IMPORTANT FEE PAYMENT INFORMATION
Fall 2014

Before Classes Begin – Thursday, August 14th
- 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 Monday, August 11th in order to receive access aid into the bank account of your choice on August 14th.

1st Class Day – Monday, August 18th
- Excess financial aid checks available for pick-up at Cashiering Services
- All checks not picked up by Friday, August 22nd will be mailed to the student’s mailing address
  - Verify your mailing address with the Registration Office

5th Class Day – Friday, August 22nd – Fee Payment Due Date
- Students must be in “paid status” (see below) by 5:00 p.m. CT to retain class schedule
- Undergraduate students will be dropped from scheduled courses if payment is not made
- $50 administrative fee charged to all students with an account balance greater than $100 by 5:00 p.m. CT
- Students must sign and submit the Extended Payment Agreement in order to avoid account holds

10th Class Day – Friday, August 29th – 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

20th Class Day – Monday, September 15th – First Extension Date
- Any account balance greater than $100 on this date will be charged an additional $50 administrative fee

35th Class Day – Monday, October 6th – Last Extension Date
- Last day to pay accounts in full to avoid late fee penalties and student account holds

36th Class Day – Tuesday, October 7th – Penalties and Holds
- Outstanding account balances are past due
- $50 late fee begins to be assessed for each month balance remains outstanding
- Holds are placed on student’s account

“Paid status” means that the student has paid-in-full or made at least $150 payment to their University account. An Extended Payment Agreement form is required for any student who does not pay their fees in full. Administrative fees will be assessed for this plan.

Financial aid must be authorized AND disbursed to the students University account to be considered a payment. Students can check their Buzz In 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.