

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 Board of Regents policy 4:01:03:00, section 8, 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 the Spring 2014 will be available on student ID cards (comdata accounts only) beginning January 15, 2014 (after 9:00 p.m.) for students who have registered, completed all paperwork in the Financial Aid Office, 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 19, 2014. To sign up, log on to [myTSU](#) and select *Student*, then *Refund Account Information*. No refunds will be issued prior to this date. 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 February 19, 2014, 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 February 19, 2014, if they have credit balances on myTSU and are certain that refunds are allowed and due.

Spring 2014 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.)

January 10 - Students who entered spring class schedules in myTSU during Registration (November 11, 2013– January 10, 2014) are required to pay and confirm by 4:30 p.m. to prevent their classes from being cancelled.

January 15 - Students who entered spring class schedules in myTSU January 11 – 15, 2014) are required to pay and confirm by 4:30 p.m. to prevent their classes from being cancelled.

January 24- Students who entered spring class schedules in myTSU (January 16 – 24, 2014) are required to pay and confirm by 4:30 p.m. to prevent their classes from being cancelled. (Late -\$100 Fee)

January 29, 2014- (Census Date)

STUDENTS, PLEASE MONITOR YOUR ACCOUNTS DAILY THROUGH January 29, 2014 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 2014	100%	75%	25%
Spring and RODP	January 15	January 29	February 12
R A1 RODP Accelerated Term (7-Weeks)	January 15	January 22	January 28
RA2-RODP Accelerated Term (7-Weeks)	March 16*	March 23*	March 29*

***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

All refunds will be placed on ID cards. PLEASE obtain and activate your card at the TSU ID Center in McCord Hall, room 20.