

# PAYMENT INFORMATION

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## Financial Responsibility

Students are expected to meet financial obligations to the University within the designated time allowed. Registration fees are payable at registration, except for that portion of the registration fee that may be temporarily deferred, but payable later in scheduled payments as part of an installment payment agreement. Students are not entitled to enter classes or laboratories until their appropriate fees and deposits have been paid. Other charges are due at registration or within ten days after a bill is rendered by the University, or according to special payment instructions that may be listed on the bill or agreement.

## Payments

Payments made for registration purposes may be made by cash, cashier's check, personal check, money order, or pin debit in the Bursar's Office. All checks and money orders are accepted subject to final payment. Online payments may be made by E-Check, debit, MasterCard, Visa, American Express, JCB, China Union, Diner's Club, or Discover.

## Installment Payment Plan

The Texas Legislature has authorized collection of tuition and fees during a fall or spring semester by one of two methods: payment in full in advance of the beginning of the semester or payment in installments under a payment plan option t (<http://www.shsu.edu/dept/bursar/installmentpolicy.html>) that requires the first payment to be made in advance of the beginning of the semester. A nonrefundable fee of \$30 is charged for enrolling in an installment payment plan. Failure to make a timely payment for the first installment may result in loss of class schedule (first installment payment due before first class day or on the day the student registers if on or after the first class day). Failure to make timely payment on any remaining installment will cause accrual of late charges.

Any financial aid, tuition waivers, grants or deferments will be used to reduce the amount owed by the student, with the remaining balance eligible for the installment payment plan. During a summer session, tuition and fees are collectible in full. The Texas Legislature has reserved the right to discontinue the installment payment plan.

Students will not be allowed to attend classes until their tuition and fees, excluding that portion of the registration fee that may be temporarily deferred, but payable later in scheduled payments as part of an installment payment agreement, are paid.

**STATUTORY WARNING: A STUDENT WHO FAILS TO MAKE FULL PAYMENT OF TUITION AND MANDATORY FEES, INCLUDING ANY INCIDENTAL FEES, BY THE DUE DATE MAY BE PROHIBITED FROM REGISTERING FOR CLASSES UNTIL FULL PAYMENT IS MADE. A STUDENT WHO FAILS TO MAKE PAYMENT PRIOR TO THE END OF THE SEMESTER OR TERM MAY BE DENIED CREDIT FOR WORK DONE THAT SEMESTER OR TERM.**

## Nonpayment of Tuition and Fees

Failure to pay the amount owed in full, including appropriate penalty and late fee charges, prior to registration for a future semester or prior to the last class day for the current semester or summer session can result in any or all of the following sanctions:

1. withholding of future registration privileges;
2. withholding award of degree;
3. withholding of an official transcript; and
4. loss of class schedule for future enrolled semester(s).

Students who pay fees with a returned item may suffer the above sanctions as well as those detailed in the following section.

## Collections for Nonpayment

Nonpayment by the end of the semester may result in transfer of the student's account to a contracted collection agency and assessment of a collection fee of at least 30 percent of the outstanding balance. The University may also choose to litigate an account on advice of University legal counsel. Should an account be litigated, the student will be responsible for all litigation expenses including attorney's fees and court costs. Accounts that are referred to a contracted collection agency may also be reported to credit bureaus.

## **Returned Payment Policy**

A returned payment is defined as an item returned to the University rightfully unpaid due to no fault of the bank or the University.

- The University accepts payment by personal check, which includes E-Check (ACH) payments online, and reserves the right to withdraw that privilege at any time to anyone.
- The University accepts payment by credit card online and reserves the right to withdraw that privilege at any time to anyone.
- The person receiving the benefit from the returned check, ACH, or credit card payment is responsible for repayment if the item is returned to the University unpaid or disputed.
- A twenty-five dollar returned item charge and the amount of the returned item will be posted to the account of the person who received benefit of the check, ACH, or credit card payment.
- Students, who fail to clear their account of returned checks, ACH, or credit card payments within ten days, MAY BE resigned from school and will have to pay a fifty dollar reinstatement fee, the returned item, and returned item charge.
- It should not be assumed the University will resign the student. A student who discontinues going to class without officially resigning from the University will be subject to the grade of "F" in each course.
- Students who have been resigned are eligible for reinstatement upon repayment of the fifty dollar reinstatement fee, the returned item, and the returned item charge.
- Stop payments are considered returned items and are subject to all penalties.
- A student who fails to make payment prior to the first day of final exams may not receive credit for the work done that semester and will not be allowed to register for future semesters until the delinquent amount is paid. In addition, unpaid returned items may be turned over to other agencies for prosecution and collection.
- Any questions concerning this matter may be addressed to the Bursar's Office at (936) 294-1087.