

INFORMATION ABOUT PAYING YOUR SPRING BILL

(TERM CODE 202430)

Students will NOT BE DROPPED from class for non-payment of tuition and fees for current semester.

If you are enrolled but DO NOT PLAN to attend classes Emporia State University in the summer semester, you must withdraw from your classes by the 100% refund period ([click here for payment calendar](#)) to completely reverse assessed tuition and fees from your student account. If you receive financial aid and then withdraw, you may be required to repay some or all of those funds. Failure to withdraw obligates the student to pay tuition, fees and all applicable charges on the student account.

All fees are due and payable, whether a billing statement is generated or not. For payment to be credited to your account allow time for mailing and processing. Financial aid and scholarships must be authorized AND disbursed to be considered a payment on your account.

The due date for summer courses is on Monday, the week the courses begin to avoid a late fee.

Payments can be made online via Hornet365.com or at the Cashier window on the first floor of Plumb Hall.

To pay online, follow these instructions:

Log into your [student portal Hornet 365](#):

- Students
- Financial Center
- Student Account Center
- Make Payment

Review your student account for holds.

Tuition and fees can be paid via your Hornet365.com student account with electronic check, credit or debit card. The University accepts Visa, Discover, MasterCard, and American Express credit card payments. Convenience fees apply for credit card payments. Check, cash and money order payments can be made in person at the cashier window on the first floor of Plumb Hall from 8:00 a.m. to 5:00 p.m. central time (Monday through Friday) or through the mail (Emporia State University, 1 Kellogg Circle, Campus Box 4021, Emporia, KS 66801). Please do not mail cash.

Scholarships, grants and loans must first be applied to tuition and fees. Excess funds that become available will be refunded to the student. Students that have set up direct deposit authorization online through their student account will receive excess financial aid and scholarship funds by direct deposit. Students who have not completed the direct deposit authorization will be issued a check. Checks will be mailed to the student's current mailing address. If your mailing address has changed log into **Hornet365.com**:

Select:

- **Students**
- **Academic Life**
- **Student Records**
- **Personal Information**
- **Update Addresses and Phone**

To avoid delay of processing excess financial aid funds, all students are encouraged to have a [Title IV Authorization Release](#) Non-Institutional Charges and Prior Year Charges Form on file.

No student shall be permitted to finalize enrollment for any future semester if there is a past due account balance from a prior semester(s).

Students with outstanding debts to the University, whether financial or material, will have their official transcripts and/or enrollment withheld.

If the University receives a returned check, the University reserves the right to withdraw the student from classes and to charge the student fees due as of that date. Additional information is available from Cashiering Services (email questions to cashier@emporia.edu).

SUMMER 2024 PAYMENT CALENDAR (TERM CODE: 202430)

NOT ATTENDING

If you are enrolled but DO NOT PLAN to attend ESU in the Summer 2024 semester, you must withdraw from your classes.

ATTENDING

May 20, 2024 - First day of summer semester

August 9, 2024 – Last day of summer semester

NOTE: The Emporia State University reserves the right to correct clerical errors.