



WELCOME TO THE TSU BURSAR'S OFFICE

PAYMENT/ BILLING INFORMATION

Ways to Pay:

Cash
Checks & Money Orders
Credit or Debit Cards **(Fees Apply)**
Electronic Check/WebCheck **(Free)**
Domestic Wire Transfer of Funds
(Fees Apply)
Prepayment

Payment Options:

Log into your Flywire Payment Portal. There you can make a one-time payment or establish a payment plan for the balance due on your account.

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.

Direct Deposit Instructions

Billing:

To access your billing statement online:

- Log into your MyTSU account

Statements and payments are completed in real-time and are available **ONLINE ONLY**.

Routinely review your student account online to stay updated

TSU BURSAR'S OFFICE

What is the Bursar's Office?

The TSU Bursar's Office is responsible for ensuring that student accounts are accurate and paid in a timely manner. The Bursar Office assists in:

- Student Account Bills
 - Tuition
 - Fees
 - Room & Meal Charges
- Refunds
- Direct Deposit
- Account Holds

FALL 2024 IMPORTANT DATES

- **August 12-16:** Freshmen Welcome Week
- **August 14-19:** Continuation of Fall 2024 Registration
- **August 19:** First Day of Class
- **August 19 - August 26:** Late Registration (Late Fees apply)
- **August 29:** Student must be in Good Financial Standing to Continue Classes-No Student Reinstatement


WE CAN ANSWER QUESTIONS AND SOLVE ISSUES SUCH AS:

Why do I have an account hold?

Do I get a refund?

How do I set up direct deposit?

Student account bill explanation



FALL 2024

BURSAR'S OFFICE NEWSLETTER

PAYMENT/ BILLING INFORMATION

Ways to Pay:

Cash

Checks & Money Orders

Credit or Debit Cards (**Fees Apply**)

Electronic Check/WebCheck (**Free**)

Domestic Wire Transfer of Funds

(**Fees Apply**)

Prepayment

Payment Options:

Log into your Flywire Payment Portal. There you can make a one-time payment or establish a payment plan for the balance due on your account.

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.

Direct Deposit Instructions

Billing:

To access your billing statement online:

- Log into your MyTSU account

Statements and payments are completed in real-time and are available **ONLINE ONLY**.

Routinely review your student account online to stay updated

FALL 2024 IMPORTANT INFORMATION

• Student Balances

- Students are able to register for upcoming semesters with a balance of **\$5000.00 or less**.
- Students with balances over \$5000.00 will have holds on their account preventing registration for courses.

• Waivers

- All waivers are due by the **14th day** of the semester they are submitted.
- Fee Waiver Forms **WILL NOT BE PROCESSED** for students that are received **AFTER THE 14TH DAY OF THE SEMESTER**.
- **Fall 2024** waivers are due **NO LATER** than **August 29, 2024**.

• Third Party Payments – Must be turned in before August 5, 2024

- **State/TBR/UT (spouse/dependent)** 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.

BURSAR'S OFFICE NEWSLETTER

BURSAR CONTACT INFORMATION

Website:

www.tnstate.edu/bursar

Address:

Tennessee State University

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

8:30AM until 4:30 PM

Summer Hours: Monday-

Thursday

8:00 AM until 5:30 PM

Closed on Fridays

HOW TO SET UP A PAYMENT PLAN

- Payment plans can be set up through the student's MyTSU account.
 - Login to MyTSU
 - Click Banner Services
 - Click Student
 - Click Student Account
 - Click Account Details
- Authorized Users can login with their credentials to set up a payment plan by clicking this link: <https://tnstate.myflywire.com/>
- Select from the options of payment plans (Requires a \$50 signup fee)
- Insert your method of payment
 - Credit/Debit Card (fees apply)
 - Electronic Check/ WebCheck (No Fees)
 - Installments paid after the due date will incur a \$25 late fee
- Students enrolled in a Payment Plan, please follow your scheduled payment dates. **Payments are due on the first of the month.**
- Currently enrolled students, a Statement Reminder for unpaid charges will be emailed and available through MyTSU at the beginning of every month. **Students are expected to pay the amount due immediately: If not on a payment plan.**

SPECIAL NOTICES



Check your 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: Ensure your expected aid has posted to your student account.

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

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

ALL STUDENTS MUST HAVE THEIR ACCOUNT IN GOOD STANDING
IN ORDER TO REGISTER FOR SUBSEQUENT SEMESTERS, RECEIVE TRANSCRIPTS, OR DIPLOMAS.