

# Message from the Bursar

**FROM: TSU BURSAR'S OFFICE**

**TO: ALL STUDENTS**

Welcome to Tennessee State University, "**The land of golden sunshine**". Several TSU Bursar's Office procedures related to fee payment, billing, confirmation of attendance, deferred payment plan online enrollment, refunds, and the 1098T tax form will change because of new online systems. Since myTSU is the major mode of communication with students, it is imperative that all students check the @my.tnstate.edu email accounts regularly. The account can be linked to a personal account, as well.

A student is not officially enrolled until fees are paid in full (or covered, in full, by scholarship, authorized deferments and/or pending financial aid). Changes to class schedules, room/board, or other student account charges—including withdrawing from the University—may result in a balance owed. Students are encouraged to plan their schedules and to retain full-time status on their way to a timely and successful graduation.

## **PRIOR BALANCES**

Tennessee State University policy states that no student may register for classes until all balances from prior terms have been cleared. Prior-term balances cannot be offset by financial aid in current or future terms. Prior-term balances are not eligible for deferment. Please arrange to immediately pay any prior balance reflected on myTSU.

## **FINANCIAL AID DEFERMENTS**

Students in need of a financial aid deferments 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.

## **FINANCIAL AID REFUNDS**

**Student Financial Aid Refunds** Refunds for the Spring 2021 will be available beginning February 8, 2021 for students who have registered, completed all paperwork in the Financial Aid Office, and have actual aid applied to their accounts. **All students are required to sign up for direct deposit. Direct deposit refunds may take up to three business days to post to bank accounts.** To sign up, log on to [myTSU](#) and select *Student*, then *Refund Account Information*. No refunds will be issued prior to this date. If a parent has secured a Plus loan and the refund will be returned to the parent, 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 are subject to be deleted if you receive a refund and subsequently incur additional charges by adding more courses or room and board.

**Parent Plus Loan Refunds** A Parent Plus Loan refund is sent directly to parents unless authorization to release funds to the student is indicated on the Federal Direct Parent Plus Loan Application when filed online (StudentAid.gov). The TSU Bursar's Office must review these refund and process checks in the requesting parents' name. Parents may request expedited reviews beginning March 1, 2021 if they have credit balances on myTSU and are certain that refunds are due.

**Grants and Scholarships** Not all grants and scholarships are refundable to the student. The TSU 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.

### **SPRING 2021 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 4** – Students who entered Winter 1 class schedules in myTSU during Registration (October 28, 2020 – January 4, 2021) are required to pay and confirm by 4:30 p.m. to prevent their classes from being cancelled.

**January 8** – Students who entered Winter 2 class schedules in myTSU during Registration (October 28, 2020 – January 8, 2021) are required to pay and confirm by 4:30 p.m. to prevent their classes from being cancelled.

**January 22** - Students who entered Spring class schedules in myTSU during Registration (October 28, 2020 – January 22, 2021) are required to pay and confirm by 4:30 p.m. to prevent their classes from being cancelled.

**February 15** - Students who entered Spring class schedules in myTSU (January 25 -29, 2021) are required to pay and confirm by 4:30 p.m. to prevent their classes from being cancelled. **Late Fee - \$100**

STUDENTS, PLEASE MONITOR YOUR ACCOUNTS DAILY THROUGH February 20, 2021 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 cancelled. For confirmation instructions, use the link at [www.tnstate.edu/bursar](http://www.tnstate.edu/bursar) for Confirmation of Attendance.

## DROPPED COURSE TUITION AND FEE ADJUSTMENT

**Adjustments to 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 Federal Financial Aid:** Adjustments to your financial aid package, if required, is based on federal regulations. You must consult the TSU Financial Aid Office for specific details.

### 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:** 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 evenly exchanged with TSU courses when students drop/add on or after the first day of classes. TN eCampus classes can be identified by section number R50. TN eCampus courses are charged separately from TSU courses.