



EMPORIA STATE UNIVERSITY™

IMPORTANT FEE PAYMENT INFORMATION

Spring 2020
Term: 202010

Before Classes Begin –January 10

- Excess financial aid will be available in the *bank of your choice* if the Direct Deposit process was complete and accurate prior to the financial aid refund process. Direct Deposit must be set up by January 6 in order to receive excess aid into the bank account of your choice on January 10.

1st Class Day – January 14

- Excess financial aid checks available for pick-up at Cashiering Services
- All checks not picked up by **January 17** will be mailed to the student's **mailing address**.
 - Verify your current mailing address with the Registration Office

5th Class Day –January 21– Fee Payment Due Date

- Students must be paid in full by 5:00 pm central time to avoid an administrative fee.
- Students will **NOT** be dropped from scheduled courses.
- \$50 administrative fee charged to all students with an account balance greater than \$100 by 5:00p.m. CT

10th Class Day – January 28 – *Last Day for Tuition Refund*

- Any student wishing to withdraw from the University **MUST** initiate the withdrawal process through the Registration Office by this date to avoid charges.

February 20

- Any account balance greater than \$100 without a signed payment plan on this date will be charged a \$50 late fee.
- \$50 late fee if payment not received on payment plan.

March 20

- Any account balance greater than \$100 without a signed payment plan on this date will be charged a \$50 late fee.
- \$50 late fee if payment not received on payment plan.

April 20

- Any account balance greater than \$100 without a signed payment plan on this date will be charged a \$50 late fee.
- \$50 late fee if payment not received on payment plan.

May 20

- Any account balance greater than \$100 will be charged a \$50 late fee.

Financial aid must be authorized AND disbursed to the students university account to be considered a payment. Students can check their BuzzIn account to see if financial aid was applied to their university account.

All prior semester charges must be paid before a student can initiate fall fee payment.

All fee payment information is available at www.emporia.edu/busaff.