To confirm, access myTSU and do the following:

First day of classes to avoid a penalty.

Audit classes, staff scholarships, etc.). Confirmation affirms that students

Disabled veterans’ vocational rehabilitation benefits, veterans’ benefits, certain veterans’ dependents education benefits, etc.

All students who use deferments/aid to pay all or a part of their fees

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 November 30, 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.
   * 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 withdrawal 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:

<table>
<thead>
<tr>
<th>Part of Term</th>
<th>Spring 2016</th>
<th>100%</th>
<th>75%</th>
<th>25%</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-Full Term and R-RODP</td>
<td>January 18</td>
<td>February 1</td>
<td>February 14*</td>
<td></td>
</tr>
<tr>
<td>RA1-RODP Accelerated Term 7- Weeks</td>
<td>January 18</td>
<td>January 24*</td>
<td>January 29</td>
<td></td>
</tr>
<tr>
<td>RA2-RODP Accelerated Term 7- Weeks</td>
<td>March 13*</td>
<td>March 20*</td>
<td>March 26*</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 option before the student will be able to view installment payments. 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, 2016 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, 2016 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 November 30, 2015.

FINANCIAL AID REFUNDS
Refunds for Spring semester 2016 will be available on student ID cards (for comdata accounts only) beginning January 19, 2016, 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 terms 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 15, 2016. 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://studentloans.gov/myDirectLoan/index.action.
- First time borrowers also must complete the entrance counseling at 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 15, 2016, 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 15, 2016, 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.)