being cancelled.
 - Scholarship recipients who have scholarships credited to their accounts from any source will not receive automatic refunds. The Financial Aid Office must review these scholarships to ensure refunds are allowed.

- For information about scholarships, loans, federal loans, federal work study, and parent loans contact the [Office of Student Financial Aid](#).
- Payments made with a credit card may be subject to a 2.85% service fee. There is NO service fee for payments made by e-check from a checking or savings account.
- Parent/Guardian Access to Information: Click [here](#) for more information about FERPA Parent Portal permissions and access [form](#).
- Access myTSU @ <http://mytsu.tnstate.edu> to:
 - Check account balances.
 - Pay with credit, debit (use routing and account number), or electronic check.
 - Print account statements. *Please review bill for accuracy.*
 - Print detailed class schedules.
 - Print 1098T tax statements. *Tax statements will not be mailed. Available online January 31st.*
 - Confirm Registration.
- For assistance with myTSU, please call the Help Desk at (615) 963-7777

CONTACT INFORMATION

- Website: www.tnstate.edu/bursar
- Address:

Tennessee State University
 ATTN: Bursar's Office
 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 8:00 a.m. until 4:30 p.m. (<i>Cashiers open: 8:30 a.m. until 3:30 p.m.</i>)
Summer	Monday – Wednesday, 7:30 a.m. – 6:00 p.m. Thursday 7:30 a.m. – 5:30 p.m. (<i>Closed Fridays</i>)



Check you 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, to ensure your expected aid has posted to your student account.

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

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

Sincerely,
 Your Bursar Office Team