

# PAYMENT INFORMATION

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## Payment Information

### 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 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, or money order in the Cashier's Office. All payment items are accepted subject to final payment. Online payment options include E-Check, Visa, MasterCard, American Express, Diner's Club, China Union, JCB, 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 an installment payment plan option (<http://www.shsu.edu/dept/bursar/InstallmentPolicySemesterOption.html>). There is a non-refundable processing fee of \$30 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 beginning of term). Failure to make timely payment on any remaining installment will cause accrual of late charges (\$25 per late installment).

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, the 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 Item Policy

A returned item is defined as a payment tender returned to the University rightfully unpaid due to no fault of the bank or the University. The item may be paid by the student or the item may be paid on the student's behalf by a spouse, guardian, friend or sponsor.

**The University reserves the right to refuse credit card and personal checks, including E-Checks, from any student who had any of the forementioned items returned.**

Each returned item is subject to a \$25 processing fee. Students have 10 days from the date on which notice is sent from the Cashier's Office in which to pay the returned item and the resulting processing fee or inform the Cashier's Office of their intent. Thereafter, the student **may be resigned** from the University. (The student should not assume that he/she will be resigned. If the student discontinues going to class without officially resigning from school, he/she will be subject to the grade of F.) Students who have been resigned are eligible for reinstatement upon redemption of such item(s), plus the resulting processing fee(s) and the payment of a reinstatement charge of \$50. A student who fails to make payment prior to the first day of final exams will 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. The student may also lose their class schedule for future enrolled semesters. In addition, the items may be referred to the District Attorney of Walker County for prosecution and collection. Past due accounts are referred to a credit reporting company.

Students will be given the opportunity to be heard regarding any special circumstances. Such circumstances will be given full and fair consideration, and exceptions to the returned check policy may be granted by the Office of Student Financial Services or by a delegated employee, based on the evidence presented.