

**BURSAR'S OFFICE INFORMATION SHEET  
(Summer 2016)**

All fees are subject to change July 1, 2016 by the Tennessee Board of Regents.

**EARLY REGISTERED STUDENTS ONLY**

**Summer 2016 fee payment and confirmation begins April 27, 2016.** Bills will not be mailed and will be available through your myTSU account beginning April 27, 2016.

The fee payment and confirmation of registration deadline is 4:30 p.m. on **May 6, 2016 for Maymester and May 27, 2016 for all summer sessions including RODP.** 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 May 6, 2016 for Maymester and May 27, 2016 for all summer sessions including RODP.

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

<u>Dates</u>	<u>Part of Term</u>	<u>Location</u>	<u>Time</u>
May 6, 2016	Maymester	Suite 130 Administration Bldg.	8:30 a.m. - 4:30 p.m.
May 9, 2016	Maymester	Suite 130 Administration Bldg. (Late - \$100 fee)	8:30 a.m. - 4:30 p.m.
May 27, 2016	All Summer Sessions	Suite 130 Administration Bldg.	8:30 a.m. - 4:30 p.m.
June 1-2, 2016	All Summer Sessions	Suite 130 Administration Bldg. (Late - \$100 fee)	8:30 a.m. - 4:30 p.m.
July 5-6, 2016	2 <sup>nd</sup> Summer Session	Suite 130 Administration Bldg. (Late - \$100 fee)	8:30 a.m. - 4:30 p.m.

**THIRD-PARTY PAYMENTS**

Signatures on employee dependent discount forms should **not be obtained before April 4, 2016.**

**State/TBR** employee registration begins **April 11, 2016 for Maymester, May 3, 2016 for Full/ 1<sup>st</sup> Summer sessions, and June 7, 2016 for Summer II.** Fee waiver forms can only be honored for classes selected on or after **April 11, 2016 for Maymester, May 3, 2016 for Full/ 1<sup>st</sup> Summer sessions, and June 7, 2016 for Summer II.** Completed forms should be submitted beginning April 4, 2016 via fax, mail or in person.

**TBR/UT (spouse/dependent) and TN public school teacher/State Employee (dependent)** discount forms must be submitted beginning **April 4, 2016.** Completed forms should be submitted prior to the fee payment/confirmation deadline to prevent class schedules from being deleted.

**Other third-party sponsors** that will be billed for students' fees (e.g., employers, prepaid tuition programs, government agencies, foreign embassies, etc.) should submit authorization paperwork to the Bursar's Office 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):**

- **May 6, 2016 --- Students who register April 4 – May 6, 2016 (Maymester)**
- **May 15, 2016 --- Maymester (Census Date)**
- **May 27, 2016 ---Students who register April 4 – May 27, 2016 (All Summer Sessions)**
- **June 6, 2016 ---Summer (Census Date)**
- **June 13, 2016--- Full/RODP (Census Date)**
- **July 1, 2016 --- Summer II session only**
- **July 9, 2016 --- Summer II (Census Date)**

**WHAT'S NEW?**

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.

Access myTSU @ <http://mytsu.tnstate.edu> to:

- Check account balances.
- Pay fees with MasterCard, Visa, American Express, or check. (Parents paying fees online using MasterCard, Visa, American Express, 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.

For assistance with myTSU, please call the Help Desk at (615) 963-7777

**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: (April 27, 2016)

- Click on *Banner Services*.
  - Click on *Student* tab.
  - Select *Account Detail* for Term/Confirm Enrollment/Credit Card Payment.
  - Select Summer 2016 term.
  - Review *Account Summary* for accuracy
  - Select *Confirm Registration*. Click *Yes, I will attend Summer Term 2016*.
    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.
- \* To pay the balance in full, click on *Make Payment* 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:**

Part of Term Summer 2016	Last day for 100%	Last day for 75%	Last day for 25%
Maymester	May 8*	May 10	May 13
Full Summer/Accelerated MBA	May 30*	June 8	June 16
Summer I	May 30*	June 3	June 7
Summer II	July 4*	July 8	July 12
RODP	May 30*	June 8	June 16
PT May Term	May 8*	May 12	May 16
PT First Summer Session	June 12*	June 16	June 20

\*Date falls on a Sunday or Holiday

**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 PLAN: The Deferred Payment Plan is not available for the summer term.**

**FINANCIAL AID REFUNDS**

Refunds for Summer semester 2016 will be available beginning May 31, 2016 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 credited to their accounts. Direct deposit is required if you are a freshman, transfer, or a returning student. 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 June 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 July 13, 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 July 13, 2016 if they have credit balances on myTSU and are certain that refunds are due.

**CONTACT INFORMATION**

Website: <http://10.52.128.224/bursar/index.aspx>  
 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.**)