

**TENNESSEE STATE UNIVERSITY  
BURSAR'S OFFICE INFORMATION SHEET  
(Spring Term 2021)**

All fees are subject to change July 1, 2021 by Tennessee State University Board of Trustees.

**EARLY REGISTERED STUDENTS ONLY**

**Spring 2021 fee payment and confirmation begins December 1, 2020.** Bills will not be mailed and will be available through your myTSU account on December 1.

The fee payment and confirmation of registration deadline is 4:30 p.m. on **January 22, 2021**. All registration fees must be paid in full (or students must **confirm** registration if their fees will be covered by scholarship, authorized deferments and/or financial aid). Since bills will **not** be mailed, students should access myTSU at <http://myTSU.tnstate.edu> to view account balances, pay fees and confirm registration. Payments should be mailed **seven days** prior to scheduled deadlines or may be made in person at the cashier window (which will be open until **4:30 p.m.** on January 22, 2021) or myTSU (which will be open until **6:00 p.m. for online payments only**, on January 22, 2021).

**BURSAR'S OFFICE HOURS OF OPERATION:**

<u>Dates</u>	<u>Location</u>	<u>Time</u>
January 22, 2021	Suite 130 Administration Bldg.	8:30 a.m. - 4:30 p.m.
January 25 -29, 2021	Suite 130 Administration Bldg.	8:30 a.m. - 4:30 p.m.

**THIRD-PARTY PAYMENTS**

Signatures on TSU employee dependent discount forms should **not be obtained before December 1, 2020**.

- **State/TBR/UT** employee registration begins **December 28, 2020**. Fee waiver forms can only be honored for classes selected on or after **December 28, 2020**. Completed forms should be submitted in **advance** of this date via fax, mail or in person, but students should wait until **December 28, 2020** for registration/confirmation. Completed forms should be submitted prior to the fee payment deadline.
- **TN public school teacher/State Employee (dependent)** discount forms must be submitted by **January 22, 2021**.
- **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 International Affairs [OIA@tnstate.edu] in advance of the registration/confirmation deadline to prevent class schedules from being deleted.

**Fee Payment /Confirmation Deadline Dates**

**Class schedules will be deleted on the following dates if registration fees are not paid in full (or if registration is not confirmed when payment will be covered by scholarship/ authorized deferment/aid):**

- **January 22, 2021** - (Students who register (October 28, 2020 – January 22, 2021)
- **February 15, 2021** - (Students who register January 25 -29, 2021) **Late Fee of \$100.00 is applicable.**

Your myTSU email account is the major mode of communication with students. It is imperative that students monitor the @my.tnstate.edu email accounts regularly. The official account is used for school-related official notices. The account can be linked to a personal account for ease in reviewing mail. Access your myTSU student account at <http://mytsu.tnstate.edu> for any of the following processes. For assistance with the myTSU access, please call the TSU Help Desk at (615) 963-7777.

- Check account balances.
- Pay fees with MasterCard, Visa, American Express, or check. (Parents paying fees **online** using MasterCard, Visa, American Express, Discover, or personal check will need to coordinate logon information with students.)
- Print account statements. (Please review bill for accuracy.)
- Print detailed class schedules.
- Print 1098T tax statements. (Tax statements will not be mailed. Parents will need to coordinate logon information with students.)
- Confirm Registration.

**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 financial penalty.**

To confirm, access your myTSU account and complete the following steps:

- Click on *Banner Services*.
- Click on *Student* tab.
- Select *Account Detail* for Term/Confirm Enrollment/Credit Card Payment.
- Select Spring 2021 term.
- Review *Account Summary* for accuracy
- Select *Confirm Registration*. Click *Yes, I will attend Spring term 2021*.
  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 *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.

## Fee Adjustment Deadlines for Dropped Courses:

Spring Term 2021	100%	75%	25%
<b>Xtreme Winter 1</b> <i>January 4-8, 2021</i>	<b>January 3*</b>	<b>January 4</b>	<b>January 5</b>
<b>Xtreme Winter 2</b> <i>January 11-15, 2021</i>	<b>January 10*</b>	<b>January 11</b>	<b>January 12</b>
<b>Regular Spring Term/ Accelerated Term/ Executive MBA Term</b> <i>January 25 - April 30, 2021</i>	<b>January 24*</b>	<b>February 7*</b>	<b>February 13*</b>
<b>TN eCampus</b> <i>January 19 – May 5, 2021</i>	<b>January 18</b>	<b>February 1</b>	<b>February 14*</b>
<b>R35 TN eCampus 10 weeks</b> <i>February 22 – May 5, 2020</i>	<b>February 21*</b>	<b>February 25</b>	<b>March 12</b>
<b>R A1 TN eCampus Accelerated Term (7-Weeks)</b> <i>January 19 – March 5, 2021</i>	<b>January 18</b>	<b>January 24*</b>	<b>January 30*</b>
<b>RA2 TN eCampus Accelerated Term (7-Weeks)</b> <i>March 15 – May 5, 2021</i>	<b>March 14*</b>	<b>March 19</b>	<b>March 27*</b>
<b>SF1 TSU First 7 Weeks</b> <i>January 25 – March 12, 2021</i>	<b>January 24*</b>	<b>January 30*</b>	<b>February 4</b>
<b>SF2 TSU Second 7 Weeks</b> <i>March 15 – April 30, 2021</i>	<b>March 14*</b>	<b>March 21*</b>	<b>March 24</b>

\*Date falls on a Saturday or Sunday.

**Note:** Refunds are calculated based on Billable credit hours. 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** to avoid a financial penalty.

**Note:** **TN eCampus** courses **cannot** be exchanged evenly with TSU courses. **TN eCampus** classes can be identified by section number R01, R25, or R50. RODP courses are charged separately from TSU courses.

## PAYMENT PLANS

**Deferred Payment Plan #1** enrollment is available online if a student's total balance is more than \$2,000.00 after all posted 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 Online option before the system will compute installment payments. At 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. Please review bill for accuracy prior to enrolling in the plan.

**Deferred Payment Plan #2** enrollment is available online if a student's total balance is less than \$2,000.00 after all posted discounts, financial aid, and other credits have been applied. The Deferred Payment Plan is **not available** for the summer term. The system will automatically offer this plan to students who have a balance less than \$2,000.00. At the time of enrollment in the plan, a \$50 administrative fee, and any prior balance must be paid in full. Students must pay the administrative fee amount calculated when enrolling in the deferment plan. Please review bill for accuracy prior to enrolling in the 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 for either plan is payable in three installments due February 29, March 31, and April 30, 2020 for the Spring term. Bills will *not* be mailed. A late payment charge of \$25 will be assessed on March 1, April 1, and May 1, 2020 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 either 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, 2020.

## FINANCIAL AID REFUND

Refunds for Spring semester 2021 will be available beginning February 8, 2021, 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 applied to their student account balance. **All students are required to sign up for direct deposit. Direct Deposit refunds may take up to three business days to post to bank account. 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.
- **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, March 1, 2021, 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 funds to student is indicated on the original [Federal Direct Parent Plus Loan Application](#). The Bursar's Office must review these refunds and process checks in the parents' names. Parents may request expedited reviews beginning March 1, 2021, if they have credit balances on myTSU and are certain that refunds are due.

**Tuition and fees are set regardless of the mode of instruction.** Tennessee State University reserves the right to set and modify the mode of instruction based on the totality of the circumstances and what it determines will best serve the student and protect the health and safety of the campus community. Such modifications, determinations and actions shall not be considered a breach of contract and the University shall not be obligated to refund any amount already paid to the University.

## CONTACT INFORMATION

Website: [www.TNSTATE.edu/BURSAR](http://www.TNSTATE.edu/BURSAR)

Email: [BURSAR@tnstate.edu](mailto:BURSAR@tnstate.edu)

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<b>Telephone:</b>	<u>Main Office</u>	<u>Cashier Office</u>
	(615) 963-5472 Office) (615) 963-7632 Fax)	(615) 963-5600 Office (615) 963-1490 Fax
<b>Office Hours:</b>	Main Office: 8:00 a.m. until 4:30 p.m. Cashier Payments: 8:30 a.m. until 3:30 p.m.	
<b>Address:</b>	<b>Tennessee State University</b> Bursar's Office - PO Box 9621 3500 John A Merritt Blvd Nashville, TN 37209	